



REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **GENERAL PEST CONTROL MAINTENANCE OF DBP HEAD OFFICE BUILDING, ANNEX BUILDING AND OFF-SITE WAREHOUSE**

SVP-2024-20

Approved Budget for the Contract: ₱500,000.00, inclusive of VAT.

1. Please quote your lowest price based on the attached specifications per Terms of Reference. All quotations must be inclusive of all taxes and other charges.
2. **Submitted quotations must be duly signed by the vendor's representative and must be sent to the BAC Secretariat not later than 05:00 P.M. of Tuesday, 11 June 2024**
3. All quotations must be inclusive of all taxes and other charges.
4. Kindly refer to the attached Terms of Reference (TOR)/Technical Specifications (TS)/ Scope of Services (SOW).

TERMS AND CONDITIONS:

1. All entries must be type written.
2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**

3. Other documentary requirements for each vendor shall be as follows;

- **Duly accomplished Data Privacy Consent Form;**
- **Conformance to each and every page of the Technical Specifications, duly signed by the authorized representative;**
- **All required documents stated in the Technical Specifications: AND**

- (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: please submit a duly notarized Omnibus Sworn Statement OR
- (2) For suppliers/vendors who will appoint or designate their duly authorized representative: please submit the following notarized statements:

(if the supplier/vendor is a Sole Proprietorship)	(if the supplier/vendor is a Corporation)
Duly notarized Special Power of Attorney AND	Duly notarized Secretary's Certificate AND
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office
Sen. Gil J. Puyat corner Makati Avenues, Makati City
(+632) 818-9511 to 20 local 2610 or 2606
email: bacsecretariat@dbp.ph

You may visit the following websites:

For downloading of Request for Quotation: <https://www.dbp.ph/invitations-to-bid/>

For DBP Statement on Zero Tolerance for Fraud, Corruption and Malpractice:

<https://www.dbp.ph/about-dbp/dbp-statement-on-zero-tolerance-for-fraud-corruption-and-malpractice/>

TERMS OF REFERENCE

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

PROJECT: GENERAL PEST CONTROL MAINTENANCE OF THE DBP HEAD OFFICE BUILDING, ANNEX BUILDING AND DBP HEAD OFFICE OFF-SITE WAREHOUSE

I. APPROVED BUDGET FOR THE CONTRACT (ABC): FIVE HUNDRED THOUSAND PESOS (P500,000.00) INCLUSIVE OF VAT/APPLICABLE TAXES AND OTHER CHARGES.

II. PROJECT DESCRIPTION

The project shall cover the general pest control, including rat abatement, comprehensive termite treatment, and misting/spraying for flying and crawling pests/insects of the DBP buildings with their corresponding locations:

DBP Buildings	Location
1. DBP Head Office building	Sen. Gil Puyat Avenue corner Makati Avenue, Makati City.
2. Annex Building	
3. DBP Head Office Off-Site Warehouse	C625 Sitio Kasuy 1, Barangay Mambugan, Antipolo City.

III. SCOPE OF WORK

The contractor/service provider shall be responsible to take the necessary measures to prevent the risk of pest infestation, ensure good standards of pest control in all the premises of DBP Head Office, Annex building and the DBP HO Off-Site Warehouse and that all works and pesticides/chemicals used shall be approved by the Food and Drug Administration (FDA), must submit all necessary/required documents/certification as required and shall not pose as a health hazard to the bank employees. The project shall cover but not limited to the following premises:

1. DBP Head Office building-from Basement to Roof Deck areas

• Offices/Rooms/Areas	Total Area to be Covered (sq. m.)
	27,099.31
<ul style="list-style-type: none"> ○ Office Rooms/areas ○ Lobby areas ○ Board/Executive Staff Rooms ○ Training Rooms A, B and C ○ Conference Rooms ○ Executive Lounge and Canteen ○ Kitchen ○ Suites 1-5 & President's Suite ○ Bulwagan ng Diwang Pilipino ○ Auditorium ○ Prayer/Oratory Room ○ Vault/Record's Rooms ○ Storage Rooms ○ Control/Audio Rooms 	<ul style="list-style-type: none"> ○ DBP Jardin ○ Conveyor Rooms/Freight areas ○ Machine Rooms ○ Emergency Exits/Staircases ○ Generating Set Room ○ Inner Court area ○ Helipad ○ Driver's and Security Guard's quarters ○ Toilets (he & she) ○ Roof Deck ○ Carpentry/Painter's area ○ Housekeeping Room ○ Warehouse Room ○ Parking areas
Perimeter Area	5,664.00
Total Floor Area	32,763.31

