



## REQUEST FOR QUOTATION (RFQ)

1. The Philippine Ports Authority - Port Management Office of Batangas (PPA-PMOB) through its Bids and Awards Committee (BAC) will undertake procurement for the **Provision of Termite Control and Pest Control Services at PPA PMO Batangas Administration Building** in accordance with **Section 53.2, Emergency Procurement**, of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are the following:

- a. Name of Project : **Provision of Termite Control and Pest Control Services at PPA PMO Batangas Administration Building**
- b. Reference No. : **BAC-BGS-024G-A-2024**
- c. Approved Budget : **Php 993,000.00**  
for the Contract (ABC)
- d. Source of Fund : **PPA Corporate Funds**
- e. Item Description :

Item No.	Qty.	Unit	Item Description / Technical Specification	Approved Budget for the Contract (ABC)
1	1	Lot	Provision of Termite Control and Pest Control Services at PPA PMO Batangas Administration Building  <i>See Terms of Reference (TOR) – Annex "A"</i>	993,000.00
<b>TOTAL AMOUNT (in Php)</b>				<b>993,000.00</b>

Quotations received in excess of the Approved Budget for the Contract (ABC) shall be automatically rejected.

- f. Delivery Site : **PPA Administration Building, Port Access Road, Calicanto, Batangas City**
- g. Delivery Period : Within **SEVEN (7)** days upon receipt of a written Notice to Proceed. Administrative penalties pursuant to Sec. 69 of the 2016 Revised IRR of R.A. 9184 shall be imposed for non-delivery without reason.

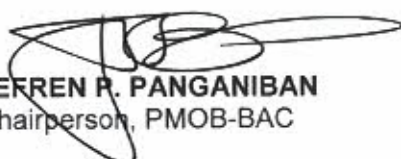
2. The duly conformed **Terms of Reference (TOR) (Annex "A")** and duly accomplished **Price Quotation Form (Annex "B")** together with the **CERTIFIED TRUE COPY** of Valid Mayor's / Business permit shall be submitted in a sealed envelope by mail, courier or hand carried to the PMOB-BAC within three (3) days from receipt of this RFQ at the **Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City** addressed to:

**COMPANY:** (Indicate the name of the Company)  
**NAME OF PROJECT:** (Indicate the name of the Project)

**JEFREN P. PANGANIBAN**  
Chairperson, PMOB-BAC  
Philippine Ports Authority  
Port Management Office of Batangas  
PPA Administration Building,  
Port Access Road, Calicanto,  
Batangas City 4200

Failure to comply with the instructions and to submit the required documents shall be ground for disqualification.

3. All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations
4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the signatory or his/her duly authorized representative/s.
5. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. The PPA may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.
6. The project shall be awarded to the winning supplier determined to be the Single or Lowest Calculated and Responsive Quotation.
7. Prospective bidder shall be a duly licensed Filipino citizens/sole proprietorship; partnerships, organizations, cooperatives duly organized under laws of the Philippines or a joint venture with at least sixty percent (60%) interest or outstanding capital stock belongs to Filipino Business partner.
8. A warranty security shall be required from the winning bidder for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring entity of the delivered supplies. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period. Provided, however, that the supplies delivered are free from patent and latent defects.
9. The contractor/service provider must have a functional OSH policy and program as provided in pertinent rules and regulations.
10. For the information, you may contact **Genesis Arn A Bool**, Head, BAC Secretariat at Telephone No. **(043) 723-7214**.



**JEFREN P. PANGANIBAN**  
Chairperson, PMOB-BAC



## Price Quotation Form

Date: \_\_\_\_\_

**JEFREN P. PANGANIBAN**  
 Chairperson, PMOB-BAC  
 Philippine Ports Authority  
 Port Management Office of Batangas  
 PPA Administration Building,  
 Port Access Road, Calicanto,  
 Batangas City 4200

Dear Mr. Panganiban,

We hereby submit our quotation for the procurement of the project, entitled: **Provision of Termite Control and Pest Control Services at PPA PMO Batangas Administration Building** to wit:

Item No.	Qty.	Unit	Item Description / Technical Specification	Quoted Amount
1	1	Lot	Provision of Termite Control and Pest Control Services at PPA PMO Batangas Administration Building  <i>Per Terms of Reference (TOR) – Annex "A"</i>	
<b>TOTAL AMOUNT (in Php)</b>				

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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*Name / Position / Signature of Authorized Representative Over Printed Name*


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*Name of Company*


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*Company Address*


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*Contact Number*


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*Email Address*

## TERMS OF REFERENCE

### PROVISION OF TERMITE CONTROL AND PEST CONTROL SERVICES OF THE PPA, PMO BATANGAS ADMINISTRATION BUILDING

#### 1. RATIONALE

The Philippine Ports Authority desires to engage the services of a pest control service contractor to provide **General Pest Control Services** for the PPA PMO Administration Building using non-toxic and environmentally friendly products.

