



Republic of the Philippines  
**COURT OF TAX APPEALS**  
 Quezon City

**APPROVED FOR POSTING**

FROM : \_\_\_\_\_

TO : \_\_\_\_\_

Approved By: \_\_\_\_\_

**REQUEST FOR QUOTATION**

Date : **December 22, 2021**

RFQ No : **18-2021**

Name of the Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Business Permit No. : \_\_\_\_\_  
 TIN : \_\_\_\_\_  
 PhilGEPS Registration No. : \_\_\_\_\_

Please quote your best offer for the items described below, subject to the General and Special Terms and Conditions provided at the dorsal portion of this request for quotation.


Submit your quotation and compliance with the Technical Specifications (Attachment Form No. 1) duly signed by you or your authorized representative and copies of the following eligibility requirements not later than **December 28, 2021, 3:00 p.m.:**

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate; and
3. Omnibus Sworn Statement (with Secretary's Certificate if Corporation or Certificate of Partnership Resolution if Partnership)

In addition to the foregoing, Suppliers shall submit their Certificate of Membership in any of the following associations:

1. Certificate of Membership in Pest Control Association of the Philippines Inc. (PCAP) and/or Philippine Federation of Pest Management Operators Association (PFPMOA); and
2. Certified Copy of a valid license as Urban Pest Control Operator issued by the Food and Drug Administration (FDA) or valid license as Pest Control Operator (PCO) issued by the Fertilizer and Pesticide Authority (FPA).

Open Quotations may be submitted at the address indicated below or fax at Telefax No. 8-920-2552 or send thru email at [psd.cta@judiciary.gov.ph](mailto:psd.cta@judiciary.gov.ph).

  
**ANNE BENITA S. AUSTIN**  
 Chief Judicial Staff Officer  
 Property and Supply Division

After having carefully read and accepted the General and Special Terms and Conditions and Warranties, I/we submit our price quotation, as follows:

ITEM DESCRIPTION	QTY	Approved Budget of the Contract (ABC)	OFFER
			TOTAL PRICE
General Pest Control and Termite Control Services in the Court of Tax Appeals (CTA) Compound for One (1) Year  <b>*(Technical Specifications (Attachment Form No. 1))</b>	One (1) lot	₱ 350,000.00	₱ _____

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

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Telefax No. (Landline and/or Cellphone)

\_\_\_\_\_  
E-mail Address

#### GENERAL TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information in this form.
- The price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso shall include taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your authorized representative/s.
- Award of Contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated therein.
- The services shall be rendered at least once every month. Payment shall be made within three (3) days upon receipt of the good/s and/or service/s and demand of payment.
- Representative from the General Services Division (GSD) and Property and Supply Division (PSD) shall have the right to inspect and/or test the goods and services to confirm their conformity with the technical specifications.
- Liquidated damages equivalent to one tenth ( $\frac{1}{10}$ ) of one percent (1%) of the value of goods/services not delivered within the prescribed delivery period shall be imposed per day of delay. The CTA 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 to it.
- The obligation for warranty shall be covered by retention money in the amount equivalent to one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period of one (1) year. Provided, however, that the goods are free from patent and latent defects and all conditions imposed under the contract have been fully met.
- The CTA reserves the right to accept or reject any offer, to annul the procurement process, and to reject offers at any time prior to the award of contract, without thereby incurring any liability to the affected Suppliers.

