



Republic of the Philippines
SOCIAL SECURITY SYSTEM
LOCAL BIDS & AWARDS COMMITTEE
VISAYAS WEST 2 DIVISION
Trunkline Number: (033) 337-5533



REQUEST FOR QUOTATION

VW2-2025-51

JULY 24, 2025

Date

SEALED QUOTATION FORM

Sir / Madam:

Please furnish us with your quotation on or before **JULY 28, 2025 @ 05:00 PM** for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	1 lot	<p>2-YEAR PEST CONTROL SERVICES OF ILOILO-CENTRAL BRANCH</p> <p>Technical Specifications:</p> <p>General Pest Control Services (see attached Scope of Works for details)</p> <p>Frequency: Once a month Duration: Two (2) Years Delivery Site: SSS Iloilo Central Branch, Citymall Pavia, Ungka II, Pavia, Iloilo</p> <p>To cover the following sites: 1. Iloilo Central Branch 2. Iloilo Processing Center 3. Medical Evaluation Department 4. Operations Legal Department & EDMD, VW Division 5. Commission on Audit</p> <p>Total Floor Area: 1,237.07 sq.m.</p> <p>Inclusive Period: August 2025- December 2025 January 2026-December 2026 January 2027 – July 2027</p> <p>Approved Budget for the Contract (ABC): P 196,000.00</p> <p>Note: All amount is inclusive of all applicable taxes</p>	P _____	P _____

Delivery Terms: **Once a Month for 2-Year Period (August 2025-July 2027)**

Payment Terms: **Government Terms (Payment is upon delivery of items / services submission of billing documents.)**

Price validity : **Three (3) months**

NOTES: 1.) For canvass with an ABC of P 100,000.00 and above, the winning bidder is required to submit Performance Bond from receipt of Notice of Award equivalent to 5% Cash (Goods & Co & 10% Cash (Infrastructure), Cashier's / Manager's Check, Bank Guarantee / Draft or 30 callable upon demand, of the contract price.
2.) Supplier is required to indicate his PhilGeps Registration Number on the canvas
3.) SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
4.) Alternative offer is not allowed.
5.) Quantity is subject to change but not to exceed of the approved P.O./J.O.
6.) Please accomplish the Request for Quotation (RFQ) Form, sign and submit at SSS Iloilo-Central Branch before the closing date.
7.) Awarding shall be on a "PER LOT BASIS".
8.) For clarifications of details, please call SSS Iloilo-Central Branch at Tel. # 337-5533

ELIGIBILITY REQUIREMENTS:

- Valid Mayor's / Business Permit
- PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership)
- Certificate of Registration whichever may be appropriate under existing laws of the Philippines;
 - Bureau of Domestic Trade & Industry (DTI) – Sole Proprietorship
 - Incorporation Papers registered and approved by the Securities & Exchange Commission (SEC) – Partnership/Corporation
 - Philippine Contractors Accreditation Board License (PCAB) - Contractors/Civil Works
 - Cooperative Development Authority (CDA) – Cooperatives
- Latest Annual Income / Business Tax Return (for ABCs above P500K)
- Notarized Omnibus Sworn Statement (for ABCs above P50K) (Notarized Omnibus Sworn Statement may be submitted within the submission of offer / evaluation of offer / or before issuance Order/Job Order)
- BIR Certificate of Registration Form 2303
- SSS ID Number (Employer/Self-Employed)

GENERAL CONDITIONS OF THE CONTRACT:

1. The Supplier shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The Supplier shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The Supplier shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and
4. The Supplier warrants that all the Goods/Services have no defect arising from design, materials, or workmanship
5. For Goods, the Supplier shall replace any defective item within twenty-four (24) hours from the time that it was notified by SSS of the defect. Defects detected only after the item is installed and used is covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost to the SSS, if applicable.
6. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty security shall be required from the Supplier for a period of one (1) year. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period.
7. If the Supplier, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the SSS may have against the Supplier under these Terms and Conditions and under the applicable law
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT)

SPECIAL CONDITION OF THE CONTRACT:

1. **CONFIDENTIALITY.** Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless:
the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the contract.

2. **MERGER AND CONSOLIDATION.** In case of merger, consolidation or change of ownership of the Winning Bidder with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the contract.

3. **FORCE MAJEURE.** Neither party shall be liable for any delay or failure to perform its obligations pursuant to the Contract if such delay is due to force majeure.

Force Majeure shall mean events beyond the control of and affecting either party which cannot be foreseen or if foreseeable cannot be either prevented nor avoided

4. **NON-ASSIGNMENT.** Neither party may assign the Contract in whole or in part without the consent of the other party.

