

Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
NATIONAL HEADQUARTERS

144 Mindanao Avenue, Quezon City
Trunk lines: (+632)927-6383; 927-5505
Email Address: chief@bjmp.gov.ph Website: www.bjmp.gov.ph

REQUEST FOR QUOTATION

The Bureau of Jail Management and Penology – National Headquarters (BJMP-NHQ), through its Bids and Awards Committee, intends the **Procurement of Pest Control Maintenance Treatment for the Whole BJMP-NHQ Building Offices Indoor and Outdoor Areas** which will be undertaken in accordance with the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of the Project	Procurement of Pest Control Maintenance Treatment for the Whole BJMP-NHQ Building Offices Indoor and Outdoor Areas
ABC	Four Hundred Fifty-Six Thousand Pesos (Php 456,000.00)
Specifications	See Annex "A"
Delivery Location	BJMP National Headquarters, 144 Mindanao Avenue Project 8, Quezon City
Contract Duration	Twelve (12) months

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than 30 AUG 2022 at **5:00 PM**.

Interested suppliers are required to submit the following documents:

- Valid and current Mayor's Permit;
- PhilGEPS Registration Number (Please indicate in the space provided in Annex "A");
- Latest Income Tax Return; and
- Omnibus Sworn Statement together with any documents to prove that the signatory of the quotation is authorized representative of the company or photocopy of ID bearing the picture/signature of the representative issued by the company (*to be submitted before issuance of Notice of Award*).

Quotations may be submitted manually or through email at the address and contact numbers indicated below.

For further information, please refer to:


J/SINSP ARTURO R ESPOS JR

Directorate for Logistics

BJMP National Headquarters, 144 Mindanao Avenue, Project 8, Quezon City

Telephone Number: 927-6383 local 202

Email Address: bac.bjmpnhq@gmail.com


DENNIS U ROCAMORA, CESE
Jail Chief Superintendent
Deputy Chief for Operations
of the Jail Bureau
Chairperson, BJMP-NHQ BAC

Terms and Conditions

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations shall be denominated in Philippine Peso and shall include all taxes and/or levies payable.
3. Quotation exceeding the Approved Budget for the Contract shall be rejected.
4. Award of Contract shall be made to the Lowest Quotation (for goods and infrastructure) or, the highest rated offer (for consulting service) which complies with the minimum technical specification and other terms and conditions stated therein.
5. Any interlineations, erasure or overwriting shall be valid only if they are signed or initialed by you or your authorized representative/s.
6. The item/s shall be delivered according to requirement specified in the Technical Specifications.
7. The BJMP-NHQ shall have the right to inspect and/or to test the goods to conform their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BJMP-NHQ 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 course of action and remedies open to it.

I hereby understand and commit to comply all the above requirements in accordance with the above-stated terms and conditions.

Name and Signature of Authorized Representative: _____

Name of the Company/ Business Name _____

Date: _____

ANNEX "A"

Name of the Company: _____

Address: _____

Business Permit No.: _____

PhilGEPS Registration No.: _____

TIN: _____

Telephone/ Cellphone Number: _____

Email Address: _____

Instructions:

1. Do not alter the contents of this form in any way.
2. All the technical specifications are mandatory. Failure to comply with the specification shall be a ground for the disqualification of your quotation.
3. Failure to follow these instructions will disqualify your entire quotation.

TECHNICAL SPECIFICATIONS

Bidders must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specification". Please do not just check in the bidders "Statement of Compliance"

	Technical Specifications	STATEMENT OF COMPLIANCE						
A	<u>Scope of Services</u>							
	Annual service for applying pest control maintenance treatment for the whole BJMP-NHQ Office internal and outer areas of the building including drainage system and other parts of the building which are possible nesting ground of insects (cockroach, weevil, termite, mice and other flying/crawling insects).							
B	<u>Terms and Conditions</u>							
	<p>a.The Contractor shall examine the property carefully and locate areas of critical pest activity. The Contractor shall thoroughly treat areas of infestation or threatened infestation.</p> <p>b. The Contractor shall perform the service items specified as follows:</p> <table><tr><td>Type of Pest</td><td>Cockroaches, Weevil, Ants, Termites, Mousses, Mosquitos and other flying/crawling insects</td></tr><tr><td>Application Method</td><td>Spraying or make other types of pesticides which is environmental-friendly</td></tr><tr><td>Frequency of</td><td>Every month treatment monitoring upon signing or award of contract agreement</td></tr></table> <p>c. All pesticide applications must be made in compliance with local and national requirements as well as according to label instructions.</p> <p>d. In the event of re-infestation within the service period, the Contractor shall render additional treatment as necessary at no extra cost.</p>	Type of Pest	Cockroaches, Weevil, Ants, Termites, Mousses, Mosquitos and other flying/crawling insects	Application Method	Spraying or make other types of pesticides which is environmental-friendly	Frequency of	Every month treatment monitoring upon signing or award of contract agreement	
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Frequency of	Every month treatment monitoring upon signing or award of contract agreement							
C	<u>Environmental, Health & Safety Clauses</u>							

	<p>a. The Contractor shall undertake to minimize the negative impact of the pest control services on the environment.</p> <p>b. The Contractor shall make every endeavor to safeguard health and safety of people and animals in the Property against any perils of using pesticides.</p> <p>c. The Contractor shall make every endeavor to minimize using pesticides when carrying out pest control services under this Contract.</p> <p>d. The Contractor shall provide the Entity with a list of pesticides which will be used in the course of carrying out the pest control services. The list must clearly specify all pesticide data which shall include "trade name", "supplier (permit no. / license no.)", "percentage of all the active ingredients", "registration number", "type of treatment", "area to use" & "application method The Contractor shall provide the Entity with "material safety data sheets" to all pesticides that will be used. The data sheets must clearly specify the material data including:</p> <p>"Identification of the supplier / manufacturer", "composition / information of ingredients", "Identification of hazards", "First-aid instruction", "Firefighting measures", "Accident release measures", "Handling and storage procedures", "Exposure control / personal protection measures", "Physical and chemical properties", "Stability and reactivity", "Toxicological data", "Ecological information", "Disposal considerations", "Regulatory information", and "other information".</p> <p>e. All pesticides that will be used by the Contractor must have been registered or approved by the Food and Drug Administration (FDA).</p> <p>f. The Contractor shall ensure that its agents, workers or employees, who apply pesticides in the Property, must be sufficiently trained to carry out the pest control services correctly and safely.</p> <p>g. The Contractor shall also comply with other statutory code (if any) relating to use and application of pesticides as may from time to time be required by the law.</p> <p>h. The Contractor shall provide the Entity with a statement of health and safety measures that will be undertaken by the Contractor in performance of its pest control service for the Property.</p>	
D	<u>Other Terms</u>	
	<p>a. The strict observance of health protocols to prevent the spread of Corona Virus Disease 2019 (COVID 19) among all people involved in this project shall be implemented.</p>	

	<p>b. The Contractor shall be fully responsible for arranging adequate insurance cover for all risks arising out of performance of its services under this Contract. Such insurance cover shall include:</p> <ul style="list-style-type: none"> (i) third party liability, (ii) employees' compensation, and (iii) other insurance as may from time to time be required by the law. <p>c. The Contractor shall furnish the Entity with a copy of such insurance policies. In the event of any workman or other person employed for the works or in connection with the Contract whether in the employment of the Contractor suffering personal injury or death and whether there is a claim for compensation or not, the Contractor shall without delay notify the Entity in writing of such personal injury or death.</p> <p>d. The Contractor shall provide all necessary tools, applicators, devices, equipment and supplies for the performance of its services under this Contract. Such tools, applicators, devices, equipment and supplies must be at all times kept in good working order.</p> <p>e. All services performed under this Contract will be subject to inspection by the Entity, whom the Entity may withhold payment when in his opinion the Contractor's services have not been performed in accordance with the requirements of this Contract.</p> <p>f. Subject to "Terms and Conditions" (b) of this Contract, the Contractor shall provide the Entity with a work schedule which shall clearly specify the frequency of the treatments to be carried out by the Contractor under this Contract. The Entity shall have power as he thinks fit to vary the frequency specified in the work schedule and no variation shall vitiate this Contract. Should the Entity require more or less work to be carried out, the value of such work shall be added or deducted from the Contract sum at rates as mutually agreed by the Entity and the Contractor.</p> <p>g. The Contractor shall be solely liable for and shall indemnify the Entity against any loss, claim or proceeding whatsoever, arising out of any statutory regulations, legislation or at common law in respect of injury to or death of any person or animal resulting from application of pesticides by the Contractor, its agents, employees, and/or workers whether or not due to negligence.</p> <p>h. The contractor shall lay the best type of treatment at the BJMP NHQ perimeter especially in exterminating the rats/mice moving around the area.</p>	
E	<u>Certificate/s and other Document/s</u>	
	<p>a. The contractor shall submit at least three (3) certificates of work accomplishment from the previous company/agency with a rating of very satisfactory for the same work category of description.</p> <p>b. The contractor shall submit authenticated true copy of a certificate on the Food and Drugs Administration (FDA) signed by the authorized signature</p>	
F	<u>Payment Conditions</u>	
	<p>a. The Contract shall be for a period of one (1) year commencing from the receipt of Notice to Proceed (NTP).</p>	

<p>b. The Contractor shall be allowed to process their billing in a monthly basis before the conduct of monitoring inspection for the whole BJMP NHQ building.</p> <p>c. The Contractor shall strictly submit monthly monitoring inspection report to the Office of the Directorate for Logistics signed by the service provider to be counter signed by the personnel-in-charge assigned at the Directorate for Logistics.</p> <p>d. In the event of the monitoring inspection, within the service monitoring period, the Contractor shall render additional treatment as necessary at no extra cost.</p> <p>e. If insects are still found during the period of service monitoring the Contractor shall perform treatment procedures immediately to the areas infected with insects.</p> <p>f. The Entity shall have the right to terminate this Contract by giving the Contractor at least one month written notice prior to termination.</p>	
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Financial Offer

Procurement of Pest Control Maintenance Treatment for the Whole BJMP-NHQ Building Offices Indoor and Outdoor Areas	
Approved Budget for the Contract: Four Hundred Fifty-Six Thousand Pesos (Php 456,000.00)	
<i>Note: The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</i>	
Particulars	Bidder's offer per Pest Control Maintenance Treatment
Pest Control Maintenance Treatment for the Whole BJMP Building Offices Indoor and Outdoor Areas per month	
Computation for Total Bid Amount	Quantity x Bidder's offer per Pest Control Maintenance Treatment x 12 Months
TOTAL BID AMOUNT (In words and in figures)	
Payment Details: Banking Institution: _____ Account Number: _____ Account Name: _____ Branch: _____	

Name and Signature of Authorized Representative: _____
Date: _____

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]