

PURCHASE REQUEST

Entity Name:

Fund Cluster:[illegible]

Terms of Reference

Procurement of Pest Control Services for the DFA for 2025

ABC = Php 990,000.00

ITEMS		
I.	Background 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.	
II.	Objectives The services involve 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.	
III.	Scope of Works	Statement of compliance
	Pest Control areas of operations shall include the following: <ol style="list-style-type: none"> Department of Foreign Affairs Main Building Address: 2330 Roxas Blvd., Pasay City, 1300 Philippines Lot Area: 12,200 sq.m. Lot Area: 1,800 sq.m. (Basketball court and car pool) No. of floors: 13 floors (North wing), 5 floors (Apron), 6 floors (South Wing Annex) and 2 basements. Note: Scope of works only includes Ground, Basement, Sub-basement, ground floor common areas and DFA basketball court and its premises. DFA OCA-Aseana Building and its premises (including STP). 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: Tuesday, Thursday and Saturday 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 General Scope of Works The Contractor shall: <ol style="list-style-type: none"> Inspection and Assessment: 	

	<ul style="list-style-type: none"> 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. <p>2. Pest Control Treatment:</p> <ul style="list-style-type: none"> 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. Residual insecticide application involves the careful and safe use of chemicals on specific areas like cracks and crevices, pantry shelves, drains, plumbing, bathrooms, utility rooms, drainage systems, trash containers, behind and under appliances, storage areas, office spaces, and other locations that may be susceptible to insect infestations. d. Heat treatment if necessary. Use of non-chemical , non-toxic methods for cockroaches and their eggs to ensure thorough and effective heat treatment, targeting all areas where cockroaches may hide and breed. e. Utilize safe and effective methods, including baits, traps, chemical treatments, and eco-friendly alternatives, to control and eliminate pests. f. Insecticidal Bait and Gel Application: <ul style="list-style-type: none"> 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. g. Mechanical Traps and Glue Boards: <ul style="list-style-type: none"> 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. h. Cleaning and Disposal: <ul style="list-style-type: none"> 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. i. Termiticide Services for DFA Baguio Cottage: <ul style="list-style-type: none"> i. Inspection: <ul style="list-style-type: none"> 1. Check buildings and areas for signs of termites. 2. Figure out where to spray the termiticide. ii. Termiticide application: <ul style="list-style-type: none"> 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 in any places where termites might come in. iii. Amount of Termiticide: 	
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	<ol style="list-style-type: none"> 1. Use termiticide mixture for every square meter of ground or every meter of a line. <ol style="list-style-type: none"> iv. Communication: <ol style="list-style-type: none"> 1. Inform occupants of the building that termiticide will be applied. 2. Give updates and information to the occupants and OAMSS-EMD. v. Checking <ol style="list-style-type: none"> 1. Check or coordinate with occupants if there are reported sightings of termites. <ol style="list-style-type: none"> 3. Fogging/Misting Services: <ol style="list-style-type: none"> a. Conduct fogging/misting services 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: <ol style="list-style-type: none"> a. Quarterly 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 	
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	<p>d. Certificate of Appearance and Service Rendered:</p> <ol style="list-style-type: none"> 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. <p>8. Compliance and Safety:</p> <ol style="list-style-type: none"> 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. <p>9. Customer Education:</p> <ol style="list-style-type: none"> a. Educate clients and occupants of the premises about pest prevention measures and the importance of reporting any pest sightings promptly. <p>10. Emergency Response:</p> <ol style="list-style-type: none"> a. Be available for emergency pest control services to address sudden and severe infestations. <p>11. Environmental Considerations:</p> <ol style="list-style-type: none"> a. Employ environmentally friendly and sustainable pest control practices whenever possible to minimize the impact on non-target organisms and the ecosystem. <p>12. Provide all necessary tools, equipment and supplies for the services.</p>									
IV.	<p>Contractor's obligations</p> <p>The Contractor shall:</p> <ol 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 regular pest control operations in the Department's building and premises. b. Provide two (2) technicians for OCA-Aseana building. Schedule is as follows: <table border="1"> <thead> <tr> <th>Area</th><th>Shift</th><th>Time</th></tr> </thead> <tbody> <tr> <td rowspan="2">DFA Aseana building</td><td>1st shift</td><td>8:00 am - 5:00 pm Monday, Wednesday and Friday.</td></tr> <tr> <td>2nd shift</td><td>11:00 am - 8:00 pm Monday, Wednesday and Friday.</td></tr> </tbody> </table> <p>Technicians must coordinate with and report immediately to the Engineering and Maintenance Division (EMD) for completion of Service Requests.</p>	Area	Shift	Time	DFA Aseana building	1st shift	8:00 am - 5:00 pm Monday, Wednesday and Friday.	2nd shift	11:00 am - 8:00 pm Monday, Wednesday and Friday.	
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DFA Aseana building	1st shift	8:00 am - 5:00 pm Monday, Wednesday and Friday.								
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	<ul style="list-style-type: none"> c. Provide fogging and misting schedules in a formal letter submitted to OAMSS – EMD for approval and dissemination. d. Provide all necessary equipment and supplies for the services. 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 rules and regulations on labor. g. Shall be responsible in proper disposal of all materials and other paraphernalia no longer to be used and these should be taken out from the DFA premises and the building. h. Responsible for securing permits from the local government when a fumigation activity is scheduled, if necessary. i. Please provide a detailed breakdown of the financial bid, including the equipment and supplies that will be utilized during the services. 	
V.	<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 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. Follow all safety precautions in the application and handling of all pesticide and termiticide chemical/solutions or baiting systems. 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. 	
VI.	<p>Schedule of Requirements:</p> <ol style="list-style-type: none"> 1. The Contract will be valid and enforceable for a duration of 07 months starting from the issuance of the Notice to Proceed. 2. Fogging/misting schedule: <ul style="list-style-type: none"> a. Twice a month fogging/misting for DFA Basketball court and its premises. b. Once a month fogging/misting of DFA common areas at the ground floor and as requested by DFA for Ground floor, Basement and Sub-Basement. c. Twice a month fogging/misting for DFA OCA-Aseana Building and its premises. d. Monthly fogging/misting for DFA Baguio Cottage and termiticide misting on selected areas. 3. Contractors are required to conduct an inspection of the DFA Aseana Building and DFA Main Building premises prior to submitting their quotation and 	

