



DEPARTMENT OF FOREIGN AFFAIRS

BIDS AND AWARDS COMMITTEE

Name of the Project:
**Procurement of Pest Control, Maintenance Services and Upkeep
of the DFA Building January to December 2024**

Approved Budget for the Contract:
One Million Seven Hundred Thousand Pesos Only
(PhP 1,700,000.00)

PB-GS-18-2023-EP3

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

Invitation to Bid for the

**Procurement of Pest Control, Maintenance Services and Upkeep
of the DFA Building January to December 2024**

1. The Department of Foreign Affairs, through the authorized appropriations under the FY 2024 National Expenditure Program intends to apply the sum of One Million Pesos Seven Hundred Thousand (PhP 1,700,000.00) only, the Approved Budget of the Contract (ABC) to payments under the contract for the **Procurement of Pest Control, Maintenance Services and Upkeep of the DFA Building January to December 2024**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Department of Foreign Affairs now invites bids for the “**Procurement of Pest Control, Maintenance Services and Upkeep of the DFA Building January to December 2024**”, described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (PhP)	Non-refundable Bid Fee (PhP)
1	Procurement of Pest Control, Maintenance Services and Upkeep of the DFA Building January to December 2024	One Million Seven Hundred Thousand Pesos (PhP 1,700,000.00)	PhP 5,000.00

3. The Department of Foreign Affairs now invites bids for the above Procurement Project. Delivery of the Services is stated on the Technical Specifications. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

Prospective Bidders may obtain further information from the Department of Foreign Affairs and inspect the Bidding Documents at 2330 Roxas Boulevard, Pasay City, 1300 during office hours or from 8:00 a.m. to 5:00 p.m.

5. A complete set of Bidding Documents may be acquired by interested Bidders on 03 October 2023, from the BAC Secretariat and at <https://dfa.gov.ph/ongoing-projects>.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The DFA-BAC has scheduled the following activities for the said Project:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post Qualification
10 October 2023, Tuesday, 10:00 A.M.	24 October 2023, Tuesday, 12:00 P.M.	24 October 2023, Tuesday, 1:00 P.M.	27 October 2023, Friday, 2:00 P.M.
Venue: All procurement activities, except the submission and receipt of bids, will be conducted through Online Video Conference.			

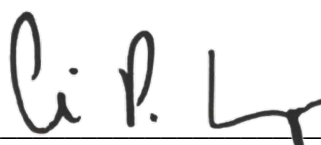
The DFA-BAC will hold a Pre-Bid Conference on the above-stated date, which shall be open to all interested bidders.

7. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through physical submission, facsimile, or email submissions.
8. Bids must be duly received by the BAC Secretariat at the address below on or before 24 October 2023, Tuesday, 12:00 P.M. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
10. Bid opening shall be on 24 October 2023, Tuesday, 1:00 P.M. at the given address below and/or via BAC Video Conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity through online video conference. Late bids shall not be accepted.
11. The Department of Foreign Affairs reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

DFA-BAC Secretariat
Department of Foreign Affairs
12th Floor, DFA Main Building,
2330 Roxas Boulevard, Pasay City 1300
Tel. No. 834-4060 or 834-4823; Fax no. 831-9584
Email address: bac.secretariat@dfa.gov.ph

13. You may visit the following website to download the Bidding Documents:
<https://dfa.gov.ph/ongoing-projects>.

02 October 2023,
Pasay City



CHARLIE P. MANANGAN
Assistant Secretary and BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Department of Foreign Affairs, wishes to receive Bids for the **Procurement of Pest Control, Maintenance Services and Upkeep of the DFA Building January to December 2024** with identification number PB-GS-18-2023-EP3.

The Procurement Project (referred to herein as “Project”) is composed of one lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1 The GOP through the source of funding as indicated below for the FY 2024 National Expenditure Program in the amount of One Million Seven Hundred Thousand Pesos Only (PhP 1,700,000.00).

2.2 The source of funding is **OAMSS’ FY 2024 MOOE**.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:
- a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

1. Subcontracting shall be allowed for the duration of the agreement.
2. The Contractor shall submit a list of its subcontracting parties, indicating the name of the company, address, representative and contact details.

