

**TERMS OF REFERENCE**  
**PROCUREMENT OF PEST AND TERMITE CONTROL SERVICES FOR CY 2025**

**I. INTRODUCTION**

The Department of Tourism (DOT) has annually procures the service provider for the conduct the regular pest and termite control services to the department to ensure prevention against pest infestation in the in the entire building being rented at Makati City.

**II. OBJECTIVE**

To procure a Technically and Financially capable service provider to deliver the Pest and Terminate Control Services requirement of the DOT for CY 2025.

**III. QUALIFICATIONS OF BIDDER/SERVICE PROVIDER:**

- The Service Provider must have the necessary experience and expertise in providing Pest and Termite Control Services for the last five (5) Years;
- The Service Provider must be PhilGEPS registered;
- The Service Provider must submit the following documents together with their Bid Proposal/Price Quotation to the DOT:
  - Certificate of Satisfactory Performance from its previous/current clients attesting to the services for the last three (3) years;
  - Copy of the Certificate of Membership and/or accreditation for at least any of the following organizations:
    - Pest Control Association of the Philippines (PCAP);
    - Philippine Federation of Pest Management Operators Association, Inc. (PFPMOA);
    - National Pest Management Association (NPMA);
    - Federation of Asian & Oceania Pest Managers Associations (FAOPMA);
    - Philippine Green Building Council, and the Philippine Association of Certified Pesticide Applicators (PACPA);
- Fertilizer and Pesticide Authority (FPA) License 2007 or 2008 with CPA ID as Household and Structural Pest Control (Exterminator)
- Food and Drug Administration (FDA) License to Operate as Exterminator/Fumigator
- Copy of the company's current Certificate of Product Registration issued by the Food and Drug Administration (FDA) for the chemicals to be used; and
- Copy of Training Certificates from any association specified above attended by personnel/technicians who will be assigned to the DOT for the last five (5) years.
- No history of blacklisting.

#### IV. DUTIES AND RESPONSIBILITIES OF BIDDER/SERVICE PROVIDER:

- The Service Provider shall provide all the labor and materials, tools and equipment, supervision and other incidentals for the comprehensive termite and general pest control of the Department. All tools and equipment shall at all times be in good working conditions;
- The Service Provider shall ensure that the scope of work and schedule of requirements are diligently rendered;
- The Service Provider shall ensure that the services to be rendered will effectively exterminate any and all pests, insects, and rodents without the visible presence and disturbing odor or smoke of fumes. In any case that the DOT finds to be ineffective on the services provided, the DOT has the right to terminate the Contract at any time and shall not be obliged to pay the contractor for the services rendered;
- The Service Provider Shall ensure that all the chemical supplies and materials necessary for the implementation of the work are of the best quality, safe and approved by the Food and Drug Administration (FDA);
- The Service Provider shall ensure that all the preparations, formulation, and the use of the chemicals are in accordance with its label and Safety Data Sheet;
- The Service Provider shall provide/assign honest, skilled, and well-trained technicians/workforce to ensure proper application and treatment. All personnel assigned to the DOT must wear proper company uniforms and identification cards.
- The Service Provider shall exercise extraordinary diligence in the performance of its services to ensure that no illnesses, accident, and/or damage to any of its employees will take place. The Service Provider shall shoulder all the medical expenses of their personnel (if any) arising from the accidents while performing the services;
- The Service Provider shall provide an on-call service in-between schedule for immediate additional service/s if there be a sudden outbreak of infestation at the DOT premises at no additional cost;
- The Service Provider shall submit a Weekly Service Treatment Report to the GSD-Maintenance Section, indicating therein, the areas that were treated and monitored, duly confirmed/acknowledge by the GSD-Maintenance Sections' representative present during the treatment;
- The Service Provider, through its representative, shall visit the premises two (2) days after each treatment and evaluate the result of the services rendered, together with GSD representative. All concerns (if any) shall be addressed by the Service Provider immediately.
- A Quality Control Supervisor, affiliated with the contractor, shall visit the DOT premises once a month or whenever necessary to undertake the following:
  - Coordinate with the DOT authorized representatives in evaluating the effectiveness of the contract pest and termite control services;
  - The Service Provider shall use a BFAD approved chemicals with strong formulation that has long residual action and can effectively eliminate insects and other kinds of pests.
  - Service as pest control consultant by recommending ways and means to control infestation.
  - Treatment using chemicals shall only be executed every Saturdays or Sundays 3 P.M. onwards with supervision of the DOT's authorized representative.

## V. SCOPE OF WORK

- Areas of Treatment – The Service Provider shall ensure that the following areas/premises of the DOT are covered of the treatment:
  - All areas/offices inside the DOT Building, including the basement area, and
  - Upper Parking Area
- Frequency of Services

Work/Item Description	Schedule
<b>Inspection</b>	
<ul style="list-style-type: none"> <li>• Pre-inspection of the entire premises to determine the degree of the infestation, unforeseen breeding sites/harborage and entry points particularly in the drainage system, pipe chase, basement areas, electrical rooms, stock rooms, pantries, and toilets.</li> </ul>	Two (2) days before treatment schedule
<ul style="list-style-type: none"> <li>• Post-treatment inspection to assess the effectiveness of service treatment performed.</li> </ul>	Two (2) days after the treatment schedule
<b>Flying and Crawling Insects/Pests Control</b>	
<ul style="list-style-type: none"> <li>• Conduct residual spraying in places and areas where insects congregate, crawl and hide, including cracks, crevices undersides of furniture, and appliances which they may enter/hide;</li> </ul>	1 <sup>st</sup> and 3 <sup>rd</sup> Saturday of the month after office hours
<ul style="list-style-type: none"> <li>• Apply/place cockroach/insecticidal gel bait near harborage and in all electrical rooms, kitchen cabinets, stockrooms, and comfort rooms;</li> </ul>	2 <sup>nd</sup> and 4 <sup>th</sup> Saturday of the month
<ul style="list-style-type: none"> <li>• Misting of all offices, hallways, conference/meeting rooms, outdoor areas and other facilities</li> </ul>	1 <sup>st</sup> and 3 <sup>rd</sup> Saturday of the month after office hours
<ul style="list-style-type: none"> <li>• Thermal fogging of outdoor areas and other facilities</li> </ul>	1 <sup>st</sup> Saturday of the month after office hours
<ul style="list-style-type: none"> <li>• Application of larvicide in stagnant water, e.g. rain drains and other possible water reservoirs, which pose as a breeding source of mosquitoes</li> </ul>	2 <sup>nd</sup> Saturday of the month
<b>Termite Control</b> <ul style="list-style-type: none"> <li>• One Massive Spot Treatment of Wooden Areas with Active Termite Activity.</li> </ul>	Second Saturday or Sunday of March
<b>Rodents (Rats and Mice) Control</b>	
<ul style="list-style-type: none"> <li>• Install cage traps, glue board, snap and other mechanical devices in locations that serve as travel areas or food sources of rodents, as well as points of entry</li> </ul>	1 <sup>st</sup> and 3 <sup>rd</sup> Saturday of the month
<ul style="list-style-type: none"> <li>• Inspect the installed rodent glue and cage traps and dispose or rats caught in the traps</li> </ul>	2 or 3 days after installation

- |   |               |
|---|---------------|
| • Inspect and replenish all bait stations | Twice a month |
|---|---------------|
- Pre-Inspection and Post treatment results/reports shall be submitted to the General Services Division – Maintenance Section.
  - One massive spot treatment of wooden areas with active termite activity.

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC) AND SOURCE OF FUND:**

**One Hundred Fifty Thousand Pesos Only (PhP150,000.00)**, inclusive of applicable taxes, chargeable against FY 2025 General Appropriations Act (GAA), General Administration Expenses (GAE) Funds.

**VI. CONTRACT DURATION:**

10 months upon receipt of the Service Contract.

**VII. PAYMENT PROCEDURE:**

Payment to the Service Provider shall be based on actual services conducted/rendered on a monthly basis upon submission of the complete statement/billing statement, duly accomplished Service and Inspection Report, and other documentary requirements.

**Prepared by:**

*(Original Signed)*

**RESIL F. SOLIS**

OIC-Chief, General Services Division

**Noted by:**

*(Original Signed)*

**ATTY. JOHN BENEDICT T. TIGSON**

Director, Administrative Service