#### 2. OBJECTIVE

To ensure the safety and sanitation of the PPA, PMO Batangas Administration Building facilities and premises, the Pest Control Service Maintenance is imperative.

#### 3. QUALIFICATIONS

##### 3.1. COMPREHENSIVE TERMITE CONTROL

- a. Termite Interception and Baiting System must be used. The system which eliminates all potential colonies in the area over duration of time and keeps the structures free from future infestations because it has the following advantages:
  - It is an environmentally responsible termite management method.
  - The product is precise and targets termite colonies.
  - No usage of Toxic chemicals in the soil and inside the building.
  - Provides a monitoring method once the colonies are eliminated.
- b. Engaged in the business continuously for the past 10 years or more and has successfully undertaken similar treatments in at least 5 agencies/companies;
- c. ISO Integrated Management System (IMS) Certification is an advantage;
- d. In accordance with the Government policy on the storage facilities for toxic hazardous material, substance or products;
- e. Member of the Safety Organization of the Philippines, Inc.
- f. Member of the Philippine Federation of Pest Management Operators' Association, Inc.
- g. Has certified technicians to be assigned at **Philippine Ports Authority** who are honest, skilled and well-trained applicators.
- h. ISO Integrated Management System (IMS) Certification is an advantage;
- i. Passing ISO Standards:
  - ✓ ISO 14001 : Environmental Management System
  - ✓ ISO 9001 : Quality Management System
  - ✓ ISO 45001: Occupational Health & Safety Management System

##### 3.2. GENERAL PEST CONTROL

- a. Program should be in accordance with the principles of Integrated Pest Management - the proven much safer and greener approach in addressing pest problems and concerns; lay emphasis on Sanitation and Prevention rather than chemical usage and uses a number of alternative pest management tools such as the use baits, attractants, and traps.

- b. Only environment-friendly or green-labeled pesticides/chemicals approved by the government (BFAD/ FDA) shall be used/ served to the facility with their corresponding Certificate of Product Registration with DOH-BFAD and their respective Safety Data Sheets or SDS to support the government's Department of Labor – Bureau of Working Conditions and occupational and Environmental Health & Safety requirements;
- c. Pest Control Operator (PCO) should provide free inspection, survey and seminar for the housekeeping and engineering/ maintenance personnel on preventing and controlling pest infestations through good housekeeping, environmental safety, and waste management through its Safety and Pollution Control Officer;
- d. Engaged in the business continuously for the past 10 years or more and has successfully undertaken similar treatments in at least 5 agencies/companies;
- e. A monthly pest control inspection, findings and recommendations report is regularly provided to Client to enhance the pest management partnership between the Client and the Pest Control Operator (PCO);
- f. Four (4) regular technicians to be assigned at **Philippine Ports Authority** who are honest, skilled and well-trained applicators.
- g. ISO Integrated Management System (IMS) Certification is an advantage;
- h. Passing ISO Standards:
  - ✓ ISO 14001 : Environmental Management System
  - ✓ ISO 9001 : Quality Management System
  - ✓ ISO 45001: Occupational Health & Safety Management System

#### 4. SCOPE OF UNDERTAKING

##### 4.1. COMPREHENSIVE TERMITE CONTROL

###### SCOPE OF WORK

- a. Shall ensure that all materials, labor and equipment necessary for the implementation of the work are of the best quality and workmanship.
- b. Shall provide all labor and materials, tools and equipment, supervision and other incidentals for the comprehensive termite control of Philippine Ports Authority.
- c. Shall provide the following technical methods and professional services for the comprehensive termite control of the premises of **Philippine Ports Authority**.
  - c.1. Application Methodology
    - Nature of job to be undertaken under the program:
      - c.1.a. Installation of in ground stations around the perimeter of all the structures at 5 meter apart
      - c.1.b. Continuous monitoring of the in ground Stations (IGS) placed along the perimeter of the premises every 4 weeks
      - c.1.c. Usage of FOCUS termite attractant with all the installed In Grounds.
        - Attracts termite colonies within 3 meters into the In Ground Stations.
        - In this way termites are prevented from moving into the structures at any given time.
        - Allows easy interception and elimination



- c.1.d. Inspection of all individual units for active termite infestation.
- c.1.e. Installation of Above Ground Baiting Stations (AGS) in units where infestation is found.
- c.1.f. Continuous monitoring of the above ground Stations (AGS) placed along the perimeter of the house
- c.2. Termite Control System must work for all four species of termites present in the Philippines:
  - Coptotermes vastator
  - Microcerotermes losbanosensis
  - Macrotermes gilvus
  - Nasutitermes luzonicus
- c.3. Termite Control System must use requiem bait which is:
  - Considered safe and non toxic,
  - Registered as green label by FDA,
  - Specific to insects only. The product kills the termite by blocking the process by moulting. This product cannot affect any other organism.
  - The amount of bait used is strictly contained in a baiting station which is tamper proof.
- c.4. Total of approximately 8 days inspection of all wooden structures & installation of above ground stations inside the building & Installation of in ground stations around the perimeter of the premises.
- c.5. Continuous monitoring of above ground stations inside the building and In ground Stations (IGS) placed along the perimeter of the building every month.
- c.6. Map indicating location of all stations shall be provided.

## **4.2. GENERAL PEST CONTROL**

### **SCOPE OF WORK**

- a. Shall ensure that all materials, labor and equipment necessary for the implementation of the work are of the best quality and workmanship.
- b. Shall provide all labor and materials, tools and equipment, supervision and other incidentals for the comprehensive termite control of Philippine Ports Authority.
- c. Shall provide the following technical methods and professional services for the general pest control of all the premises of Philippine Ports Authority.
  - c.1. Control method for Crawling Insect:
    - c.1.a. Thorough inspection, control treatment for crawling insect.
    - c.1.b. Identification of potential or active cockroach harborage sites, including cracks and crevices, inside cabinets, behind or underneath equipment and all other potential areas where cockroaches hide and breed.
    - c.1.c. Installation of glue traps on pipe chases to prevent roaches to come inside the rooms, offices, etc after space spray or misting treatment has been conducted on the pipe chases.

- c.1.d. A Free seminar/training with topics on and Integrated Pest Management shall be provided to the Engineering and Housekeeping Personnel by Pest Science Technical Training Team.
- c.2. Control method for Flying Insects:
  - c.2.a. Thorough inspection, control treatment for flying insects
  - c.2.b. Installation of fly bait stations outside the perimeter of the building if necessary to control flying insects outdoor.
  - c.2.c. Space treatment (misting or Ultra Low Volume –ULV Misting Machine) shall be performed for the control of the flying insects indoor.
  - c.2.d. Application of either residual or contact action insecticide sprays using B & G Hand Sprayer
  - c.2.e. Installation of other mechanical or electrical device for areas where misting and surface spray using chemical is not allowed (stable's area) with minimum of 20 bait stations without any additional cost to **Philippine Ports Authority**.
  - c.2.f. Thorough inspection, fogging and larviciding on all possible breeding grounds of flies and mosquitoes such as garbage areas, canals and stagnant waters inside the premises.
  - c.2.g. A Free seminar/training on and Integrated Pest Management shall be provided to Engineering/Maintenance, Housekeeping and Stewarding Personnel by Pest Science Technical Training Team.
- c.3. Control method for Vermin:
  - c.3.a. Thorough inspection to identify any potential or active rodents' harborages and entry points.
  - c.3.b. Proper placing of rodent baits and mechanical traps in strategic locations or areas such as runways, harborages and other critical areas.
  - c.3.c. Coordination with Engineering Department for the proper sealing or covering of possible entry points of rodents and;
  - c.3.d. Proper coordination with Housekeeping and Waste Management Committee for the proper cleaning and sanitation activities as a counter and preventive measure to control rodents as the first line of defense against rats and mice.
- c.4. All traps, glue boards and light traps to have labels and service tags or monitoring cards. Labels to indicate name of the Pest Control Operator (PCO), device type, and label number. Monitoring cards to be dated and signed by the Supplier during inspections of the device.
- c.5. Pest Control Operator (PCO) to sit down with and thoroughly discuss with **Philippine Ports Authority** Manager-In-Charge all findings, services conducted, and recommendations before leaving. Manager-In-Charge to acknowledge.
- c.6. QA Officer will use a standard audit form with pre-set parameters, audit of all areas under this program shall be conducted, with emphasis on the (1) actual



presence of pest or activities, (2) resolution on conditions or structural gaps that could lead to pest activities, (3) adherence to the treatment and trapping procedures, (4) use of approved pesticides, methods, areas of application and dilutions, (5) correctness of the service reports and effectiveness of the technician during treatments and discussion with the manager, (6) taking pictures of the QA for the pictorial report to be submitted, (7) over-all effectiveness of the program and determination of the key actions that need to be taken.