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

TERMS OF REFERENCE

General Pest Control Maintenance of the OCP HD Building, Annex Building and DBP HD Office Warehouse

2. Annex Building-two (2) Floors

• Offices/Rooms/Areas	Total Area to be Covered (sq. m.)
o Leased spaces	1,260.70
o Mechanical/Electrical Room	
o Storage Room	
o Offices/Staircase	
o Roof Deck	
o Emergency Exit	
o Toilets (he & she) and Lobby areas	
Perimeter Area	87.00
Total Floor Area	1,347.70

3. DBP Head Off-Site Warehouse-Five (5) floors including the Roof Deck area:

Coverage Area	Size (Floor Area-sq. m.)	Total Area to be Covered (sq. m.)
Perimeter	446.00	446.00
Building		
o Basement	554.00	
o G/f	554.00	
o 2/f	581.10	
o 3/f	581.10	
o Roof Deck	581.10	2,851.30
Total Floor Area		3,297.30

IV. RAT ABATEMENT

1. Intensive rodent abatement of the entire area during the first three (3) months.
2. Use of fast acting chemicals, baits, traps, other procedures which may be applied to certain areas depending upon the degree of infestation.
3. Twice a week inspection and treatment of all areas and collection of dead rodent/s.
4. Use of environment friendly chemicals to remove foul odor caused by dead rodent/s.
5. Use of Automatic Mouse Trap, non-electric powered requirement (as the need arises).
 - o a non-toxic, multi-kill system that provide instant kill of the pest rodent.
 - o it is powered by compressed gas (carbon dioxide) from the recyclable canister; pressure ranges from 1,500 – 13,000 kPa.

V. GENERAL PEST CONTROL

1. Monthly misting/mist blowing (water-based) in areas like canals, plants and offices during weekends or any designated day.
2. Twice a week treatment of the entire premises against flying and crawling household pests such as mosquitoes, cockroaches, flies, ants, etc.
3. Monthly inspection of premises against termite infestation and surface treatment of identifies areas.
4. Use of non-hazardous chemicals certified by the Food and Drug Administration (FDA).

VI. COMPREHENSIVE TERMITE TREATMENT

A comprehensive control program for termite treatment shall be done which guarantees its workmanship on all areas treated for a period of one (1) year to be scheduled on a weekend and as scheduled by the Bank with quarterly inspection of

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termites. The contractor shall submit a written report on the findings, treatment and recommendations made during the inspection, duly acknowledged by a DBP representative.

VII. RECORD KEEPING

The contractor/service provider shall be responsible for maintaining pest management records for all activities to be undertaken one (1) copy of which will be given to DBP. Records shall include labels for all pesticide products and other chemicals used, brand names equipment used indicating which can be treated and the service schedule.

VIII. FOLLOW-UP/ON CALL TREATMENT

The contractor/service provider shall render service for the fixed schedule as agreed upon or as indicated in the contract/Terms of Reference/submitted quotation. A follow-up and on-call services as the need arises shall be made for untreated location/area.

IX. OTHER REQUIREMENTS (Applicable for Winning Service Provider only)

1. The contractor/service provider shall be a certified member of the national and/or international pest control association.
2. The contractor/service provider shall submit a valid License to Operate (LTO) as Household/Urban Pest Control Operator and Pest Control Exterminator/Fumigator issued by the Food and Drug Administration (FDA).
3. The contractor/service provider shall submit to DBP a Certificate of Product Registration issued and approved by the FDA for all the non-hazardous chemicals to be used in this contract.
4. Since DBP is an ISO certified government corporation, the winning contractor/service provider shall submit MSDS compliant with the DENR Chemical Control Ordinance.

X. TERMS OF THE CONTRACT

The contract shall be for one (1) year reckoned from the date of acceptance of the Purchase Order (P.O.)/Notice to Proceed (NTP), unless a different and/or longer completion period or deadline is set forth in the written notice to proceed with the work to be issued by DBP.

The DBP may terminate the P.O. when the contractor fails to deliver, perform, comply with its obligation as required for the said contract.

XI. PAYMENT SCHEDULE

The amount due to the supplier on every progress billing (monthly) shall be processed after due certification by the Construction and Facilities Management Department (CFMD) in accordance with project's description and scope of work.