**SPECIAL TERMS AND CONDITIONS AND WARRANTIES**

**Safety Measures in the use of Pesticide and Termiticide Chemicals Solutions**

1. The Service Provider shall exercise extraordinary diligence in the performance of its service to ensure that no illnesses and/or accidents will be suffered by or inflicted to any of the CTA employees or guest.
2. The Service Provider shall warrant that only chemicals duly approved by the FDA and/or other government agencies regulating the use and licensing of chemicals will be used.
3. The Service Provider shall only assign and provide honed, skilled and well-trained service technicians to the CTA. The Service Provider shall assign a workforce sufficient to carry out or implement the service specifications, the correct treatment or application of chemicals. The Service Provider shall send service technicians wearing their personal protective equipment every time they render scheduled services to the CTA and ensure compliance with CTA health and safety protocols.
4. The Service Provider shall assume full responsibility for any claim or liability that may arise by reason of illness, accident and/or damage due to any act or omission, negligence or fault of the Service Provider and its agents, thereby rendering CTA free and exempt from any such claim or liability.
5. The Service Provider shall warrant that the services to be rendered will effectively exterminate any and all pests and insects. Should the CTA continuously find the services to be ineffective as evidenced by the presence of pests and insects, the Court reserves the right to terminate the contract. In such case, the CTA shall not be obliged to pay the Service Provider for services rendered.

**ATTACHMENT FORM NO. 1**

**TECHNICAL SPECIFICATIONS  
GENERAL PEST CONTROL AND TERMITE CONTROL SERVICES  
IN THE CTA COMPOUND FOR ONE (1) YEAR**

The supplier must write *Comply* in the column Statement of Compliance opposite each of the individual parameters in each Requirement:

Item	Description (CTA Technical Specifications and Requirements)	Frequency	Schedule	Statement of Compliance
<b>I. SCOPE OF WORK</b>				
<b>A.</b>	<b>Extermination and Control of Crawling Insects</b>			
<b>1.</b>	<b>Inspection</b> 1.1. Inspect indoors for areas prone to cockroach/crawling insects infestation and harborages including cupboards, floor drains, cracks and crevices. Outdoor inspection includes the drainage system, parking lot and flagpole area to check the presence of cockroaches including American cockroaches. Recognize the possibility of re-infestation of crawling insects from adjacent premises or from vegetation especially ants.	Once a month	Every 1 <sup>st</sup> Saturday of the month or any pre-approved date.	
	1.2. Monitor all kinds of cockroach infestation by gathering all reported sightings or complaints from every unit and common areas in addition to service technicians' observation.	Once a month	Every 1 <sup>st</sup> Saturday of the month or any pre-approved date.	
<b>2.</b>	<b>Residual Insecticidal Spraying</b> 2.1. Intensified residual spraying in areas where insects congregate, crawl and hide or through cracks and crevices which they may enter.	Once a month	Every 1 <sup>st</sup> Saturday of the month starting at 1:00 pm until 5:00 pm or any pre-approved date/time.	
	2.2. Safe and appropriate chemicals shall be used	Once a	Every 1 <sup>st</sup> Saturday of	



