



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

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 and Disinfection Services for January to December 2021
Reference : PB-GS-12-2020
ABC : PhP 1,700,000.00
Date : 15 December 2020

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I. **Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX 1 of this Supplemental/Bid Bulletin No. 1 after considering inputs from the Committee and interested bidders.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.


NARCISO T. CASTAÑEDA
BAC Chairperson 

ANNEX 1

Terms of Reference

Procurement of Pest Control and Disinfection Services for January to December 2021

ITEMS		
I.	<p>Background The Department intends to procure a pest control and disinfection 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> <p>Due to the global pandemic the Department needs disinfection services to prevent the spread of Coronavirus disease (COVID-19) within the DFA premises.</p>	
III.	Scope of Works	Statement of compliance
	<p>Pest Control 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: Monday, Wednesday and Friday or as instructed by OAMSS-EMD. 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: Tuesday, Thursday and Saturday or as instructed by OAMSS-EMD.

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

Frequencyof service: Semi-Annual

Disinfection services location.

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:** Monday, Wednesday and Friday or as instructed by OAMSS-EMD.~~

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:** Tuesday, Thursday and Saturday or as instructed by OAMSS-EMD.~~

3. DFA NCR Consular Offices and other premises.

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 and furnish all technical services, chemicals, equipment, supervision and other related works necessary for the performance of disinfection services for an aggregate total of **Thirty Five Thousand (35,000)** ~~30,000~~ square meter for DFA Main, DFA Aseana building and DFA Offices previously mentioned.
- c. Provide the OAMSS a complete Pest Control plan for the duration of the contract 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.
- d. 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.
- e. Conduct **scheduled** ~~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 as per schedule. ~~on a daily basis.~~

- f. 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.
- g. ~~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.~~
- h. 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.
- i. 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.
- j. 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.
- k. 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 evaluation/report shall be submitted to OAMSS and form part of the documentary requirements for payment.**
- l. Provide services for catching un-spayed and un-neutered stray cats for temporary shelter in an area provided by OAMSS.
- m. Coordinate with Non Government Organization or equivalent that cater ~~free~~-spay and neuter program for stray cats. All spayed and neutered cats must be released within the Department's environs;
- n. 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.

- o. Secure a Certificate of Appearance and Service Rendered for each visit to provincial properties of the Department. All Certificates shall form part of the documentary requirements for payment.

IV.

Contractor's obligations

The Contractor shall:

- 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 two (2) technicians, for Main building and for OCA-Aseana building. Schedule are as follows:

Area	Shift	Time
DFA Main building Every (Monday, Wednesday, Friday and Saturday)	1st shift	8:00 am - 5:00pm
	2nd shift	11:00 am - 8:00pm
DFA Aseana building (Tuesday and Thursday)	1st shift	8:00 am - 5:00pm
	2nd shift	11:00 am - 8:00pm

Technicians must coordinate with and report immediately to the Engineering and Maintenance Division (EMD) for completion of Service Requests.

- c. Provide fogging and misting schedules in a formal letter submitted to OAMSS – EMD for approval and dissemination.
- d. Coordinate with OAMSS-EMD on the schedule and area for the disinfection services.

	<ul style="list-style-type: none"> e. Ensure that all service technicians are in proper uniform and must wear their company ID cards at all times while inside DFA premises. f. Ensure compliance with DOLE Department Order No. 174 s. 2017. g. Provide in the financial bid break down of bid offer using format of Annex B. 	
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 must be an accredited member of any local pest control association e.g. Pest Control Association of the Philippines (PCAP) or equivalent. c. The Contractor must possess the most recent FDA certifications for the chemicals and solutions to be used. d. The Contractor must have experienced for disinfection services to hospitals and government facilities. 	
VI.	<p>Equipment and Supplies:</p> <p>The Contractor shall provide Pest Control and Disinfection Equipment and Supplies as listed in Annex A.</p>	
VII.	<p>Safety measures in using pesticide, termiticide and disinfection 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 the 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. Use an all-natural multi-purpose disinfection solution on all surfaces to effectively disinfect and eliminate bacteria fungi, virus and salmonella on contact. For the safety of DFA 	

