



# Santa Maria WATER DISTRICT

March 11, 2021

P-RFQ No. 2021-021A

## REQUEST FOR QUOTATION

### TERMITE CONTROL SERVICES OF SMWD 4-STOREY OFFICE BUILDING

The Santa Maria Water District (SMWD) hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, "**TERMITE CONTROL SERVICES OF SMWD 4-STOREY OFFICE BUILDING**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of One Hundred Ninety Five Thousand Pesos Only (**P195, 000.0 0**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	<b>Termite extermination and control services</b>	1	lot		
	<b>***Please see attached TERMS OF REFERENCE***</b>				
	<b>***nothing follows***</b>				

All items listed under the purchaser's specifications must be complied on a pass-fail basis.

Failure to meet any one of the requirements will result to rejection. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for the item and award will be made to the quotation resulting in the overall lowest cost. Contract Award will be made to the lowest evaluated quotation meeting purchaser's technical specifications.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract:



# Santa Maria

WATER DISTRICT

1. PhilGEPS Registration Number; and
2. Mayor's/Business Permit.
3. Photo Copy of Sample Official Receipt (OR)
4. Certificate of Registration (BIR FORM 2303)
5. Duly Notarized Omnibus Sworn Statement.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked **"TERMITE CONTROL SERVICES OF SMWD 4-STOREY OFFICE BUILDING"** (RFQ No. 2021-021A) and must be submitted on or before **March 17, 2021, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at [smwdbulacan@yahoo.com](mailto:smwdbulacan@yahoo.com) on the specified time stated above and address to the General Manager, Engr. Carlos N. Santos Jr.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. SMWD also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

  
**Romel P. Lazaga**  
Procurement Assistant

Noted by:

  
**Maria Leonora S. Romarate**  
BAC Chairperson



# Santa Maria

WATER DISTRICT

## TERMS OF REFERENCE FOR THE TERMITE CONTROL SERVICES OF SMWD 4-STOREY OFFICE BUILDING

### I. Objective

The Santa Maria Water District (SMWD) intends to engage the services of a licensed termite exterminator and pest control contractor for SMWD 4-storey office building which is under construction.

### II. Contract Duration

The duration of the contract shall be for the period of eighteen (18) months.

### III. The Proposal

The contractor shall submit its proposal in accordance with this TOR and shall be presented on a one comprehensive treatment.

Likewise, the proposal shall be submitted together with the following documents:

1. Letter of Intent
2. Photocopy of valid Mayor's Permit
3. Company Profile, list of clients for the past two years
4. Photocopies of two (2) similar contracts with each project cost at least equal to the Approved Budget of the Contract (ABC)
5. Certified True Copy of DTI Registration for sole proprietorship or SEC Registration and Articles of Incorporation and its amendments, if any, for corporations;
6. Photocopy of certification by the Fertilizer and Pesticides Authority (FPA) and/or Pest Control Association of the Philippines and/or the National Committee on Urban Pest Control (NCUPC) and other related pest control associations duly accredited by the Philippine government that all products/chemicals to be used are duly authorized and approved for application for urban pest control services by Food and Drug Authority and that the products shall be environment friendly, highly technical and economical, safe to human health, and plants.

### IV. Scope of Services

Termite Extermination and Control Services

#### A. Soil Treatment/Poisoning (or other methods for the same purpose)

This covers service treatment done either by cordoning, drilling, trenching or injection around the building close to the outside walls. This will control present infestation and reduce the possibility of future infestation.

#### B. Wood Drenching (or other methods for the same purpose)

The infested parts of the structure, concentrating on the floors, walls, baseboards, cracks and crevices, shall be treated by direct spraying. This will control all surface infestation on the spot and minimize future infestation.

#### C. Termite Extermination and Control (or other methods for the same purpose)



# Santa Maria

WATER DISTRICT

This covers service treatment done by wood injection in places where termites are likely to hide or in places where there are signs of infestation (Door jambs, electrical outlets, panel boards, double walling, ceiling and cabinets, etc.). This method gradually infects and kills the entire termite in the whole colony.

**D. Mound Demolition (if any)**

Termite mounds are home of subterranean termites where the termite queen lives and lay eggs. These mounds shall be searched and if found, must be destroyed and thoroughly treat the area.

**V. Ocular Inspection**

In coordination with SMWD, prospective bidders must ensure that they have undertaken an ocular inspection of the site and clearly understand the works involved prior to Bid/Quotation submission.

**VI. Approved Budget of the Contract**

ONE HUNDRED NINETY-FIVE THOUSAND PESOS (P 195,000.00), inclusive of VAT and all other applicable government taxes, chargeable to the 2021 approved budget of the General Services Division under Capital Expenses of Government Building & Facilities.

**VII. Terms of Payment**

The contractor shall be paid by SMWD in ninety-five percent (95%) of the total contract price. Five percent (5%) shall be considered as retention money which will be released to the contractor upon issuance of warranty certificate after the warranty period.

**VIII. Warranty**

The contractor shall warrant that after the eighteen (18) months treatment, the said area is guaranteed free from termite re-infestation for a period of another six (6) months. A warranty Certificate shall be issued before the last treatment. Should there be any evidence of termite within the warranty period, the Contractor shall immediately conduct re-treatment free of charge.

**IX. Termination**

SMWD reserves the right to terminate the Agreement/Job Order entered into by SMWD and the prospective contractor for any violation of this TOR and any other ground authorized by law by serving a ten-day written notice to the prospective contractor and without any liability accruing to BCDA.

Prepared by:

  
Maria Leonora S. Romarate  
Division Manager  
General Services Division



# Santa Maria

WATER DISTRICT

RECOMMENDING APPROVAL:

JOVITA I. DALMACIO  
*Department Manager*

*Admin, Finance and General Services Dept.*

APPROVED BY:

ENGR. CARLOS N. SANTOS, JR.  
*General Manager*

2/26/21