



Republic of the Philippines
CITY GOVERNMENT OF SAN CARLOS
Province of Negros Occidental

**BIDS AND AWARDS COMMITTEE
(BAC)**

BIDDING DOCUMENTS

FOR

**PURCHASE REQUEST NO. 18-24-07-1138
APPROVED BUDGET FOR THE CONTRACT (ABC): P 1,895,500.00**

**INSTALLATION OF DEVICES INSIDE AND OUTSIDE THE PERIMETER OF
VARIOUS GOVERNMENT FACILITIES FOR PEST CONTROL**

(First Envelope: Eligibility and Technical Components)

SUBMITTED BY : _____
ADDRESS : _____
CONTACT NO. : _____
EMAIL AD : _____

DATE OF SUBMISSION

INSTRUCTIONS TO BIDDERS

1. Please submit sets of documents(original, copy 1 and copy 2)completely in two separate envelopes: The First Envelope containing Eligibility and Technical Documents and the Second Envelope containing Financial Documents.
2. Check that all annexes are in accordance with the prescribed format and submit in chronological order. Non-compliance is a ground for disqualification.
3. Submit your complete bid documents on or before the time of the opening of bids mentioned below.
4. Electronics submission and receipt of bids is not available pending compliance with GPPB Resolutions.

Compliance of the above is for mutual advantage, i.e. to facilitate a complete and thorough evaluation of your bid documents.

SCHEDULES

Schedule/Place of Pre bid Conference

Aug. 8,2024 @ 8:30 AM
BAC Secretariat Office
2F City Hall Building

Schedule/Place of Bid Opening

Aug. 20,2024 @ 1:30 PM
BAC Secretariat Office
2F City Hall Building

Nonrefundable fee of Bidding Documents @ P5,000.00

Bid and Awards Committee
City of San Carlos

Republic of the Philippines
CITY GOVERNMENT OF SAN CARLOS
Province of Negros Occidental

Contract Name: INSTALLATION OF DEVICES INSIDE AND OUTSIDE THE PERIMETER OF VARIOUS GOVERNMENT FACILITIES FOR PEST CONTROL

Location of the Contract: San Carlos City, Negros Occidental

CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSAL/REQUIREMENTS

- 1. PHILGEPS CERTIFICATE OF REGISTRATION AND MEMBERSHIP IN ACCORDANCE WITH SECTION 8.5.2 OF R.A 9184 – PLATINUM MEMBERSHIP**

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CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSAL/REQUIREMENTS

