



SUPPLEMENTAL BID BULLETIN No. 1

to the

BID DOCUMENTS

for the

**PROCUREMENT OF SERVICES FOR GENERAL PEST CONTROL SERVICES FOR SIX (6)
MONTHS
ITB No. BS-001-2025**

A. The modification is hereby made to the above-captioned Invitation:

- Delete Section III: Bid Data Sheet in its Entirety and replace it with Attachment Sheet No. 1.
- Delete Section VII: Technical Specifications in its Entirety and replace it with Attachment Sheet No. 2.
- Delete Section VIII: Checklist of Technical and Financial Documents in its Entirety and replace it with Attachment Sheet No. 3.

All other terms and conditions remain unchanged.

For the guidance and information of all concerned.

ENGR. ROBERT C. SUGUITAN
BAC-B Chairperson



Bid Data Sheet

ITB Clause	
5.3	<p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a) The statement of the Bidder's Single Largest Completed Contract (SLCC) is equal to fifty (50%) of the ABC or at least two (2) similar contracts and the aggregate contract amount should be equivalent to at least fifty percent (50%) of ABC having the largest similar contract must be equivalent to at least twenty five percent (25%) of the ABC. Similar to the contract must be within five (5) years prior to the deadline for the submission and receipt of bids</p> <p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"><i>Provision of services for General Pest Control.</i>completed within Five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
10.1	<p>Additional Requirements:</p> <ol style="list-style-type: none">Certificate of Site Inspection from END USER;Affidavit of undertaking stating that the Chemical to be used should be environmentally friendly and duly approved by the Food and Drug Administration (FDA);Organizational Chart and List of Manpower;DO 174 Certificate, Sanitary Permit, Mayors Permit, DTI Certification;Statement of Warranty for Pest Control Service – minimum of one (1) year;FDA License to Operate Exterminator/Fumigator;Documents that prove at least three (3) years of experience in the business;List of clients for the past 3 years.Certificate of Satisfactory Performance from on-going client;Certification of Membership - Pest Control Association of The Philippines (PCAP);ISO 9001:2015 QMS Certification and ISO 45001:2018 OHSMS Certification;Updated Clearances At Least Third Quarter 2024 From SSS, PHILHEALTH and PAGIBIG;Medical certificate that the personnel are Physically Fit to do Pest Control works.Basic Entomology Training Certificate (or equivalent) accredited by (PCAP) Pest Control Association of the Philippines Inc or Philippine



	Federation of Pest Management Operators Association Inc (PFPMOA Inc.)
12	The price of the Goods shall be quoted (<i>NIA Central Office</i>) or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>The amount of not less than Php 35,389.20 [(2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>The amount of not less than Php 88,473.00 [(5%) of ABC] if bid security is in Surety Bond.</p>
15	<p>Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid. Original, Copy 1, and Copy 2 must reflect the following:</p> <ol style="list-style-type: none">Table of contents;Should be in sequential order of documents in line with Section IX "Checklist of Technical and Financial Documents";Proper tabbing of the documents; andCopies 1 and 2 must be certified true copy of the original.
19.3	<i>No further instructions</i>
20.2	<u>NOTE: The latest income and business tax returns</u>
21.2	<i>No further instructions</i>



Supplemental Bid Bulletin No. 1
BS-001-2025
Attachment Sheet No. 2

Technical Specification

Bidders must state **"Comply"** in the column **"Statement of Compliance"** against each of the individual parameters of each "Specifications".

Item	Specifications	Bidder's Statement of Compliance
1	Qualification of the Service Provider (See attached Annex "A" item 1.0)	
2	Scope of Work (See attached Annex "A" item 2.0)	
3	Service Standards and Conditions (See attached Annex "A" item 3.0)	
4	Payment Terms (See attached Annex "A" item 4.0)	
5	Performance Review and Assessment (See attached Annex "A" item 5.0)	
Nothing Follows		

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over printed name of
Representative

Date



<i>Technical Specification (Annex "A")</i>	<i>Statement of Compliance</i>
<p>1. Qualification of the Service Provider</p> <p>a. Licenses and Certifications</p> <ul style="list-style-type: none">i. Certificate of Site Inspection from END USERii. Affidavit of undertaking stating that the Chemical to be used should be environmentally friendly and duly approved by the Food and Drug Administration (FDA)iii. Organizational Chart and List of Manpoweriv. Department of Labor and Employment DO 174 Certificatev. Sanitary Permitvi. Mayors Permitvii. DTI Certificationviii. Statement of Warranty for Pest Control Service – minimum of one (1) yearix. FDA License to Operate Exterminator/Fumigatorx. Documents that prove at least three (3) years of experience in the businessxi. List of clients for the past 3 years (government or private contract)xii. Certificate of Satisfactory Performance from on-going clientxiii. Member of Pest Control Association of The Philippines (PCAP)xiv. ISO 9001:2015 Quality Management System Certification (QMS)xv. ISO 45001:2018 Occupational Safety and Health Management System Certification (OSHMS)xvi. Updated Clearances At Least Third Quarter 2024 From SSS, PHILHEALTH and PAGIBIGxvii. Pest Management Plan and Method Statementxviii. Safety and Data Sheet of pesticides, chemicals and other solutions that will be used for pest control. <p>b. Chemicals, Materials, Tools, Equipment, and Labor</p> <ul style="list-style-type: none">i. Only those approved by the government with their corresponding Certificate of Product Registration from FDA and their respective Safety Data Sheets (SDS), shall be used. (To be submitted as part of post qualification).	



- ii. All materials, tools, equipment, and labor needed to deliver the obligations arising from this contract shall be on the account of the Service Provider

2. Scope of Work

- a. The service provider shall provide all labor and materials, tools and equipment, supervision and other incidentals for the extermination and effective control of all disease transmitting and destructive pests such as flies, mosquitoes, cockroaches, ants, rodents, mice, termites, and other flying and crawling insects. Works shall include the following:

The scope of work under this project aims to ensure attainment of the Project Objectives. The following are the minimum activities to be undertaken to pursue the aim.

- i. Pest Control Treatment;
 - ii. Soil Poisoning, Wood Drenching, Surface Spraying;
 - iii. Colony/Mound Demolition;
 - iv. Flying and Crawling Insects (General Pest) Control
Residual/knockdown Spraying
 - v. Gel Baiting;
 - vi. Rat Abatement Control;
 - vii. Mosquitoes control and larvicide control;
 - viii. The service provider should offer on call service in between the schedule without additional cost to NIA, including performing immediate special or additional service should there be a sudden outbreak of infestation within NIA premises, or as needed, also at no additional cost to NIA;
 - ix. The service to be rendered by the service provider shall essentially consist of providing all labor, supplies and pesticides necessary for the performance of pest control for NIA- CO.
- b. The schedule of work shall include but not be limited to the following:
- i. Once-a-month misting.
 - ii. Trapping as needed of rats and mice.
 - iii. Once-a-month inspection of grounds and common areas to immediately detect and address other pest control items.



c. The Service provider shall ensure that treatment covers the following premises:

- a. Building A (1st to 9th floor)17,442 sqm
- b. Building B (1st to 4th floor).....6,720 sqm
- c. DCIEC Building (1st to 5th floor).....5,600 sqm
- d. ICC Building (1st to 2nd floor)2,300 sqm
- e. Covered Court.....1,034 sqm
- f. Matikas Hall.....504 sqm
- g. DCIEC Dormitory with Canteen1,581 sqm
- h. BFMD Building159.25 sqm
- i. Carpentry.....350 sqm
- j. Motorpool.....612 sqm
- k. Tower.....1,168.49 sqm
- l. PNB.....423.64 sqm
- m. Quadrangle3,443.60 sqm

The total area of the National Irrigation Administration Central Office is 41,337.98 sqm.

d. Manpower:

- i. The Service provider shall assign at least six (6) technicians to deliver pest control services for the areas of the NIA-CO on a once-a-month basis and as required by the General Services Division.
- ii. The Service provider shall submit a medical certificate confirming fit to work for pest control activities, valid for six (6) months. If the medical certificate is no longer valid at the time of project execution, the service provider must provide an updated medical certificate for the assigned technicians.
- iii. Relievers and Augmentation Team should be made available during emergency situations and in case of absence of regularly assigned staff.
- iv. The technicians shall always wear complete uniform and personal protective equipment (PPE) complete with identification card.

3. Service Standards and Conditions

- a. The Service Provider shall ensure that all its employees adhere to all security measures and procedures required by NIA-CO in



the performance of the services provided under the contract and shall, under no circumstances, violate standard rules and regulations.

- b. The Service Provider shall likewise adopt other safety and security measures considered appropriate under the contract.
- c. The Service Provider shall ensure that all office areas, including flooring wall, office furniture and fixtures, etc. will have no stain marks or droplets of chemicals/solution used.
- d. The Service provider shall assume full responsibility and liability for the cost of repair/replacement due to damages caused by its own staff to the any NIA-CO property while conducting pest control.
- e. The Service provider shall assume full responsibility and liability for any work-related accident or illness by and to their own personnel or any NIA-CO employee caused by the conduct of pest control activity.
- f. During contract implementation, the Service provider must have a program which is in accordance with the principles of Integrated Pest Management - the proven much safer and greener approach in addressing pest problems and concerns. Approaches and techniques must lay emphasis on Sanitation and Prevention rather than chemical usage and use a number of alternatives waste management tools such as the use of baits, attractants, and traps. All of which, is subject to the approval of the GSD.

4. Payment Terms

- a. The Service Provider within five (5) working days after the conduct of each activity shall submit an accomplishment report, pictures (with timestamp) covering all activities done including a detailed description of treatments, proofs of effectiveness of service and control interventions, and recommendations to totally eradicate pests in the NIA-CO Premises.
- b. The Service Provider shall submit, along with the monthly billing statement, an after-service report as proof of effectiveness and compilations of pictures of the conducted activity as means of verification.
- c. The Service Provider in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by law, and shall comply with all pertinent



rules and regulations. The Service provider's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices.

5. Performance Review and Assessment

- a. The Service provider shall maintain a satisfactory level of performance throughout the Contract period based on the following set of performance criteria:
 - i. Compliance to pertinent laws;
 - ii. Compliance to the approved Pest Control Plan and NIA-CO rules and policies;
 - iii. On time submission of accomplishment report, after-service reposts and picture documentation (with timestamp) of activity; and
 - iv. Adherence to the Standards as provided in FDA Circular No.2022-010 Implementing Guidelines of Department of Health (DOH) Administrative Order (AO) No. 2019-0010 on the Issuance of License to Operate as Household/Urban Pest Control Operators, and for Other Purposes.
- b. The GSD shall conduct a periodic review using the above-cited criteria to ensure compliance with the technical specifications, as well as with the other terms and conditions imposed by the NIA-CO during the contract period.

CONFORME

Full Name and Signature of
Bidders/Authorized Representative:

Designation:

Name of Company:



TERMS OF REFERENCE (TOR)

Pest Control Services for CY 2025 (6 months)

1.0 RATIONALE AND BACKGROUND

To ensure the health and safety of its employees and visitors, the National Irrigation Administration Central Office (NIA-CO) is seeking proposals from qualified pest control companies for the comprehensive extermination and control of disease-transmitting and destructive pests, including termites, cockroaches, ants, flies, mosquitoes, and rodents. The NIA-CO specifically requires the use of modern and environmentally friendly pest control methods.

2.0 APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is one million seven hundred sixty-nine thousand four hundred sixty (Php1,769,460) inclusive of VAT.

3.0 DEFINITION OF TERMS

The following words, expression and abbreviations shall have the meaning hereby assigned to them, except where the context requires otherwise.

3.1. SERVICE PROVIDER – the individual, firm, partnership or corporation which undertakes the contract of work herein described.

3.2. CLIENT – refers to the National Irrigation Administration Central Office

3.3. PEST MANAGEMENT PLAN – refers to the description of the activities and strategies to be undertaken in accomplishing the Project objective and scope of work/services. The detailed work plan must demonstrate unequivocally the capability of the service provider to undertake satisfactorily the Project.

3.4. CONTRACT – means an agreement made between the NIA-CO and the Pest control services for the execution of and payment for the work as defined in the Contract documents.

3.5 END-USER – refers to NIA Central Office General Services Division.

4.0 PROJECT DESCRIPTION

The project subject of this Term of Reference (TOR), involves basically the undertaking of extermination and control of disease transmitting and destructive pest in the National Irrigation Administration Central Office.



5.0 PROJECT OBJECTIVES

The NIA Central Office intends to engage the services of a licensed termite exterminator and general pest control service provider in order to manage, treat, control and eradicate any pest, termites, cockroaches, any flies, mosquitoes and rodents within the premises of the NIA Central Office, with a total area of 41,337.98 sq.m.

6.0 PROJECT SCOPE OF WORK

The scope of work under this project aims to ensure attainment of the Project Objectives. The following are the minimum activities to be undertaken to pursue the aim.

6.1. Pest Control Treatment;

6.2. Soil Poisoning, Wood Drenching, Surface Spraying;

6.3. Colony/Mound Demolition;

6.4. Flying and Crawling Insects (General Pest) Control Residual/knockdown Spraying

6.5. Gel Baiting;

6.6. Rat Abatement Control;

6.7. Mosquitoes control and larvicide control;

6.8. The service provider should offer on call service in between the schedule without additional cost to NIA, including performing immediate special or additional service should there be a sudden outbreak of infestation within NIA premises, or as needed, also at no additional cost to NIA;

6.9. The service to be rendered by the service provider shall essentially consist of providing all labor, supplies and pesticides necessary for the performance of pest control for NIA- CO.

7.0 AREA OF COVERAGE / SERVICE AREA

n. Building A (1st to 9th floor).....	17,442 sqm
o. Building B (1st to 4th floor).....	6,720 sqm
p. DCIEC Building (1st to 5th floor).....	5,600 sqm
q. ICC Building (1st to 2nd floor).....	2,300 sqm
r. Covered Court	1,034 sqm



s. Matikas Hall.....	504 sqm
t. DCIEC Dormitory with Canteen.....	1,581 sqm
u. BFMD Building.....	159.25 sqm
v. Carpentry	350 sqm
w. Motorpool	612 sqm
x. Tower	1,168.49 sqm
y. PNB.....	423.64 sqm
z. Quadrangle.....	3,443.60 sqm

The total area of the National Irrigation Administration Central Office is 41,337.98 sqm.

8.0 MANPOWER REQUIREMENTS

8.1. The service provider ensures that its personnel are well trained and physically fit to perform their task.

8.2. The CLIENT shall not be held accountable and liable for any accident or sickness that the employees of the SERVICE PROVIDER may contract during the performance of their duty while on the premises of the CLIENT.

9.0 PROJECT STANDARD AND REQUIREMENTS

9.1. Inspection and evaluation of premises for Pest Control Treatment shall be conducted within fifteen (15) days if SERVICE PROVIDER is agreed from this Terms of references, the SERVICE PROVIDER will inspect the premises of the CLIENT for the purpose of identifying potential problem areas that may be contributing to pest infestation within the facility, making recommendations for corrective measures that should be implemented and developing a comprehensive integrated pest management plan. The SERVICE PROVIDER will then submit the following to the CLIENT before the start of implementation for the latter's approval:

9.1.1 Pest Management Plan and Method Statement;

9.1.2 A schedule for the implementation of the pest control

9.1.3 Material Safety and Data Sheet of pesticides, chemicals and other solutions that will be used for pest control.

9.1.4 Create a Logbook to document Pest Sighting and Treatments.

9.2. The SERVICE PROVIDER further agrees to abide by the existing health and safety, environmental and quality procedures as per government approved standard practice being implemented by the CLIENT.



9.2.1 The SERVICE PROVIDER shall be solely responsible for the safe and compliant disposal of all empty chemical containers and any other waste generated during pest control services, in compliance to existing rules and regulations pursuant to environmental safety.

9.2.2. Ensuring that technical person who will conduct pest control services will be in proper company uniform with identification cards and shall use protective gears in the performance of their function.

