



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE
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**SUPPLEMENTAL / BID BULLETIN
NO. 1**

Project : **Procurement of Pest Control, Maintenance Services and Upkeep of the DFA Building (January to December 2024)**
Reference : PB-GS-18-2023-EP3
ABC : PhP 1,700,000.00
Date : 16 October 2023

This Supplemental/Bid Bulletin is being issued to provide the prospective proponents/bidders the following amendments for the above-mentioned Procurement Project:

1. **The schedule of Procurement Activities** is being amended as follows:

Bidding Activities	Date	Time
Submission of Bids	24 October 2023, Tuesday	9:00 A.M.
Opening of Bids	24 October 2023, Tuesday	10:00 A.M.

3. **Terms of Reference, Item III. Scope of Work.** The frequency of service for the Pest Control operations in DFA Main Building and DFA OCA Aseana Building will be from **Monday to Saturday**.

2. **Annex C "Cost Estimate for Services"** on the Termiticide solution will be applicable to DFA Baguio Cottage, DFA Legazpi Property and DFA Cagayan de Oro Property only.

For the information and guidance of all concerned.

SULPICIO M. CONFIADO
Assistant Secretary and BAC Chairperson

Terms of Reference

Procurement of Pest Control Services for January to December 2024

ITEMS		
I.	<p>Background</p> <p>The Department intends to procure a pest control service 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</p> <p>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. Additionally, it involves implementing effective measures to control and manage stray animals found within the premises.</p>	
III.	<p>Scope of Works</p>	<p>Statement of compliance</p>
	<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) <ul style="list-style-type: none"> 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 to Saturday. 2. DFA OCA-Aseana Building and its premises (including STP). <ul style="list-style-type: none"> Address: Pres. Diosdado Macapagal Blvd. Corner Bradco Avenue, 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: Monday to Saturday.

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, Lapanan, Cagayan de Oro

Lot Area: 1,161sq.m.

Building Area: 1,369.31sq.m.

No. of floors: 4 floors

Frequency Of service: Semi-Annual

General Scope of Works

The Contractor shall:

1. Inspection and Assessment:
 - a. Conduct a thorough inspection of the premises to identify pest infestations, entry points, and harborage areas.
 - b. Assess the extent of the pest problem and determine the appropriate treatment methods.
2. Pest Control Treatment:

- a. Develop and implement a comprehensive pest control plan tailored to the specific pest issues identified.
 - b. Provide treatment for various pests such as rodents (rats and mice), insects (cockroaches, ants, flies, etc.), termites, bedbugs, mosquitoes, and other nuisance pests.
 - c. Utilize safe and effective methods, including baits, traps, chemical treatments, and eco-friendly alternatives, to control and eliminate pests.
 - d. Insecticidal Bait and Gel Application:
 - i. Provide and apply insecticidal bait and/or gel in harborage areas, such as cracks, crevices, underneath cubicles and tables, electrical wirings, and computer units, using advanced gel abatement techniques.
 - ii. Apply insecticide in areas where pests crawl, hide, and congregate, including cracks, crevices, undersides of appliances, false ceilings, fixtures, and furniture.
 - e. Mechanical Traps and Glue Boards:
 - i. Regularly install and inspect mechanical rat and mouse traps, as well as glue boards, around the perimeter area of the building or as requested, where poison baits are not suitable.
 - f. Cleaning and Disposal:
 - i. Conduct cleaning operations and ensure proper and sanitary disposal of exterminated pests, traps, garbage, and chemicals.
 - ii. Ensure that the chemicals used are not disposed of in the Department's garbage disposal or drainage area.
 - g. Termiticide Services:
 - i. Inspection:
 - 1. Check buildings and areas for signs of termites.
 - 2. Figure out where to spray the termiticide.
 - ii. Termiticide application:
 - 1. Mix the termiticide concentrate with water. With a dilution rate of 1:42 or as stated in the products' technical specifications.
 - 2. Spray the mixture on the ground around buildings and on any places where termites might come in.
 - iii. Amount of Termiticide:
 - 1. Use termiticide mixture for every square meter of ground or every meter of a line.
 - iv. Communication:
 - 1. Inform occupants of the building that termiticide will be applied.
 - 2. Give updates and information to the occupants and OAMSS-EMD.
 - v. Checking
 - 1. Check or coordinate with occupants if there are reported sightings of termites.
3. Fogging/Misting Services:
- a. Conduct fogging/misting services twice a month at the DFA Main Building premises and DFA-OCA Aseana Building. This should cover areas such as floor drains, restrooms, store rooms, conference rooms, ornamental plants, and potential harborage areas.