2. JOINT VENTURE AGREEMENT (JVA), IF APPLICABLE

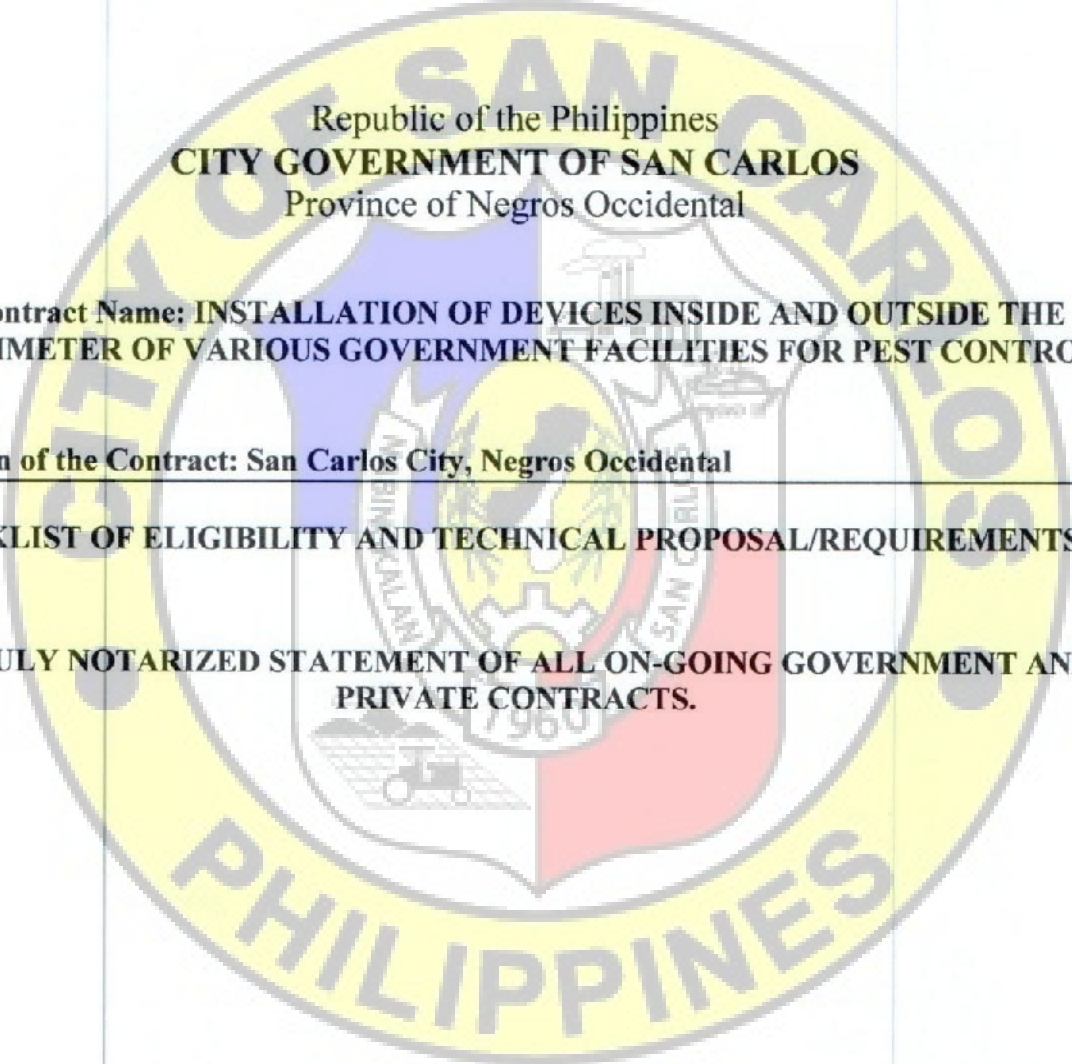
Republic of the Philippines
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CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSAL/REQUIREMENTS

3. NET FINANCIAL CONTRACTING CAPACITY (NFCC) BASED ON THE DATA SUBMITTED TO THE BIR THRU ITS EFPS OR COMMITTED LINE OF CREDIT (CLC) FROM A UNIVERSAL OR COMMERCIAL BANK