	<p>personnel and clients, twelve (12) to twenty four (24) hours of grace period after completion of disinfection services will be observed.</p> <ul style="list-style-type: none"> e. Follow all safety precautions in the application and handling of all pesticide and termiticide chemical/solutions or baiting system. f. 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 and disinfection services. g. Provide Personal Protective Equipment (PPE) to technicians during operations. 	
<p>VIII.</p>	<p>Increase of wage, premium/contribution, overtime payment and other miscellaneous expenses.</p> <p>The Contractor must include in the bid proposal/cost breakdown contingencies (included in the bid proposal of maximum contingency of 5%) for wage increase, premium/contribution increase, overtime payment and other miscellaneous expenses for the duration of the contract.</p> <p>Submit during the contract duration cost breakdown and justifications for payment requirements.</p>	
<p>IX.</p>	<p>COVID19 prevention and safety during operations:</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Ensure that assigned personnel are COVID-19 free before entering the premises; 2. Provide and ensure that assigned personnel observe IATF prescribed safety protocols (ie. face mask, face shields, and observe social distancing) within the DFA premises and comply with DFA security requirements; 3. Provide its personnel isopropyl alcohol and hand soap for personal hygiene; and 4. Ensure that used personal protective equipment used by Department as well as service provider personnel are 	

	disposed of separately from other waste products through the use of color coded trash bins.	
X.	<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>C. Disinfection schedule:</p> <ul style="list-style-type: none"> a. Coordinate with OAMSS-EMD for the schedule of disinfection services. b. OAMSS-EMD will provide the location and area in square meters for the disinfection operations. 	
XI.	<p>DFA Main Building Retrofitting</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>	
XII.	<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</p>	

	which is to be submitted to the Department prior to the commencement of the service.	
XIII.	<p>Terms of Payment</p> <p>a) The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered.</p> <p>b) Payments shall be made thirty (30) calendar days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>c) The payment shall be inclusive of all applicable taxes and other lawful charges.</p>	

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 and Disinfection Equipment at no additional cost to the Department.

	Equipment	Unit	Quantity
1.	Fogging machine	Set	One (1)
2.	Knapsack Sprayer	Set	One (1)
3.	Ladder (5ft.)	Pieces	One (1)
4.	Push Cart	Piece	One (1)
5.	Caution Sign	Pieces	Two (2)
6.	Complete Personal Protective Equipment during fogging and/or misting operations: a) Respirator b) Safety goggles or face shield c) Safety boots d) Gloves e) Long sleeved shirts and long pants f) Chemical resistant category gloves g) Waterproof hat and neck covering	Sets	Two (2)
7.	Hard hats with LED lights	Pieces	Two (2)
8.	Flashlights	Pieces	Two (2)
9.	Portable sterilization Fogger Disinfection sprayer electronic ignition set 0.9 Liter	Unit	One (1)

Annex B

The Contractor shall provide the following Pest Control and Disinfection Supplies and services during contract duration.

	Supplies	Unit	Quantity
1.	Rat Cage/Trap	Pieces	One hundred fifty (150)
2.	Rat/Mice Glue (Odorless)	400 Grans/can	Forty five (45)
3.	Chemical (Odorless) for killing/repelling crawling insects	Liters	Eighteen (18)
4.	Pyrethroid (odorless for misting and minimal to no odor for fogging)	Liters	Forty five (45)
5.	Termiticide solution	Liters	Nine (9)
6.	Disinfectant deodorizer air spray	Tubes	Thirty eight (38)
7.	Plastic bags (biodegradable), extra thick	Pieces	One hundred thirteen (113)
8.	Heavy duty gloves	Pairs	Fifteen (15)
9.	Disposable surgical mask (50 pieces per box)	Box	Eight (8)
10.	LED UV Electric Light Trap	Sets	Five (5)
11.	Cockroach Killing Gel 1.05 oz (syringe)	Tubes	Thirty six (36)
12.	Surgical face mask (for personnel use)	50pcs/box	Five (5)
13.	Face Shields (for personnel use)	Pieces	Twenty (20)
14.	Isopropyl Alcohol with 70% solution (for personnel use)	Gal	Four (4)
15.	Disinfectant atomizer solution	Square meters	Thirty Five Thousand (35,000)

16.	Catch, spay/ neuter and return/ release services	Per cats	Fifty (50)
-----	--	----------	------------

Department of Foreign Affairs Office of Assets Management and Support Services - Property and Maintenance Division

COST ESTIMATE FOR SERVICES

DATE:

PROJECT: PEST CONTROL AND DISINFECTION SERVICES FOR 2021

LOCATION: DFA MAIN BUILDING, OCA-ASEANA, BAGUIO COTTAGE, LEGAZPI PROPERTY, CAGAYAN DE ORO PROPERTY AND SATELLITE OFFICE.

