Republic of the Philippines
COURT OF TAX APPEALS
Quezon City

APPROVED FOR POSTING
FROM : _____
TO : _____
Approved By: _____

REQUEST FOR QUOTATION

Date: **February 28, 2024**
RFQ No: **04-2024**

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

The Court of Tax Appeals (CTA) intends to procure **General Pest Control and Termite Management** in the CTA Compound for One (1) year through Small Value Procurement (SVP) in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act. No. 9184.

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

Submit your quotation and compliance with the attached Technical Specifications and Terms of Reference duly signed by you or your authorized representative and copies of the following eligibility requirements not later than **March 04, 2024**:

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

In addition to the foregoing, the Suppliers must also submit the following supporting documents to show compliance with the technical specifications and terms of reference of the aforementioned procurement project:

1. Certificate of Membership in Pest Control Association of the Philippines, Inc. (PCAP) and/or Philippine Federation of Pest Management Operators Associations (PFPMOA);
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);
3. For chemicals to be used, Certificate of Product Registration (CPR) issued by the Food and Drug Administration (FDA) together with its Material Safety Data Sheet (MSDS); and
4. Certificate of Satisfactory Services rendered from at least two (2) previous or current client within the last five (5) years.

Open Quotations may be submitted at the address indicated below or fax at Telefax No. 8-920-2552 or send thru email at ppmd.cta@judiciary.gov.ph.

ANNE BENITA S. AUSTIN
Chief Judicial Staff Officer
Procurement and Property Management Division

Procurement and Property Management Division, Court of Tax Appeals,
National Government Center, 1800 Senator Miriam P. Defensor-Santiago Avenue,
North Triangle, Diliman, Quezon City 1104 Telefax No.: 89202552
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After having carefully read and accepted the Technical Specifications and Requirement, Terms of Reference, General and Special Terms and Conditions and Warranties, I/We submit our quotation/s:

DESCRIPTION OF PROJECT	QUANTITY	Approved Budget for the Contract (ABC)	OFFER *(Amount to be filled-up by the Supplier)*
			TOTAL PRICE
Procurement of General Pest Control and Termite Management in the CTA Compound for One (1) Year **Technical Specifications and Terms of Reference** *(Please indicate your compliance with the Technical Specifications and Term of Reference attached in this Request for Quotation (RFQ).)*	One (1) Lot	**Four Hundred Thousand Pesos (₱400,000.00)**	₱_____ *(It is understood that the above-quoted offer is inclusive of all costs and applicable government taxes.)*

_____
(Signature over Printed Name of Authorized Representative)

_____
(Company Name)

_____
(Telefax No. (Landline and/or Cellphone)

_____
(E-mail Address)

TECHNICAL SPECIFICATIONS AND TERMS OF REFERENCE

GENERAL PEST CONTROL AND TERMITE MANAGEMENT IN THE CTA COMPOUND FOR ONE (1) YEAR

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

Item	Description (CTA Technical Specifications and Requirements)	Frequency	Schedule	Statement of Compliance
	SCOPE OF WORK			
A.	**Extermination and control of crawling insects**			
1.	**Inspection**			

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	1.1. Inspect indoors for areas prone to cockroach/crawling insects' infestation and harborages including cupboards, floor drains, cracks and crevices. Outdoor inspection shall cover the whole CTA premises (refer to Term of Reference, Item I) including but not limited to the drainage system, parking lots 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 1st 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 1st Saturday of the month or any pre-approved date.	
2.	**Residual Insecticidal Spraying** 2.1. Intensified residual spraying in areas where insects congregate, crawl, and hide or through cracks and crevices which they may enter. *(Safe and appropriate chemicals shall be used to flush the cockroaches out and determine their exact locations and harborages)*	Once a month	Every 1st Saturday of the month starting at 1:00p.m. until 5:00 p.m. or any pre-approved date.	
	2.2. Regular spraying on crevices in the bathrooms, equipment areas, pantries and storage areas which are ideal hiding places of cockroaches/crawling insects. *(Safe and appropriate chemicals shall be used to flush the cockroaches out and determine their exact locations and harborages)*	Once a month	Every 1st Saturday of the month starting at 1:00p.m. until 5:00 p.m. or any pre-approved date.	
B.	**Extermination and control of flying insects**			
1.	**Inspection** Thorough inspection of the whole CTA premises (refer to Terms of Reference, Item I) to determine the degree of infestation, entry points, living and breeding sites of mosquitoes and other flying insects.	Once a month	Every 1st Saturday of the month or any pre-approved date.	
2.	**Misting/Fogging** 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. *(Misting machine shall be used inside the premises should it become necessary. This machine disperses minute droplets of*	Once a month	Every 1st Saturday of the month starting at 1:00p.m. until 5:00 p.m. or any pre-approved date.	

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	insecticide solution with aerosol range to attain optimum penetration of inaccessible areas to control mosquitoes and other flying insects.)			
3.	**Larviciding** Apply larvicide upon breeding habitats like stagnant water before they mature into adult form and disperse.	Once a month	Every 1st Saturday of the month or any pre-approved date.	
C.	**Rodent eradication and control**			
1.	**Inspection** 1.1. Conduct regular inspection in all potential harborages (refer to Terms of Reference, Item I) 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 1st 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 1st Saturday of the month or any pre-approved date.	
2.	**Baiting** 2.1. Permanent 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 1st Saturday of the month starting at 1:00p.m. until 5:00 p.m. or any pre-approved date.	
	2.2. Application of anti-coagulant rodenticide baits, rat glue traps, rat traps and other effective baiting devices shall be put in place for the eradication and control of rodents.	Once a month	Every 1st Saturday of the month starting at 1:00p.m. until 5:00 p.m. or any pre-approved date.	
	2.3. The search for carcass and their proper disposal shall be made immediately.	Anytime for search and disposal of carcasses	The search for carcass shall be made within twenty-four (24) hours after the report or complaint of possible carcass is received thru communication.	
D.	**Comprehensive Termite Control and Treatment**			
1.	**Survey, Inspection and Monitoring** General Survey and thorough inspection of the whole CTA premises to determine the location of any subterranean termite infestation.	Once a month	Every 1st Saturday of the month or any pre-approved date.	
2.	**Termite Baiting System**			

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	2.1. Installation of in-ground termite bait stations in appropriate and strategic locations.	Once a month	Every 1st Saturday of the month starting at 1:00p.m. until 5:00 p.m. or any pre-approved date.	
	2.2. Installation of above ground stations for presence of live termites, if any.	Once a month	Every 1st Saturday of the month starting at 1:00p.m. until 5:00 p.m. or any pre-approved date.	
	2.3. Addition of termite baits at the in-ground and other necessary areas to be monitored throughout the duration of the contract.	Once a month	Every 1st Saturday of the month starting at 1:00p.m. until 5:00 p.m. or any pre-approved date.	
3.	**Wood Drenching** 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 1st Saturday of the month starting at 1:00p.m. until 5:00 p.m. or any pre-approved date.	
4.	**Mound Demolition and Soil Treatment** 4.1. Termite mounds which are the homes of subterranean termites where their queens live and lay eggs should be searched, destroyed, and thoroughly treated.	Once a month	Every 1st Saturday of the month or any pre-approved date.	
	4.2. Soil treatment by cordoning, trenching, or injection method to prevent subterranean termites from damaging buildings and structures.	Once	Spot	

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TERMS OF REFERENCE

I. AREAS TO BE SUBJECT TO GENERAL PEST CONTROL SERVICES AND TERMITE MANAGEMENT

a) The following are the areas to be covered by the General Pest Control and Termite Management Services:

Location	Covered Floor Area	Number of Storey
CTA Building, I	2,600 sq.m.	5
CTA Building, II	4800 sq.m.	5
Judicial Records Building	450 sq. m.	2
Power and Pump Room I	52 sq.m.	-
Power and Pump Room II	54 sq. m.	-
Container Van	30 sq. m.	-
Covered Path walks and Driveway	541 sq.m	-
CTA Grounds	7,103 sq.m.	-
Barracks	12.4 sq.m.	-

b) The Service Provider must secure prior permission/approval from the Office of the Administrative and Finance Services (OAFS), through the General Services Division (GSD) before conducting the General Pest Control and Termite Management Service in the abovementioned covered areas and before gaining access to the construction area, should it be necessary.

II. CHEMICALS SPECIFICATION, EQUIPMENT AND MANPOWER

a) The Service Provider must provide a list of chemicals to be used for General Pest Control, Rodent Control and Termite Control.

