Republic of the Philippines
Department of Agriculture
**AGRICULTURAL CREDIT POLICY COUNCIL**
28/F One San Miguel Avenue (OSMA) Bldg.,
San Miguel Ave cor Shaw Blvd.,
Ortigas Center 1605 Pasig City
Tel. Nos.8634-3320 to 21; 8634-3326/
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# REQUEST FOR QUOTATION

| **PROCUREMENT OF GENERAL PEST CONTROL AND OFFICE DISINFECTION SERVICES FOR THE MONTH OF JULY TO DECEMBER 2026** | | | |
|---|---|---|---|
| Approved Budget for the Contract: | **PHP 96,000.00** | RFQ No.: | **2026-021** |
| Purchase Request No.: | **2026-06-268** | Deadline for Submission of Bids: | **July 18, 2026 at 4:00pm** |
| Mode of Procurement: | **Sec. 34.1 (Small Value Procurement)** | Delivery Terms: | **Immediately** |

Date: July 15, 2026

The Agricultural Credit Policy Council (ACPC) through its Bids and Awards Committee (BAC), intends to procure the **"General Pest Control and Office Disinfection Services for the Month of July to December 2026"** through Section 34.1 (Small Value Procurement) of the Implementing Rules and Regulation (IRR) of Republic Act (R. A.) No. 12009.

Interested bidders of known qualifications are hereby invited to submit their duly signed quotation subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ) through email or at the below address:

**EZRAEL L. MANZANO**
*Head, BAC Secretariat*
Agricultural Credit Policy Council
28F OSMA Building, San Miguel Ave., cor. Shaw Boulevard, Ortigas Center, Pasig City
procurement@acpc.gov.ph | (02) 8634 3321

Documentary Requirements:

1. PhilGEPS Certificate of Registration (Platinum Membership)
2. Mayor's Permit or Business Permit
3. Income/Business Tax Return (*for ABCs above 500k*)
4. Notarized Omnibus Sworn Statement (*see Annex B for the prescribed template*)

**INSTRUCTION TO SUPPLIER**

1. Submit your quotation using the prescribed **Quotation Form** (Annex A of the RFQ)
2. Accomplish the Quotation Form and do not alter the contents of the form in any way
3. Non-compliance with the submission of the **accomplished prescribed / standard Quotation Form** and **Documentary Requirements within the prescribed** deadline shall automatically be disqualified

Proof of authorization shall be a duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, in case of a corporation, partnership, cooperative, or joint venture; or a duly notarized Special Power of Attorney in case of sole proprietorship, giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Very truly yours.

**EZRAEL L. MANZANO**
*Head, BAC Secretariat*

*Annex A*

**QUOTATION FORM**

Company/Business Name : _____

TIN : _____

Address : _____

Contact Person : _____

Contact Number/Email : _____

PhilGEPS Registration No. : _____

**Sir/Madam:**

After having carefully read and accepted the Instructions and Terms & Conditions, I/we submit our quotation/s as follows:

**TECHNICAL SPECIFICATION**

1. Please quote your **best offer** for the items below, whichever is applicable. Do not leave any blank items. Indicate "**0**" if the item being offered is not available in your shelf.
2. Bidders must state "Comply" or any equivalent term in the column "Bidders Statement of Compliance" against each of the individual parameters of each specification.

| **Scope of Work** | **Statement of Compliance** *("Comply or Not Comply")* |
|---|---|
| **Project Duration:**<br>The service shall be undertaken for a period of six (6) months, to be conducted twice (2x) every month renewable subject to satisfactory performance evaluation and mutual agreement of both parties.<br><br>**Coverage Area**<br>The pest control services shall cover all office premises occupied including the 25th, 28th and 30th floor area.<br><br>**25th floor**<br>• 2505 – 155.19 sqm<br>• 2506 – 97.48 sqm<br>• 2507 – 171.89 sqm<br><br>**28th floor**<br>• 2801 – 132.92 sqm<br>• 2802 – 71.69 sqm<br>• 2803 – 120.58 sqm<br>• 2804 – 91.2 sqm<br>• 2805 – 155.19 sqm<br>• 2806 – 97.48 sqm<br>• 2807 – 171.89 sqm<br>• 2808 – 56.8 sqm<br><br>**30th floor**<br>• 3007 – 171.89 sqm<br><br>**Coverage includes:**<br>• Workstations and office areas<br>• Conference rooms | |