DURATION:

12 months

MINIMUM REQUIREMENTS

I. Direct Cost

A	Consumables	Quantity	Unit	Unit cost	Total Cost
1	Reusable steel rat cage/trap (dimension 13x6x6 inches)	150	pieces		PHP -
2	Rat/Mice Glue 400 grams (Odorless)	45	cans-400 grams		PHP -
3	Chemical (Odorless) for killing/repelling crawling insects	18	liters		PHP -
4	Pyrethroid	45	liters		PHP -
5	Termiticide solution	9	liters		PHP -
6	Disinfectant deodorizer air spray	38	tubes		PHP -
7	Plastic bags (biodegradable), extra thick	113	pieces		PHP -
8	Heavy duty gloves	15	pairs		PHP -
9	Disposable Surgical mask (50 pieces per box)	15	box		PHP -
10	LED UV Light Electric Trap	5	units		PHP -
11	Cockroach Killing Gel 12 grams (no odor and bayer or equivalent)	72	units		PHP -
12	Surgical face mask (for personnel use)	5	box (50pc/box)		PHP -
13	Face Shield (for personnel use)	20	pcs		PHP -
14	Isopropyl Alcohol with 70% solution (for personnel use)	4	gal		PHP -

Sub-total (A) PHP -

B	Monthly Fogging/Misting Service (DFA Main and Aseana)	Quantity	Unit Cost	Unit cost	Total Cost (for 12 months)
1	Diesel (Note: 5 fog loads)	25	liters/month		PHP -
2	Gasoline (Note: 1 fog loads)	5	liters/month		PHP -

Sub-total (B) PHP -

C	Quarterly Fogging/Misting Services (DFA Baguio Cottage)	Quantity	Unit	Unit cost	Total Cost (quarterly)
1	Diesel (Note: 5 fog loads)	25	liters/quarterly		PHP -
2	Gasoline (Note: for fogging/misting equipment)	5	liters/quarterly		PHP -
3	Transportation and allowance	2	persons		PHP -

Department of Foreign Affairs Office of Assets Management and Support Services - Property and Maintenance Division

					Sub-total (C) PHP	-
D	Semi-annual Fogging/Misting Service (DFA Legaspi Property and DFA Cagayan de Oro Property)	Quantity	Unit	Unit cost	Total Cost (Semi-annual)	
1	Diesel (Note: 5 fog loads)	50	liters/semi annual		PHP	-
2	Gasoline (Note: for fogging/misting equipment)	10	liters/semi annual		PHP	-
3	Transportation and allowance (Legaspi)	2	persons		PHP	-
4	Transportation and allowance (Cagayan de Oro)	2	persons		PHP	-

					Sub-total (D) PHP	-
E	Monthly consumable disinfection services	Quantity	Unit	Unit cost	Total Cost (for one year)	
1	Furnish all technical services, chemicals, equipments, supervision and other related works necessary in the performance of the services. Coarse spray and/ or misting application of All Natural Multi-Purpose Disinfectant Solution on all surfaces to effectively disinfect and eliminate bacteria, fungi, virus and salmonella on contact. Note: Location and schedule will be as instructed by OAMSS-EMD. Area is consumable base for the duration of the contract.	35,000	square meters		PHP	-

					Sub-total (E) PHP	-
F	Cat spay/neuter services	Quantity	Unit	Unit cost	Total Cost (for one year)	
1	Catch, spay/neuter and release of stray cats	50	per cats		PHP	-

					Sub-total (F) PHP	-
G	Labor	Quantity	Unit	Unit Cost	Total Cost for 12 months	
1	Two (2) Technicians (Main building and Aseana) - Per DOLE D.O. 18-A, s. of 2011 with benefits (SSS,Philhealth, Pag-ibig)	2	per Person		PHP	-
2	Two (02) Technicians (Baguio) quarterly	4	per Quarter		PHP	-
3	Two (02) Technicians (Legaspi) semi annual	2	semi annual		PHP	-
4	Two (02) Technicians (Cagayan de Oro) semi annual	2	semi annual		PHP	-

					Sub-total (G) PHP	-
					Total Cost (A+B+C+D+E+F+G) PHP	-

II. Indirect Cost

Over Head Contingency	PHP	-
Profit	PHP	-
Add: VAT (12%)	PHP	-

PREPARED BY:

(With printed name, date and signature)

PROJECT COST FOR 12 MONTHS	PHP	-
PROJECT COST PER MONTH	PHP	-
TOTAL PROJECT COST FOR 12 MONTHS	PHP	-