XII. OTHER DOCUMENTS FOR SUBMISSION

The Contractor/service provider must submit the following:

1. Quotation/Proposal (indicate all Scope of Work required in the Terms of Reference)
2. PhilGEPS Certificate of Registration
3. 2024 Mayor's/Business Permit
4. Omnibus Sworn Statement

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

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TERMS OF REFERENCE

General Post Control Maintenance of the DSP HD Building - Phase 2 Building and DSP HD Off-site Warehouse

5. Secretary's Certificate (for contractor/service provider under partnership/corporation)
6. Signed Request for Quotation (RFQ)
7. Brochure of the Automatic Mouse Trap being offered
8. Certificate of site inspection for the said project prior to submission of proposal
9. Interested contractor/service provider shall present/submit demo unit of the Automatic Mouse trap along with their price proposal

-end-

Conforme: _____ Vendor's Company Name _____ Name & Signature of Authorized Representative _____ Designation _____ Date



DATA PRIVACY CONSENT FORM

By signing this consent form, I/we (as "Data Subject") grant my/our free, voluntary and unconditional consent to the collection and processing of all Personal Data (as defined below), and account or transaction information or records (collectively, the "Information") relating to me/us disclosed/transmitted by me/us in person or by my/our authorized agent/representative/s to the information database system of the Development Bank of the Philippines (DBP) and/or any of its authorized agent/s or representative/s as Information controller, by whatever means in accordance with Republic Act (R.A.) 10173, otherwise known as the "Data Privacy Act of 2012" of the Republic of the Philippines, including its Implementing Rules and Regulations (IRR) as well as all other guidelines and issuances by the National Privacy Commission (NPC).

I/we understand that my/our "Personal Data" means any information, whether recorded in a material form or not, (a) from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual, (b) about an individual's race, ethnic origin, marital status, age, color, gender, health, education and religious and/or political affiliations, (c) referring to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings, and (d) issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers and licenses.

I/we understand, further, that DBP shall keep the Personal Data and Information and the business and/or transaction/s that I/we do with DBP (the "Business") in strict confidence, and that the collection and processing of all Personal Data and/or Information by DBP may be used for any of the following purposes (collectively, the "Purposes"):

- a. to make decisions relating to the establishment, maintenance or termination of accounts and the establishment, provision or continuation of banking/credit facilities or financial products and/or services including, but not limited to, investment, trust, insurance, loan, mortgage and/or other secured transactions, financial and wealth management products and services, ATM, credit, debit, charge, prepaid or any type of card, and otherwise maintaining accurate "Know Your Customer (KYC)" information and conducting anti-money laundering and sanctions, credit and background checks;
- b. to provide, operate, process and administer DBP accounts and services or to process applications for DBP accounts, products and/or services, including banking/financial transactions such as remittance transactions and credit/financial facilities, subscription or proposed subscription of products or services (whether offered or issued by DBP or otherwise), and to maintain service quality and train staff;
- c. to undertake activities related to the provision of the DBP accounts and services including but not limited to transaction authorization, statement printing and distribution, customer service and conduct of surveys, the provision of research reports, offering documents, product profiles, customer profiling, term sheets or other product related materials, administration of rewards and loyalty programs;

- d. to provide product related services and support, including, without limitation, provision of processing or administrative support or acting as an intermediary / nominee shareholder / agent / broker / market participant / counterparty in connection with participation in various products (whether such products are offered or issued by DBP, DBP's affiliates, third parties or through other intermediaries, providers or distributors);
- e. to fulfill domestic and foreign legal, regulatory, governmental, tax, law enforcement and compliance requirements [including Philippine and/or foreign anti-money laundering, sanctions and tax obligations applicable to DBP and any of its affiliates and subsidiaries, and disclosure to any domestic or foreign market exchange, court, tribunal, and/or legal, regulatory, governmental, tax and law enforcement authority (each, an "Authority") pursuant to relevant guidelines, regulations, orders, guidance or requests from the Authority] and comply with any treaty or agreement with or between foreign and domestic Authorities applicable to DBP and/or any of its affiliates and subsidiaries, their agents or providers;
- f. to verify the identity or authority of my/our family members, friends, beneficiaries, attorneys, attorneys-in-fact, shareholders, beneficial owners (if relevant), persons under any trust, trustees, partners, committee members, directors, officers or authorized signatories, sureties, guarantors, other security and other individuals, representatives who contact DBP or may be contacted by DBP (collectively, the "Related Person/s") and to carry out or respond to requests, questions or instructions from verified representatives or other parties pursuant to DBP's then-current security procedures;
- g. for risk assessment, statistical and trend analysis and planning purposes, including to carry out data processing, statistical, credit risk and anti-money laundering and sanctions analyses, creating and maintaining credit scoring models, and otherwise ensuring potential or ongoing credit worthiness of Data Subjects and Related Person/s, including conducting banking, credit, financial and other background checks and reviews, and maintaining banking, credit and financial history of individuals (whether or not there exists any direct relationship between the Data Subject or Related Person/s, and DBP) and creating and maintaining business development plans and activities for present and future reference;
- h. to monitor and record calls and electronic communications with Data Subject/s and Related Person/s for record keeping, quality assurance, customer service, training, investigation, litigation and fraud prevention purposes;
- i. for crime and fraud detection, prevention, investigation and prosecution;
- j. to enforce (including without limitation collecting amounts outstanding) or defend the rights of DBP and/or any of its affiliates and subsidiaries, its employees, officers and directors, contractual or otherwise;
- k. to perform internal management and management reporting, to operate control and management information systems, and to carry out business risk, control or compliance review or testing, internal audits or enable the conduct of external audits;

