



**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: camanzon@bcda.gov.ph

**REQUEST FOR QUOTATION**

Company Name: \_\_\_\_\_

Date : **20 June 2024**

PR #: **PR0000598**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **26 June 2024**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

*BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.*

  
**CAMILO MANZON**  
 Carvasser

  
**ALMIRA CLARIANES**  
 Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per Request, Below is/are the price(s) of the article(s)/services(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (AxD)
1	LOT	PEST CONTROL SERVICES and TERMITE EXTERMINATION SERVICES. (PLS SEE ATTACHED TERMS OF REFERENCE) CONTRACT DURATION : From July 01, 2024 to June 30,2025 Scope of Works: 1) Termite Extermination and Control Services A) Soil Treatment / Poisoning B) Wood Drenching C) Termite Drenching and Control D) Mound Demolition. Frequency of Service: One (1) General Treatment and Quarterly for a period of one (1) year. 2) PEST CONTROL SERVICES: Frequency of Service : Twice a month for One (1) year A) General Pest Abatement Maintenance Program B) Power Misting C) Rodent Control (Baiting and Trapping 3) OCCULAR INSPECTION : in coordination with BCDA Prospective Bidder must ensure that they have undertake an ocular inspection of the site and clearly understand the works involved prior to bid submission. RENDER SERVICES : at Bataan Technology Park (BTP ) Located at Brgy Sabang , Morong Bataan for the following Structures:  For site Inspection please Contact : Mr. JOSEPH MATTEUS P. SINGIAN @ Cell # 0930 4405419 or MARY JANE P. TENA Cell # 0966 723-1059 FOLLOWING STRUCTURES: A) Security Guard Post 1 B) Security Guard Post 2 C) YASP Gym D) BTP Museum E) Security Office F) BTP Administration Office G) Chapel H) Vietnamese Temple I) Pope John Paul Shrine J) Buddhist Temple K) Stock Room L) Staff Houses (8 units) M) Indoor GYM THE PROPOSAL: The Contractor shall submit its proposal in accordance with this TOR and shall be presented as one comprehensive treatment. APPROVED ABC P400,000.00				



**BASES CONVERSION AND DEVELOPMENT AUTHORITY**  
 2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City  
 Tel. No. 8575-1700 loc. 1782/1784  
 Email: camanzon@bcda.gov.ph  
**REQUEST FOR QUOTATION**

Company Name: \_\_\_\_\_

Date : **20 June 2024**  
 PR #: **PR0000598**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **26 June 2024**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

*BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.*

**CAMILO MANZON**  
 Canvasser

**ALMIRA CLARIANES**  
 Chief Administrative Officer

<b>TO: BCDA HEAD OF PROCUREMENT</b>						
Per Request, Below is/are the price(s) of the article(s)/services(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (AxD)
				<b>TOTAL AMOUNT</b>	<b>P</b>	

Suppliers are required to submit the following Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
  - 2) PhilGEPS Registration No.
  - 3) Notarized Omnibus Sworn Statement and Proof of Authorization (e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)
  - 4) Business/Income Tax Return (If the ABC is above 500k)
  - 5) BIR Certificate of Registration (BIR Form 2303)
  - 6) Company Profile list of clients for the past two years.
  - 7) Photocopies of two (2) similar contracts with each project cost at least equal to the Approved Budget of the Contract (ABC)
  - 8) Photocopy of certification by the FPA, NUCP, FDA and other related Pest Control Association of the Philippines.
- Note: A) Unnotarized Omnibus Sworn Statement (OSS) is acceptable upon submission of quotation. However, the winning bidder/supplier must submit the duly notarized Omnibus Sworn Statement (OSS) and Proof of Authorization within 3 calendar days upon notification of the Notice of Award. Noncompliance on the timely submission of OSS is a ground for disqualification.  
 B) Suppliers who have previously submitted the above documentary requirements may no longer require its re-submission except for the Omnibus Sworn Statement.