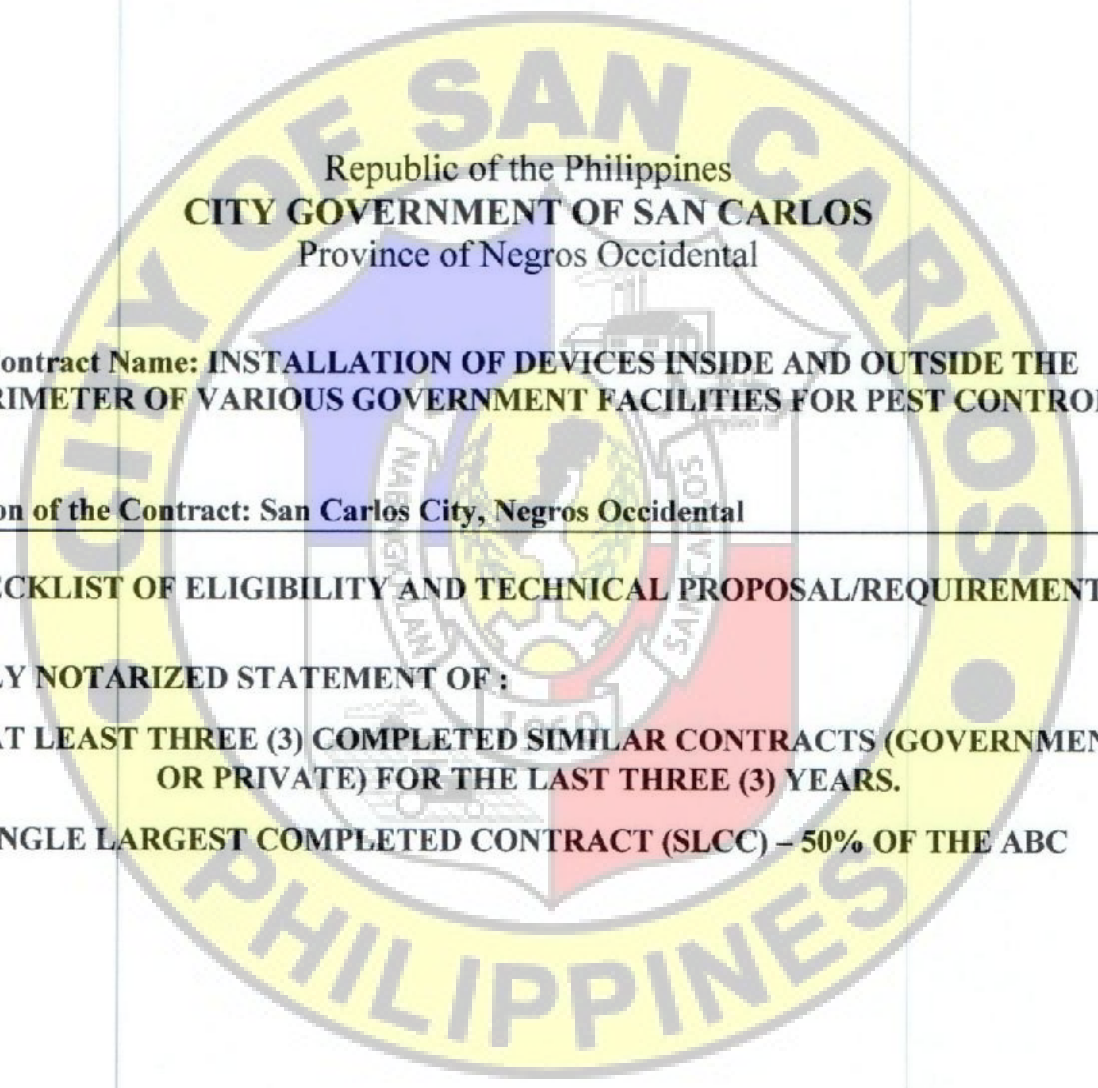
Republic of the Philippines
CITY GOVERNMENT OF SAN CARLOS
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Contract Name: INSTALLATION OF DEVICES INSIDE AND OUTSIDE THE PERIMETER OF VARIOUS GOVERNMENT FACILITIES FOR PEST CONTROL

Location of the Contract: San Carlos City, Negros Occidental

CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSAL/REQUIREMENTS

- 4. DULY NOTARIZED STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS.**



Republic of the Philippines
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Contract Name: INSTALLATION OF DEVICES INSIDE AND OUTSIDE THE PERIMETER OF VARIOUS GOVERNMENT FACILITIES FOR PEST CONTROL