- l. to enable an actual or proposed assignee of DBP, or participant or sub-participant or transferee of DBP's rights in respect of the Data Subject to evaluate or consummate a transaction intended to be the subject of the assignment, transfer, participation or sub-participation;
- m. to comply with contractual arrangements or to support initiatives, projects and programs by or between financial industry self-regulatory organizations, financial industry bodies, associations of financial services providers or other financial institutions (each, an "Industry Organization"), including assisting other financial institutions to conduct background or credit checks or collect debts;
- n. to manage DBP's relationship with the Data Subject, which may include providing information about the Data Subject or a Related Person/s, to DBP and any of its affiliates and subsidiaries
- o. for marketing to me/us and to individuals with similar profiles, attributes or behavior, banking, financial, credit, investment, trust, insurance, loan, mortgage, and wealth management related products or services, conducting market, product and service research, and designing or refining any products or services including by conducting data analysis, and surveys, by various modes of communication including mail, telephone call, SMS, fax, electronic mail, internet, mobile, social media, chat, biometric, and other technological tools and development;
- p. to comply with any obligations, requirements, policies, procedures, measures or arrangements for sharing data and information within DBP and any of its affiliates and subsidiaries and any other use of data and information in accordance with any DBP programs for compliance with tax, sanctions or prevention or detection of money laundering, terrorist financing or other unlawful activities; and,
- q. any other transactions and/or purposes analogous or relating directly thereto.

At the same time, I/we agree that the Information shall be retained by DBP for as long as necessary for the fulfillment of any of the aforementioned Purposes, and shall continue to be retained for a period of two (2) years notwithstanding the termination of any of the above Purposes.

Further, I/we understand that, with respect to my/our submission, collection and processing of the Personal Data of Related Person/s, it is my/our duty and responsibility: (i) to inform said Related Person/s of the Purpose/s for which his/their Personal Data have been submitted, collected and processed by DBP, (ii) to obtain consent from the said Related Person/s for the collection and processing of his/their Personal Data/Information in accordance with the Data Privacy Act of 2012, and (iii) to inform DBP that such consent from said Related Person/s have been obtained.

I/we hereby acknowledge that I/we have been provided with the written notification below on my/our rights as a Data Subject (each, a "Right", collectively, the "Rights") in accordance with the Data Privacy Act of 2012, to wit:

- i. to be informed whether Information and/or Personal Data is being or has been processed.
- ii. to require DBP to correct any Information and/or Personal Data relating to the Data Subject which is inaccurate;
- iii. to object to the processing of the Information and/or Personal Data in case of changes or amendments to the Information and/or Personal Data supplied or declared to the Data Subject;
- iv. to access the Information and/or Personal Data;
- v. to suspend, withdraw or order the blocking, removal or destruction of the Data Subject's Personal Data from DBP's information database system.

I/we acknowledge, further, that if I/we was/were to exercise any of the Rights enumerated above, DBP reserves its right to re-evaluate and/or terminate its Business with me/us as well as any of the Purposes and/or DBP services/products for which the Information and/or Personal Data has been collected and processed.

I/We have read and understood the above and hereby consent to, agree on, accept and acknowledge these terms of consent for myself/ourselves and/or as agent/s for and on behalf of the principal/s I/we represent by signing below

Signed in _____ on _____, 201__.

Signature over Printed Name

or

Company Name

By:

Authorized Signatory
Signature over Printed Name

ADDITIONAL INFORMATION

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Unit**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 818-9511 to 20/818-9611 to 20, email: info@dbp.ph.