



TERMS OF REFERENCE

NAME OF PROJECT	:	TERMITE CONTROL AND GENERAL PEST CONTROL SERVICES
APPROVED BUDGET FOR THE CONTRACT (ABC)	:	P940,342.83
LOCATION OF THE PROJECT	:	<ol style="list-style-type: none">1. PMO-NCR South Administration Building, South Harbor, Port Area, Manila.2. PPA H.O. Storage Warehouse, South Harbor, Port Area, Manila.3. TMO-Pasig Office, South Bank, TMO-Pasig, South Harbor, Port Area, Manila.4. Port Operations Building, TMO-Pasig, South Bank, South Harbor, Port Area, Manila.

A. OBJECTIVE:

The Philippine Ports Authority, PMO-NCR South intend to engage the services of a licensed termite exterminator and general pest control Contractor (Service Provider/Pest Control Operator-PCO) for the entire Five (5) Storey Building of PMO-NCR South Administration Building, the PPA H.O. Storage Warehouse, the TMO-Pasig Office and Port Operations Building.

B. RATIONALE:

It has been observed that termites and pests are visible in some parts of the PMO-NCR South Administration Building, PPA H.O. Storage Warehouse, TMO-Pasig Office and Port Operations Building, thus, a comprehensive termite and general pest control is now imperative.

C. SCOPE OF SERVICES:

a. GENERAL EXPENSES:

1. Mobilization and Demobilization
2. Occupational Safety and Health Program
 - a. First Aide System / Admin & PPE Controls
 - b. Works shall be done only during Saturday, Sunday and during Holidays;
 - c. Workers are required to present "Antigen Test" with negative result, and

d. Provision of the mandatory COVID-19 Health and Safety Equipment.

b. PEST AND TERMITE CONTROL:

1. General Pest Control
2. General Termite Control

D. PROPOSAL:

The Contractor (Service Provider/Pest Control Operator-PCO) shall submit its Bid Proposal in accordance with this Terms of Reference and shall be presented on a one comprehensive treatment.

E. QUALIFICATIONS OF THE CONTRACTOR (Service Provider/Pest Control Operator-PCO)

1. Program should be in accordance with the principles of Integrated Pest Management - the proven much safer and greener approach in addressing pest problems and concerns;
2. Program should lay emphasis on Sanitation and Prevention rather than chemical usage;
3. Program must uses a number of alternative pest management tools such as the use baits, attractants, and traps to reduce chemical usage, as a greener approach in controlling pests;
4. Termite Interception and Baiting System must be used. The system which eliminates all potential colonies in the area over duration of time and keeps the structures free from future infestations because it has the following advantages:
 - It is an environmentally responsible termite management method.
 - The product is precise and targets termite colonies.
 - No usage of Toxic chemicals in the soil and inside the building.
5. Only environment-friendly or green-labeled pesticides/chemicals approved by the government (BFAD/ FDA) shall be used/ served to the facility with their corresponding Certificate of Product Registration with DOH-BFAD and their respective Safety Data Sheets or SDS to support the government's Department of Labor – Bureau of Working Conditions and occupational and Environmental Health & Safety requirements;
6. The Contractor (Service Provider/Pest Control Operator-PCO) should provide free inspection, survey and seminar for the housekeeping and engineering/ maintenance personnel on preventing and controlling pest infestations through good housekeeping, environmental safety, and waste management through its Safety and Pollution Control Officer;
7. A periodic pest control inspection, findings and recommendations report is regularly provided to Client to enhance the pest management partnership between the Client and the Contractor (Service Provider/Pest Control Operator-PCO);
8. Program and activities shall be closely monitored by respective supervisors or managers to provide coaching, mentoring, technical support and actual bi-monthly or weekly inspection and mentoring on site;
9. Engaged in the business continuously for the past 10 years or more and has successfully undertaken similar treatments in at least 5 agencies/companies;

10. ISO Integrated Management System (IMS) Certification is an advantage;
11. In accordance with the Government's policy on the storage facilities for toxic hazardous material, substance or products;
12. Member of the Safety Organization of the Philippines, Inc.
13. Member of the Philippine Federation of Pest Management Operators' Association, Inc.
14. Has certified technicians to be assigned at the PMO-NCR South Administration Building, PPA H.O. Storage Warehouse, TMO-Pasig Office and Port Operations Building who are honest, skilled and well-trained applicators.

