



**PHILIPPINE NATIONAL OIL COMPANY**

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 - 7662

[www.philgeps.gov.ph](http://www.philgeps.gov.ph) / [www.pnoc.com.ph](http://www.pnoc.com.ph)

**REQUEST FOR QUOTATION / PROPOSAL**

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **25 April 2024**  
Project Title : **2024 Pest Control Services for PNOC Building at Fort Bonifacio and PNOC Property in Tagaytay**  
Reference No. : **2024-04-028**  
Total ABC : **PhP 81,000.00**  
Submission Deadline : **13 May 2024 / 09:00 AM**  
Place of Delivery : **PNOC-Compound, BGC, Taguig City | PNOC-Tagaytay Property, Brgy. Suplang, Tanauan, Batangas**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

**Electronic Mail; Password-protected PDF copy to email address:**  
or [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph)

**Physical Submission Sealed envelope to PNOC Procurement Management Division at the above address**

**Documentary Requirements:**

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement - Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph) / [gsmendoza@pnoc.com.ph](mailto:gsmendoza@pnoc.com.ph).

Thank you.

**Signature Redacted\***

**ATTY. JOSEPHINE CASSANDRA J. CUI**

Chairperson  
\* Bids and Awards Committee

## TERMS OF REFERENCE

**Project Title** : **2024 PEST CONTROL SERVICES**  
**Contract Duration** : **May 1, 2024 to December 31, 2024**

### Terms and Conditions

1. The coverage/scope of works/services shall include the following:
  - a. Supply of services for pest control of all floors of PNOC Buildings at Fort Bonifacio, Taguig City
  - b. Supply of services for pest control at PNOC property at Tagaytay Highlands
2. Requirements
  - a. Contractor/Agency must have been at least 5 years in operation
  - b. Contractor shall ensure that the supplies/chemicals used is approved by the Fertilizer and Pesticide Agency (FPA)
  - c. Service personnel should be licensed by FPA
  - d. Contractor shall submit an after-service report indicating measures taken, materials used, findings and recommendations

### Scope of Works/Duties and Responsibilities

1. Provide general pest control services, labor and materials (i.e. chemicals, tools, and equipment, supervision, transportation for pest control/termite management of PNOC properties located at:
  - a. Fort Bonifacio, Taguig – PNOC bldgs., 6, 5, 3(RMIC), 4A, 4B, warehouse, computer bldg. (record center), laboratory, GYM. Motor pool
  - b. PNOC- Tagaytay at Savannah St., The Verandas, Tagaytay Highland
2. Conduct site inspection and survey of the buildings, including perimeter and grounds to determine infestations or location of the breeding sites of the pest.
3. Undertake appropriate pest control measures:
  - a. Flying insects (ants, mosquitoes, flies, moths, etc)
  - b. Crawling insects (cockroaches, bugs, fleas, weevils, beetles, borers, etc)
  - c. Rodents
4. Servicing at least twice a month at PNOC Compound, Fort Bonifacio, Taguig and quarterly at PNOC Tagaytay property of the following:
  - a. Misting of rooms, offices, perimeter, plant, boxes and other enclosure versus flying insects;
  - b. Spraying versus crawling insects;
  - c. Application of pesticide versus borer, weevils, or wood infestation;
  - d. Installation of baits or traps versus rodents;
  - e. Fogging versus flying insects where applicable (one month inside and twice a month outside the building);
  - f. Conduct survey after servicing, inspect and undertake additional or corrective servicing

5. Servicing for PNOC Bldg.4A and 4B will be every six (6) months until the buildings are occupied. The tenants will be responsible for the pest control services of their respective areas.
6. Other terms:
  - a. Servicing to be done on weekends only;
  - b. Supplies should be FPA certified;
  - c. Service personnel should be licensed (FPA);
  - d. Chemical to be used should be pyrethroids.

**PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM**

<b>LOT</b>	<b>UOM</b>	<b>TECHNICAL SPECIFICATIONS</b>	<b>QTY</b>	<b>AMOUNT OF BID (P)</b>
1	lot	<p><b>2024 Pest Control Services for PNOC Building at Fort Bonifacio and PNOC Property in Tagaytay</b> (Inclusive Period: May – December, 2024)</p> <p><b>Project Location:</b></p> <ol style="list-style-type: none"> <li>1. PNOC-Compound, BGC, Taguig City (PNOC Bldgs. 6,5,3 (RMIC), 4A, 4B, Warehouse, Records Center, Laboratory, Gym</li> <li>2. PNOC-Tagaytay Property (Savannah Street, The Verandas, Tagaytay Highland</li> </ol> <p>(Pls. refer to attached terms of reference/scope of works)</p>	1	
<b>Total amount of ABC: PhP81,000.00</b>				
Delivery Schedule:		Schedule of Treatment: Twice (2x) a month at PNOC-Compound, BGC, Taguig City   Quarterly servicing at PNOC-Tagaytay Property		
Delivery Place:		1. PNOC-Compound, BGC, Taguig City   2. PNOC-Tagaytay Property, Brgy. Suplang, Tanauan, Batangas		
		Awarding on a per lot basis/one (1) lot		

**TERMS AND CONDITIONS**

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.

4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.
8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We acknowledge that failure to password-protect/seal our proposal/quotation or submitting it late will result in automatic disqualification.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_

Designation / Position : \_\_\_\_\_

Name of Organization : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone/Mobile No. : \_\_\_\_\_

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

TIN : \_\_\_\_\_

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

## **INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT**

1. Interested bidders must submit proposal/quotation in a single file password-protected portable document (PDF) format via email address [newprocurement@pnoc.com.ph](mailto:newprocurement@pnoc.com.ph) **without giving the password yet.**

File format should be:

RFQREFERENCENO\_NAME OF THE COMPANY\_passwordprotected.pdf  
*Example: RFQ202401001\_XYZCompany\_passwordprotected.pdf*

Note: RFQ Reference Number is located at the front page of the request for quotation.

Proposal/quotation must be in a single PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation not password-protected and/or submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders.
5. For proposal/quotation submitted online, the bidder shall provide the password of the file password when requested via the chat box or call/SMS during the bid opening.
6. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
7. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.