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Port Management Office – NCR South

INVITATION TO BID
for
PEST AND TERMITE CONTROL FOR CY 2025

1. The PPA PMO NCR-South, through the PPA Corporate Funds intends to apply the sum of One Million Pesos (Php 1,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Pest and Termite Control for CY 2025. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PPA PMO NCR-South now invites bids for the above Procurement Project. Provision of the Service is required within fifteen (15) calendar days upon receipt of the Purchase Order (PO)/Notice to Proceed (NTP). The description of an eligible bidder is contained in the Bidding Documents, particularly, in Annex A (Instructions to the Suppliers).

3. Bidding will be conducted through Small Value Procurement (SVP) as provided under Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, using the non-discretionary pass/fail criterion in the bid evaluation.

   Participation to the bidding process is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. A complete set of Bidding Documents may be acquired by interested Bidders on October 2, 2025 to October 7, 2025 from the given address below and ***upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand One Hundred Twenty Pesos (Php1,120.00).*** The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

   Bid documents may also be downloaded from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) and Philippine Ports Authority (PPA) provided that bidders shall pay the applicable fee for the Bidding Documents not later than the deadline for the submission of Bids, October 7, 2025.

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5. **Bids submitted past the set deadline and improperly labeled bids shall not be accepted.** Bids must be properly labeled as illustrated below, and must be received through physical submission at the PMO-NCR South BAC Office no later than 9:00 AM on October 7, 2025:

Name of Bidder	
Procurement Project	
FOR	The PMO-NCR South Bids and Awards Committee for the Procurement of Goods and Services 2/F PMO NCR South Administration Building, South Harbor, Port Area, Manila

6. Bid opening shall be on October 7, 2025, 10:00 A.M. at the Conference Room, 2nd Floor PMO NCR-South Administration Building. Bids will be opened in the presence of the invited observers who choose to attend the activity.

7. The PPA PMO NCR-South reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 52.1(b) of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to **Mr. Angelo S. Medrano**, **BAC Secretariat** at telephone no. **8525-5264** local **524** or **515** or email at ncrsouth_bac@ppa.com.ph.

September 29, 2025

CIELITO M. CABARCO
Chairperson, Bids and Awards Committee
PPA, PMO-NCR South
2F PMO NCR South Administration Bldg.
South Harbor, Port Area, Manila

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REQUEST FOR QUOTATION (RFQ)

(Small Value Procurement)
REFERENCE: PR NO. SH-9004-25

Date: 29 September 2025
RFQ No.: 017-2025

Notice To All Prospective Suppliers/Service Provider:

The **Philippine Ports Authority - Port Management Office NCR South (PMO-NCS)**, through its Bids and Awards Committee (BAC), invites eligible suppliers/contractors to submit quotations for the **Pest and Termite Control for CY 2025** in accordance with **Section 34 (Small Value Procurement)** of Implementing Rules and Regulations of Republic Act No. 12009.

You are invited to submit your quotations based on the specifications as outlined in **Annex "B"**. Kindly ensure submission of the accomplished and duly signed quotation using the format provided in **Annex "C".**

Approved Budget for the Contract (ABC): ONE MILLION PESOS *(PHP1,000,000.00), inclusive of all applicable government taxes and other service charges.* Any bid exceeding the ABC will not be accepted.

Evaluation Criteria : The contract will be awarded to the lowest-priced quotation that meets the criteria provided in the bidding documents, subject to evaluation by the Technical Working Group (TWG), and the Bids and Awards Committee (BAC).

Submission Deadline: Sealed quotations must be delivered by mail, courier, or in person to the address below by **9:00 a.m.** on **October 7, 2025 (Tuesday).** The ***bids will be opened at 10:00 a.m.*** on the same day.