Subcontracting shall not relieve the Contractor of any liability or obligation under this agreement. The Contractor will be responsible for the acts, defaults, and negligence of any subcontractor, its agents or personnel as fully as if these were the Contractors’ own acts, defaults, or negligence, or those of its personnel.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address on 10 October 2023, Tuesday, 10:00 A.M. and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**. Kindly email the BAC Secretariat at bac.secretariat@dfa.gov.ph for the link of the videoconference.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five (5) *years* prior to the deadline for the submission and receipt of bids.

If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

- iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until 21 February 2024. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 8 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 10 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat. Kindly email the BAC Secretariat at bac.seretariat@dfa.gov.ph for the link of the videoconference.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BD**

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. completed within 5 years prior to the deadline for the submission and receipt of bids.
7.1	<i>No additional provisions</i>
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than Php 34,000.00 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php 85,000.00 if bid security is in Surety Bond.
15	<i>Bidders shall submit One (1) Original and Two (2) copies of their Bids</i>
19.3	<i>Only one lot</i>
20.2	The Bidder shall submit the required licenses and permits as stated in the Technical Specifications.
21.2	The DFA-BAC reserves the right to require additional contract documents relevant to the Project.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents – For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: <i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.” <i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.” Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services – The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts – The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p>

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

Any special lifting instructions

Any special handling instructions

Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named

	<p>place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>Terms of Payment</p> <p>a) The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered.</p> <p>b) Payments shall be made thirty (30) working days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>c) The payment shall be inclusive of all applicable taxes and other lawful charges.</p>
4	<p>The inspections and tests that will be conducted are: <i>inspection of goods upon deliver as specified in the Terms of Reference.</i></p>

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a

particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City

TERMS OF REFERENCE

Procurement of Pest Control Services for January to December 2024
[Early Procurement Activity]

ITEMS		
I.	Background The Department intends to procure a pest control service to ensure that its properties and facilities are free from pests, and the health and welfare of its buildings' occupants are safeguarded.	
II.	Objectives The project involves the extermination of all pests such as but not limited to rats, bugs, vermin, cockroaches, silverfish, ants, flies, wasps and termites that pose harm to the properties, facilities and occupants of the Department's premises. Additionally, it involves implementing effective measures to control and manage stray animals found within the premises.	
III.	Scope of Works	Statement of compliance
	Pest Control areas of operations shall include the following: <ol style="list-style-type: none"> 1. DFA Main Building and its premises (including Apron building, South Wing Annex, Basement, Sub-basement, Old Authentication Building, Basketball court, Parking Plaza, Sewage Treatment Plant (STP), Garbage Segregation Area, green house and gardens within the DFA premises) Address: 2330 Roxas Blvd., Pasay City Lot Area: 12,200 sq.m. Building Area: 46,550.27 sq.m. No. of floors: 13 floors (North wing), 5 floors (Apron), 6 floors (South Wing Annex) and 2 basements. Basketball court with an area of 1,800 sq.m. Frequency of service: Monday, Wednesday and Friday or as instructed by OAMSS-EMD. 2. DFA OCA-Aseana Building and its premises (including STP). Address: Pres. Diosdado Macapagal Blvd. Corner Bradco Avenue, Aseana Business Park, Brgy. Tambo, Parañaque City Lot Area: 3,269.53 sq.m. Building Area: 7,802 sq.m. No. of floors: 4 floors. Frequency of service: Tuesday, Thursday and Saturday or as instructed by OAMSS-EMD. 3. DFA Baguio Cottage and its premises Address: Leonard Wood Road, Cabinet Hill-Teachers Camp, Baguio City 	

Lot area: 1,194 sq.m.
Building area: 598.93 sq.m.
No. of floors: 2 floors, 1 basement
Frequency of service: Quarterly

4. DFA Legazpi Property

Address: Southern Homes Subdivision, Lakandula Drive, BrgyCruzada, Legazpi City
Lot Area: 398 sq.m.
Building Area: 526.75 sq.m.
No. of floors: 4 floors
Frequency of service: Semi-Annual

5. DFA Cagayan de Oro Property

Address: Limketkai Drive, LKKS, Lapasan, Cagayan de Oro
Lot Area: 1,161sq.m.
Building Area: 1,369.31sq.m.
No. of floors: 4 floors
Frequency of service: Semi-Annual

General Scope of Works

The Contractor shall:

1. Inspection and Assessment:
 - a. Conduct a thorough inspection of the premises to identify pest infestations, entry points, and harborage areas.
 - b. Assess the extent of the pest problem and determine the appropriate treatment methods.
2. Pest Control Treatment:
 - a. Develop and implement a comprehensive pest control plan tailored to the specific pest issues identified.
 - b. Provide treatment for various pests such as rodents (rats and mice), insects (cockroaches, ants, flies, etc.), termites, bedbugs, mosquitoes, and other nuisance pests.
 - c. Utilize safe and effective methods, including baits, traps, chemical treatments, and eco-friendly alternatives, to control and eliminate pests.
 - d. Insecticidal Bait and Gel Application:
 - i. Provide and apply insecticidal bait and/or gel in harborage areas, such as cracks, crevices, underneath cubicles and tables, electrical wirings, and computer units, using advanced gel abatement techniques.
 - ii. Apply insecticide in areas where pests crawl, hide, and congregate, including cracks, crevices, undersides of appliances, false ceilings, fixtures, and furniture.
 - e. Mechanical Traps and Glue Boards:
 - i. Regularly install and inspect mechanical rat and mouse traps, as well as glue boards, around

	<p>the perimeter area of the building or as requested, where poison baits are not suitable.</p> <ul style="list-style-type: none"> f. Cleaning and Disposal: <ul style="list-style-type: none"> i. Conduct cleaning operations and ensure proper and sanitary disposal of exterminated pests, traps, garbage, and chemicals. ii. Ensure that the chemicals used are not disposed of in the Department's garbage disposal or drainage area. g. Termiticide Services: <ul style="list-style-type: none"> i. Inspection: <ul style="list-style-type: none"> 1. Check buildings and areas for signs of termites. 2. Figure out where to spray the termiticide. ii. Termiticide application: <ul style="list-style-type: none"> 1. Mix the termiticide concentrate with water. With a dilution rate of 1:42 or as stated in the products' technical specifications. 2. Spray the mixture on the ground around buildings and on any places where termites might come in. iii. Amount of Termiticide: <ul style="list-style-type: none"> 1. Use termiticide mixture for every square meter of ground or every meter of a line. iv. Communication: <ul style="list-style-type: none"> 1. Inform occupants of the building that termiticide will be applied. 2. Give updates and information to the occupants and OAMSS-EMD. v. Checking <ul style="list-style-type: none"> 1. Check or coordinate with occupants if there are reported sightings of termites. <p>3. Fogging/Misting Services:</p> <ul style="list-style-type: none"> a. Conduct fogging/misting services twice a month at the DFA Main Building premises and DFA-OCA Aseana Building. This should cover areas such as floor drains, restrooms, store rooms, conference rooms, ornamental plants, and potential harborage areas. b. Ensure that the fogging and misting spray used is non-staining and compliant with FDA regulations. c. Perform fogging services on weekends or long holidays. <p>4. Cat Catching and Spay/Neuter Programs:</p> <ul style="list-style-type: none"> a. Bi-monthly catching of un-spayed and unneutered cats from the Department's premises. b. Coordinate with a non-Government Organization or equivalent that offers spay and neuter programs for cats. 	
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	<ul style="list-style-type: none"> c. Release all spayed and neutered cats within the Department's environs. 5. Preventive Measures: <ul style="list-style-type: none"> a. Advise and implement preventive measures to minimize future pest infestations. b. Seal potential entry points and gaps in walls, windows, and doors to prevent pests from entering the premises. c. Provide recommendations for improving sanitation and waste management practices to deter pests. 6. Monitoring and Follow-up: <ul style="list-style-type: none"> a. Regularly monitor the premises to ensure the effectiveness of the pest control treatments. b. Conduct follow-up visits as needed to address any recurring pest issues and adjust the treatment plan accordingly. c. Provide the OAMSS a complete Pest Control plan for the duration of the contract at the beginning of the Contract. This includes the daily, weekly and monthly schedule of activities for major and minor works for the DFA premises as previously mentioned. 