

**TERMS OF REFERENCE
PROCUREMENT OF PEST CONTROL SERVICES FOR THE MARINA CENTRAL
OFFICE BUILDING**

A. Rationale

The MARINA Central Office newly-constructed building has been observed the visibility of pests in various areas of the said building. This was caused by the transferred record files, furniture and equipment from the previous leased premises of MARINA. Prior to the delivery and installation of the newly-acquired furniture and fixtures, a general pest control by the Pest Control Operator (PCO) is imperative in order to maintain the cleanliness and orderliness of the MARINA building.

B. Approved Budget for the Contract (ABC)

The amount of One Hundred Twenty Thousand Pesos (P120,000.00) covering the ten (10) months contract with four (4) general pest control & inspection effective upon receipt of the Notice to Proceed (NTP).

C. Qualifications of the PCO:

1. Must have a program in accordance with the principles of Integrated Pest Management;
2. Must use only environment-friendly or green-labeled pesticides/ chemicals approved by the Food and Drug Administration of the Philippines (FDA); and
3. Must have an ISO Integrated Management System (IMS) Certification.

D. Deliverables:

1. Conduct four (4) general pest control services (control method for all kinds of insects) for CY 2020 to be scheduled on non-working day;
2. Provide control inspection, findings and recommendation report after each pest control services;
3. Provide all labor and materials, tools and equipment, supervision and other incidentals; and
4. Provide free inspection, survey and seminar for the housekeeping and engineering/maintenance personnel on preventing and controlling pest infestations through good housekeeping, environmental safety, and waste management.

E. Payment Terms:

Fifteen (15) days upon receipt of the billing statement/invoice and the submission of inspection, findings and recommendations report after each pest control service.