The PMO-NCR South Bids and Awards Committee
for the Procurement of Goods and Services
2/F PMO NCR South Administration Building,
South Harbor, Port Area, Manila

This Request for Quotation (RFQ) is comprised of:

Instructions to the Suppliers:	Annex A
Terms of Reference:	Annex B
Supplier's Price Quotation /Proposal:	Annex C

TERMS AND CONDITIONS:

1. Bidders must provide accurate and correct information as required.
2. Price quotations must be valid for **sixty (60) calendar days** from the submission deadline.
3. All prices quoted must include applicable taxes and fees.
4. The Award will go to the lowest-priced offer that meets the technical specifications.
5. PPA PMO NCR South reserved the right to request additional information and reject any quotation that does not meet the requirements.
6. Delivery will be inspected, confirmed the compliance with the technical specifications, and payment made upon the submission of the required supporting document, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
7. Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.
8. Payment Terms: Via Government Servicing Bank (e.g. Land Bank of the Philippines) within 24-48 hours upon receipt of billing or other terms of payment as allowed by PPA.

For any questions/clarifications, related to this RFQ please contact **Mr. Angelo S. Medrano, BAC Secretariat** at telephone no. 8525-5264 local 524 or 515, or email at ncrsouth_bac@ppa.com.ph

CIELITO M. CABARCO
Chairperson, Bids and Awards Committee

ANNEX "A"

Instructions to the Suppliers

a. Technical Specifications / Project Description	• See **Annex "B"** for detailed technical specifications of the project.
b. Deadline for submission of RFQ	• The completed Request for Quotation (RFQ) must be submitted to the Philippine Ports Authority (PPA)-PMO NCR South Bids and Awards Committee by **09:00 A.M. on October 7, 2025 (Monday)** The ***bids will be opened at 10:00 A.M.*** on the same day.
c. General Terms and Conditions	• By submitting a quotation, the bidder agrees to the unconditional acceptance of PPA PMO NCR South General Terms and Conditions for the **Pest and Termite Control for CY 2025** • Partial quotation **will not be permitted** (i.e., all items in the lot must be quoted as a whole)
d. Submission Instructions	• All quotations must be submitted in a **sealed envelope** that is properly bound using a fastener to ensure the integrity of the documents. Any bid submissions containing loose or improperly bound documents shall not be accepted. The bid shall be delivered physically to the specified address: The PMO-NCR South Bids and Awards Committee for the Procurement of Goods and Services 2/F PMO NCR South Administration Building, South Harbor, Port Area, Manila
e. Validity of Quotation	• The quotation must be valid for **60 calendar days** from submission deadline. • In exceptional cases, the PPA PMO NCR South may request and extension of the quotation validity period. If so, the bidder must confirm the extension in writing without any modifications to the proposal.
f. Delivery Schedule	• Within fifteen (15) calendar days from the receipt of the Purchase Order (P.O.)/Notice to Proceed (NTP)
g. Place of Delivery	• PPA PMO NCR South, Administrative Building (Marsman Building), South Harbor, Port Area, Manila, NCR.
h. Currency of Quotation	• All prices must be quoted in **Philippine Peso (PHP)**
i. Required Documents (Submission in Two Envelopes)	• **Envelope 1: Technical Documents** ❖ DTI/SEC Certificate of Registration with General Information Sheet (GIS)

	❖ Latest or 2025 Mayor's/Business Permit ❖ PhiGEPS Registration Number (Platinum Certificate) ❖ Income/Business Tax Return/Tax Clearance ❖ Notarized Omnibus Sworn Statement *[1]In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after the award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.* ❖ Certified true copy of Urban Pest Control Operator (FDA/FPA) ❖ Certified true copy of Material Safety Data Sheet, Certificate of Product Registration, and FDA/FPA Certifications of Chemicals ❖ Certified true copy of valid identification cards issued by FDA as Certified Urban Pesticide Applicators (CUPA), and pesticide handlers or latest license as exterminator issued by FPA ❖ Certificate of Site Inspection (if applicable) ❖ Pest Abatement Program /Work Plan ❖ Certified true copy of Contracts, Purchase Order (PO) or any proof that the supplier/service provider/contractor has been engaged in business continuously for the past three (3) years or more and has successfully undertaken similar services in at least 3 government /private companies • **Envelope 2: Financial Proposal** ❖ **Annex C:** Supplier's/ Price Quotation /Proposal, duly signed by the bidder's authorized representative (Annex C)
j. Award of Contract / Purchase Order	• The contract will be awarded to the lowest-priced, technically compliant bid. • Full submission of Annex C (Supplier's/ Price Quotation /Proposal) is required for consideration.
k. Liquidated Damages	• Liquidated damages will be imposed for delayed service delivery at a rate of 0.1% of the contract value per day. Once the cumulative damages reach 10% of the contract amount, the PPA PMO NCR South may terminate the contract.

	contract.
I. Payment Terms	• Payment will be made within fifteen (15) working days of the following month, subject to submission of the Billing Statement. • Payment will be made via the Government Servicing Bank (e.g., Land Bank of the Philippines), and other terms of payment as allowed by PPA.

