

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Procurement of Pest Control Service Provider** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **September 30, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement***, and **BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at bac@sbcorp.gov.ph ; jperez@sbcorp.gov.ph


Rowena G. Betia
BAC Chairperson 

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

**Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*

2. *Special Power of Attorney:*

a. Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or

b. Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
<p style="text-align: center;"><u>TERMS OF REFERENCE</u></p> <p style="text-align: center;">Procurement of Pest Control Service Provider</p> <p>I. Purpose</p> <p>The Small Business Corporation (SB Corp) seeks to engage the services of a qualified pest control provider to effectively eliminate and manage pests within its office premises. Particular concern is given to the prevalence of crawling insects, especially cockroaches, which have been frequently observed in various office areas.</p> <p>II. Scope of Works:</p> <ol style="list-style-type: none"> a) Conduct treatment to eliminate all crawling insects, with emphasis on all types of cockroaches; b) Provide pest control services twice (2x) a month for a total duration of four (4) months. c) Submit a monthly progress report detailing the effectiveness of treatments applied. d) Provide recommendations and preventive measures to avoid reinfestation of pests in the office premises. e) Ensure that all treatment solutions used are non-toxic, environmentally safe, and free from harmful chemicals. f) Cover all designated office areas, including the 17th and 18th floors and two (2) office spaces on the 19th floor. g) Conduct pre-treatment inspections to determine the safest and most effective approach suitable for the affected areas. <p>III. Budget</p> <p>The approved budget for this project is P60,000.00 inclusive of all applicable taxes and charges.</p> <p>IV. Delivery</p> <p>The delivery and implementation of pest control services shall adhere to the following schedule and conditions:</p> <ol style="list-style-type: none"> a) Pest control treatment shall be conducted twice a month for a duration of four (4) months, from September to December 2025, and shall be performed on weekends, after office hours on Saturdays. b) Weekly monitoring/inspection shall be carried out to assess the effectiveness of the treatment plan. c) The target is to fully eliminate cockroach infestations by the end of 2025. 	

<p>d) SB Corp reserves the right to reject or cancel the Notice of Award and Purchase Order (PO) if the services rendered are ineffective, unsafe for employees, or non-compliant with the requirements stated in this TOR.</p> <p>V. Payment Terms</p> <p>Payment shall be made on a monthly basis within fifteen (15) days after delivery of services, inspection, and acceptance, subject to existing government accounting and auditing rules and regulations.</p> <p>VI. Documentary Requirements</p> <p>Interested contractors must submit the following documents which will be used in the evaluation of proposals:</p> <ol style="list-style-type: none"> 1. Mayor's Permit 2. PhilGEPS Registration 3. BIR Form 2303 4. Omnibus Statement 5. Secretary Certificate (if, corporation) 	
DELIVERY REQUIREMENT	
a) 1 lot	
b) SB Corp 17 th Flr 139 Corporate Center, 139 Valero St., Salcedo Village Makati City	
c) Payment Terms: shall be made on a monthly basis within 15 days after delivery of service inspection and acceptance	

FINANCIAL OFFER:

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC (Php60,000.00) Tax Inclusive			In words _____ _____ In figures: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw

lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall 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.

Office Telephone No. _____

Signature over Printed Name

Mobile No. _____

Position/Designation

Email address: _____