

BIDS AND AWARDS COMMITTEE
2330 Roxas Boulevard, Pasay City
Tel. Nos. 834-4823; Fax No. 831-9584
Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Pest Control Services for January to December
2019
Reference No. : PB-GS-36-2018
ABC : PhP 1,700,000.00
Date : 07 December 2018

This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

- I. Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX A of this Supplemental/Bid Bulletin No. 1 after considering inputs from End-User, BAC Members and prospective bidders during the pre-bid conference on 04 December 2018.

The Bidding Document is amended accordingly.
For the information and guidance of all concerned.

(sgd.)
IMELDA M. PANOLONG
BAC Chairperson

Technical Specifications

Procurement of Pest Control Services for January to December 2019

ITEMS		
I.	<p>Background The Department 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 buildings' occupants are safeguarded.</p>	
II.	<p>Objectives The project involves the extermination of all pests such as but not limited to rats, bugs, vermin, cockroaches, silverfish, ants, flies, wasps and termites that pose harm to the properties, facilities and occupants of the Department's premises. It shall also include control and management of stray animals found inside the premises.</p>	
III.	<p>Scope of Works</p>	<p>Statement of compliance</p>
	<p>Areas of operations shall include the following:</p> <ol style="list-style-type: none"> 1. DFA Main Building and its premises (including Apron building, South Wing Annex, Basement, Sub-basement, Old Authentication Building, Basketball court, Parking Plaza, Sewage Treatment Plant (STP), Garbage Segregation Area, green house and gardens within the DFA premises) Address: 2330 Roxas Blvd., Pasay City Lot Area: 12,200 sq.m. Building Area: 46,550.27 sq.m. No. of floors: 13 floors (North wing), 5 floors (Apron), 6 floors (South Wing Annex) and 2 basements. Basketball court with an area of 1,800 sq.m. Frequency of service: Daily 2. DFA OCA-Aseana Building and its premises (including STP). Address: Corner Bradco Avenue & Pres. Diosdado Macapagal Blvd., Aseana Business Park, Brgy. Tambo, Parañaque City Lot Area: 3,269.53 sq.m. Building Area: 7,802 sq.m. No. of floors: 4 floors. Frequency of service: Daily 3. DFA Baguio Cottage and its premises Address: Leonard Wood Road, Cabinet Hill-Teachers Camp, Baguio City Lot area: 1,194 sq.m. 	

Building area: 598.93 sq.m.
No. of floors: 2 floors, 1 basement
Frequency of service: Quarterly

4. DFA Legazpi Property

Address: Southern Homes Subdivision, Lakandula Drive, BrgyCruzada, Legazpi City
Lot Area: 398 sq.m.
Building Area: 526.75 sq.m.
No. of floors: 4 floors
Frequency of service: Semi-Annual

5. DFA Cagayan de Oro Property

Address: Limketkai Drive, LKKS, Lapasan, Cagayan de Oro
Lot Area: 1,161sq.m.
Building Area: 1,369.31sq.m.
No. of floors: 4 floors
Frequency of service: Semi-Annual

The Contractor shall:

- a. Provide pest control treatment of rats, mice, vermin, silverfish, cockroaches, mosquitoes, ants, flies, wasps and termites including larvicide operations, termite control, fogging, and other similar services at the DFA premises as previously mentioned.
- b. Provide the OAMSS a Pest Control plan for one year at the beginning of the Contract. This includes the daily, weekly and monthly schedule of activities for major and minor works for the DFA premises as previously mentioned.
- c. Provide fogging/misting services at the DFA Main Building premises and DFA-OCA Aseana Building twice a month, including floor drains, restrooms, store rooms, conference rooms, ornamental plants and areas with potential harborage. Fogging and misting spray must be non-staining and FDA compliant. Services must be performed on a weekend or long holidays.
- d. Conduct daily inspection and survey of the premises of the DFA Main Building and DFA-OCA Aseana building 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 in premises on a daily basis.

- e. Provide and apply insecticidal (roach) bait and/or gel near harborage areas such as cracks and crevices, underneath cubicles and tables, electrical wirings, computer units etc. using advance gel abatement.
- f. Provide two (2) units of 2-way radios with the specifications compatible with the Department's current units and coordinate with OAMSS to include the units in the Department's two-way radio system.
- g. 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.
- h. Regularly install and inspect mechanical rat and mouse traps and glue boards around the perimeter area of the building or as requested where poison baits are not appropriate.
- i. Conduct cleaning operations and ensure proper and sanitary disposal of the exterminated pests and traps, garbage/chemicals. **The chemicals** should not be disposed of at the Department's garbage disposal and/or drainage area.
- j. Conduct quarterly technical evaluation and audit on the premises of the DFA Main Building, DFA-OCA Aseana building and the DFA Baguio Cottage by a duly trained and experienced supervisor in the presence of a representative of the Department. **The technical audits shall be submitted to OAMSS and form part of the documentary requirements for payment.**
- k. Provide services for catching un-spayed and un-neutered stray cats **for temporary shelter in an area provided by OAMSS.**
- l. Coordinate with Non Government Organization that cater free spay and neuter program for stray cats. All spayed and neutered cats must be released **within the Department's environs.**

