



**REQUEST FOR QUOTATION**

DATE: 12/29/2023

PURCHASE REQUEST NO.: ADMIN FUND 2024-01-07

CANVASS NO. 07

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached here with.

Very truly yours:

  
**EDITHA S. VINUYA**  
BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1	lot	<b>Provision of 1 year pest control services for 2024 (Monthly)</b> (See attached Terms of Reference for additional information)		

**PURPOSE:**

Provision of 1 year pest control services for 2024 (Monthly).

Pls. submit the following eligibility documents:

- Mayor's/Business Permit
- Income Tax Return
- Notarized Omnibus Sworn Statement
- PhilGEPS Registration Number/Red Membership
- Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Elliptical Road, Diliman, Quezon City

MODEL: \_\_\_\_\_

DELIVERY PERIOD: \_\_\_\_\_

WARRANTY PERIOD: \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

\_\_\_\_\_  
Signature Over printed name of proprietor/Manager  
or Authorized Representative

CANVASSED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 Fax No. (63-2) 8920-9792  
Email: ati\_director@ati.da.gov.ph & ati\_director@yahoo.com  
URL: <http://www.ati.da.gov.ph>; [www.e-extension.gov.ph](http://www.e-extension.gov.ph)

## TERMS OF REFERENCE

PROJECT	:	<b>Provision of Pest Control Services for 2024</b>
APPROVED BUDGET FOR THE CONTRACT (ABC)	:	<b>PhP120,000.00</b>
PERIOD COVERED	:	<b>One (1) Year /12 Months</b>
LOCATION OF PROJECT	:	<b>Agricultural Training Institute, ATI Compound, Elliptical Road, Diliman, Quezon City including its surroundings</b>

### I. BACKGROUND:

ATI is inviting service contractors to provide pest control services at the ATI main building (basement to the third floor, including the Rural Development Education Center (RDEC), Dormitory and Staff House, ATI Training Rooms, and Cafeteria and its surroundings.

### II. MINIMUM QUALIFICATION OF BIDDER:

1. Bidders must have at least a minimum of five (5) years of experience in pest control services.
2. Financially sound and stable by submitting financial statements for the past two (2) years of operations;
3. Personnel have training and experience in pest control services and have no criminal records;
4. The service provider must be owned by a Filipino citizen and/or 80% owned by a Filipino citizen in the case of Corporations; and
5. Have the necessary equipment as well as environmental requirements in carrying out the pest control services.

### III. SCHEDULE OF TREATMENT:

ATI shall set the monthly schedule for pest control services to be conducted by the service provider every first week of the month.

### IV. CHEMICALS/PESTICIDES/INSECTICIDES REQUIREMENTS :

Description of Services:

1. **DICHLORVOS** - Emulsifying Concentrate for flying and crawling insects - (Spraying)
2. **DELTA-METTRIN** - Emulsifying Concentrate for flying insects - (Misting)
3. **EMAMECTIN BENZOATE** - Gel for cockroaches - (Use of Gel)
4. **COUMATETRALYL** - Baits for rats - (Baiting)
5. Rat glue, paste, and use of mechanical pest catcher, etc. - (Baiting)

### V. SCOPE OF WORK AND METHODS OF TREATMENT:

#### A. Cockroaches and other crawling insects - Services/Treatment/Control

##### 1. Inspection



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- a) Conduct indoor inspection of areas prone to cockroach infestation and harborage such as cupboards, floor drains, cracks, crevices, and drainage systems, and check the presence of American cockroaches.
- b) Deal with the possibility of re-infestation from adjacent premises or vegetation, especially by ants' infestation.
- c) Monitor cockroach infestation by gathering all reported sightings or complaints from every office and common area in addition to an observation/inspection of service technician.

## 2. Application

### a) Residual Insecticidal Spraying

1. Intensify residual spraying in places and areas where insects congregate, crawl, and hide, including cracks and crevices, which they may enter.
2. Use pyrethroid chemicals to flush out cockroaches and determine their exact locations or harborages.

- b) **Insecticidal Bait Application** - The technique is designed to apply cockroach bait near harborages and aggregation areas, such as electrical wiring, telephone apparatus, and the like, using an adequate system of instruments.

## B. Rodent Control

### 1. Inspection

- a) Conduct regular inspection of all potential harborages and food sources of rodents such as pipe chase, basement areas, behind appliances, and point of entry, as well as regular inspection of all bait traps and bait stations.
- b) Regularly check the outside perimeter of the building for possible rat harborages such as sewage drains, refused food storage/food wastes, construction materials, and the like.

### 2. Baiting

Install bait stations in hidden places and strategic locations where rodents usually search for food, roam around, and congregate. Set up pipe bait stations 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.

## C. Flying Insect Control

### 1. Inspection

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

### 2. Misting

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



### **3. Larviciding**

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

## **VI. DURATION:**

The contract shall be effective for one (1) year and shall commence immediately upon signing of the contract.

## **VII. TERMS OF PAYMENT**

The Service Provider shall bill the ATI within seven (7) days after the Preventive Maintenance activity and submit the following documents:

1. Statements of Account; and
2. Service Accomplishment Report/Checklist

## **VIII. OTHER TERMS AND CONDITIONS**

1. The Service Provider shall agree that only skilled and well-trained service technicians shall be assigned to the ATI premises to ensure correct treatment of pests and proper application of chemicals.
2. The Service Provider shall warrant that within 30 days from the date of scheduled service is rendered, extra service calls, when the situation warrants, will be done free of charge.
3. The Service Provider shall agree that the required services shall be conducted after office hours, as may be determined by ATI in order not to disturb or disrupt the working schedule of ATI personnel.
4. The Service Provider shall exercise extraordinary diligence in the performance of its services to ensure that no illness, accident, and/or any of its employees or guests will take place.
5. The Service Provider shall assume full responsibility for any claim of liability that may arise because 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 ATI free and exempt from any such claim or liability.
6. The Service Provider shall provide on-call service in between schedules without additional cost to ATI including performing immediate special or additional services should there be a sudden outbreak of infestation at the ATI premises.
7. The Service Provider shall assign a workforce sufficient to carry out or implement the ATI requirements.
8. A Quality Control Supervisor affiliated with the Service Provider shall visit the ATI premises wherever necessary to undertake the following:
  - a) Coordinate with ATI-authorized representatives through the Head of General Services, in evaluating the effectiveness of the contractor's pest control services;



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- b) Serve as pest control consultant by recommending ways and means to control infestation; and;
- c) Provide free on-the-job technical training on pest control and management, handling, and application of chemicals, and other related matters to concerned ATI personnel if necessary;
- d) Service Provider will inform concerned ATI personnel regarding any evident infestation of termites around the ATI compound. Provide technical advice and submit reports with proper quotations for approval. ***Additional services as may be needed shall not commence until prior approval of ATI. Service charges for labor shall be borne by the Service Provider, only materials shall be procured.***

Prepared By:

  
**ARLENE GEMINIANA S. NILO, CPA**  
Head, General Services Office

Approved By:

  
**REMELYN R. RECOTER, MNSA, CESO III**  
Director IV