	<p>must obtain a Certificate of Inspection from the OAMSS-EMD. The Certificate of Inspection should be included as part of the bid submission.</p> <p>4. Bids must include a list of all equipment and supplies to be utilized during the contract period, based on the inspection findings.</p>	
VII.	<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>	
VIII.	<p>Terms of Payment</p> <p>a) The Contractor shall submit monthly billings on the first week of the following month, based on services rendered.</p> <p>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).</p> <p>c) The payment shall be inclusive of all applicable taxes and other lawful charges.</p>	

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.

Conformé:

[Signature/s]

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

[Position]

[Date]

Annex A - PRICE QUOTATION FORM

PATRICK JOHN U. HILADO

Assistant Secretary

Office of Asset Management and Support Services

DFA Temporary HQ, 6th floor, DoubleDragon Tower,

EDSA Extension, Pasay City

Dear Sir,

After having carefully read and accepted the Terms and Conditions of this RFQ and followed the instructions to Bidders, hereunder in our quotation/s (inclusive of VAT) for the following items.

Item No.	Description	(A)	(B)	(A x B)
		Quantity	Unit Price (Php)	Total Bid Price (Php)
1	Procurement of Pest Control Services for DFA	1 Lot		

Note: Include list of tools, equipment and supplies for the services.

NAME OF STORE : _____
ADDRESS : _____

PHILGEPS REG. NO. : _____
TIN NO. : _____
AUTHORIZED SIGNATORY: _____

SIGNATURE OVER PRINTED NAME

DATE : _____
CONTACT NO. : _____
EMAIL ADDRESS : _____

INSTRUCTIONS:

- (1) Accomplish this form (Annex A) correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.
- (5) Bids exceeding the ABC shall be automatically disqualified.