	<p>m. Provide monthly written report to OAMSS on the services rendered within the Department's Main/Aseana buildings and their premises. A quarterly written report shall also be submitted to the Department for the service rendered in the DFA Baguio Cottage. A semi-annual written report shall also be submitted to the Department for the service rendered in the DFA Legazpi and CDO Properties. All reports shall form part of the documentary requirements for payment.</p>	
<p>IV.</p>	<p>Contractor's obligations</p> <p>The Contractor shall:</p> <ul style="list-style-type: none"> a. Ensure that all technicians are well-trained and certified by a local pest control association; to report to the Department's duly authorized representative for coordination of schedules of services; and to submit to the latter a Service Acknowledgement Report for signature, as the basis for their daily and regular pest control operations in the Department's building and premises. b. Provide four (4) technicians, two (2) for Main building and two (2) for OCA-Aseana building. Schedule of daily work will be 2shifts(6:00am to 3:00pm and 11:00am to 8:00pm). Technicians must coordinate with and report immediately to the Engineering and Maintenance Section (EMS) for completion of Service Requests. c. Provide fogging and misting schedules in a formal letter submitted to OAMSS – EMS for approval and dissemination. d. Ensure that all service technicians are in proper uniform and must wear their companyID cards at all times while inside DFA premises. e. Ensure compliance with DOLE Department Order No. 174 s. 2017. f. Submit to OAMSS the results of Entomological test when needed. 	

V.	<p>Contractor's qualifications:</p> <ul style="list-style-type: none"> a. The Contractor must be an existing agency offering pest control services for at least four (4) years from the date of posting. b. The Contractor shall provide Single Largest Completed Contract (SLCC) for the last five (5) years together with a copy of the Contract and a Certificate of Completion and Acceptance or equivalent. c. The Contractor must be an accredited member of any local pest control association. d. The Contractor must possess the most recent FPA/FDA license for extermination services. 	
VI.	<p>Equipment and Supplies:</p> <p>The Contractor shall provide Pest Control Equipment and Supplies listed in Annex A.</p>	
VII.	<p>Safety measures in using pesticide and termiticide chemicals/solutions</p> <p>The Contractor shall:</p> <ul style="list-style-type: none"> a. Rid the premises of unwanted odor and control all kinds of pollution related to fogging/misting. b. Protect premises from harmful effects of pesticide and termiticide residues during and after conduct of pest control services. c. Ensure that all chemical/solutions to be used in the Department shall not pose any health hazards to the occupants of the building. d. Follow all safety precautions in the application and handling of all pesticide and termiticide chemical/solutions or baiting system. e. Submit a certificate of product registration from the Food and Drug Administration (FDA) and/or the Fertilizer and Pest Authority (FPA) of all the chemicals used for the pest control services. f. Provide Personal Protective Equipment (PPE) to technicians during operations. 	

<p>VIII.</p>	<p>Schedule of Requirements:</p> <p>A. The Contract shall be in full force and in effect for the period of one (1) Calendar Year. The Contractor shall provide the services within seven (7) calendar days from receipt of the Notice to Proceed (NTP).</p> <p>B. Fogging/misting schedule:</p> <ul style="list-style-type: none"> a. Twice a month fogging/misting for DFA Main Building (including Main building, Apron building, Southwing Annex, Basement, Sub-basement, Old authentication building, Basketball court, Parking Plaza, Sewage Treatment Plant, garbage segregation area, green house and gardens within the DFA premises) b. Twice a month fogging/misting for DFA OCA-Aseana Building and its premises. c. Quarterly fogging/misting for DFA Baguio Cottage. d. Semi-annual fogging/misting for Legazpi and Cagayan De Oro properties. 	
<p>IX.</p>	<p>Force Majeure</p> <p>The Department reserves the right to amend and revise the Contract in the event that the retrofitting of the DFA Building commences during the contract period.</p>	
<p>X.</p>	<p>Confidentiality Clause</p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Department prior to the commencement of the service.</p>	
<p>XI.</p>	<p>Terms of Payment</p> <ul style="list-style-type: none"> a) The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered. b) Payments shall be made thirty (30) days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP).The list of documentary requirements needed for payment will be provided by the Office of Financial 	

	<p>Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing the contract.</p> <p>c) The payment shall be inclusive of all applicable taxes and other lawful charges.</p>	
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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. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders 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. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]

Annex A

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

	Equipment and Supplies	Quantity
a.	Fogging machine	Two (2) Units
b.	Misting machine	Two (2) Units
c.	Knapsack Sprayer	Three (3) Units
d.	Ladder (5ft.)	Two (2) pieces
e.	Push Cart	One (1) piece
f.	Caution Sign	Two (2) pieces
g.	Rat Cage/Trap	Two hundred (200) pieces
h.	Rat/Mice Glue (Odorless)	Sixty (60) cans-400 grams
i.	Chemical (Odorless) for killing/repelling crawling insects	Twenty four (24) liters
j.	Pyrethroid (odorless)	Sixty (60) liters
k.	Termiticide solution	Twelve (12) liters
l.	Disinfectant deodorizer air spray	Fifty (50) tubes
m.	Plastic bags	One Hundred Fifty (150) pieces
n.	Heavy duty gloves	Twenty (20) pairs
o.	Disposable surgical mask (50 pieces per box)	3 boxes
p.	Hard hats with LED lights	Two (2) pieces
q.	Flashlights	Two (2) pieces
r.	220V 6W LED Electronic Light Trap	Six (6) Units
s.	Cockroach Killing Gel 1.05 oz (syringe)	Forty Eight (48) tubes
t.	Two way radio	Two (2) Units