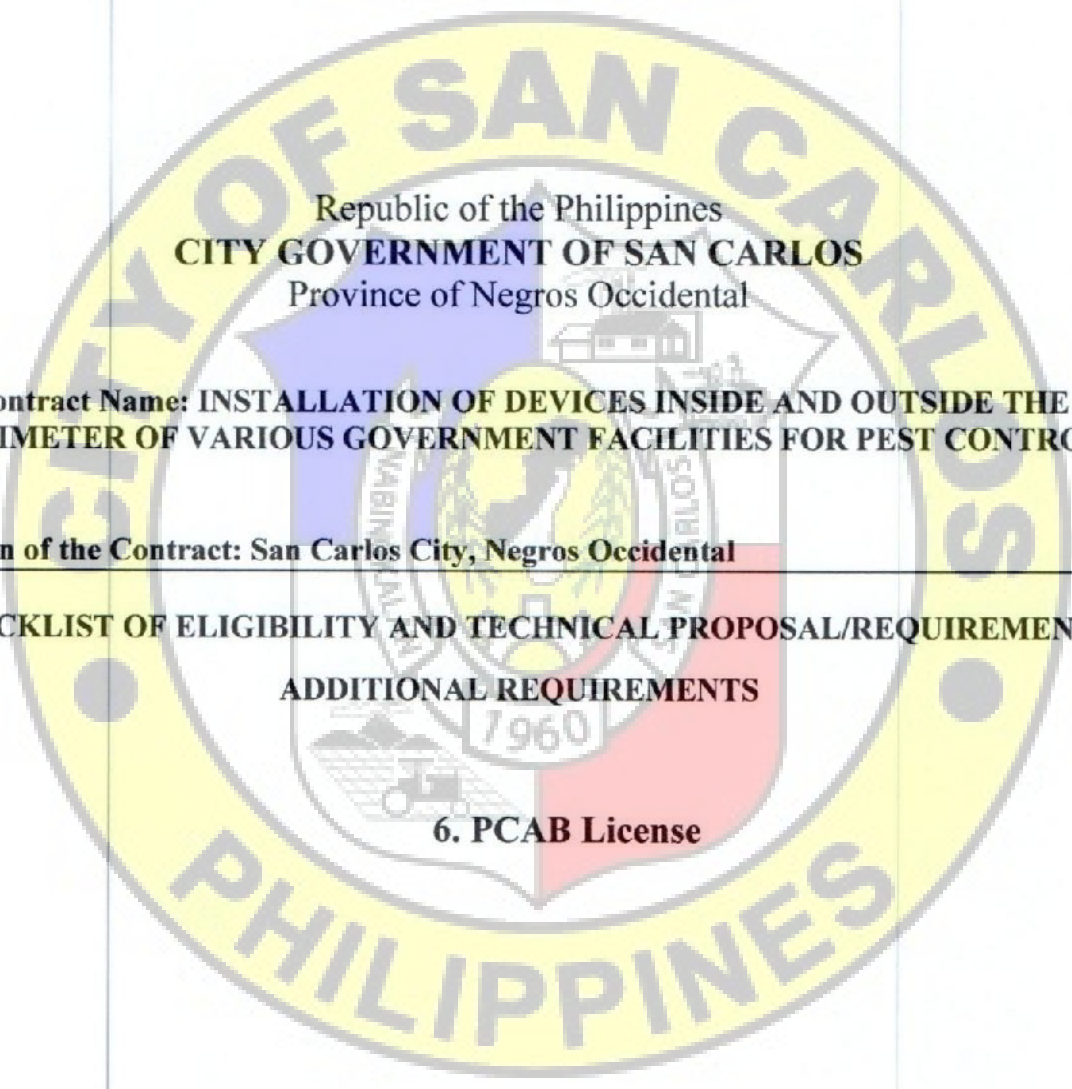
Location of the Contract: San Carlos City, Negros Occidental

CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSAL/REQUIREMENTS

5. DULY NOTARIZED STATEMENT OF :

A. AT LEAST THREE (3) COMPLETED SIMILAR CONTRACTS (GOVERNMENT OR PRIVATE) FOR THE LAST THREE (3) YEARS.

B. SINGLE LARGEST COMPLETED CONTRACT (SLCC) – 50% OF THE ABC

The seal of the City of San Carlos, Philippines, is a large circular emblem in the background. It features a yellow outer ring with the text "CITY OF SAN CARLOS" at the top and "PHILIPPINES" at the bottom. Inside the ring is a shield-shaped coat of arms. The shield is divided into four quadrants: top-left (blue with a white star), top-right (white with a red house), bottom-left (yellow with a white bird), and bottom-right (red with a white house). A banner across the shield contains the year "1960".

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**CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSAL/REQUIREMENTS
ADDITIONAL REQUIREMENTS**

6. PCAB License

Republic of the Philippines
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CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSAL/REQUIREMENTS

7. PROJECT REQUIREMENTS

- a) Organizational Chart for the contract to be bid;
- b) List of Contractor's Personnel (viz, Project Manager, Project Engineers, Materials Engineers and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
- c) List of Contractor's Equipment units which are owned, leased and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project to be assigned to the contract to be bid.
- d) Duly Notarized Affidavit of Site Inspection (Please see attached Form)

Name of the Procuring Entity

Contract Reference Number
Name of the Contract
Location of the Contract

Standard Form Number: SF-INFR-51
Revised on: August 11, 2004

AFFIDAVIT OF SITE INSPECTION

I, _____ (Representative of the Bidder) _____, of legal age, _____ civil status _____, Filipino and residing at _____ (Address of the Representative) _____, under oath, hereby depose and say:

1. That I am the _____ (Position in the Bidder) _____ of the _____ (Name of the Bidder) _____, with office at _____ (Address of the Bidder) _____;
2. That I have inspected the site for _____ (Name of the Contract) _____, located at _____ (Location of the Contract) _____;
3. That I am making this statement as part of the requirement for the Technical Proposal of the _____ (Name of the Bidder) _____ for _____ (Name of the Contract) _____.

