



Republic of the Philippines
METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM



REQUEST FOR QUOTATION (RFQ)
PROCUREMENT OF PEST CONTROL SERVICES FOR THE 3RD, 4TH AND 5TH FLOORS
OF THE MWSS ADMINISTRATION BUILDING
CONTRACT NO. MWSS-PSC-2019-017

1. The **Metropolitan Waterworks and Sewerage System-Corporate Office (MWSS-CO)** through its Bids and Awards Committee (BAC) will undertake the procurement of Pest Control Services for the 3rd, 4th and 5th Floors of the MWSS Administration Building.
2. The MWSS-CO hereinafter referred to as the “the Procuring Entity” now request you to submit price quotation for the procurement of the abovementioned project, as specified in the **Terms of Reference (TOR)** provided in the **Annex “A”** as attached.
3. All items listed in the specifications as stated in the **TOR** must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
4. The **Approved Budget for the Contract (ABC)** is **ONE HUNDRED SIXTY-EIGHT THOUSAND NINE HUNDRED FIFTY-TWO (Php 168,952.00)** in Philippine Currency inclusive of Twelve Percent (12%) VAT. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated meeting the Procuring Entity’s technical specification, as determined by the BAC.
6. Quotations must be delivered at the address below not later than **29 November 2019 (until 5:00 P.M., Philippine Standard Time)**.

The Chairperson

MWSS-CO Bids and Awards Committee
Metropolitan Waterworks and Sewerage System
4th Floor, Administration Building, MWSS Complex,
Katipunan Road, Balara, Quezon City
Telefax Number: (632) 928-2252
Tel. No. 920-5521 loc. 106 /107

7. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of 12% VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
8. The MWSS-CO reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The MWSS-CO reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract.

9. The prospective bidder shall submit the following:

- a) Quotation Form
- b) Mayor's/Business Permit
- c) Proof of PhilGEPS Registration
- d) Income/Business Tax Return
- e) Omnibus Sworn Statement / Draft Contract

ORIGINAL SIGNED

ANABELLA S. ALTUNA

Chairperson, MWSS-CO

Bids and Awards Committee Secretariat

Annex "A"

TERMS OF REFERENCE

PROCUREMENT OF PEST CONTROL SERVICES FOR THE 3RD, 4TH AND 5TH FLOORS OF THE MWSS ADMINISTRATION BUILDING

CONTRACT NO. MWSS-PSC-2019-017

I. BACKGROUND:

The Metropolitan Waterworks and Sewerage System – Corporate Office (MWSS-CO) Bids and Awards Committee (BAC), will undertake the Procurement of Pest Control Services of the 3rd, 4th and 5th Floors of the MWSS-CO Administration Building.

Pest Control Services is employed to prevent and control the entrance of pests and predators and eradicate infestations in MWSS Administration Building particularly the 3rd, 4th and 5th floors.

II. IMPLEMENTATION:

The mode of Procurement shall be in accordance with R.A. 9184, specifically Section 53.9 (Small Value Procurement) of its Revised Implementing Rules and Regulations (IRR).

III. PROJECT SITE:

3rd, 4th and 5th Floors of the MWSS-CO Administration Building, MWSS Complex, Katipunan Road, Balara, Quezon City.

IV. SCOPE OF WORK/DURATION:

1. The Contractor shall conduct inspection and determine the infested area covering the project site.
2. The pest control services shall be carried out by the Contractor four times (4x) a month or once a week within the MWSS 3rd, 4th and 5th Floors.
3. Pest control services shall be allowed only after office hours or during weekends subject to approval of the Deputy Administrator for Management Services Group.
4. The pest control services will be subject to monitoring and confirmation of the Operation Support Department (OSD) of the weekly accomplishment report.

A. CHEMICALS/PESTICIDES/INSECTICIDES and FREQUENCY OF SERVICES

	Description	Services	Location	Frequency
1	Dichlorvos Emulsifying Concentrate for flying and crawling insects.	Spraying	3 rd Floor 4 th Floor 5 th Floor	Weekly

2	Deltametrin Emulsifying Concentrate for flying insects.	Misting	3 rd Floor 4 th Floor 5 th Floor	Weekly
3	Emamectin Benzoate Gel for cockroaches	Use of Gel	3 rd Floor 4 th Floor 5 th Floor	Weekly
4	Coumatetralyl Baits for rats	Baiting	3 rd Floor 4 th Floor 5 th Floor	Every 1 st week and 3 rd week of the month
5	Rat glue, paste and use of mechanical pest catcher, etc.	Baiting	3 rd Floor 4 th Floor 5 th Floor	Weekly

Before application, all chemicals should reviewed and approved for health hazards by MWSS, through the Operations Support Department (OSD).

All chemicals/pesticides/insecticides shall bear the label of approval by the Fertilizer and Pesticide Authority of the Philippines (FPA).

B. COCKROACHES AND OTHER CRAWLING INSECTS – Services/Treatment and Control

1. Inspection

- 1.1. Conduct indoor inspection of areas prone to cockroach infestation and harborage such as cupboards, floor drains, cracks, crevices and drainage system to check the presence of cockroaches and other crawling insect, and deal with the possibility of re-infestation from adjacent premises or vegetation, especially by ants and termite infestation; and
- 1.2. Monitor cockroach and other crawling insect infestation by gathering all reported sightings or complaints from every unit and common area in addition to service technician observation.

2. Residual Insecticidal Spraying

- 2.1. Intensify residual spraying in places and areas where insects congregate, crawl and hide including cracks and crevices, which they may enter; and
- 2.2. Use applicable chemical to flush out cockroaches and other crawling insects and determine their exact locations or harborages.

C. RODENT CONTROL

1. Inspection

- 1.1 Conduct regular inspection of all potential harborages and food sources of rodents such as pipe chase, basement areas, behind appliances and point of entries as well as regular inspection of all bait traps and bait stations.
- 1.2 Regularly check the outside perimeter of the building for possible rat harborages such as sewerage drains, refused food storage, construction materials and the likes.

2. Baiting

- 2.1 Install bait stations in hidden places and strategic locations where rodents usually search for food, roam around and congregate, especially in the ceiling areas.
- 2.2 Set-up pipe bait station along the outside perimeter of the building to anticipate rodent problems.

3. Trapping

Install cage traps, glue board, snap and other mechanical devices to augment the baiting technique.

D. FLYING INSECT CONTROL

1. Inspection

Thoroughly inspect the entire premises to determine the degree of infestation, entry points and unforeseen breeding sites of mosquitoes and other flying insects.

2. Misting

Use misting machines inside the offices of as said machines disperse minute droplets of insecticide solution in an aerosol range to attain minimum penetration of hard-to-reach or inaccessible area to control mosquitoes and other flying insects.

3. Larvicidal Activity

Apply larvicide upon stagnant water, e.g., rain drains and other possible water reservoir, which pose as a breeding source of mosquitoes.

V. WARRANTY

- a) The contractor shall warrant that the services to be rendered will effectively exterminate any and all pests, insects and rodents without the visible presence and disturbing odor of smoke and fumes. Should the MWSS, through the OSD, find the services ineffective as evidenced by the continuous presence of termites, cockroaches, mice and other common house pests and insects, MWSS reserves the right to terminate the contract. In such case, MWSS, through the OSD, shall not be obliged to pay the contractor for services rendered;
- b) The contractor shall warrant that only chemicals duly approved by the Philippines' Fertilizer and Pesticide Authority (FPA) and/or other government agencies regulating the use and licensing of chemicals will be used; and
- c) The contractor shall warrant that all preparations and formulations, including the use thereof, will be in accordance with the specifications of its toxicologist and entomologist. Applicable insecticides that are biodegradable in nature and only chemical certified by the proper government authorities as safe shall be used.

VI. OTHER TERMS AND CONDITIONS

- a) The contractor shall agree that only skilled and well-trained service technicians shall be assigned to the MWSS premises to ensure correct treatment of pests and proper application of chemicals;
- b) The contractor shall agree that the required services shall be conducted after office hours, as may be determined by the MWSS, in order not to disturb or disrupt the working schedule of the MWSS personnel. The contractor shall exercise extraordinary diligence in the performance of its services to ensure that no illness, accident and/or any of its employees or guest will take place. The contractor 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 contractor and its agents, thereby rendering MWSS free and exempt from any such claim or liability;
- c) The contractor shall provide on-call service in between schedule without additional cost to MWSS, including performing immediate special or additional service should there be a sudden outbreak of infestation at the MWSS premises (4th and 5th floors), also at no cost to MWSS-CO;
- d) The contractor shall assign a work force sufficient to carry out or implement the service specifications;
- e) A Quality Control Supervisor affiliated with the contractor shall visit the MWSS premises once a month or wherever necessary to undertake the following:
 - 1. Coordinate with MWSS-CO's authorized representatives in evaluating the effectiveness of the contractor's pest control services;
 - 2. Serve as pest control consultant by recommending ways and means to control infestation, and

3. Provide free on-the job technical training of pest control and management, handling and application of chemicals and other related matters to concerned MWSS-CO personnel.

VII. CONTRACT PERIOD

The contract period will be one (1) year upon issuance of Notice to Proceed and subject to renewal upon review of the accomplishment by the MWSS, through the Operation Support Department

VIII. PAYMENT SCHEME

Payment shall be made on a monthly basis upon completion of the services and presentation of the required Billing Statement, issuance by the end-user of Certificate of Acceptance and Completion subject to the usual government accounting and auditing rules and regulations.

To assure performance of the obligations in the Warranty clause, 5% will be deducted from each billing pursuant to RA 9184 section 62.1.

IX. RESERVATION CLAUSE:

The MWSS-CO reserves the right to reject and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

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