The Winning Bidder shall not subcontract in whole or in part the project and deliverables subject of the Contract without the written consent of SSS.

5. **WAIVER.** Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.

6. **CUMULATIVE REMEDIES.** Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.

7. **NO EMPLOYER-EMPLOYEE RELATIONSHIP.** It is expressly and manifestly understood and agreed upon that the employees of Winning Bidder assigned to perform the project are not employees of SSS. Neither is there an employer- employee relationship between SSS and Winning Bidder.

The Contract does not create an employer-employee relationship between SSS and the Winning Bidder including its personnel; that the services rendered by the personnel assigned by Winning Bidder to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The Winning Bidder hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to Winning Bidder's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. Winning Bidder shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.

Oval of SSS. Inclusion in any reference list shall also be undertaken only upon prior written approval of SSS.

8. **PARTNERSHIP.** Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.

9. **COMPLIANCE WITH SS LAW.** The Winning Bidder shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated.

This is to certify that my Company is updated in the payment of contributions and loans to SSS and after having carefully read and accepted your General Conditions, we bind ourselves to the price quoted on the space provided above.

Owner/Company Representative
(Sign over Printed Name)

Reminder : Price quotation should be made with extra care taking into account the specification and unit of quantity errors. The offer or binds himself to this quotation.

**Please indicate below your Business Name,
Address and Telephone Number and Date Received.**

Your Business SSS No: _____
PhilGeps Registration No. _____
T I N No. _____
Date Received : _____

Very Truly Yours,



LOVELLA C. SUMARIA

LBAC, SECRETARIAT, VW-2 DIVISION
sumariac@sss.gov.ph
(033) 337-5533

(Business Name)

(Address & Telephone No.)

(E-mail Address)

TERMS OF REFERENCE

ANNEX A. SCOPE OF WORKS

Suppliers/Bidders should indicate **"COMPLY"** or **"NOT COMPLY"** to the specifications/requirements below.

Item	Specification		Statement of Compliance
I	GENERAL REQUIREMENT	<p>A. The General Pest Control Service Provider must have a License to Operate as Household/Urban Pest Control Operator upon the expiration of the 2-year transitory period as per FDA Circular No. 2022-010.</p> <p>B. The General Pest Control Service Provider shall provide all the required labor, supplies, materials, chemicals, tools and equipment necessary and incidental to the performance of the job in accordance with the standards and methodologies as stated in the detailed scope of work</p>	
II	SCOPE OF WORK	<p>A. Flying Insects Elimination</p> <p>1. Monthly treatment of all floors/areas including toilets, outside premises, etc. using the method such as but not limited to Ultra Low Volume (ULV) space misting/fogging/spraying to minimize if not totally eliminate various flying insects</p> <p>B. Crawling Insects Elimination</p> <p>1. Monthly treatment of all floors/areas including toilets, etc. using the method such as but not limited to Residual spraying/ Ultra Low Volume (ULV), crack and crevices flushing/Gel baiting application to minimize if not totally eliminate various Crawling Insects (e.g. Cockroach and Ants)</p> <p>C. Rodent Elimination</p> <p>1. Monthly placement/ installation of bait stations, bait packets/ rat glues/ rat traps</p> <p>2. Regular monitoring of installed baits</p> <p>3. Cleaning and maintenance of bait stations</p> <p>4. Replenishment of baits on bait stations and glue boards</p>	
III	WORKAMANSHIP	All required phases of work shall be done by skilled and competent men who regularly engage or specialize in the type of work specified. Workmanship shall be the very best trade practice.	
IV	SITE EXAMINATION	Examine the site premises and all conditions apparent and visible therein. Consider all such conditions that may affect work.	

