

## REQUEST FOR QUOTATION

REFERENCE NO.: **MR22-01-001**

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT FOR ONE (1) YEAR PROVISION OF GENERAL PEST CONTROL SERVICES FOR THE NDC BUILDING.**

### **SCOPE OF WORK:**

1. The SERVICE PROVIDER shall examine/inspect the NDC Building carefully and locate areas of critical pest activity. Based on such inspection, the SERVICE PROVIDER shall thoroughly treat areas of infestation or threatened infestation.
2. The SERVICE PROVIDER shall perform pest control services **once a month** for rodents, mosquitoes, cockroaches, ants, termites and other flying and crawling insects at the NDC Building and submit to NDC a pest control plan.

Together with an NDC representative, the SERVICE PROVIDER shall conduct a post-treatment inspection seven (7) calendar days after treatment and submit to NDC a report on the said inspection.

In the event of re-infestation within the service period, the SERVICE PROVIDER shall render additional treatment as necessary at no extra cost.

3. The SERVICE PROVIDER shall submit to NDC a list of all chemicals to be used.
4. Areas of Coverage:
  - a. BASEMENT (open areas including Pump Room, Guard's Room, Sump Pit, Driver's Lounge, Stock Room under the stairs and other areas)
  - b. GROUND FLOOR (open areas including Electrical/Power Room, Common Restroom, Guard House, Tenant's Areas, Backdoor and Vacant Spaces)
  - c. SECOND TO TWELFTH FLOORS (whole office and common areas, Telephone Terminal Cabinet located at the stairways)
  - d. PENTHOUSE (Gym, ABB Hall – Audio Visual Room and Restrooms including Elevator Machine Room)
5. The SERVICE PROVIDER shall submit to NDC the necessary permit, if applicable, before a treatment is done and the former shall shoulder expenses incurred therein.
6. For the performance of the services outlined above, the SERVICE PROVIDER shall furnish the services of healthy, reliable, professionally trained, honest and carefully selected personnel. All such personnel shall be interpreted to mean that no employer-employee relationship exists between NDC and said personnel. The SERVICE PROVIDER shall be fully and exclusively liable for any applicable labor laws vis-a-vis said personnel.
7. Such personnel shall wear the SERVICE PROVIDER'S official uniform at all times within the NDC's premises. The uniform shall prominently display the name of the personnel undertaking the pest control treatment.
8. NDC may, in the interest of the parties, advise the SERVICE PROVIDER to replace any personnel detailed when so warranted by the circumstances.
9. The personnel of the SERVICE PROVIDER may be subjected to on-the-spot search inspection by NDC's security guards on duty whenever entering and or leaving the premises.
10. The SERVICE PROVIDER shall be liable for the loss/es and or damage/s to person/s or property/ies located within NDC's premises that are attributable to the fault or negligence of the SERVICE PROVIDER, the SERVICE PROVIDER's personnel or any other persons entering NDC's premises upon the initiative of the SERVICE PROVIDER's personnel.

11. NDC shall have the right to deduct from the amount due to the SERVICE PROVIDER under this contract any and all advance and damages for which the SERVICE PROVIDER may be liable to NDC under any provision of this contract, provided however, that before making such deduction NDC shall notify the SERVICE PROVIDER in writing indicating therein the grounds/reasons therefore.
12. The SERVICE PROVIDER expressly agrees that for the purpose of undertaking the services subject hereof, it shall furnish at its expense, the equipment and supplies necessary for the performance of the services subject hereof. Further, the ownership, repair and maintenance cost of said equipment shall be for the account of the SERVICE PROVIDER.
13. The SERVICE PROVIDER's fee shall not be increased for whatever cause during the effectivity of the contract. However, corresponding deductions shall be applied for areas not serviced for the month.
14. NDC shall automatically deduct from the SERVICE PROVIDER's fee any and all sums required by the law, ordinances or other government rules and regulations to be deducted/withheld at source.
15. In rendering services, the SERVICE PROVIDER shall act as an independent SERVICE PROVIDER and not as the agent of NDC, maintaining complete control over its personnel detailed at NDC. All persons employed by the SERVICE PROVIDER in this connection shall be its own and not those of NDC. The SERVICE PROVIDER shall perform the services in accordance with applicable laws, rules and regulations and generally accepted practice and procedures relative to its business.
16. The SERVICE PROVIDER shall solely and exclusively be liable for any injury or damage upon the personnel dispatched to NDC's premises which is not directly attributed to NDC.

**Approved Budget** : ₱ 80,000.00 (Inclusive of VAT)

**Submission of Quotation and Eligibility Requirements** : January 14, 2022

**Mode of Procurement** : Small Value Procurement

**Eligibility Requirements :**

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2020 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized)

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

**BIDS AND AWARDS COMMITTEE**  
National Development Company  
7/F NDC Building, 116 Tordesillas St.  
Salcedo Village, Makati City  
Fax: 8840-4862  
Attention: BAC Secretariat

Reference Number: MR22-01-001

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Monthly Payment
2. Delivery Period – One (1) year

(SIGNED)

**AGM SATURNINO H. MEJIA**

Chairperson, Bids and Awards Committee