



PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center
Rizal Drive, BGC, Taguig City
Tel. No.: 8789 – 7662

www.philgeps.gov.ph / 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 : **07 January 2025**
Project Title : **Procurement of 2025 Pest Control Services**
Reference No. : **2025-01-023**
Total ABC : **PhP 141,000.00**
Submission Deadline : **16 January 2025 / 09:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

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

Electronic Mail; or Password-protected PDF copy to email address:
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)
- Price Quotation / Proposal and Compliance Form

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 / crgervacio@pnoc.com.ph.

Thank you.


ATTY. JOSEPHINE CASSANDRA J. CUI
Chairperson,
Bids and Awards Committee 



PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply and Delivery of Drinking Water

LOT	UM	TECHNICAL SPECIFICATION/S	TOTAL AMOUNT (P)
1	lot	<p>2025 Pest Control Services for PNOC Buildings at Fort Bonifacio, PNOC Property in Tagaytay and PNOC Staff House in Limay, Bataan Inclusive Period: February 1 – December 31, 2025</p> <p>Project Location:</p> <ol style="list-style-type: none"> 1. PNOC Compound at Taguig City (PNOC Bldg. 6, 5 (Common Area), 3 (RMIC – G/F and 2F), Warehouse, Records Center, Laboratory, Gym, Compound/Perimeter 2. PNOC Property at Tagaytay City 3. PNOC Staff House at Limay, Bataan <p>Please refer to the attached Terms of Reference.</p>	
Total amount of ABC: PhP 141,000.00			
Contract Duration:		February 1 – December 31, 2025	
Delivery Schedule:		Schedule of Treatment: Twice (2x) a month at PNOC Compound, Taguig. Quarterly servicing at PNOC Tagaytay property and PNOC Staff house, Limay, Bataan.	
Delivery Place:		PNOC Bldg. 6, Energy Center, Rizal Drive, BGC, Taguig City PNOC Tagaytay property PNOC Staff House, Limay Bataan	
		Quoted price should be VAT inclusive	
		Awarding on per lot basis/one (1) lot	

TERMS OF REFERENCE

Project Title : **2025 PEST CONTROL SERVICES**
Contract Duration : **February 1, 2025 to December 31, 2025**

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 (PNOC bldgs., 6, 5 (common area – basement & GF), 3(RMIC) ground floor and second floor area, warehouse, computer bldg. (record center), laboratory, GYM)
 - b. Supply of services for pest control at PNOC property at Tagaytay Highlands
 - c. Supply of services for pest control at PNOC Staff house at Lamao, Limay, Bataan

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. The CONTRACTOR shall 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 (common area – basement & GF), 3(RMIC) ground floor and second floor area, warehouse, computer bldg. (record center), laboratory, GYM
 - b. PNOC- Tagaytay at Savannah St., The Verandas, Tagaytay Highland
 - c. PNOC Staff House at Barangay Lamao, Limay, Bataan
- 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:

Termite Treatment:

- 1. Soil poisoning along the perimeter and other entry points of termites by sub-slab termiticide application, trenching and soil injection method. Drilled holes must be sealed with cement after the treatment, if drilled holes are in cemented areas.
- 2. Treatment of all wood structures/materials affected by termites with drenching and spraying of appropriate termiticide. Drenching shall also be done to all places and passage of termites.
- 3. Demolition and treatment of termite mounds and colonies within the area, if any.
- 4. Installation of Above Ground (AG) stations inside the structure should there be "live" termites to eliminate termite colony, if necessary.

Pest Control for Crawling and Flying Insects and Rodents:

- 1. Installation of bait or traps versus crawling and flying insects; and rodents.
 - 2. Spraying, fogging and misting for the control of all crawling and flying insects.
 - 3. Application of gel baits on areas where cockroaches or ants are present and where spraying is not allowed.
- 4. Servicing at least twice a month at PNOC Compound, Fort Bonifacio, Taguig and quarterly at PNOC Tagaytay property and PNOC staff house, Limay, Bataan
 - 5. 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 pyrethoids
 - e. Activities shall be conducted in the presence of a PNOC representative

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.
9. Liquidated damages shall be imposed pursuant to Section 68 of the Revised IRR of RA 9184.

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 **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.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
 - i. Project Title
 - ii. Name of the company and its authorized representative
 - iii. Contact details such as telephone/mobile number and email address

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.