



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Concepcion, Cubao, 1111 Quezon City, Philippines

[cda.gov.ph](http://cda.gov.ph)

[helpdesk@cda.gov.ph](mailto:helpdesk@cda.gov.ph)

CDA Philippines



International Year of Cooperatives

Cooperatives Build a Better World

## REQUEST FOR QUOTATION

Date: October 9, 2025

RFQ No.: 2025-240

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than \_\_\_\_\_.

**JOSELITO O. HALLAZGO**  
Chairman, Bids & Awards Committee

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

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	OFFER					REMARKS
			PRICE			Compliance with Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
<b>PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE</b>		<b>P350,000.00</b>						
<p><b><u>PROCUREMENT OF PEST CONTROL SERVICES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY BUILDING WITH PROVISION OF BUILDING DISINFECTION</u></b></p> <p>Specifications:</p> <p><b>I. SCOPE OF WORKS OF THE SERVICE</b></p> <p>A. Undertake all the necessary mitigation measures to prevent and control insects (termites, ants, mosquitos, cockroaches, house flies, fleas, bugs, beetles, etc.) and other pest infections, including rodents, bats and birds in accordance with the industry's best practices and standards, and existing safety and health procedures and protocols, within the CDA building premises for one (1) year.</p> <p>B. Furnish the labor, supplies, chemicals, materials, tools and equipment necessary for the following insect and pest control services of the CDA Building located in 827 Aurora Boulevard, Brgy. Immaculate Concepcion, Service Road, Cubao, Quezon City</p> <p>1. Special Termite Treatment and Prevention. Undertake one (1) general treatment on the first quarter and three quarterly follow-up treatments, particularly on wood structures, susceptible electrical conduits and suspected breeding areas or termite mounds, which are not limited to the following:</p> <p>a. Installation of bait stations (concrete housing) in strategic locations to provide an effective long-term solution for termite infestation, through the application of slow acting anti-termite compounds to destroy entire termite colonies, which include the reproductive (queen), soldiers and workers.</p> <p>b. Drilling and regular application of FDA-regulated anti-termite treatment liquid chemicals (standard dosage) and/or foaming aerosols on subsoil and soil barrier confinement and wood structures, including electrical conduits and other susceptible areas for termite breeding and contamination;</p> <p>c. Regular spraying or misting of wood cabinets, door jambs, doors, ceiling areas and other building compartments with wood structures to control residual termite contamination and recontamination; and</p> <p>d. Physical destruction of termite dwellings.</p> <p>2. General Pest Control. Undertake one (1) general pest control treatment of the first month, and 11 monthly follow-up treatments, to include the following:</p>	1 LOT							

a. Rodent Control. Removing food sources, water and items that provide shelter for rodents are the best way to prevent contact with rodents. However, rodent encroachment from the peripheral areas of the CDA Building may not be avoided. As much as possible, the monthly setup of traps and placement of FDA-regulated anticoagulant rodenticides in safe and secluded areas inside the building shall be required;

b. Contact Spraying for Insects. Use of a compact pressure sprayer containing FDA-regulated insecticide spray solutions with either contact or residual action shall be preferred. Monthly surface spraying shall be undertaken on infested areas and in other areas where there is minimal contamination;

c. Thermal Fogging Disinfection. Monthly fogging of the building's total airspace volume and surroundings with FDA-regulated insecticides carries in oil (ultra-small droplets, about 1-10 microns) shall be undertaken to prevent dengue mosquito and other insect infection;

d. Misting of Offices. Monthly misting of offices (larger droplet sizes about 10-100 microns) of the entire OPPMS building with FDA-regulated fast knockdown and long residual action compounds shall be undertaken.

e. Gel Bait Application for Cockroaches and other Crawling Insects. Gel baits will be placed behind and under the appliances (refrigerators, dishwashers, toasters, microwave ovens, coffee makers, water dispensers), inside drawers and along the edges and crevices of cupboards and counter tops, under the sink where the plumbing penetrates the wall and in other infestation susceptible areas, except in areas where direct human ingestion may occur.