Delivery Address: 31st St. Cor. 2nd Avenue, 2/F Bonifacio Technology Center, Bonifacio Global City, Taguig.

**Terms and conditions:**

- Price : **(Inclusive of all applicable taxes)**
- Payment : **30 days**
- Delivery : **1 year**
- Validity of price : **one month**
- Warranty : **n/a**

We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.



**BASES CONVERSION AND DEVELOPMENT AUTHORITY**

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: camanzon@bcda.gov.ph

**REQUEST FOR QUOTATION**

Company Name: \_\_\_\_\_  
\_\_\_\_\_

Date : **20 June 2024**

PR #: **PR0000598**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than **26 June 2024**.
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or the immediate supervisor.

*BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the govt., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.*

  
**CAMILO MANZON**  
 Canvasser

Printed Name/Signature/Date

  
**ALMIRA CLARIANES**  
 Chief Administrative Officer

Immediate Supervisor

Telephone / Fax Number

# **TERMS OF REFERENCE**

## **TERMITE EXTERMINATION AND PEST CONTROL SERVICES**

### **1. OBJECTIVE**

The Bases Conversion and Development Authority (BCDA) intends to engage the services of a licensed termite exterminator and pest control contractor to render services at Bataan Technology Park (BTP) located at Brgy, Sabang, Morong, Bataan for the following structures:

- a) Security Guard Post 1
- b) Security Guard Post 2
- c) YASP Gym
- d) BTP Museum
- e) Security Office
- f) BTP Administration Office
- g) Chapel
- h) Vietnamese Temple
- i) Pope John Paul Shrine
- j) Buddhist Temple
- k) Stock Room
- l) Staff houses (8 units)
- m) Indoor Gym

### **3. CONTRACT DURATION**

The duration of the contract shall be for one (1) year effective from July 1, 2024 to June 30, 2025.

### **4. THE PROPOSAL**

The contractor shall submit its proposal in accordance with this TOR and shall be presented as one comprehensive treatment.

Likewise, the proposal shall be submitted together with the following documents:

1. Letter of Intent;
2. Photocopy of valid Mayor's Permit;
3. Company Profile, list of clients for the past two years;
4. Photocopies of two (2) similar contracts with each project cost at least equal to the Approved Budget of the Contract (ABC);
5. Certified True Copy of DTI Registration for sole proprietorship or SEC Registration and Articles of Incorporation and its amendments, if any, for corporations;
6. Photocopy of certification by the Fertilizer and Pesticides Authority (FPA) and/or Pest Control Association of the Philippines and/or the National Committee on Urban Pest Control (NCUPC), Food and Drugs Administration (FDA) and other related pest control associations duly accredited by the Philippine government that all products/chemicals to be used are duly authorized and approved for application for urban pest control services and that the products shall be environment friendly, highly technical and economical, safe to human health and plants.

## 5. SCOPE OF SERVICES

### 5.1. TERMITE EXTERMINATION AND CONTROL SERVICES

#### A. Soil Treatment/Poisoning (or other methods for the same purpose):

This covers service treatment done either by cordoning, drilling, trenching or injection around the building close to the outside walls. This will control present infestation and reduce the possibility of future infestation.

*Frequency of Service: One (1) General Treatment and quarterly for a period of one (1) year*

#### B. Wood Drenching (or other methods for the same purpose):

The infested parts of the structure, concentrating on the floors, walls, baseboards, cracks and crevices, shall be treated by direct spraying. This will control all surface infestation on the spot and minimize future infestation.

*Frequency of Service: One (1) General Treatment and Quarterly for a period of one (1) year*

#### C. Termite Extermination and Control (or other methods for the same purpose):

This covers service treatment done by wood injection in places where termites are likely to hide or in places where there are signs of infestation (i.e., door jambs, electrical outlets, panel boards, double walling, ceiling and cabinets, etc.). This method gradually infects and kills the entire termite in the whole colony.

