# REQUEST FOR QUOTATION

Date: 10 September 2025

Reference: **RFQ CO-25-021SVP-B**

1. The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)** through its **Bids and Awards Committee (BAC)** invites interested bidders to submit a quotation for the procurement of the item stated below with the total Approved Budget for the Contract (ABC) amounting to **ONE HUNDRED SEVENTY-EIGHT THOUSAND SIX HUNDRED SEVENTY-SIX PESOS AND TWENTY-SEVEN CENTAVOS (PHP178,676.27) inclusive of all applicable taxes and other charges;**
2.

| PITAHC 2025 APP Ref | PR Number | Item Description |
|---|---|---|
| **5021299000** | **THPP-25-05-064** | **PROCUREMENT FOR PEST AND TERMITE CONTROL SERVICES FOR THPP COMPOUND WITH SIX (6) BUILDINGS (2ND REPOST)**<br>*(See Terms and Conditions for detailed requirements)* |

3. Procurement shall be conducted through Small Value Procurement under Section 53.9 - Negotiated Procurement as prescribed under Rule XVI- Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "*Government Procurement Reform Act*".

4. The quotation must be duly signed by the bidder and must be submitted to the BAC Secretariat, PITAHC Building, Matapang St., East Avenue Medical Center Compound, Barangay Central, Quezon City or sent thru fax at (02) 8376-3067 or email at bac@pitahc.gov.ph. The quotation shall be received until **16 September 2025, 12:00 NOON**.

5. The bidder must **submit a copy** of the following documents, **together with the quotation**, to ensure that the said bidder is technically, legally, and financially capable to undertake the proposed project:
   a. Valid and current Mayor's/Business Permit 2024/2025
   b. Notarized Omnibus Sworn Statement by the prospective bidder in the new prescribed form as per GPPB Resolution No. 16-2020, attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable
   c. PHILGEPS Registration Number *(to be indicated in the Price Quotation Form*

6. PITAHC reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. PITAHC further reserves the right to reject all quotations, or declare a failure of small value procurement, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability to the affected bidder or bidders in accordance with R.A. No. 9184 and its Implementing Rules and Regulations.

7. For any clarification, you may contact Mr. **Rodelio D. Mendez Jr.** at telephone no. (02) 8282-5194 loc 303.

**ATTY. KEENTH N. ALMEÑE**
*Chairperson, PITAHC BAC*

# OTHER TERMS AND CONDITIONS

1. Bidders shall provide the **correct and accurate information** required in this form.

2. Delivery of Services: **One (1) year contract upon receipt of Purchase Order with one (1) general treatment and four (4) quarterly maintenance**

3. Location/Site: **PITAHC Tacloban HPPMP, Barangay Bagacay, Tacloban City**

4. Payment Terms: **One-time payment – 100% of the total contract cost and within fifteen (15) working days upon receipt of the following: Statement of Account/Billing Statement, Technical or Service Accomplishment Report, and Post-Inspection Report**

5. Price quotation must be valid for a period of **thirty (30) calendar days** from the date of submission.

6. Price quotation to be denominated in **Philippine Peso (PhP)**, include all taxes and duties and/or levies payable.

7. Quotations exceeding the ABC shall be automatically rejected.

8. In addition to the submission of the Price Quotation Form, **bidder shall submit a Certificate of Satisfactory Completion/Performance for those who have previous contracts with PITAHC one (1) year from the deadline of submission of quotation**, if applicable.

9. The **award of contract** shall be made to the single or lowest calculated and responsive quotation, which complied with the minimum technical specifications and other terms and conditions stated herein.

10. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any of his/her duly authorized representative/s.

11. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. PITAHC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open.

# PRICE QUOTATION FORM

Date: _____

**The Bids and Awards Committee**
PITAHC Building, Matapang Street, East Avenue Medical Center Compound,
Barangay Central Quezon City

Sir/Madam:

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the item as follows:

| Item Description | Total Price (Exclusive of all costs, applicable taxes, and service charges:) | Total Price (Inclusive of all costs, applicable taxes, and service charges) |
|---|---|---|
| **PROCUREMENT FOR PEST AND TERMITE CONTROL SERVICES FOR THPP COMPOUND WITH SIX (6) BUILDINGS (2ND REPOST)** | | |

Bidder **must** state the Total Amount in Words of their offer:
LOT 1

_____

_____

The above-quoted price is inclusive of **all costs** and applicable taxes.

Very truly yours,

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact Number : _____

PHILGEPS Registration Number: _____

Tin Number : _____

# COMPLIANCE TO TECHNICAL SPECIFICATIONS

**Instructions to Bidders:**
This form must be accomplished completely and truthfully.

Counter offers or alternative specifications must be clearly stated and supported by technical documents or brochures, if applicable.

Failure to properly fill out this form may result in the disqualification of your quotation for non-responsiveness.

| TECHNICAL SPECIFICATIONS | COMPLIANCE TO TECHNICAL SPECIFICATIONS<br>**INSTRUCTIONS:**<br>**1. Check the corresponding box if the specification can comply**<br>**2. If the bidder cannot fully comply, do not check the box. Instead, clearly state your proposed alternative offer in the "ALTERNATIVE OFFER COLUMN"** | |
|---|---|---|
| | **CAN COMPLY** | **ALTERNATIVE OFFER** |
| **PROCUREMENT FOR PEST AND TERMITE CONTROL SERVICES FOR THPP COMPOUND WITH SIX (6) BUILDINGS (2ND REPOST)**<br><br>**QUANTITY: ONE (1) LOT** | Yes ( )<br><br>Yes ( ) | |
| **SCOPE OF SERVICES:**<br><br>**Termite General Treatment and Maintenance**<br><br>a.) Liquid Termicide Treatment (Soil Treatment and Poisoning) | Yes ( ) | |
| b.) Wood Drenching | Yes ( ) | |
| **Pest General Treatment and Maintenance**<br>a.) Residual Spraying | Yes ( ) | |
| b.) Misting | Yes ( ) | |
| **Chemical, Equipment and Manpower for Pest/Termite Control**<br><br>a.) Provision and use of chemicals and equipment safe to humans, non-damaging to THPP documents, property and equipment and ensure effective treatment and elimination of pest and termite. | Yes ( ) | |
| b.) Chemicals and/or Solutions to be used must be registered with Fertilizer and Pest Authority (FPA) OR the Food and Drug Administration (FDA) whichever is applicable. (The service provider is required to provide such documents as well as the Material Safety Data Sheet for the chemicals being used.) | Yes ( ) | |

| | | |
|---|---|---|
| c.) Service Provider shall provide a team consisting of at least one (1) certified service technician during the conduct of the P/TCT. | Yes ( ) | |
| 4. Service Provider shall conduct regular quarterly inspection and preventive maintenance services to ensure success of the program in all covered areas and to undertake spot treatments if deemed necessary, at **NO ADDITIONAL COST** to THPP. | Yes ( ) | |
| 5. Service Provider shall submit an accomplishment report for the general treatment and quarterly maintenance duly confirmed and acknowledged by THPP personnel/representative during the said treatment or activity. | Yes ( ) | |
| **DELIVERY OF SERVICES:**<br><br>One (1) year contract upon receipt of Purchase Order with one (1) general treatment and four (4) quarterly maintenance | | |
| **LOCATION/SITE:**<br><br>PITAHC Tacloban HPPMP, Barangay Bagacay, Tacloban City | Yes ( ) | |
| **TERMS OF PAYMENT:**<br><br>One-time payment – 100% of the total contract cost and within fifteen (15) working days upon receipt of the following:<br><br>1. Statement of Account/Billing Statement,<br><br>2.Technical or Service Accomplishment Report, and<br><br>3. Post-Inspection Report | <br><br><br><br>Yes ( )<br><br>Yes ( )<br><br>Yes ( ) | |
| **OTHER TERMS:**<br>Conduct Site Inspection and secure Certificate of Site Inspection from PITAHC THPPMP. | Yes ( ) | |
| BIDDER SHALL SUBMIT A **CERTIFICATE OF SATISFACTORY PERFORMANCE/COMPLETION** FOR THOSE WHO HAVE PREVIOUS CONTRACTS WITH PITAHC ONE (1) YEAR FROM THE DEADLINE OF SUBMISSION OF QUOTATION, IF APPLICABLE | Yes ( ) | If no previous contract with PITAHC, check:<br><br>( ) Not Applicable |

Conforme:

| | | |
|---|---|---|
| Name and signature of the Authorized Representative | Name of Company | Date |