15. Responsibilities of the Contractor (Service Provider/Pest Control Operator-PCO)

- a. The Contractor (Supplier/Pest Control Operator-PCO) shall ensure that all materials, labor and equipment necessary for the implementation of the work are of the best quality and workmanship.

- b. General Scope of Work

The Contractor (Service Provider/Pest Control Operator-PCO) shall provide all labor and materials, tools and equipment, supervision and other incidentals for the comprehensive termite control and for the general pest control of PMO-NCR South Administration Building, PPA H.O. Storage Warehouse, TMO-Pasig Office and Port Operations Building (POB).

- c. Technical and Professional Services:

The Contractor (Service Provider/Pest Control Operator-PCO) shall provide the following technical methods and professional services for the comprehensive termite control and for the general pest control of all the premises of PMO-NCR South Administration Building, H.O. Storage Warehouse, TMO-Pasig Office and Port Operation's Building.

F. GENERAL PEST CONTROL SERVICES:

(1) Control of Crawling Insect:

- Thorough inspection, control treatment for crawling insect
- Identification of potential or active cockroach harborage sites, including cracks and crevices, inside cabinets, behind or underneath equipment and all other potential areas where cockroaches hide and breed.
- Application of cockroach gel baits that has effective domino effect in killing roaches.
- Installation of sticky or glue traps on pipe chases to prevent roaches to come inside the rooms, offices, etc after space spray or misting treatment has been conducted on the pipe chases.
- A Free seminar/training with topics on and Integrated Pest Management shall be provided to the Engineering and Housekeeping Personnel by Pest Science Technical Training Team.

(2) Control of Flying Insects:

- Thorough inspection, control treatment for flying insects

- Installation of fly bait stations outside the perimeter of the building if necessary to control flying insects outdoor.
- Space treatment (misting or Ultra Low Volume –ULV Misting Machine) shall be performed for the control of the flying insects indoor.
- Application of either residual or contact action insecticide sprays using B & G Hand Sprayer
- Installation of other mechanical or electrical device for areas where misting and surface spray using chemical is not allowed (stables area) with minimum of 20 bait stations without any additional cost to PPA-PMO-NCR South.
- Minimum of 10 fly catchers are to be installed by the Contractor on recommended areas without any additional cost to PPA-PMO-NCR South.
- Thorough inspection, fogging and larviciding on all possible breeding grounds of flies and mosquitoes such as garbage areas, canals and stagnant waters inside the premises.
- A Free seminar/training on and Integrated Pest Management shall be provided to Engineering/Maintenance, Housekeeping and Stewarding Personnel by Pest Science Technical Training Team.

(3) Control of Vermin:

- Thorough inspection to identify any potential or active rodents' harborages and entry points.
- Proper placing of rodent baits and mechanical traps in strategic locations or areas such as runways, harborages and other critical areas.
- Coordination with Engineering Department for the proper sealing or covering of possible entry points of rodents and;
- Proper coordination with Housekeeping and Waste Management Committee for the proper cleaning and sanitation activities as a counter and preventive measure to control rodents as the first line of defense against rats and mice.

(4) All traps, glue boards and light traps to have labels and service tags or monitoring cards. Labels to indicate name of the Contractor (Supplier/Pest Control Operator-PCO), device type, and label number. Monitoring cards to be dated and signed by the Supplier during inspections of the device.

(5) Contractor (Service Provider/Pest Control Operator-PCO) to sit down with and thoroughly discuss with PPA-PMO-NCR South Port Manager/Authorized Representative all findings, services conducted, and recommendations before leaving. Manager-In-Charge to acknowledge.

(6) There will be Four (4) Service Technicians to do thorough treatment, and one (1) Supervisor to administer from time to time to cover all areas; a minimum of EIGHT (8) hours daily for service technician to perform pest control treatment and/ or control,

(7) QA Officer will use a standard audit form with pre-set parameters, audit of all areas under this program shall be conducted, with emphasis on the (1) actual presence of pest or activities,(2) resolution on conditions or structural gaps that could lead to pest activities, (3) adherence to the treatment and trapping procedures, (4) use of approved pesticides, methods, areas of application and dilutions, (5) correctness of the service reports and effectiveness of the technician during treatments and discussion with the manager, (6) taking pictures of the QA for the pictorial report to be submitted, (7) over-all effectiveness of the program and determination of the key actions that need to be taken.