| | |
|---|---|
| • Pantry/kitchen areas<br>• Storage and records room<br>• Restrooms<br>• Reception and lobby areas<br>• Hallways and common areas<br>• External perimeter and waste disposal areas<br><br>**Scope of Services**<br>Inspection and Site Assessment<br>• Conduct initial inspection to identify pest species, infestation level, and risk areas<br>• Submit a written inspection and treatment plan report<br><br>Pest Control Treatment<br>• Treatment shall address crawling insects (ants, cockroaches), flying insects (flies, mosquitoes), rodents (rats, mice) and other identified pests<br>• Approved methods include residual spraying, gel baiting systems, rodent bait stations and traps, and ULV fogging/misting (when necessary and controlled)<br><br>All treatments must follow Integrated Pest Management (IPM) principles.<br><br>**Preventive Maintenance Program**<br>• Scheduled preventive treatments (twice a month)<br>• Monitoring and servicing of traps and bait stations<br>• Identification of pest entry points and recommendations for corrective actions<br>• Coordination with housekeeping for sanitation improvements<br><br>**Manpower Requirement**<br>The Service Provider shall deploy sufficient qualified and trained personnel to effectively carry out the pest control services, which shall include:<br>• At least one (1) licensed pest control technician/supervisor per service visit<br>• Certified applicators trained in safe pesticide handling and application<br>• Personnel equipped with appropriate Personal Protective Equipment (PPE)<br>The number of personnel shall be commensurate to the scope, coverage area, and complexity of the service requirements<br><br>**Regulatory Compliance Requirements**<br>The contractor must comply with the following Philippine laws and agencies:<br>• Presidential Decree No. 856<br>• Department of Health (DOH) sanitation standards<br>• Food and Drug Administration Philippines regulations on chemical use<br>• Department of Environment and Natural Resources (DENR) requirements on hazardous waste disposal<br>• Department of Labor and Employment (DOLE) occupational safety standards<br><br>**Chemical and Safety Standards**<br>• Use only FDA-registered and DOH-approved pesticides<br>• Provide Safety Data Sheets (SDS) for all chemicals<br>• Ensure proper labeling, handling, storage, and disposal of chemicals<br>• Technicians must wear appropriate PPE<br>• Apply treatments in a manner that minimizes risk to employees and the environment<br><br>**Service Schedule**<br>• Minimum service frequency: twice a month<br>• Service shall be conducted every Saturday for 6 consecutive months contract duration (July to December 2026) subject renewal<br>• Prior coordination and notice are required before each service<br><br>**Documentation and Reporting**<br>The Service Provider shall provide:<br>• Initial inspection and risk assessment report<br>• Service report after each visit including areas treated, type of treatment, chemicals used (with registration details)<br>• Observations and recommendations | |

| | |
|---|---|
| • Maintain an on-site pest control logbook<br>• Incident reports for emergency treatments<br><br>**Contractor Qualifications and Responsibilities**<br>• Must be a licensed pest control service provider in the Philippines<br>• Employ, trained and certified applicators<br>• Ensure compliance with all applicable national and local regulations<br>• Provide all tools, equipment, and materials<br>• Maintain a professionalism and confidentiality<br>• Be a registered and accredited with PhilGEPS | |

*I hereby certify to comply and deliver all the above requirements.*

_____
Signature over Printed Name

_____
Designation

_____
Date

**FINANCIAL OFFER**

Please quote your **best offer** for the item/s above. Do not leave any blank items. Indicate "**0**" if the item being offered is for free.

| **PROCUREMENT OF GENERAL PEST CONTROL AND OFFICE DISINFECTION SERVICES FOR THE MONTH OF JULY TO DECEMBER 2026** | |
|---|---|
| **Approved Budget for the Contract** | **Total Offered Quotation (VAT Inclusive)** |
| **Ninety-Six Thousand Pesos (PHP 96,000.00)** | **In words:** _____ _____ **In Figures:** _____ _____ |

**TERMS OF PAYMENT**

*Payment shall be made through bank transfer facility or cheque within thirty (30) days after submission of Billing and User Acceptance of the product. Bank transfer fee shall be charged against the creditor's account.*

**Payment Details:**

*Banking Institution* : _____

*Account Number* : _____

*Account Name* : _____

*Branch* : _____

**TERMS AND CONDITIONS**

- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies Payable.
- Price validity shall be valid for a period of thirty (30) calendar days from the date of submission.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for equipment, three (3) years for IT equipment from date of acceptance by the end-user.
- The bidders are required to submit brochures, pictures and technical data pertaining to the brand and model of the item being offered.
- In case two or more bidders are determined to have submitted the Lowest Calculated Quotation, ACPC shall adopt a tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- Award of Contract shall be made to the supplier/bidder with the lowest quotation and who has complied with the minimum technical specifications and other terms and conditions stated herein
- Payment shall only be processed after the submission of billing statement/invoice and upon completion of delivery of all services listed in the Purchase Order/ Contract as well as upon inspection and acceptance of the goods by the end-user.
- Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay shall be imposed. The ACPC may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- ACPC shall have the right to inspect and/or to test the goods to confirm their conformity to the specifications. Supplier shall, within 3 calendar days from notice, replace all defective items at no cost to the ACPC.
- The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under R. A. No. 12009 and its Implementing Rules and Regulations and associated issuances.

*Annex B*

# Omnibus Sworn Statement (Revised)

***[shall be submitted with the Bid]***

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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. <u>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</u>**

**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]*