7. Reporting and Documentation: <ul style="list-style-type: none"> a. Maintain detailed records of pest control activities, including inspection findings, treatment methods used, and outcomes. b. Provide written reports to the client, highlighting the current pest status, actions taken, and recommendations for ongoing pest management. c. Technical Evaluation and Audit: <ul style="list-style-type: none"> i. Conduct quarterly technical evaluations and audits of the DFA Main Building, DFA-OCA Aseana Building, and DFA Baguio Cottage by a trained and experienced supervisor, in the presence of a Department representative. ii. Submit the technical evaluation/report to OAMSS as part of the payment documentation. d. Certificate of Appearance and Service Rendered: <ul style="list-style-type: none"> i. Secure a Certificate of Appearance and Service Rendered for each visit to provincial properties of the Department. ii. Include all Certificates as part of the payment documentation. 8. Compliance and Safety: <ul style="list-style-type: none"> a. Adhere to all relevant local and national regulations concerning pest control and chemical use. b. Employ trained and licensed pest control technicians who are knowledgeable about safe handling practices and the proper use of chemicals. 9. Customer Education: <ul style="list-style-type: none"> a. Educate clients and occupants of the premises about pest prevention measures and the importance of reporting any pest sightings promptly. 	
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	<p>10. Emergency Response:</p> <ul style="list-style-type: none"> a. Be available for emergency pest control services to address sudden and severe infestations. <p>11. Environmental Considerations:</p> <ul style="list-style-type: none"> a. Employ environmentally friendly and sustainable pest control practices whenever possible to minimize the impact on non-target organisms and the ecosystem. 														
<p>IV.</p>	<p>Contractor's obligations The Contractor shall:</p> <ul style="list-style-type: none"> a. Ensure that all technicians are well-trained and certified by a local pest control association; to report to the Department's duly authorized representative for coordination of schedules of services; and to submit to the latter a Service Acknowledgement Report for signature, as the basis for their regular pest control operations in the Department's building and premises. b. Provide Four (4) technicians, for Main building and for OCA-Aseana building. Schedule is as follows: <table border="1" data-bbox="416 853 1214 1126"> <thead> <tr> <th>Area</th> <th>Shift</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td rowspan="2">DFA Main building</td> <td>1st shift</td> <td>8:00 am - 5:00pm</td> </tr> <tr> <td>2nd shift</td> <td>11:00 am - 8:00pm</td> </tr> <tr> <td rowspan="2">DFA Aseana building</td> <td>1st shift</td> <td>8:00 am - 5:00pm</td> </tr> <tr> <td>2nd shift</td> <td>11:00 am - 8:00pm</td> </tr> </tbody> </table> <p>Technicians must coordinate with and report immediately to the Engineering and Maintenance Division (EMD) for completion of Service Requests.</p> <ul style="list-style-type: none"> c. Provide fogging and misting schedules in a formal letter submitted to OAMSS – EMD for approval and dissemination. d. Ensure that all service technicians are in proper uniform and must wear their company ID cards at all times while inside DFA premises. e. Ensure compliance with DOLE rules and regulations on labor. f. Provide in the financial bid breakdown of bid offer using format of Annex C. 	Area	Shift	Time	DFA Main building	1st shift	8:00 am - 5:00pm	2nd shift	11:00 am - 8:00pm	DFA Aseana building	1st shift	8:00 am - 5:00pm	2nd shift	11:00 am - 8:00pm	
Area	Shift	Time													
DFA Main building	1st shift	8:00 am - 5:00pm													
	2nd shift	11:00 am - 8:00pm													
DFA Aseana building	1st shift	8:00 am - 5:00pm													
	2nd shift	11:00 am - 8:00pm													
<p>V.</p>	<p>Contractor's qualifications:</p> <ul style="list-style-type: none"> a. The Contractor must be an existing agency offering pest control services for at least four (4) years from the deadline of submission of bids. b. The Contractor must be an accredited member of any local pest control association (e.g. Pest Control Association of the Philippines (PCAP) or equivalent). c. The Contractor must possess the most recent FDA certifications for the chemicals and solutions to be used. 														
<p>VI.</p>	<p>Equipment and Supplies: The Contractor shall provide Pest Control Equipment and Supplies as listed in Annex A.</p>														