V	PROTECTION OF WORK AND PROPERTY	The contractor shall ensure protection of existing structures, properties and other areas not affected by the work specified, including office furniture and equipment. Any damage incurred during the activity shall be restored/repaired by the Contractor at their own expense, and it shall be done in a satisfactory and approved manner.	
VI	CLEANING	<ol style="list-style-type: none"> 1. Leave premises clean, neat and orderly. Proper disposal of collected insects/rats/rodents and other debris brought about during the implementation of the project. 2. Remove all excess materials, used containers, tools, equipment and supplies out of the SSS premises during the progress of work and upon completion of work. 	
VII	TOOLS AND MATERIALS	<ol style="list-style-type: none"> 1. All chemicals such as insecticide, rodenticides and the likes shall be of FDA approved type for specific application and must be hazard free to office personnel occupying in the building. 2. Use acceptable and non-hazardous exterminating chemicals and baiting equipment. 3. Use tools/equipment such as but not limited to Compression Sprayer, Misting Machine, Mist Blower, Fogging Machine, Mechanical Traps (Automatic continuous rat trapping), Rat Baiting Stations, etc. 	
VIII	DELIVERY TERMS	<p>Flying Insects Elimination - Monthly Treatment for 2 years Crawling Insects Elimination - Monthly Treatment for 2 years Rodent Elimination - Monthly Treatment for 2 years</p> <p><i>Inclusive Period: August 2025-December 2025 January 2026-December 2026 January 2027-July 2027</i></p>	
IX	LOCATION	<p>Social Security System (SSS) Ground Floor, City Mall Pavia, Ungka II, Pavia, Iloilo</p> <p><i>To cover the following Offices: Iloilo-Central Branch Iloilo Processing Center Medical Evaluation Department Operations Legal Department & EDMD, VW2 Division Commission on Audit (COA)</i></p> <p><i>Total Floor Area: 1,237.07 sq.m.</i></p>	
X	WORK HOURS	Weekends/Holiday only, 8:00 AM onwards	
XI	PAYMENT TERMS	<p>Monthly billing for a period of two (2) years</p> <p><i>Inclusive Period: August 2025-December 2025 January 2026-December 2026 January 2027-July 2027</i></p>	

Submitted by: _____

Authorized Representative: _____

Signature& Date: _____

ANNEX B. TECHNICAL SPECIFICATIONS

Suppliers/Bidders should indicate "COMPLY" or "NOT COMPLY" to the specifications/requirements below.

Item	Specification		Statement of Compliance
I	GENERAL REQUIREMENT	<div>A. The General Pest Control Service Provider must have a License to Operate as Household/Urban Pest Control Operator upon the expiration of the 2-year transitory period as per FDA Circular No. 2022-010.</div> <div>B. The General Pest Control Service Provider shall provide all the required labor, supplies, materials, chemicals, tools and equipment necessary and incidental to the performance of the job in accordance with the standards and methodologies as stated in the detailed scope of work</div>	
II	SCOPE OF WORK	<div>A. Flying Insects Elimination</div> <div>1. Monthly treatment of all floors/areas including toilets, outside premises, etc. using the method such as but not limited to Ultra Low Volume (ULV) space misting/fogging/spraying to minimize if not totally eliminate various flying insects</div> <div>B. Crawling Insects Elimination</div> <div>1. Monthly treatment of all floors/areas including toilets, etc. using the method such as but not limited to Residual spraying/ Ultra Low Volume (ULV), crack and crevices flushing/Gel baiting application to minimize if not totally eliminate various Crawling Insects (e.g. Cockroach and Ants)</div> <div>C. Rodent Elimination</div> <div>1. Monthly placement/ installation of bait stations, bait packets/ rat glues/ rat traps</div> <div>2. Regular monitoring of installed baits</div> <div>3. Cleaning and maintenance of bait stations</div> <div>4. Replenishment of baits on bait stations and glue boards</div>	

Submitted by: _____

Authorized Representative: _____

Signature& Date: _____

ANNEX C. BILL OF QUANTITIES

PROJECT: 2-YEAR CONTRACT FOR GENERAL PEST CONTROL SERVICES OF SSS ILOILO-
CENTRAL BRANCH

LOCATION: GROUND FLOOR, CITY MALL PAVIA, UNGKA II, PAVIA, ILOILO

Item (A)	DESCRIPTION (B)	QTY. (C)	UNIT (D)	UNIT COST (VAT INCLUDED) (E)	TOTAL COST (F) (C)*(E)
I	<div>A. Flying Insects Elimination</div> <div>1. Monthly treatment of all floors/areas including toilets, outside premises, etc. using the method such as but not limited to Ultra Low Volume (ULV) space misting/fogging/spraying to minimize if not totally eliminate various flying insects</div> <div>B. Crawling Insects Elimination</div> <div>1. Monthly treatment of all floors/areas including toilets, etc. using the method such as but not limited to Residual spraying/ Ultra Low Volume (ULV), crack and crevices flushing/Gel baiting application to minimize if not totally eliminate various Crawling Insects (e.g. Cockroach and Ants)</div> <div>C. Rodent Elimination</div> <div>1. Monthly placement/ installation of bait stations, bait packets/ rat glues/ rat traps</div> <div>2. Regular monitoring of installed baits</div> <div>3. Cleaning and maintenance of bait stations</div> <div>4. Replenishment of baits on bait stations and glue boards</div>				<div></div> <div></div> <div></div> <div></div>
	TOTAL COST PROPOSAL				Php <div></div>

Submitted by:

Authorized Representative:

Signature& Date: