



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES**  
**菲律賓共和國駐澳門特別行政區總領事館**

**MACAU SAR**

**REQUEST FOR QUOTATION**

Sir/Madam:

The Philippine Consulate General in Macau SAR intends to procure One (1) Year Pest Control Services and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached Terms of Reference for the procurement **on or before 28 October 2021**. The Consulate accepts open quotations submitted directly through email at [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph). Quotations should not exceed the Approved Budget for the Contract (ABC) of One Hundred Seventy Thousand Eight Hundred Twenty-Nine Philippine Pesos and Fifty-Five Centavos (PHP 170,829.55) or **Thirty Thousand Macau Patacas (MOP30,000.00)** and detailed in the attached Terms of Reference.

Kindly send us the signed copy stating the company's compliance to the said Terms of Reference.

Should you require further clarification, please contact Gina Clemencio at +85366981900 or send a message to [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph).

Very truly yours,

  
**MARIA ANGELICA C. GENOTIVA**  
BAC Chairperson

Macau SAR, 21 October 2021

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Price quotation shall be denominated in Macau Patacas and shall include all taxes, duties, and/or other lawful charges.
- Bidders shall comply with the Technical Specifications/Terms of Reference attached to this Request for Quotation.
- The Philippine Consulate General in Macau SAR reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

Units 1404-1406, 14/F AIA Tower, Nos. 251-A-301, Avenida Comercial de Macau, Macau SAR

Tel: (853) 28757111 Fax: (853) 28757227

Website: [www.macaupcg.dfa.gov.ph](http://www.macaupcg.dfa.gov.ph) Email: [macau.pcg@dfa.gov.ph](mailto:macau.pcg@dfa.gov.ph)

**TERMS OF REFERENCE FOR PROCUREMENT OF PEST CONTROL SERVICES  
FOR 01 NOVEMBER 2021 TO 31 OCTOBER 2022**

<b>I.</b>	<p><b>Background</b></p> <p>The Philippine Consulate General in Macau SAR intends to procure a pest control service provider to ensure that its properties and facilities are free from pests, and the health and welfare of its office's occupants are safeguarded.</p>	
<b>II.</b>	<p><b>Objective</b></p> <p>The project involves the extermination of all pests such as but not limited to bugs, cockroaches, ants, and flies that pose harm to the properties, facilities and occupants of the Consulate's premises.</p>	
<b>III.</b>	<p><b>Scope of Works</b></p>	<p align="center"><b>Statement of Compliance</b></p>
<b>A.</b>	<p><b>General</b></p> <p>Areas of operations shall include the following areas inside Units 1404-1406, AIA Tower, Avenida Comercial de Macau SAR China:</p> <ol style="list-style-type: none"> <li>1. Receiving area</li> <li>2. Conference room</li> <li>3. Consular area</li> <li>4. Visa</li> <li>5. Hallways</li> <li>6. All rooms (CG, Consul, Records, ATN, AO, FO, Server Room)</li> <li>7. Pantry</li> <li>8. POLO/OWWA</li> </ol>	
<b>B.</b>	<p><b>Specific Duties and Responsibilities</b></p> <p>The provider shall:</p> <ol style="list-style-type: none"> <li>1. Provide pest control treatment of cockroaches, mosquitoes, ants and, flies and other similar services at the Consulate's premises as previously mentioned.</li> <li>2. Provide the Consulate a Pest Control plan for one year at the beginning of the Contract. This include the daily, weekly and monthly schedule of activities for major and minor works for the Consulate's premises as previously mentioned.</li> </ol>	

	<ol style="list-style-type: none"> <li>3. Conduct twice a month inspection and survey of the premises of the Consulate to search and identify the sources and location of the pest problem and unforeseen breeding sites. Technicians shall be assigned to inspect and conduct pest control premises twice a month.</li> <li>4. Provide and apply insecticidal (roach) bait and/or similar insecticide near harborage areas such as cracks and crevices, underneath cubicles and tables, electrical wirings, computer units, printer units, etc. using advance gel abatement.</li> <li>5. Apply insecticide in places and areas where pests crawl, hide and congregate including cracks and crevices as well as undersides of appliances, false ceiling, fixtures and furniture.</li> <li>6. Conduct cleaning operations and ensure proper and sanitary disposal of the exterminated pests, garbage/chemicals. The chemicals should not be disposed of at the Consulate's garbage disposal area.</li> <li>7. Provide quarterly written report to the Consulate on the services rendered within the Consulate's premises. <b>This report shall form part of the documentary requirements for payment.</b></li> </ol>	
<b>IV.</b>	<p><b>Provider's Obligations:</b></p> <p>The Provider shall:</p>	
<b>A.</b>	<p><b>Observance of Government Regulations</b></p> <p>Comply with all Macau Labor laws, rules and regulations.</p>	
<b>B.</b>	<p><b>Miscellaneous Equipment and Supplies</b></p> <ol style="list-style-type: none"> <li>1. Provide its pest control service personnel with proper personal protective equipment relevant to their tasks, such as but not limited to, gloves and masks.</li> <li>2. Provide its pest control service personnel with necessary equipment and supplies listed in Annex A.</li> <li>3. Provide its pest control service personnel with proper uniform/attire and ID/identification at all times.</li> <li>4. In no case shall the pest control service personnel be allowed to stay within the Consulate's premises after their regular duty, unless deemed necessary by the Administrative Officer (AO) of the Consulate.</li> </ol>	

<p><b>C.</b></p>	<p><b>Safety measures in using pesticide and termiticide chemicals/solutions</b></p> <p>The provider shall:</p> <ol style="list-style-type: none"> <li>1. Rid the premises of unwanted odor.</li> <li>2. Protect premises from harmful effects of pesticide residues during and after conduct of pest control services.</li> <li>3. Ensure that all chemicals/solutions to be used in the Consulate shall not pose any health hazards to the occupants.</li> <li>4. Follow all safety precautions in the application and handling of all pesticide chemical/solutions or baiting system.</li> <li>5. Provide Personal Protective Equipment (PPE) to technicians during operations.</li> </ol>	
<p><b>V.</b></p>	<p><b>Schedule of Requirements:</b></p>	
	<p>The Contract shall be in full force and in effect for the period from 01 November 2021 to 31 October 2022. The Provider shall provide the services within seven (7) calendar days from receipt of the Notice to Proceed (NTP).</p>	
<p><b>VI.</b></p>	<p><b>Confidentiality Clause</b></p>	
	<p>The provider shall ensure that each of its personnel assigned to the Consulate shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Consulate prior to the commencement of the service.</p>	
<p><b>VII.</b></p>	<p><b>Terms of Payment</b></p> <ol style="list-style-type: none"> <li>A. The provider shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered.</li> <li>B. Payments shall be made within fifteen (15) days upon receipt of the monthly invoice with complete requirements.</li> </ol>	

*Note:* Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of

the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative]

[Position]

[Date]

## **Annex A**

The provider shall provide the following Pest Control Equipment and Supplies at no additional cost to the Consulate.

<b>Equipment and Supplies</b>
a. Chemical (Odorless) for killing/repelling crawling insects
b. Insecticide (odorless)
c. Black Garbage bags
d. Heavy duty gloves
e. Cockroach Killing Gel 1.05 oz. (syringe)
f. Air Freshener
g. Stain Remover
h. Face Mask

Conforme by: