

## TERMS OF REFERENCE

### GENERAL PEST CONTROL AND TERMITE PROOFING SERVICES AT PORT CAPINPIN, ORION, BATAAN

#### A. Rationale

It has been observed that termites and other pests are visible in the present Terminal Management Office of Capinpin, Orion, Bataan, which destroys some office equipment and parts of the building made of wooden materials such as door jambs, cabinets and the like, thus, a general pest control and general termite proofing services is now imperative.

#### B. Approved Budget for the Contract

The approved budget for the contract is **Php 92,326.31 (inclusive of all taxes)**.

#### C. Qualifications of the Supplier

1. Certificate of Product Registration from the Food and Drugs Administration (FDA) for all the chemicals to be used;
2. Engaged in the business continuously for the past 3 years; and
3. Has certified technicians to be assigned at the covered said areas who are honest, skilled and well-trained applicators.

#### D. Responsibilities of the Supplier

1. The Supplier shall ensure that all materials, labor and equipment necessary for the implementation of the work are of the best quality and workmanship.
2. Termite proofing and general pests control services shall be undertaken in accordance with the work plan which will be submitted to and approved by the PPA, PMO-Bataan/Aurora.
3. General Scope of Work

The Supplier shall perform general pest control and termite proofing services (with every two months monitoring) which includes soil poisoning/ drilling, termite baiting and wood drenching of FCMD Building, Guard House & Public CR at parking area at Port of Capinpin, Orion, Bataan.

4. The area of treatment coverage is **133.14** square meters. The Supplier shall ensure that treatments cover all structures and premises of the building.

5. Technical and Professional Services:

The Supplier shall provide the following technical methods and professional services for the effective termite and pest control of all the premises of the said aforementioned areas.

Comprehensive Termites Control Services

##### Soil Poisoning

This service shall be the application of termite chemicals. The Contractor shall create a continuous chemical barrier making it impossible for termites to enter and destroy the wooden structures of the buildings through the following:

- Drilling at the compound using an electric hammer drill, then injecting termite chemicals, using a modern pressurized soil injector.
- Direct injection of termite chemicals along the concrete and/or soil perimeter of the building of the compound 30 centimeters apart using the same procedure and equipment.

- Drilled holes after treatment shall be restored to its original appearance through the use of concrete mix/cement.

#### Residual Spraying

- This shall be done to facilitate direct extermination of termites on infested parts of the building. Uninfested areas shall also be treated to provide adequate protection.
- Chemical Dusting
- The service refers to the application of anti-termite powder to all joints, ends, crevices, baseboards and cabinets. Emphasis of treatment shall be on the wooden structures of the building.
- Termites Mound Extermination
- All termites mounds found in the Buildings compound shall be excavated and exterminate the queen and workers since these are infesting the wooden structures of the building.

#### General Pest Control Services

- Cockroach Control – Treatment by residual spraying, fogging or misting will be carried out in the whole premises, especially in the suspected harborages and breeding places of cockroaches, such as pantries, toilet areas and drainages. Cracks and crevices and hidden surfaces shall also be treated with insecticidal solutions. Residual misting and/or spraying will be applied to areas where fogging treatment is not advisable.
- Rodent Control – Regular treatment by bait laying of anticoagulant preparations in areas used as passageways and harborages of rats and mice, based on a system of permanent/semi-permanent bait stations. These rodenticides provide good control without presenting any hazard to products or personnel. However, if the degree of infestations should ever warrant it, acute bait / chronic rodenticides will be used, but only after close consultation with the Engineering Services Division/Admin Division and then only under the strict supervision of the Contractor.
- Supplementary control methods such as by mechanical traps and sticky boards, plugging or sealing off of holes that may serve as entry points will also be employed if the situation so warrants.
- Fly and Mosquito Control – Regular fogging and/or misting will be done in the premises in accordance with a pre-arranged schedule of treatment. Larva dicing of known breeding places and harborages of flies and mosquitoes will be carried out.

#### Chemicals to be applied

- The Supplier shall ensure that the chemicals to be applied, the frequency of application and the company that provides these chemicals are registered with FDA. In this regard, a certification to show whether said chemicals are registered should be submitted.
- The minimum active ingredients of the chemicals to be provide/supplied by the Supplier shall be approved by FDA.
- The Supplier shall ensure that only safe and effective formulations approved by FDA shall be used.

#### E. Terms and Conditions

1. The Contractor shall submit the following requirements:
  - a) Valid and Current Mayor's permit issued by the City or Municipality where the principal place of business of prospective bidder is located

- b) PHILGEPS Registration Number
- c) Latest Income and Business Tax Returns
- d) List of Completed Projects showing at least (3) three similar projects;
- e) Notarized Omnibus Sworn Statement
- f) Company Profile
- g) Financial Proposal

## 2. Site Inspection

The Supplier, at his/her discretion, shall conduct actual site inspection of the project and to be supported by a certification from the Engineering Services Division. The Supplier shall notify the BAC Secretariat one (1) day in advance of the said site inspection.

## 3. Award

The supplier who submitted the lowest calculated and responsive quotation shall be awarded the services.

## 4. Delivery/Commencement of Services

- Commencement of Services shall be made within two (2) calendar days from date of receipt of Notice to Proceed. The Contractor shall immediately commence execution of the works and shall carry out the works in accordance with the Work Plan and TOR of the contract. The Contractor shall complete the project **within seven (7) days** from the date of commencement of work.
- Deliverables shall be delivered to the site, costs to the account of supplier.
- Upon delivery of the Services to the Project Site, the supplier shall notify and present the following documents to the PPA:
  - ☐ Original and 4 copies of the Supplier's Invoice showing the Services description, quantity, unit price, and total price.
  - ☐ Original and 4 copies of Delivery Receipts
  - ☐ Original Statement of Accounts
  - ☐ Warranty Certificate

## 5. Instructions

- Supplier shall be responsible for the sources of its goods/equipment, and shall make the deliveries in accordance with the schedule and specifications of the award. Failure of the supplier to comply with this provision shall be ground for the cancellation of the award issued to the supplier.
- Supplier shall pick up the award within three (3) calendar days from date of receipt of Notice to Proceed.
- All taxes and revenue charges shall be paid by the supplier.

## 6. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods/Services shall be charged as liquidated damages for every day of delay of the delivery of Services.

## 7. Warranty

All works shall be guaranteed for a period of one (1) year with every two months termite/pest control check-up, and provide necessary treatment during the guaranteed period at no extra cost to the Authority

8. Payment

One hundred percent (100%) of the Contract Price shall be paid to the Supplier within fifteen (15) working days from completion and after acceptance of the Services at Project Site and submission of the required documents.

9. Responsibilities of the PMO Bataan/Aurora

➤ Payment

The obligation to pay the supplier shall be made within fifteen (15) days after the delivery and acceptance of the services rendered and submission of the required documents to PMO.

➤ The Inspection Team to be assigned shall monitor the work done by the Contractor to ensure that the Contractor complies with the specifications and conditions of the contract.

➤ Every treatment to be conducted by the supplier, the chemical solutions to be used shall be subject to the inspection and approval of the authorized representative of the Administrative Division, PMO Bataan/Aurora.

The existing General Condition of Contract provided in the Philippine Documents for Goods published by the Government Procurement Policy Board (GPPB) shall form part of this TOR.

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