IN FAITH WHEREOF, I hereby affix my signature this _____ day of _____, 20____ at _____, Philippines.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____, day of _____, 20____, affiant Exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Document No. _____
Page No. _____
Book No. _____
Series of _____

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CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSAL/REQUIREMENTS

8. BID SECURITY IN ANY OF THE FOLLOWING FORMS:

- a) Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City (Two percent (2%) of the ABC)
- b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (Two percent (2%) of the ABC)
- c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (Five percent (5%) of the ABC)
- d) Any combination of the foregoing (Proportionate to share form with respect to total amount of security)
- e) Bid Securing Declaration

REPUBLIC OF THE PHILIPPINES)
CITY OF SAN CARLOS, NEGROS OCCIDENTAL) S.S.

BID SECURING DECLARATION

Project Identification No. / Purchase Request (PR) No. 18-24-07-1138

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Republic of the Philippines
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Contract Name: INSTALLATION OF DEVICES INSIDE AND OUTSIDE THE PERIMETER OF VARIOUS GOVERNMENT FACILITIES FOR PEST CONTROL

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CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSAL/REQUIREMENTS

9. OMNIBUS SWORN STATEMENT IN ACCORDANCE WITH SEC. 25.3

Purchase Request (PR) No. 18-24-07-1138

REPUBLIC OF THE PHILIPPINES)
CITY OF SAN CARLOS, NEGROS OCCIDENTAL) S.S

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

- [Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
- [Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
- [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
- Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- [Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



Republic of the Philippines
CITY GOVERNMENT OF SAN CARLOS
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**BIDS AND AWARDS COMMITTEE
(BAC)**

BIDDING DOCUMENTS

FOR

**PURCHASE REQUEST NO. 18-24-07-1138
APPROVED BUDGET FOR THE CONTRACT (ABC): P 1,895,500.00**

**INSTALLATION OF DEVICES INSIDE AND OUTSIDE THE PERIMETER OF
VARIOUS GOVERNMENT FACILITIES FOR PEST CONTROL**

(Second Envelope: Financial Components)

SUBMITTED BY
ADDRESS
CONTACT NO.
EMAIL AD

:
:
:
:

DATE OF SUBMISSION

INSTRUCTIONS TO BIDDERS

1. Please submit sets of documents(original, copy 1 and copy 2)completely in two separate envelopes: The First Envelope containing Eligibility and Technical Documents and the Second Envelope containing Financial Documents.
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SCHEDULES

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Nonrefundable fee of Bidding Documents @ P5,000.00

**Bid and Awards Committee
City of San Carlos**

**Republic of the Philippines
City Government of San Carlos
Province of Negros Occidental**

**Contract Name: INSTALLATION OF DEVICES INSIDE AND OUTSIDE THE
PERIMETER OF VARIOUS GOVERNMENT FACILITIES FOR PEST CONTROL**

Location of the Contract: San Carlos City, Negros Occidental

1. DULY SIGNED FORM OF BID

Date: _____

Project Identification/Purchase Request No. 18-24-07-1138
To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- (a) We have no reservation to the PBDs, Including the Supplemental or Bid Bulletins, for the Procurement Project:[insert name of contract];
- (b) We offer to execute the Works for this Contract in accordance with the PBDs;
- (c) The total price of our Bid in words and figures, excluding any discounts offered below is: [Insert information];
- (d) The discounts offered and the methodology of their application are: [insert information];
- (e) The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levels and duties], which are itemized herein and reflected in the detailed estimates,
- (f) Our Bid shall be valid within the period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- (g) If our Bid is accepted, we commit to obtain a Performance Security in the amount of [insert percentage amount] percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines for this purpose;
- (h) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (i) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (j) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (k) We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- (l) We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

In the Capacity of: _____

Signed: _____

Duly authorized to sign the Bid for and on behalf of: _____

Date: _____

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Location of the Contract: San Carlos City, Negros Occidental

DULY SIGNED BID PRICE IN THE BILL OF QUANTITIES (BOQ)

(Columns (1), (2) and (3) are to be filled up by the Procuring Entity)			(Columns (4) and (5) are to be filled up by the Bidder)	
Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)
1 Termite eradication activity for Villa Consuelo Area Eco Tourism Highway, Barangay Rizal	SQ.M	920.60	In words: Pesos _____ _____ _____ In figures: PHP _____	In words: Pesos _____ _____ _____ In figures: PHP _____
2 Termite eradication activity for Old City Hospital Area	SQ.M	1,406	In words: Pesos _____ _____ _____ In figures: PHP _____	In words: Pesos _____ _____ _____ In figures: PHP _____
3 Termite eradication activity for City Agriculture Office Area, Sitio Medina, Barangay Rizal	SQ.M	567.50	In words: Pesos _____ _____ _____ In figures: PHP _____	In words: Pesos _____ _____ _____ In figures: PHP _____
4 Termite eradication activity for Senior Citizen Compound, E.A. Antonio Ave. Barangay III	SQ.M	246.76	In words: Pesos _____ _____ _____ In figures: PHP _____	In words: Pesos _____ _____ _____ In figures: PHP _____
5 Termite eradication activity for Tennis Court Area, Cebu Ave. Barangay Palampas	SQ.M	69.10	In words: Pesos _____ _____ _____ In figures: PHP _____	In words: Pesos _____ _____ _____ In figures: PHP _____
6 Termite eradication activity for Public Plaza Barangay V, San Carlos City Women's Affairs Inc.	SQ.M	266.20	In words: Pesos _____ _____ _____ In figures: PHP _____	In words: Pesos _____ _____ _____ In figures: PHP _____
7 Termite eradication activity for Structures in People's Park	SQ.M	240	In words: Pesos _____ _____ _____ In figures: PHP _____	In words: Pesos _____ _____ _____ In figures: PHP _____

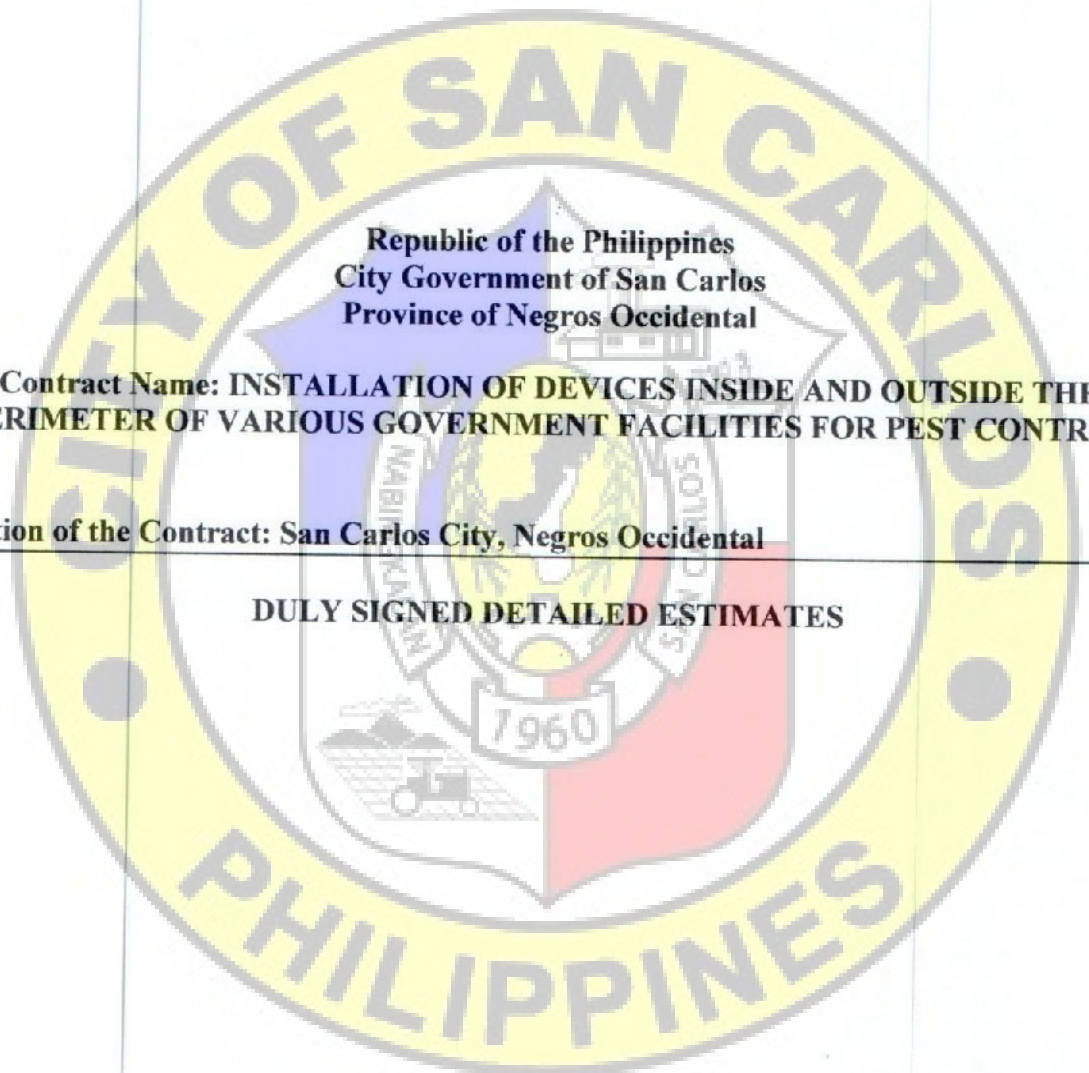
				In figures: PHP _____	In figures: PHP _____
8	Termite eradication activity for San Carlos City Multi – Purpose Hall Building	SQ.M	787.20	In words: Pesos _____ _____ _____ In figures: PHP _____	In words: Pesos _____ _____ _____ In figures: PHP _____
9	Termite eradication activity for Panaad Booth 1 st and 2 nd Floor	SQ.M	281.75	In words: Pesos _____ _____ _____ In figures: PHP _____	In words: Pesos _____ _____ _____ In figures: PHP _____
TOTAL BID COSTS				In Words: PHP _____ _____ In Figures: PHP _____ _____	