9.3. The following additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.

9.3.1. Certificate of Site Inspection from END USER;

9.3.2. Affidavit of undertaking stating that the Chemical to be used should be environmentally friendly and duly approved by the Food and Drug Administration (FDA);

9.3.3. Organizational Chart and List of Manpower;

9.3.4. DO 174 Certificate, Sanitary Permit, Mayors Permit, DTI Certification;

9.3.5. Statement of Warranty for Pest Control Service – minimum of one (1) year;

9.3.6. FDA License to Operate Exterminator/Fumigator;

9.3.7 Documents that prove at least three (3) years of experience in the business;

9.3.8 List of clients for the past 3 years.

9.3.9. Certificate of Satisfactory Performance from on-going client;

9.3.10. Member of Pest Control Association of The Philippines (PCAP);

9.3.11. ISO 9001:2015 QMS Certification and ISO 45001:2018 OHSMS Certification;

9.3.12. Updated Clearances At Least Third Quarter 2024 From SSS, PHILHEALTH and PAGIBIG;

9.3.13. Medical certificate that the personnel are Physically Fit to do Pest Control works.



9.3.14. Basic Entomology Training Certificate (or equivalent) accredited by (PCAP) Pest Control Association of the Philippines Inc or Philippine Federation of Pest Management Operators Association Inc (PFPMOA Inc.)

10.0 PROJECT IMPLEMENTATION

10.1. The parties hereto agree that the personnel of the SERVICE PROVIDER may be subjected to on- the-spot search inspection by the CLIENT'S security guards on duty whenever entering and/or leaving the premises:

10.2. The SERVICE PROVIDER shall coordinate with the CLIENT to ensure that the following are secure before it renders pest control services:

- a. That all office equipment is properly covered;
- b. That smoke detectors are temporarily disconnected;
- c. That the papers are removed or properly covered and other files/clothes are secured inside the cabinet; and
- d. That all food and food utensils are properly covered and secured.

10.3. Monitoring for General Pest Control Treatment

10.3.1. If the CLIENT reports pest activity or sightings in the listed areas under Item number 7.0, the CLIENT must notify the SERVICE PROVIDER and SERVICE PROVIDER should take action within three (3) days from the receipt of the notice from the CLIENT.

10.3.2. The Pest Control SERVICE PROVIDER under this contract shall include the following services:

10.3.2.1 Pest Control/ Soil Poisoning/ Wood Drenching;

10.3.2.2 Surface Spraying;

10.3.2.3 Colony/Mound Demolition;

10.3.2.4 Flying and Crawling Insects (General Pest) Control
Residual/knockdown Spraying;

10.3.2.5 Gel Baiting;

10.3.2.6 Rat Abatement Control; and

10.3.2.7 Mosquito control and larvicide;



10.3.2.8 Additional service shall be provided if there will be a sudden outbreak of infestation in the treated areas without additional cost to NIA.

10.4. The SERVICE PROVIDER shall provide and supply all chemicals, equipment, and competent manpower needed to perform and satisfy services stipulated above. The SERVICE PROVIDER hereby guarantees that it shall only use safe and effective formulation approved by the Food and Drug Administration (FDA) and other concerned government agencies, and shall assign and guarantee competent and honest service technicians to undertake the required services to ensure the proper application and treatment.

11.0 PROJECT DURATION

11.1. The SERVICE PROVIDER shall implement the project and conform with the Agreement and this Terms of Reference, for six (6) months from the issuance of Notice to Proceed. The performance of the SERVICE PROVIDER shall be validated by (NIA-CO-GSD) in accordance with the Agreement, Terms of Reference, Bidding documents and other contract documents.

12.0 BUDGET AND BASIS OF PAYMENT

12.1. Payment will be on a monthly billing basis based on the actual services provided by the Service Provider. The NIA-CO-GSD will conduct strict monitoring to ensure the pest control provider's services are performed efficiently.

12.1.2. The Statement of Account or Billing shall be submitted by the Pest Control Service Provider for preparation of Budget Utilization Request and disbursement voucher by the procurement and property division.

12.1.3. Certificate of Completion shall be prepared by the NIA-CO-GSD which shall be attached as a supporting document to the disbursement voucher.

12.1.4 Attached Actual Photos with Time Stamp

13.0 SUSPENSION, CANCELLATION OR TERMINATION OF CONTRACT

13.1. The CLIENT may, without prejudice to other remedies against the SERVICE PROVIDER, extrajudicially suspend, cancel, or terminate this CONTRACT, in whole or in part, after a 30-day day notice to the SERVICE PROVIDER, due to default, violation of the contract and this Terms of reference, or for justifiable cause, or any ground which deems inimical to the CLIENT'S or public interest, which includes but is not limited to the following:



13.1.1 When the employee of the SERVICE PROVIDER willfully and intentionally or through negligence, while within the premises of the CLIENT performing his or her duty, causes the death of or has inflicted serious physical injury on any person or any employees, visitors and official of the CLIENT premises while on official duty;

13.1.2 When the employee of the SERVICE PROVIDER willfully and intentionally or through negligence caused irreparable damage to the reputation or any interest of the CLIENT, major destruction of CLIENT's properties and equipment due to the performance or non- performance of his duties and responsibilities.

14.0 ASSIGNMENT / PROHIBITION AGAINST SUB- CONTRACTING

14.1. This Terms of Reference or any portion thereof shall not be assigned, transferred or ceded to any other party/ies without written consent of the CLIENT. The SERVICE PROVIDER is further prohibited from sub- contracting any obligation in this contract to any other party/ies.

15.0 DAMAGES TO PERSONS AND PROPERTY

15.1. The SERVICE PROVIDER shall indemnify and keep indemnified the NIA-CO against all losses and claims for injuries or damages to any person or property, whatsoever which may arise as a consequence of the performance and non-performance of the terms and conditions of this terms of reference and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of in a relation thereto.

16.0 WARRANTY/IES

16.1. The SERVICE PROVIDER shall warrant that the services to be rendered will effectively exterminate any and all pest, insects and rodents without the visible presence and disturbing odor smoke and fumes. Should NIA find the services to be ineffective as evidenced by the continuous presence of termites, cockroaches and mice and other common house pests and insects, NIA reserves the right to terminate the contract. In such case, NIA shall not be obliged to pay the service provider for the services rendered.

16.2. The SERVICE PROVIDER shall warrant that only chemicals duly approved by the Food and Drugs Administration (FDA) and/or other government agencies regulating the use and licensing the chemicals will be used.

16.3. The SERVICE PROVIDER shall agree that only honed, skilled and well-trained service technicians will be assigned to the NIA-CO premises to ensure correct treatment of pest and proper application of chemical.



16.4. The SERVICE PROVIDER shall warrant that after one (1) year from the treatment of NIA-CO premises, or after the expiration of the contract, it shall guarantee that the same shall be free from termite and pest re-infestation for a period of one (1) year. A warranty Certificate shall be issued by the service provider at the last treatment. Should there be any evidence of termite and pest re-infestation within the warranty period, the service provider shall immediately conduct re-treatment of the premises, free of charge.

CONFORME:

Name of Bidder / Company
Signature Over Printed Name of Authorized Signatory
Designation
Date

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- ☐ b. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ d. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ f. Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ g. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ h. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ i. [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ j. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Additional Requirements

1. Certificate of Site Inspection from END USER;
2. Affidavit of undertaking stating that the Chemical to be used should be environmentally friendly and duly approved by the Food and Drug Administration (FDA);
3. Organizational Chart and List of Manpower;
4. DO 174 Certificate, Sanitary Permit, Mayors Permit, DTI Certification;
5. Statement of Warranty for Pest Control Service – minimum of one (1) year;
6. FDA License to Operate Exterminator/Fumigator;
7. Documents that prove at least three (3) years of experience in the business;
8. List of clients for the past (3) three years.
9. Certificate of Satisfactory Performance from on-going client;
10. Certification of Membership - Pest Control Association of The Philippines (PCAP);
11. ISO 9001:2015 QMS Certification and ISO 45001:2018 OHSMS Certification;
12. Updated Clearances at least third quarter 2024 from SSS, PHILHEALTH and PAGIBIG;
13. Medical certificate of at least (6) six personnel that are they physically fit to do Pest Control works valid for (1) one year from the date of issuance.
14. Basic Entomology Training Certificate (or equivalent) accredited by (PCAP) Pest Control Association of the Philippines Inc or Philippine Federation of Pest Management Operators Association Inc (PFPMOA Inc.)

25 FINANCIAL COMPONENT ENVELOPE

- ☐ a. Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ b. Original of duly signed and accomplished Price Schedule(s).