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TERMS OF REFERENCE

Project Title: Pest and Termite Control Service for CY 2025

Procuring Entity: Philippine Ports Authority (PPA)-Port Management Office (PMO) NCR South

Approved Budget for the Contract (ABC): PHP1,000,000.00 (inclusive of VAT)

Project Duration: 12 months from receipt of Notice to Proceed (NTP)

I. Project Rationale and Background

The Philippine Ports Authority (PPA) – PMO NCR South is committed to maintaining a clean, safe, and pest-free environment across its premises. Pest infestations pose serious risks such as disease transmission, property damage, and health hazards to employees and clients. To mitigate these risks, PPA PMO NCR South will engage a qualified service provider to implement a comprehensive, environmentally responsible pest and termite control program.

The service provider must comply with the following regulations:

A. PD 856, Chapter XVI (Vermin Control)
B. FDA Philippines Household/Urban Pesticide regulations
C. FPA regulations
D. Applicable local government ordinances

II. Objectives

A. Ensure a clean and healthy environment for staff and stakeholders
B. Prevent and control pest infestations (termites, rodents, crawling and flying insects)

C. Protect structural integrity of building and equipment
D. Apply sustainable and integrated pest management (IPM) strategies
E. Ensure safe, effective, and regulation-compliant treatments (conform to DOH, FDA, FPA, and Integrated Management System (IMS) standards.

III. Scope of Services

A. Treatment Areas
   1. PMO NCR South Administration Building – 5 floors, 1,683 sq.m.
   2. Supply Storage Warehouse / GSU Barracks – 227.4 sq.m.
   3. TMO Pasig Office – 2 floors, 161.23 sq.m.
   4. Port Operations Building – 2 floors, 78 sq.m.
   5. Surrounding outdoor areas and building perimeter

B. Termite Management (Initial Treatment and Maintenance)

   1. One-time massive treatment upon contract starts including:
      a) Soil Injection / Poisoning (with drilling as needed)
      b) Wood Injection / Drenching
      c) Trophallaxis Treatment using powder termiticides
      d) Mound demolition (if found)
   2. Quarterly inspection and Re-treatment with no additional cost/ charges on the account of PPA PMO NCR South
   3. Spot treatment using IGR bait for active termite colonies.

C. Monthly General Pest Control

   1. Crawling Insects (cockroaches, ants):
      a) Gel baiting residual spraying, powder application, glue traps.

   2. Flying Insects (mosquitoes, flies):
      a) Misting/cold fogging, space spraying, larviciding, bait stations/light traps

3. Rodents (rats, mice):
    a) Baiting trapping, coordination for sealing entry points
4. Inspection and control of cracks, Cervices, drainage, harborage sites.

IV. Contractor Obligations

The service provider must:

A. Submit a Work Plan/Pest Abatement Program before Notice to Proceed (NTP)
B. Provide trained, uniformed, and PPE-equipped personnel
C. Coordinate with the RMD-Administrative Section at least 3 working days before each visit
D. Proper disposal of all chemical containers outside PMO premises
E. Maintain cleanliness after treatment and repair damage at no cost
F. Provide on-call services for sudden infestation at no extra cost
G. Ensure all chemicals used are:
    1. FDA/FPA registered
    2. Environmentally safe and biodegradable
    3. Have at least 1-year shelf life upon delivery
H. Submit monthly:
    1. Accomplishment Reports
    2. Service Acknowledgements Reports
    3. Pest Management Checklist and Findings
    4. Certification attesting that all chemicals substances contained in the mixture to be utilized are duly registered with and approved by the Food and Drug Administration (FDA) and/or the Fertilizer and Pesticide Authority (FPA), as applicable.
I. Do the treatment only on Saturdays except for justifiable reason and agreed upon by the supplier/service provider/ contractor and authorized representative from the Administrative Section.

V. Tools, Chemicals, and Equipment

The service provider must use:

A. Termiticide (e.g. Fipronil 5% SC)
B. Approved pest control agents such as β-Cyfluthrin 2.5SC, Alpha-cypermethrin 5SC, Brodifacoum, etc.
C. Proper sprayers, foggers, traps, and misting machines
D. All equipment will be subject to site inspections prior to use

VI. Qualifications and Requirements

A. Organizational Requirements

1. At least 5 years in pest control operations
2. At least 1 year experience in general pest control and 3 years in termite treatment
3. Must have completed at least 3 similar government/private projects

B. Licensing and Documentation

1. Submit certified true copies of:
   a) Mayor's/Business Permit, PhilGEPS Registration, BIR Tax Clearance
   b) Certificate of Urban Pest Control Operator (FDA/FPA)
   c) CUPA IDs, MSDS, Certificated of Product Registration
   d) Certificate of Membership in pest control associations
   e) Omnibus Sworn Statement, Performance Evaluation Certificate
   f) Pest Control Work Plan
   g) Team Roster with NBI clearance
   h) Contracts, Purchase Orders (P.O.), or any other proof that the service provider is engaged in business continuously for the past three (3) years or more and has successfully undertaken similar services in at least (3) government agencies/private companies

VII. Payment Terms

A. Seventy percent (70%) of contract cost upon completion of massive pest and termite treatment

B. The remaining thirty percent (30%) of the contract cost shall be paid in twelve (12) equal monthly payments, supported by:

1. Service Acknowledgement Report
2. Service Invoice / Billing statement
3. Photos of serviced areas and used chemicals
4. Certificate of Inspection and Acceptance

C. Subject to PPA accounting rules and regulations.

D. **Performance Security:** To guarantee the faithful performance by the supplier/service provider/contractor of its obligation pursuant to Section 68 (par. 68.4) of the IRR of RA 12009, shall execute the performance security in the form chosen by the Procuring Entity and in the amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of the Performance Security (Not less than the required percentage of the Total Contract)
a) Cash or cashier's or manager's check issued by the bank	Goods and Consulting Services – Five percent (5%)
b) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Thirty percent (30%)

VIII. Warranty

A. One (1) year termite treatment warranty will commence upon issuance of the Certificate of Acceptance by the authorized PMO NCR South representative

B. Re-treatment at no cost if infestations recur

C. No visible odor or harmful fumes permitted

IX. Contract Termination and Damages

A. The Philippine Ports Authority (PPA) Port Management Office (PMO) NCR South reserve the right to pre-terminate the contract with 30 days prior written notice for non-compliance by the Contractor with any of the terms and conditions herein stipulated. In such case, the PPA shall be entitled to indemnification under the following circumstances:

1. **Forfeiture of Performance Security**-The PPA shall forfeit the Contractor's performance security in favor of the government to cover any damages or losses incurred due to non-performance or breach of contract.
2. **Recovery of Actual Damages**-The Contractor shall be liable to pay the PPA for any and all actual, direct, and consequential damages sustained as a result of the Contractor's non-compliance.
3. **Cost of Procurement of Substitute Services**-Any excess cost incurred by the PPA in procuring substitute services from another supplier, service provider, or contractor shall be charged to the defaulting Contractor.
4. **Suspension/Blacklisting**-The Contractor may be subjected to suspension or blacklisting proceedings in accordance with the Government Procurement Policy Board (GPPB) guidelines.
5. **Other Remedies Under Law**- The PPA reserves the right to avail of such remedies as may be provided for under existing laws, rules and regulations.

B. Liquidated Damages: equivalent to one-tenth of one percent (0.1%) or 0.001 of the cost of unperformed portion for every day of delay. The PPA-PMO NCR South may cancel 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 to it.

X. Special Conditions

A. Services shall be performed during weekends (Saturdays) except as agreed upon by the supplier/service provider/contractor and authorized representative from the Administrative Section-Resource Management Division

B. Mixing chemicals on-site is prohibited

C. Contractor assumes full liability for damage or injury

D. Must prevent visible staining or droplet marks on surfaces

XI. Mandatory Site Inspection

A. Bidders must inspect premises before bidding
B. Submit Certificate of Site Inspection along with quotation

Approved:

AMBROCIO O. ILAO
RMD, Manager