c.7. Map indicating location of all traps, glue boards and ILTs shall be provided.

c.8. Conduct Pest Awareness Seminar/Training Program for client employees twice a year to ensure store managers are aware of the program, knowledgeable on the basic of pests, its science, and its control. To provide updates on the program if there are changes made. To ensure food safety and job safety-related knowledge will be developed with reference to the pest control program as a whole.

## 5. TECHNICAL REQUIREMENTS

- 5.1. Technical and Professional Services – at least Four (4) regular technicians to be assigned at the Philippine Ports Authority, PMO Batangas, who are honest, skilled, and well-trained applicators.
- 5.2. The Pest Control Operator (PCO) shall provide the following technical methods and professional services for the general pest control of all the premises of the Administration Building, Guest House, Archive Building, and Hazardous Waste Facility.
- 5.3. The PCO, thru its representative shall conduct a visit after every treatment to evaluate the result of the service rendered together with the PPA Authorized Representative (Environmental Personnel) in which all concerns (if there are any) shall be addressed by the PCO as soon as possible without any need of formal letter from PPA.
- 5.4. The PCO shall submit a Pest Management Status Report every fifth (5<sup>th</sup>) day of the following month in which they shall be rated by PPA or its Authorized Representative. Should PPA fine the services to be incentives as evidenced by the continuous presence of termites, rodents, and crawling and flying insects, PPA reserves the right to terminate the Contract.
- 5.5. The PCO shall provide free inspection, survey and seminar for the Housekeeping and Maintenance personnel on preventing and controlling pest infestation through good housekeeping, environmental safety, and waste management through its Safety/Pollution Control Officer.
- 5.6. Treatment chemicals, termicide solutions, gels, etc. to be used in every pest control service shall be delivered to the premises to be treated in its original and sealed containers and/or packages subject to inspection and approval by PPA or its Authorized Representative before its usage.

In case of mixtures or concoctions of chemicals to be used, it must be mixed on site and in the presence of an Authorized Representative from PPA and shall be approved before its usage.

- 5.7. Program should be in accordance with the principles of Integrated Pest Management – the proven much safer and greener approach in addressing pest problems and concerns: lay emphasis on Sanitation and Prevention rather than chemical usage and uses a number of alternative pest management tools such as the use of baits, attractants, and traps.



- 5.8. Only environment-friendly or green-labeled pesticides/chemicals approved by the government (BFAD/FDA) shall be used/served to the facility with their corresponding Certificate of Product Registration with DOH-BFAD and their respective Safety Data Sheets or SDS to support government's Department of Labor on working conditions and Occupational and Environmental Health and Safety requirements.

## **6. TERMS AND CONDITIONS**

### **6.1. Obligation and Responsibilities of the Contractor**

The Contractor shall provide all technical skills and services, personnel, pesticide, tools and equipment, supervision, and other related works essential for the proper performance of the services described hereunder.