The following are the preferred chemicals to be used for General Pest Control, namely: Beta-Cyfluthrin, Lambda-Cyhalothrin, and Bifenthrin.

For baits and glue traps for rodents, the preferred chemicals to be used are Flocoumafen and branded rat glue. The Service Provider shall ensure that rat cage traps in appropriate sizes and other rat baiting devices are installed in strategic locations within the CTA premises.

For termite baits the preferred chemical to be used is Chlorfluazuron.

b) The chemicals to be used shall be duly approved and bear a **Certificate of Product Registration (CPR)** issued by the **Food and Drug Administration (FDA)** together with its **Material Safety Data Sheet (MSDS)**.

c) 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.

d) 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 sustain at least two-month period in every application.

e) 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.

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f) During the implementation of the General Pest Control and Termite Management Service, the Service Provider shall present the products to be used to the CTA authorized representative before application.

g) The Service Provider shall provide enough manpower to carry out the General Pest Control and Termite Management Service which shall consist of at least one (1) certified service technician.

III. FREQUENCY OF SERVICE

a) The Service Provider shall conduct their Pest Control Services for General Pest Control and Termite Management **once (1) a month** for the duration of **One (1) Year**, to be carried out every first Saturday of the Month or any pre-approved date by the CTAs' authorized representative. The search for rodent carcasses and proper disposal shall be rendered by the Service Provider immediately upon request of the CTA.

b) The Service Provider shall ensure that their service technicians will arrive on time at the CTA compound on the specified date and time agreed upon.

c) The Service Provider shall ensure that deployed service technicians shall comply with the existing COVID-19 health and safety protocols of the CTA.

IV. QUALIFICATION REQUIREMENTS

a) The Service Provider must have a minimum of at least five (5) years of experience 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).

b) 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.

c) The Service Provider must provide a Certificate of Satisfactory Services Rendered from at least **two (2)** previous or current client within the last five (5) years.

V. REPORTS

a) Submission of an accomplishment report with pictures every after servicing for both General Pest Control and Termite Management to the CTAs' 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. The time of arrival of the service technician shall also be indicated in the accomplishment report for proper monitoring.

b) A monthly plan for the conduct of General Pest Control and Termite Management provided by the CTA should be accomplished by the Service Provider before the start of the service. The monthly plan shall lay down the scope of work, the areas to be treated for the month including the strategic location where the rat cage traps and other rat baiting devices will be located, the names of service technicians to be deployed, the schedule of the monthly pest and termite control, the chemicals to be used, and other important matters included in the Contract. The monthly plan shall also contain the monthly performance evaluation of the Service Provider for the previous month and the areas of concern that needs particular attention from the Service Provider for the month.

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VI. OTHER CONSIDERATIONS

a) Aside from the regular services, the Service Provider must attend to the urgent request of the CTA and treat any pest sightings immediately. Such request shall be attended not later than twenty-four (24) hours after notification through phone call, email, or other modes of communication from the Office of the Administrative and Finance Services (OAFS), through the General Services Division (GSD) personnel.

I hereby certify to comply with all the above Technical Specifications and Terms of Reference.

Name of the Company/Supplier

:_____

Authorized Representative

:_____

: _____
(Signature over Printed Name)
(Designation)

Date: _____

GENERAL TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information in this form.
2. The price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your authorized representative/s.
6. Award of Contract shall be made to the lowest quotation which complies with the technical specifications and other terms and conditions stated therein.
7. The services shall be rendered every first Saturday of the month or any pre-approved date for a duration of one (1) year. Payment shall be made within fifteen (15) days upon submission of the supplier's service invoice and proof of accomplishment report and upon demand of payment.
8. Representative from the Technical Working Group (TWG), General Service Division (GSD), and Procurement and Property Management Division (PPMD) shall have the right to evaluate, inspect and/or test the goods to confirm their conformity with the technical specifications and term of reference.
9. Liquidated damages equivalent to one tenth of one percent (0.001%) 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 number 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.
10. 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. Provided, however, that the goods are free from patent and latent defects and all conditions imposed under the contract have been fully meet.
11. 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.

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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 guests.
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 ensure that only skilled and well-trained service technicians are assigned to the CTA premises to ensure correct treatment of pest and proper application of chemicals.
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 or all acts of 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 ensure the proper disposal of all hazardous materials used such as but not limited to excess chemicals or solutions, empty chemicals/solutions container and used personal protective equipment.
6. 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.

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