<p>VII.</p>	<p>Safety measures in using pesticide and termiticide chemicals/solutions The Contractor shall:</p> <ul style="list-style-type: none"> a. Rid the premises of unwanted odor and control all kinds of pollution related to fogging/misting. b. Protect premises from harmful effects of pesticide and termiticide residues during and after the conduct of pest control services. c. Ensure that all chemical/solutions to be used in the Department shall not pose any health hazards to the occupants of the building. d. Follow all safety precautions in the application and handling of all pesticide and termiticide chemical/solutions or baiting systems. e. Submit a certificate of product registration from the Food and Drug Administration (FDA) and/or the Fertilizer and Pest Authority (FPA) of all the chemicals used for the pest control services. f. Provide Personal Protective Equipment (PPE) to technicians during operations. 	
<p>VIII.</p>	<p>Increase of wage, premium/contribution, overtime payment and other miscellaneous expenses. The Contractor must include in the bid proposal/cost breakdown contingencies (included in the bid proposal of maximum contingency of 5%) for wage increase, premium/contribution increase, overtime payment and other miscellaneous expenses for the duration of the contract. Submit during the contract duration cost breakdown and justifications for payment requirements.</p>	
<p>IX.</p>	<p>Schedule of Requirements:</p> <ul style="list-style-type: none"> A. The Contract shall be in full force and in effect from 01 January 2024 to 31 December 2024. The Contractor shall provide the services within seven (7) calendar days from receipt of the Notice to Proceed (NTP). B. Fogging/misting schedule: <ul style="list-style-type: none"> a. Twice a month fogging/misting for DFA Main Building (including Main building, Apron building, South Wing Annex, Basement, Sub-basement, Old authentication building, Basketball court, Parking Plaza, Sewage Treatment Plant, garbage segregation area, green house and gardens within the DFA premises) b. Twice a month fogging/misting for DFA OCA-Aseana Building and its premises. c. Quarterly fogging/misting for DFA Baguio Cottage and termiticide misting on selected areas. d. Semi-annual fogging/misting for Legazpi and Cagayan De Oro properties and termiticide misting on selected areas. 	

X.	DFA Main Building Retrofitting The Department reserves the right to amend and revise the Contract in the event that the retrofitting of the DFA Building and/or the DFA lease of office space commences during the contract period.	
XI.	Confidentiality Clause The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Department prior to the commencement of the service.	
XII.	Terms of Payment a)The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered. b)Payments shall be made thirty (30) working days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP). c)The payment shall be inclusive of all applicable taxes and other lawful charges.	

Note:

Bidders must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]

Annex A

The Contractor shall provide the following Pest Control Equipment

	Equipment	Unit	Quantity
1.	Fogging machine	Set	One (1)
2.	Knapsack Sprayer	Set	One (1)
3.	Ladder (5ft.)	Pieces	Two (2)
4.	Push Cart	Piece	Two (2)
5.	Caution Sign	Pieces	Four (4)
6.	Complete Personal Protective Equipment during fogging and/or misting operations: a. Respirator b. Safety goggles or face shield c. Safety boots d. Gloves e. Long sleeved shirts and long pants f. Chemical resistant category gloves g. Waterproof hat and neck covering	Sets	Four (4)
7.	Hard hats with LED lights	Pieces	Four (4)
8.	Flashlights	Pieces	Four (4)

Annex B

The Contractor shall provide the following Pest Control Supplies and services during contract duration.

	Consumables	Quantity	Unit
1.	Reusable steel rat cage/trap (dimension 13x6x6 inches)	100	pieces
2.	Rat/Mice Glue 400 grams (Odorless)	30	cans-400 grams
3.	Chemical (Odorless) for killing/repelling crawling insects	13	liters
4.	Pyrethroid	34	liters
5.	Termiticide solution	25	liters
6.	Disinfectant deodorizer air spray	28	tubes
7.	Plastic bags (biodegradable), extra thick	84	pieces
8.	Heavy duty gloves	11	pairs
9.	Disposable Surgical mask (50 pieces per box)	11	box
10.	Cockroach Killing Gel 12 grams (no odor and Bayer or its equivalent)	20	units
11.	Cockroach Killer spray (Kills Cockroaches and eggs) 500ml (430g) (Baygon or its equivalent)	30	500ml
12.	Face mask (for personnel use)	5	box (50pc/box)
13.	Catch, spay/neuter and release of stray cats	30	per cats

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid and updated PhilGEPS Registration Certificate (Platinum Membership, all pages) that is compliant with GPPB Resolution No. 15-2021;

Note: Bidder will be required to submit the original Class A eligibility documents during the Post-Qualification Conference.

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (please include the following in the statement: name of the contract, date of the contract/duration, kinds of goods, amount of contract, and outstanding value); **and**

- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (please attach a Certificate of Completion/Satisfactory Service or certified true copy of an official receipt for the full contract cost); **and**

- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

- (f) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

or

If JVA is not applicable, a statement of non-applicability is required.

Other documentary requirements under RA No. 9184 (as applicable)

- (i) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