- 6.1.1. Conduct survey within the building premises, thorough inspection of the house/building to determine the areas infested by termites and to apply the immediate necessary control measure.
- 6.1.2. Wood drenching treatment of all wooden parts, structure of the building infested and not yet termite infested.
- 6.1.3. Soil poisoning treatment shall be done at the perimeter of the building as close as possible to the base of the outside walls and other termite entry points by trenching, drilling, and soil injection or sub-soiler method to create termite barrier, preventing the entry of termites into the building.
- 6.1.4. In conjunction with soil poisoning, drilling shall also be conducted at the concrete portion of the perimeter to complete the termite barrier. Each drilled hole is pressure treated set about one (1) gallon of mix termiticide per hole or at run off point. Each drilled hole shall be sealed after the treatment.
- 6.1.5. Application powder termiticide on all electrical conduits, cabinets, cracks and other areas where there are possible signs of termites.
- 6.1.6. Demolition and treatment of termite mounds found within the building premises.
- 6.1.7. Surface spraying of all common areas including gardens, parking lots for crawling and flying insects such as cockroaches, ants, mosquitoes, etc.
- 6.1.8. Control of buk-bok and dry wood termite by spraying and brushing insecticide.
- 6.1.9. Chemicals to be used are safe environmentally friendly and registered by Fertilizer and Pesticide Authority (FPA).
- 6.1.10. Employees assigned to perform the services shall wear complete uniform and Personal Protective Equipment (PPE) required. They shall at all times wear their employees Identification Card and Port Access Pass.
- 6.1.11. The Contractor shall pay the salaries of their employees and provide them all the benefits provided under existing laws and regulation.
- 6.1.12. The Contractor shall pay all taxes in full and on time, including tax withheld from salaries of workers involved/pledges to the service contract, if applicable. Failure to do so will entitle the PPA to suspend payment for any services rendered by the Contractor.
- 6.1.13. Within the duration of the Contract, a Tax Clearance from the BIR as well as a copy of its Income and Business Tax Returns stamped and received by the BIR duly validated with the tax payment made thereon shall be presented by the Contractor of the Authority.

- 6.1.14. There shall be no employer – employee relationships between the Contractor and/or its personnel and PPA, such that the Contractor’s personnel assigned to PPA are not employees of the latter, it being understood that the position of the Contractor and anyone else performing the services is that of an independent contractor. Accordingly, PPA shall no in anyway liable or responsible for any personnel injury of damage including death sustained or caused by any of the personnel of the Contractor during the lawful performance of their duties.
- 6.1.15. To guarantee the faithful performance of the winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms.
- 6.1.16. The Contractor guarantees and warrants the availability of all equipment, tools, materials, supplies and accessories to be used in the rendition of service under the Contractor.
- 6.1.17. The Contractor agrees and obligates itself to restore to its original condition, on its own account, any public road, pavement, streets or open space and/or public and private which may be damaged by the Contractor in connection with the performance of its obligation under the Contract.
- 6.1.18. The Contractor agrees and bind itself to hold PPA free and blameless from any damage, claims, liabilities or legal actions which may be brought by any third party whomsoever by reason of his Contract.
- 6.1.19. The Contractor shall strictly comply with all existing PPA rules, regulations, policies and guidelines.
- 6.1.20. The Contractor shall provide personnel, as stated under Manpower Complement of this TOR, that possess the following qualifications requirements:
- 6.1.20.1. Should be physically fit to work;
  - 6.1.20.2. Should be able to read and write;
  - 6.1.20.3. Must be of good moral character; and
  - 6.1.20.4. Should not have been held liable/convicted, criminally or administratively, before any court, tribunal, or quasi-judicial agency.
  - 6.1.20.5. To guarantee the faithful performance of the winning Contractor of its obligations under this contract, it shall post a Performance Security in any of the following forms:

Form of Security	Minimum Amoun % of Total Contract Price
Cash, Certified Check, Cashier's Check, Manager's Check, Bank Draft or Irrevocable Letter of Credit	Five Percent (5%)
Bank Guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)
Performance Securing Declaration	

## 6.2. Rights and Authority of Philippine Ports Authority

- 6.2.1. Grant the Contractor the sole and exclusively contract for the Provision of Termite Control and Pest Control Services of The PPA, PMO Batangas Administration Building subject of the scope of undertaking hereof.

PPA may cause the removal/change of personnel who violated existing laws, PPA rules and regulations and those who are found incompetent.



## 7. PARAMETER OF PAYMENT

- 7.1. For in consideration of the full, satisfactory, and faithful performance by the Contractor of all its undertaking defined and provided for under this Terms and Conditions (TOR) and contract documents the Authority agrees to pay the amount prescribed in the agreement which shall be inclusive of 12% Value Added tax, payment to be made monthly computed on daily basis at the unit bid price of work, actually performed, upon submission of the following supporting documents;
- 7.1.1. Monthly report of the activity;
  - 7.1.2. Pictures taken during actual work;
- 7.2. Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

## 8. DURATION OF CONTRACT

### **For Termite Control**

The duration of the Contract shall be a period of One (1) Year.


### **For Pest Control**

The duration of the Contract shall be a period of Six (6) Months.

Recommending Approval:

  
**MARGARITA EMELYN B. VILLAMOR**  
End-User / Division Manager A, Administrative Division

Approved by:

  
**JOSELITO O SINOCRUZ PhD**  
Port Manager

Conforme:

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