

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office – National Capital Region
2/F STWLPC Bldg., 336-338 Sen. Gil Puyat Ave., Pasay City

P.R. No.: NCR-2025-03-0007
Date: 21 March 2025

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest net price/s (**taxes included**) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration Regional Welfare Office – National Capital Region, not later than **28 March 2025, 10:00a.m.**

(Digitally Sgd.)
NICKY JAY F. TAN
Procurement Officer Designate

(Digitally Sgd.)
LORNA R. OBEDOZA
Chief, Administrative and Finance Division

PROJECT TITLE/NAME: Supply of Labor and Materials for the application of General Pest Control					DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
1.	Supply of Labor and Materials for the application of General Pest Control	1	Lot	180,000.00		
	Period: Nine (9) months (April 01, 2025 – December 31, 2025)					
	1. OWWA Extension Building, Pasay City					
	<i>(Please see attached Technical Specifications and Requirements)</i>					
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Valid Mayor's/ Business Permit					
	3. Income/ Business Tax Return (latest)					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: owwancr.procurement@gmail.com</i>					
XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXX						

PROJECT TITLE

Supply of Labor and Materials for the application of General Pest Control

APPROVED BUDGET FOR THE CONTRACT:

One Hundred Eighty Thousand Pesos (Php 180,000.00)

I. RATIONALE

The Overseas Workers Welfare Administration (OWWA) commits to the promotion and protection of the welfare and interest of the OFWs and their families through the continual improvement of its programs and services, systems, and procedure and to ensure the viability of its fund.

To be able to efficiently deliver its services, the OWWA requires a Service Provider who can provide Pest Control services for RWO-NCR.

II. Area/ Location

139 Sen. Gil Puyat Ave., Pasay City

- Ground Floor including Parking Area, Mezzanine, 2nd Floor, 3rd Floor and 4th Floor

III. Specifications for the Supply and Labor and Materials

1. The CONTRACTOR agrees to perform all the necessary services of the extermination and control of disease transmitting and destructive pests such as cockroaches, ants, mosquitos and rodents through the use of modern and pesticides duly approved by the Food and Drugs Administration (FDA);
2. The CONTRACTOR shall provide at least two (2) reliable pest control technicians for the General Pest Control Services;
3. The CONTRACTOR's General Pest Control Services under this contract shall include the following:
 - 3.1 Residual surface spraying, twice a month
 - 3.2 Gel Baiting, for sever cockroach infestation twice a month
 - 3.3 Rat Abatement, twice a month such as mouse traps, etc.
 - 3.4 Building Disinfection as needed and when necessary.
4. The CONTRACTOR shall provide and supply all chemicals, equipment's and competent manpower needed to perform and satisfy services stipulated above.

The CONTRACTOR hereby guarantees that it shall only use safe and effective formulation approved by the Food and Drugs Administration (FDA) and shall assign and guarantee competent, honest service technicians to undertake the required services to assure the proper application and treatment;
5. The CONTRACTOR further agrees to abide by the existing health and safety, environmental and quality procedures as being implemented by the CLIENT;
 - 5.1 Ensuring proper disposal of wastes generated in conducting general pest control services with paramount concern in minimizing and eradicating its effect on our environment.
 - 5.2 Ensuring that technical person who will conduct regular general pest control services will be in proper company uniform and shall use protective gears in the performance of their function.
 - 5.3 Ensuring that during general pest control services the CONTRACTOR shall provide a service report to PPU within 24 hours from the time of completion of service.
 - 5.4 The CONTRACTOR commits itself to give technical Support within twenty-four (24) hours for special general pest control treatment request by the CLIENTS
6. The parties adhere to agree that the personnel of the CONTRACTOR may be subjected to on-the-spot search inspection by the CLIENT's security guards on duty whenever entering and/or leaving the premises;
7. The CLIENT, on the other hand, before the CONTRACTOR renders general pest control services should do the following:
 - 7.1 To cover all equipment's (especially computers).
 - 7.2 Smoke detectors should be temporarily disconnected.
 - 7.3 Remove all food stuffs and cover food utensils.
 - 7.4 Smoking is prohibited.
 - 7.5 No employees are allowed to enter the area during the treatment except the one designated by the CLIENT to assist the CONTRACTOR.
 - 7.6 To secure work permit at least one day before the render general pest control services.
8. The CLIENT, after each general pest control services should do the following:
 - 8.1 Clean, with detergent soap and water all kitchen wares and utensils.
 - 8.2. If possible, no food should be stored on employee's tables so as not attract rodents stay inside the CLIENT's premises.

Prepared by:

(Digitally Sgd.)
CLARISSA D. CORTEZ
Personnel Officer Designate

Noted by:

(Digitally Sgd.)
LORNA R. OBEDOZA
Chief, Administrative and Finance Division

I hereby certify to comply and deliver all the above requirements.

(Company Name)

(Print Name and Signature of Authorized Representative)

(Designation)

Company Tel./ Fax/ Mobile No.

(Date)