(8) Map indicating location of all traps, glue boards and ILTs shall be provided.

- (9) Conduct Pest Awareness Seminar/Training Program for client employees twice a year to ensure store managers are aware of the program, knowledgeable on the basic of pests, its science, and its control. To provide updates on the program if there are changes made. To ensure food safety and job safety-related knowledge will be developed with reference to the pest control program as a whole.

G. COMPREHENSIVE TERMITE CONTROL SERVICES:

(1) Application Methodology

Nature of job to be undertaken under the program:

- Installation of in ground stations around the perimeter of all the structures at 5 meter apart.
- Continuous monitoring of the in ground Stations (IGS) placed along the perimeter of the premises every 4 weeks.
- Usage of FOCUS termite attractant with all the installed In Grounds.
 1. Attracts termite colonies within 3 meters into the In Ground Stations.
 2. In this way termites are prevented from moving into the structures at any given time.
 3. Allows easy interception and elimination
- Inspection of all individual units for active termite infestation.
- Installation of Above Ground Baiting Stations (AGS) in units where infestation is found.
- Continuous monitoring of the above ground Stations (AGS) placed along the perimeter of the house.

(2) Termite Control System must work for all four species of termites present in the Philippines:

1. *Coptotermes vastator*
2. *Microcerotermes losbanosensis*
3. *Macrotermes gilvus*
4. *Nasutitermes luzonicus*

(3) Termite Control System must use requiem bait which is:

- a. Considered safe and non toxic,
- b. Registered as green label by FDA,
- c. Specific to insects only. The product kills the termite by blocking the process by moulting. This product cannot affect any other organism.
- d. The amount of bait used is strictly contained in a baiting station which is tamper proof.

(4) Total of approximately 8 days inspection of all wooden structures & installation of above ground stations inside the building & Installation of in ground stations around the perimeter of the premises.

(5) Continuous monitoring of above ground stations inside the building and In ground Stations (IGS) placed along the perimeter of the building every month.

(6) Map indicating location of all stations shall be provided.

H. Contract Period, Performance Security, Deliverables, Payment Schedule and Liquidated Damages:

- a. The Contractor's (Service Provider/Pest Control Operator-PCO) contract period for undertaking the Proposed Termite Control and General Pest Control Services at

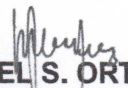
PMO-NCR South Administration Building, PPA H.O. Storage Warehouse, TMO-Pasig Office and Port Operations Building (POB), South Harbor, Port Area, Manila shall not be more than Forty Five (45) calendar days. The contractor shall commence the works/activities within seven (7) days from the date of the Notice to Proceed.

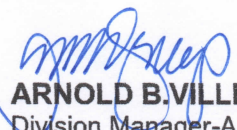
- b. The CONTRACTOR (Service Provider/Pest Control Operator-PCO) shall post prior to the signing of the Contract a performance security in the form of cash, manager's check, cashier's check, bank draft/guarantee, confirmed by a Universal or Commercial bank, irrevocable letter of credit issued by a Universal/or Commercial Bank, surety bond, callable on demand, issued by a surety or insurance company duly accredited by the Office of the Insurance Commission as authorized to issue such security and acceptable to PPA or a combination thereof as may be required by PPA, in accordance with the Revised IRR of RA 9184.
- c. Project payment shall be as per physical accomplishment reflected in the monthly progress report (or in time as required by the implementing office) duly certified by the Project Engineer, concurred by the Head of the Implementing Office or his duly authorized representative. No fifteen percent (15%) Advance Payment shall be given to the Contractor.
- d. Should the CONTRACTOR(Service Provider/Pest Control Operator-PCO) refuse or fail to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the CONTRACTOR (Service Provider/Pest Control Operator-PCO) shall pay the PPA for liquidated damages, and not by way of penalty, an amount as provided in the conditions of contract, equal to at least one-tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for everyday of delay.


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