	to flush the cockroaches out and determine their exact locations and harborages.	month	the month or any pre-approved date.	
	2.3. Regular spraying on crevices in the bathrooms, equipment areas, pantries and storage areas which are ideal hiding places of cockroaches/crawling insects.	Once a month	Every 1 <sup>st</sup> Saturday of the month starting at 1:00 pm until 5:00 pm or any pre-approved date/time.	
<b>B.</b>	<b>Extermination and Control of Flying Insects</b>			
<b>1.</b>	<b>Inspection</b> 1.1. Thorough inspection of the whole CTA premises (refer to Section II) to determine the degree of infestation, entry points, living and breeding sites of mosquitoes and other flying insects.	Once a month	Every 1 <sup>st</sup> Saturday of the month or any pre-approved date.	
<b>2.</b>	<b>Misting</b> 2.1. Fogging or misting operation shall be done using non-toxic parathyroid chemicals for the control of flies, mosquitoes and other flying insects both inside and outside of the buildings.	Once a month	Every 1 <sup>st</sup> Saturday of the month starting at 1:00 pm until 5:00 pm or any pre-approved date/time.	
	2.2. Misting machine shall be used inside the premises. This machine disperses minute droplets of insecticide solution with aerosol range to attain optimum penetration of inaccessible areas to control mosquitoes and other flying insects.	Once a month	Every 1 <sup>st</sup> Saturday of the month starting at 1:00 pm until 5:00 pm or any pre-approved date/time.	
<b>3.</b>	<b>Larviciding</b> 3.1. Apply larvicide upon breeding habitats like stagnant water before they mature into adult form and disperse.	Once a month	Every 1 <sup>st</sup> Saturday of the month or any pre-approved date.	
<b>C.</b>	<b>Rodent Eradication and Control</b>			
<b>1.</b>	<b>Inspection</b> 1.1. Conduct regular inspection in all potential harborages of rodents such as pipe chase, behind appliances and point of entries. Regular inspections of all bait trays and bait stations.	Once a month	Every 1 <sup>st</sup> Saturday of the month or any pre-approved date.	
	1.2. Regular checking of the outside perimeter of the buildings for possible rat harborages, such as sewage drains, refused food storage, construction materials and the like.	Once a month	Every 1 <sup>st</sup> Saturday of the month or any pre-approved date.	
<b>2.</b>	<b>Baiting</b> 2.1. Bait station shall be installed at hidden places and at strategic locations where rodents look for food, roam around and congregate. Pipe bait station shall be installed along the outside perimeter of the buildings to anticipate and prevent rodent problems.	Once a month	Every 1 <sup>st</sup> Saturday of the month starting at 1:00 pm until 5:00 pm or any pre-approved date/time for setting baits and devices.	
	2.2. Application of anti-coagulant and/or gel type rodenticide baits, rat glue, rat traps and other effective baiting devices shall be put in place for the eradication and control of rodents.  The search for carcass and their proper disposal shall be made immediately.	Once a month for application of baits and devices.  Anytime for search and disposal of carcasses.	Every 1 <sup>st</sup> Saturday of the month starting at 1:00 pm until 5:00 pm or any pre-approved date/time for setting baits and devices.  The search for carcass shall be made within twenty-four (24) hours after the report or complaint of possible	

			carcass is received thru communication.	
<b>D.</b>	<b>Comprehensive Termite Control and Treatment</b>			
<b>1.</b>	<b>Survey, Inspection and Monitoring</b> 1.1. General Survey and thorough inspection of the entire Court premises to determine the location of any subterranean termite infestation.	Once a month	Every 1 <sup>st</sup> Saturday of the month or any pre-approved date.	
<b>2.</b>	<b>Termite Baiting System</b> 2.1. Installation of in-ground termite bait stations in appropriate and strategic locations.	Once a month	Every 1 <sup>st</sup> Saturday of the month starting at 1:00 pm until 5:00 pm or any pre-approved date/time.	
	2.2. Installation of above ground stations for presence of live termites, if any.	Once a month	Every 1 <sup>st</sup> Saturday of the month starting at 1:00 pm until 5:00 pm or any pre-approved date/time.	
	2.3. Addition of termite baits (Chlorfluazuron) at the in-ground and other necessary areas and be monitored throughout the duration of the contract.	Once a month	Every 1 <sup>st</sup> Saturday of the month starting at 1:00 pm until 5:00 pm or any pre-approved date/time.	
<b>3.</b>	<b>Wood Drenching</b> 3.1. Application of termiticide solution with surfactant (substance which increases the wetting property, penetration and distribution of the termiticide solution) on the wooden parts of the Court structure/fixture including baseboards, door casings, wooden cabinets, among others, using sprayer/injector and power sprayer. This shall serve as curative and preventive measure to control termites thereby prolonging the wooden material's life strength.	Once a month	Every 1 <sup>st</sup> Saturday of the month starting at 1:00 pm until 5:00 pm or any pre-approved date/time.	
<b>4.</b>	<b>Mound Demolition</b> 4.1. Termite mounds are the homes of subterranean termites where their queens live and lay eggs. They should be searched, destroyed and thoroughly treated.	Once a month	Every 1 <sup>st</sup> Saturday of the month or any pre-approved date.	
<b>II. AREAS TO BE SUBJECT TO GENERAL PEST CONTROL AND TERMITE CONTROL SERVICES</b>				
	Location	Covered Floor Area		
	CTA Building I	2,600 sq.m.		
	CTA Building II	4,800 sq.m.		
	Judicial Records Building	450 sq. m.		
	Power and Pump Room I	52 sq.m.		
	Power and Pump Room II	54 sq. m.		
	Container Van	30 sq. m.		
	MRFs and Barracks	122 sq.m.		
	Covered Path walks and Driveway	541 sq.m		
	CTA Grounds	7,103 sq.m.		
<b>III. CHEMICAL SPECIFICATIONS AND EQUIPMENT</b>				
	The Chemical to be used shall be approved and bear a Certificate of Product Registration (CPR) together with its Material Safety Data Sheet (MSDS) issued by the Food and Drug Administration (FDA). Preferred chemicals are Spectra (Beta-Cyfluthrin), Icon EW (Lambda-			

	<p>Thyhalothrine) and Maxxtor (Bifenthrin) for General Pest Control. Storm Secure Wax Block bait (Flocoumafen) and Bosny or branded gel type rodenticide as baits and glue traps for rodents and Chlorfluazuron for termite baits. Chemicals shall be used interchangeably every three months to prevent the development of resistance or immunity of the insects to these chemicals. Necessary tools, equipment and supervision shall be provided by the Service Provider in the pest control work. Submission of evidence in the form of manufacturer's sales literature, statements of specification and compliance issued by the manufacturer, samples, independent data or brochures is required to support statement of conformity with the technical specifications.</p> <p>The baits, glue traps and other devices for rodent eradication and control shall not pose any risk to the health of the officials and personnel of the Court. It shall not contaminate food items and water source within the premises.</p> <p>All insecticides and chemicals must not cause stains, damage or corrosion to the furniture, papers, documents, fixtures, equipment, electrical appliances, wires and other appurtenances of the buildings. The chemical's efficacy must be sustained for at least two-months for every application.</p> <p>During the implementation/operations proper, the Service Provider shall present the products to be used to the CTA representative before application.</p>	
	<p><b>IV. FREQUENCY OF SERVICE</b></p>	
	<p>The Service Provider shall conduct their Pest Control Services <b>once (1) a month</b> for General Pest and Termite Control and Treatment for the duration of <b>One (1) Year</b>, to be carried out every first Saturday of the month or any pre-approved date by the Court's authorized representative.</p> <p>The search for rodent carcasses and proper disposal shall be rendered by the Service Provider immediately or within twenty-four (24) hours upon request of the Court.</p>	
	<p><b>V. QUALIFICATION REQUIREMENTS</b></p>	
	<p>The Service Provider must have a minimum of at least <b>fifteen (15) years of experience</b> doing business in pest control services. They must also be a member of the Pest Control Association of the Philippines Inc. (PCAP) and/or Philippine Federation of Pest Management Operators Association (PFPMOA).</p> <p>The Service Provider must be duly licensed as Urban Pest Control Operator by the Food and Drug Administration (FDA) or licensed as Pest Control Operator by the Fertilizer and Pesticide Authority (FPA). Copy of any of these licenses must be submitted as supporting documents to the statement of compliance.</p> <p>The service technicians that will be deployed must comply with the health and safety protocols on COVID-19 of the CTA.</p>	
	<p><b>VI. REPORTS</b></p>	
	<p>Submission of an accomplishment report with pictures after servicing for both General Pest Control and Termite Control and Treatment to the Courts' authorized representative from the General Services Division indicating therein the areas that were treated, and duly confirmed and acknowledged by the personnel present during the service.</p>	
	<p><b>VII. CONSIDERATIONS</b></p>	
	<p>Aside from the regular services, the Service Provider must attend to the urgent request of the Court and treat any pest sightings immediately. Such request shall be attended to not</p>	

later than twenty-four (24) hours after notification thru phone call, facsimile, or other modes of communication from the Office of the Administrative and Finance Services (OAFS), thru the General Services Division (GSD) personnel.
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I hereby certify that our Company can comply with all the above Technical Specifications and Requirements.

Name of the Company/Bidder:

\_\_\_\_\_

Authorized Representative:

\_\_\_\_\_

(Signature over Printed Name)

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