3. Provision of Building disinfection for covid-19 or any virus causing disease/s as required by the CDA

C. The service provider shall assign appropriate number of technician/personnel to do the massive pest and termite control treatment of the CDA building and premises. This should be done in one (1) or two (2) days or more or as the case may be.

D. Succeeding treatments shall be monthly for pest control and quarterly for termite control. For safety purposes, treatments should be scheduled on weekends with prior coordination with the Administrative Division - General Services Section

E. After service treatments, an inspection shall be conducted to determine the effectiveness of the treatment process.

F. The service provider shall always maintain the appropriate number of technical/personnel to ensure continuous and uninterrupted service. It shall be assisted by the Administrative Division - General Services Section

## II. INSTITUTIONAL REQUIREMENTS

1. The Service Provider shall have a minimum experience of five (5) years in the business of pest and termite control services or similar business.

2. The Service Provider must be duly licensed and registered with the DOH-FDA with a valid License to Operate for Pest Control Operators and its supervisors are holders of Certification for Supervising Pesticide Handlers and the technicians are holders of a Certification for Pesticide Handlers.

3. The Service Provider shall ensure that all works to be performed shall be supervised by a Supervising Pesticide Handlers and/or Pesticides Handlers.

4. Must present at least three (3) Client Customer Feedback Forms, with at least a Satisfactory Rating, from one government agency, with whom the Contractor has a past or ongoing Contract.

5. All technicians/personnel who will do the pest and termite control services must have undergone trainings conducted by the qualified trainers such as Pest Control Association of the Philippines and Philippine Federation of Pest Management Operator's Associations.

6. The Service Provider shall ensure that all products to be used must be registered and regulated by the DOH-FDA and/or other government agencies regulating the use and licensing of chemicals.

7. The Service Provider must be willing to:

a. Sign and abide by an Undertaking of Confidentiality with the CDA

b. Abide by the Safety and Health Protocol of the CDA during the progress of the works.

c. Provide safety works programs to include wearing of appropriate company uniforms and ID for all workers.

8. The Service Provider, after the completion of works, shall ensure the cleanliness and orderliness of the work area, which should be restored to their original state and without damages or stains.

**III. PERFORMANCE REVIEW**

The General Services Section shall conduct a mid-term performance review and assessment of the performance of the Service Provider based on the following rating standards

No.	CRITERIA	Weight
1	Conformity to the technical requirements	40
2	Quality of service delivered/provided	30
3	Timeliness in the delivery of service and response to complaints	30
TOTAL		100%

Adjectival Rating	Numerical Rating
Very Satisfactory	90% - 100%
Satisfactory	80% - 89%
Needs Improvement	70% - 79%
Poor	69% - below

**IV. TIMELINES OR SCHEDULE OF DELIVERIES**

The Service Provider shall submit, within seven days after the issuance of the Notice to Proceed, its one-time general pest and insect control services work plan, the monthly follow-up treatments for insect and pest infestations, except for anti-termite treatments which shall be quarterly. The initial one-time general pest and termite control services shall commence fifteen (15) days after the CDA approval of the said work plan

**V. CONTRACT COST, PAYMENT AND DURATION OF CONTRACT**

1. All bids shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payment shall be processed every 7th day of the ensuing month upon receipt of billing from the supplier, subject to deduction of applicable taxes imposed by the government including all documentary requirements.
3. Contract duration is twelve (12) months - January 1, 2026 to December 31, 2026.

\*\*\*\*\*nothing follows\*\*\*\*\*

Note: •Quoted price/s must be VAT inclusive.

- Supplier must have a Land Bank of the Phil. Account.
- Supplier must submit a sealed quotation.
- Sealed quotation must be submitted together with the following requirements: Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Contact Numbers (Landline and/or Cellphone Nos.)/E-mail address

\_\_\_\_\_  
Canvasser

## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. 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.
6. 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.
7. The items shall be delivered within \_\_\_\_\_ working days from receipt of Purchase/Job Order.
8. The CDA-CO shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority, 827 Aurora Blvd., Brgy. Immaculate Concepcion, Quezon City.
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technicality therein and award to any firm whose proposal is deemed most advantageous to the government.