*Frequency of Service: One (1) General Treatment and Quarterly for a period of one (1) year*

#### D. Mound Demolition (if any):

Termite mounds are home of subterranean termites where the termite queen lives and lays eggs. These mounds shall be searched and if found, must be destroyed and thoroughly treat the area.

*Frequency of Service: One (1) General Treatment and Quarterly for a period of one (1) year*

### 5.2 PEST CONTROL SERVICES

#### A. General Pest Abatement Maintenance Program (or other methods for the same purpose):

This covers service treatment against all kinds of crawling pests on walls, floors, cracks and crevices, cabinets, baseboards and other various areas

where there is pest infestation. This is done by direct manual spraying. Gel bait shall be applied for residual control of roaches.

*Frequency of Service: Twice a month for One (1) year*

**B. Power Misting (or other methods for the same purpose):**

Power misting application by the use of an Ultra Low Volume Machine (ULV) or Power Misting Machine. Power misting by the use of ULV is the process of converting water based liquid solution into tiny droplets and dispersed with pressure at controlled volume on the entire premises including peripheral areas to kill flying insects, cockroaches and other crawling insects and pests.

*Frequency of Service: Twice a month for One (1) year*

**C. Rodent Control (Baiting/Trapping):**

Rodent baits shall be placed in strategic locations to exterminate rodents within the premises. Rat baits, glue boards, mat and other similar trapping devices shall also be placed inside the building at strategic locations to catch rodents alive without decomposition.

*Frequency of Service: Twice a month for One (1) year*

- 5.3 The Contractor shall warrant that all products/chemicals to be used are duly authorized for urban pest control services. The products shall be environment friendly, highly technical and economical, safe to human health, and plants and must be duly certified, authorized and approved for application by the Fertilizer and Pesticides Authority (FPA) and/or Pest Control Association of the Philippines and/or the National Committee on Urban Pest Control (NCUPC), Food and Drugs Administration (FDA) and other related pest control associations duly accredited by the Philippine government.
- 5.4 The Contractor shall provide at its expense technical services, labor, chemical, equipment, supervision and other related works necessary in the performance of the services.
- 5.5 The Contractor hereby warrants the honesty, fitness and reliability of its personnel and shall strictly observe safety precautionary measures during the treatment. They shall abide by the security rules and regulations of BCDA within the premises at all times.
- 5.6 For monitoring purposes, all services must be accompanied by an authorized BCDA representative/s.

**6. OCULAR INSPECTION**

In coordination with BCDA, prospective Bidders must ensure that they have undertaken an ocular inspection of the site and clearly understand the works involved prior to Bid/Quotation submission.

**7. APPROVED BUDGET OF THE CONTRACT**

**FOUR HUNDRED THOUSAND PESOS & 00/100 (Php400,000.00)**, inclusive of VAT and all other applicable government taxes, chargeable to the 2024 approved budget of the BTP Operations and Maintenance.

**8. MANNER OF PAYMENT**

The Contractor shall bill BCDA after every treatment. Payment shall be made on a monthly basis upon submission of the necessary supporting documents.

**9. WARRANTY**

The Contractor shall warrant that after the one (1) year treatment, the said areas are guaranteed free from termite reinfestation for a period of another six (6) months. A Warranty Certificate shall be issued before the last treatment. Should there be any evidence of termite within the warranty period, the Contractor shall immediately conduct re-treatment free of charge.

**10. TERMINATION**

BCDA reserves the right to terminate the Agreement/Job Order entered into by BCDA and the prospective contractor for any violation of this TOR and any other ground authorized by law by serving a ten-day written notice to the prospective contractor and without any liability accruing to BCDA.

Prepared by:

  
**JOSEF MATTEUS P. SINGIAN**  
PDO I – PPMP, GSD

Recommended by:

\_\_\_\_\_

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical



Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*