- b. Ensure that the fogging and misting spray used is non-staining and compliant with FDA regulations.
 - c. Perform fogging services on weekends or long holidays.
 - 4. Cat Catching and Spay/Neuter Programs:
 - a. Bi-monthly catching of un-spayed and unneutered cats from the Department's premises.
 - b. Coordinate with a non-Government Organization or equivalent that offers spay and neuter programs for cats.
 - c. Release all spayed and neutered cats within the Department's environs.
 - 5. Preventive Measures:
 - a. Advise and implement preventive measures to minimize future pest infestations.
 - b. Seal potential entry points and gaps in walls, windows, and doors to prevent pests from entering the premises.
 - c. Provide recommendations for improving sanitation and waste management practices to deter pests.
 - 6. Monitoring and Follow-up:
 - a. Regularly monitor the premises to ensure the effectiveness of the pest control treatments.
 - b. Conduct follow-up visits as needed to address any recurring pest issues and adjust the treatment plan accordingly.
 - 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.
 - 7. Reporting and Documentation:
 - a. Maintain detailed records of pest control activities, including inspection findings, treatment methods used, and outcomes.
 - b. Provide written reports to the client, highlighting the current pest status, actions taken, and recommendations for ongoing pest management.
 - c. Technical Evaluation and Audit:
 - i. Conduct quarterly technical evaluations and audits of the DFA Main Building, DFA-OCA Aseana Building, and DFA Baguio Cottage by a trained and experienced supervisor, in the presence of a Department representative.
 - ii. Submit the technical evaluation/report to OAMSS as part of the payment documentation.
 - d. Certificate of Appearance and Service Rendered:
 - i. Secure a Certificate of Appearance and Service Rendered for each visit to provincial properties of the Department.
 - ii. Include all Certificates as part of the payment documentation.
 - 8. Compliance and Safety:
 - a. Adhere to all relevant local and national regulations concerning pest control and chemical use.
 - b. Employ trained and licensed pest control technicians who are knowledgeable about safe handling practices and the proper use of chemicals.
 - 9. Customer Education:
 - a. Educate clients and occupants of the premises about pest prevention measures and the importance of reporting any pest sightings promptly.

- 10. Emergency Response:
 - a. Be available for emergency pest control services to address sudden and severe infestations.
- 11. Environmental Considerations:
 - a. Employ environmentally friendly and sustainable pest control practices whenever possible to minimize the impact on non-target organisms and the ecosystem.

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 regular pest control operations in the Department's building and premises.
- b. Provide Four (4) technicians, for Main building and for OCA-Aseana building. Schedule is as follows:

Area	Shift	Time
DFA Main building	1st shift	8:00 am - 5:00pm Monday to Saturday.
	2nd shift	11:00 am - 8:00pm Monday to Saturday.
DFA Aseana building	1st shift	8:00 am - 5:00pm Monday to Saturday.
	2nd shift	11:00 am - 8:00pm Monday to Saturday.

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. Ensure that all service technicians are in proper uniform and must wear their company ID cards at all times while inside DFA premises.
- e. Ensure compliance with DOLE rules and regulations on labor.

	<p>f. Provide in the financial bid breakdown of bid offer using format of Annex C.</p>	
V.	<p>Contractor's qualifications:</p> <p>a. The Contractor must be an existing agency offering pest control services for at least four (4) years from the deadline of submission of bids.</p> <p>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).</p> <p>c. The Contractor must possess the most recent FDA certifications for the chemicals and solutions to be used.</p>	
VI.	<p>Equipment and Supplies:</p> <p>The Contractor shall provide Pest Control Equipment and Supplies as listed in Annex A.</p>	
VII.	<p>Safety measures in using pesticide and termiticide chemicals/solutions</p> <p>The Contractor shall:</p> <p>a. Rid the premises of unwanted odor and control all kinds of pollution related to fogging/misting.</p> <p>b. Protect premises from harmful effects of pesticide and termiticide residues during and after the conduct of pest control services.</p> <p>c. Ensure that all chemical/solutions to be used in the Department shall not pose any health hazards to the occupants of the building.</p> <p>d. Follow all safety precautions in the application and handling of all pesticide and termiticide chemical/solutions or baiting systems.</p> <p>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.</p> <p>f. Provide Personal Protective Equipment (PPE) to technicians during operations.</p>	
VIII.	<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>	

IX.	<p>Schedule of Requirements:</p> <p>A. The Contract shall be in full force and in effect from 01 January 2024 to 31 December 2024. 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, South Wing 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 and termiticide misting on selected areas. d. Semi-annual fogging/misting for Legazpi and Cagayan De Oro properties on selected areas. 	
X.	<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 and/or the DFA lease of office space commences during the contract period.</p>	
XI.	<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>	
XII.	<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) working days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP). c) The payment shall be inclusive of all applicable taxes and other lawful charges. 	

Note:

Bidders 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 on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on 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 Bidder's 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

	Equipment	Unit	Quantity
1.	Fogging machine	Set	One (1)
2.	Knapsack Sprayer	Set	One (1)
3.	Ladder (5ft.)	Pieces	Two (2)
4.	Push Cart	Piece	Two (2)
5.	Caution Sign	Pieces	Four (4)
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	Four (4)
7.	Hard hats with LED lights	Pieces	Four (4)
8.	Flashlights	Pieces	Four (4)

Annex B

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

	Consumables	Quantity	Unit
1.	Reusable steel rat cage/trap (dimension 13x6x6 inches)	100	pieces
2.	Rat/Mice Glue 400 grams (Odorless)	30	cans-400 grams
3.	Chemical (Odorless) for killing/repelling crawling insects	13	liters
4.	Pyrethroid	34	liters
5.	Termiticide solution	25	liters
6.	Disinfectant deodorizer air spray	28	tubes
7.	Plastic bags (biodegradable), extra thick	84	pieces
8.	Heavy duty gloves	11	pairs
9.	Disposable Surgical mask (50 pieces per box)	11	box
10.	Cockroach Killing Gel 12 grams (no odor and Bayer or its equivalent)	20	units
11.	Cockroach Killer spray (Kills Cockroaches and eggs) 500ml (430g) (Baygon or its equivalent)	30	500ml
12.	Face mask (for personnel use)	5	box (50pc/box)
13.	Catch, spay/neuter and release of stray cats	30	per cats