

Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Cordillera Administrative Region  
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2025-09-042 (2026 NEP)

RFQ No.: 2026-01-033

End-user: DRMD-LSU

Date: FEB 09 2026

Name of Project:

ABC: ₱267,168.00

*Pest Control Services at the Regional Warehouse for CY 2026*

Mode of Procurement: Small Value Procurement

Sir/Madam: \_\_\_\_\_

Please quote your price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph) on or before FEB 13 2026 12:00NN

**ENRIQUE H. GASCON, JR.**  
BAC Chairperson

**TERMS AND CONDITIONS:**

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a **dash, zero or blank shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/ representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. Payment terms is charged on account.
6. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
7. Delivery of Goods / Services is **as indicated** in the next page.
8. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
9. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. **Updated Mayor's / Business Permit**
  - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases of RA 12009 IRR)**
    - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue)**.
    - o **Official Receipt or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice can suffice)**
10. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
11. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
12. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications and the terms and conditions** stated herein.
13. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement**.
14. Upon **approval of the Purchase Order (PO)**, the Procurement Section may send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period may cause the automatic cancellation of the PO.
15. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
16. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) 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.
17. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123, 0969-572-9176** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

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**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>Pest Control Services at the Regional Warehouse for CY 2026</b>				
1	<b>Pest Control Services</b> Scope/Description: General pest control treatment Frequency: Twice a month Coverage/Location: Office/building premises as required Month of Service: January-November	22	SERVICE		
2	<b>Pest Control Services</b> Scope/Description: General pest control treatment Frequency: Once a month Coverage/Location: Office/building premises as required Month of Service: December	1	SERVICE		
	<p>THE FOLLOWING ARE THE REQUIRED ACTIVITIES AS PART OF THE PEST CONTROL MEASURES:</p> <p><b>1. RAT AND MICE CONTROL</b> -Installation of sufficient bait based on the use of the latest Fertilizer and Pesticide Authority (FPA) approved anti-coagulant preparation in the entire premises, particularly on the possible runways and breeding sites of rats and mice. -Regular inspection will be done on all bait trays and stations to monitor rodent movement in the area. -A supplementary mechanical control using rodent cage trap will be installed where infestation warrants it. -Use of sticky trap or glue board against rodents, especially mice to augment baiting particularly in food preparation areas, storage rooms and offices.</p> <p><b>2. COCKROACH AND OTHER CRAWLING INSECTS</b> -Spraying will be provided with the use of Residual and Non-residual chemicals in order to control pests within the premises.</p> <p><b>3. FLY, MOSQUITO AND OTHER FLYING INSECTS / DENGUE CONTROL</b> -Misting - Mist has proved to be an effective method for control of flies, mosquitoes, and other flying insects. It continues to act for several hours but usually has residual action.</p> <p>PLEASE SEE ATTACHED TERMS OF REFERENCE</p>				
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>	
		Can Comply	Cannot Comply		
1	<i>The place of delivery of the goods / services is at <b>DSWD Regional Warehouse, Puguis, La Trinidad, Benguet.</b></i>	[ ]	[ ]		
2	<i>Has the latest certificate of accreditation from the <b>Philippine Federation of Pest Management Operators Association's Inc. (PFPMOA) or Pest Control Association in the Philippines (PCAP), License to Operate issued by the Food and Drug Administration and latest Training Certificate of Pest Control Technicians from PFPMOA/PCAP.</b></i>	[ ]	[ ]		
3	<i>Pesticides to be used should have a Certificate of Product Registration from the <b>Food and Drug Administration (FDA) and Material Safety Data Sheet from the Distribution or Manufacturer.</b></i>	[ ]	[ ]		
4	<i>The scheduling of pest control services will be communicated by the end-user. In the event of calamities, holidays, or other unforeseen circumstances, the date for the conduct of services may be rescheduled. This rescheduling will be agreed upon by both the Supplier and the DRMD staff. <b>Notice will be given to the winning bidder upon finalization of schedule of conduct of services per month.</b></i>	[ ]	[ ]		
5	<i>The procuring entity reserves the right to cancel the contract or reduce the quantity of the sessions per month/quarter for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. <b>force majeure, fortuitous events, etc.</b></i>	[ ]	[ ]		

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
6	<b>Payment Term:</b> Payment will be processed upon complete delivery of the required service per month, as applicable.	[ ]	[ ]	
7	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]	
<b>TOTAL PRICE</b>				
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>				

• Award shall be made per:                      Item Basis                       Lot Basis

Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

**Sir:** After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

**Name of Firm/Dealer/Contractor:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Owner's/Proprietor/President's Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**For Authorized Representative, kindly indicate the following:** \_\_\_\_\_

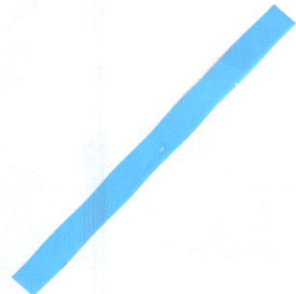
**Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Convasser

  
MEL/RICH



## TERMS OF REFERENCE

### PROCUREMENT OF PEST CONTROL SERVICES AT THE REGIONAL WAREHOUSE FOR CY 2026

#### A. SCOPE OF THE PROJECT

Small Value Procurement pursuant to Republic Act 12009 and its IRR for the Pest Control Services at the Regional Warehouse for CY 2026 within the Cordillera Administrative Region.

#### B. RATIONALE

A warehouse that demonstrates a commitment to maintaining a clean and pest-free environment reflects positively on the government's reputation. It demonstrates professionalism, attention to detail, and concern for the well-being of employees and customers.

Pest management is involved with the safety of our health, the food and non-food items stored inside the warehouse and the protection of the government properties. It is vital to have a system of control for pests for the safety of the overall public.

Pest control provides protection from harmful insects that can cause public health issues and costly damages to property. Pest control measures involve eradication of roaches, spiders, or fleas and rodents. Actually, pest management is involved with the safety of our health, our foods and the protection of our property. It is vital to have a system of pests for the safety of the overall public.

Now therefore, to provide the best quality of family food packs, there is a need to procure a service provided for pest control so as not to hamper the operations of our region and to provide a continuous augmentation to the community. By proactively addressing pest control, we can minimize potential risks and liabilities. This includes reducing the risk of employee health issues, product contamination, damage to inventory, and violations of regulatory standards.

#### C. SCOPE OF WORK AND METHODS OF TREATMENT

The following are identified activities as part of pest control measures:

##### 1. Eat and mice Control

- Installation of sufficient bait based on the use of the latest Fertilizer and Pesticide Authority (FPA) approved anticoagulant preparation in the entire premises, particularly on the possible runways and breeding sites of rats and mice.

- Regular inspection will be done on all bait trays and stations to monitor rodent movement in the area.
- A supplementary mechanical control using rodent cage trap will be installed where infestation warrants it.
- Use of sticky trap or glue board against rodents, especially mice to augment baiting particularly in food preparation areas, storage rooms and offices.

**2. Cockroach and other Crawling Insects**

- Spraying will be provided with the use of Residual and Non-residual chemicals in order to control pests within the premises.

**3. Fly, mosquito and other flying insects/Dengue Control**

- Misting- Mist has proved to be an effective method for control of flies, mosquitoes, and other flying insects. It continues to act for several hours but usually has residual action.

**D. FREQUENCY OF SERVICES AND CHEMICALS TO BE USED**

1. The Service Provider shall warrant that only chemicals duly approved by the Fertilizer and Pesticide Authority (FPA) and/or other government agencies regulating the use and licensing of chemicals will be used.
2. The Service Provider must be licensed and recognized by FPA.
3. Frequency of Services

Regional Warehouse	January to November 2026	Twice a month
	December 2026	Once a month

**E. OTHER TERMS AND CONDITIONS**

1. The service provider has the latest certificate of accreditation from the Philippine Federation of Pest Management Operations Inc. (PFPMOA) or Pest Control Association in the Philippines (PCAP), License to Operate issued by the Food and Drug Administration and latest Training Certificate of Pest Control Technicians from PFPMOA/PCAP.
2. Pesticides to be used should have a Certificate of Product Registration from the Food and Drug Administration (FDA) and Material Safety Data Sheet from the Distributor or Manufacturer.

3. The scheduling of pest control services will be communicated by the end-user. In the event of calamities, holidays, or other unforeseen circumstances, the date of services may be rescheduled. This rescheduling will be agreed upon by both the supplier and DRMD staff.
4. The place of delivery will be at the DSWD Regional Warehouse.

**F. APPROVED BUDGET OF THE CONTRACT**

The approved budget of the contract for the Pest Control Services at the Regional Warehouse is **TWO HUNDRED SIXTY-SEVEN THOUSAND ONE HUNDRED SIXTY-EIGHT PESOS (Php267, 168.00)**.

Prepared by:

  
**ELIZA B. PANG-ET**  
AO V, Section Head, RROS

Approved by:

  
**NOVELIA N. POEDING**  
SWO IV/OIC-DIVISION CHIEF, DRMD