Submitted by:

Name of the Representative of the Bidder

Date: _____

Position

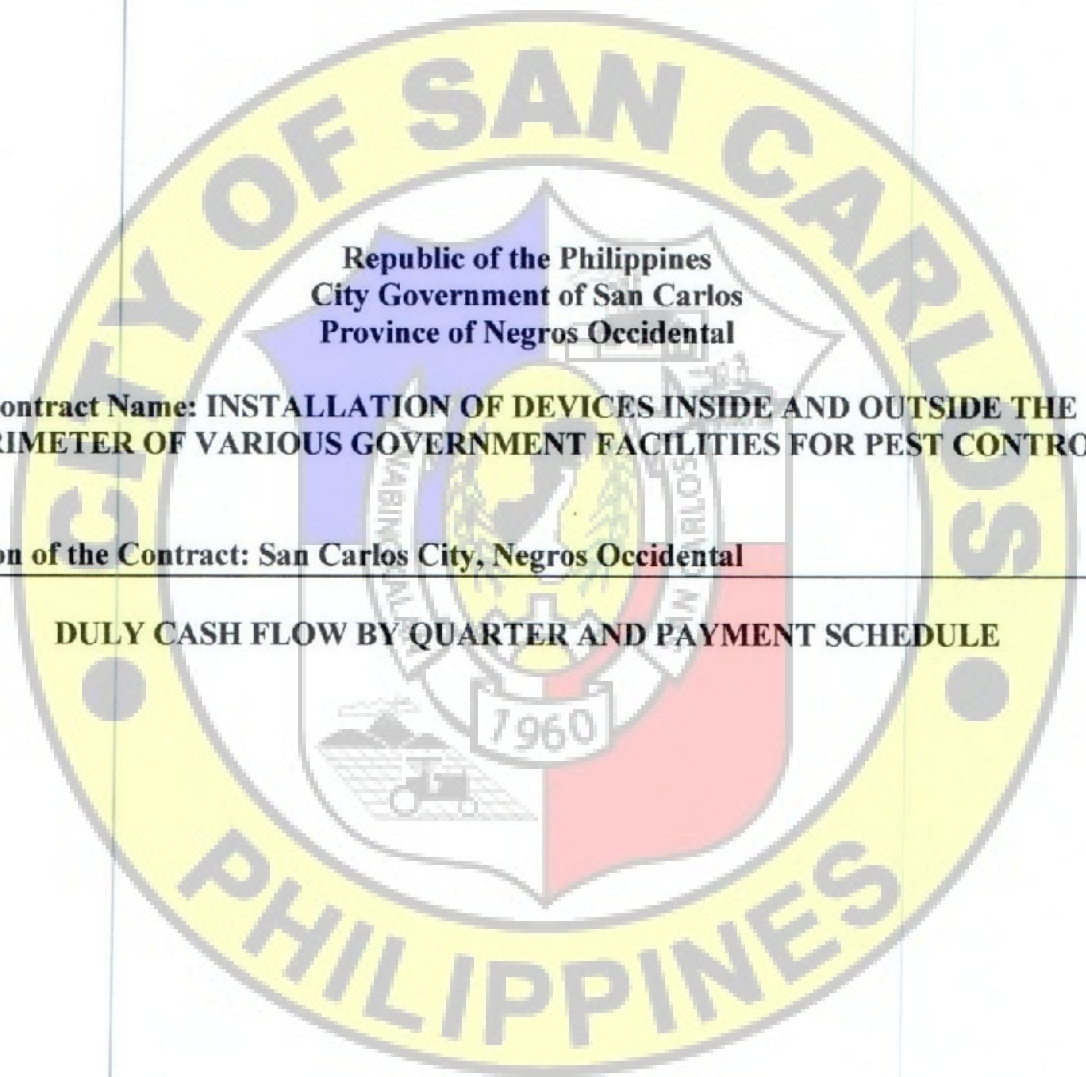


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**Contract Name: INSTALLATION OF DEVICES INSIDE AND OUTSIDE THE
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Location of the Contract: San Carlos City, Negros Occidental

DULY SIGNED DETAILED ESTIMATES



**Republic of the Philippines
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Location of the Contract: San Carlos City, Negros Occidental

DULY CASH FLOW BY QUARTER AND PAYMENT SCHEDULE



LOCAL GOVERNMENT OF SAN CARLOS CITY



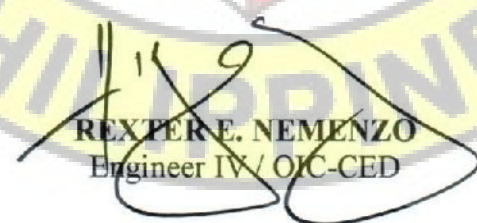
INSTALLATION OF DEVICES INSIDE AND OUTSIDE THE PERIMETER
OF VARIOUS GOVERNMENT FACILITIES FOR PEST CONTROL

TERMS OF REFERENCE

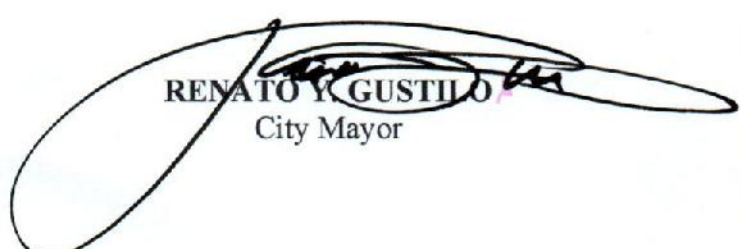
Prepared:


HARRY B. OMECILLO
Engineer III

Reviewed:


REXTER E. NEMENZO
Engineer IV / OIC-CED

Approved:


RENATO Y. GUSTILO
City Mayor

Republic of the Philippines
Province of Negros Occidental

CITY OF SAN CARLOS

Contract Name: INSTALLATION OF DEVICES INSIDE & OUTSIDE THE PERIMETER OF VARIOUS GOVERNMENT FACILITIES FOR PEST CONTROL

Location of the Contract: San Carlos City, Negros Occidental.

TERMS OF REFERENCE

A. Background

The city government has many building structures that have been used as official venue and functions serving the basic services to the public.

B. Objective

Preservation of these building structure is the government concern. Pests like termites destroy the structures and are given a major importance for the preservation of the buildings. In addition, treatment of areas in the building infested by disease transmitting pests like cockroaches, mosquitoes, flies and rodents are considered for the health concern of the personnel and clients of the different offices.

C. Bidder/Contractor

- The bidder/contractor must be experienced pest controller for a period of ten years or more.

- The bidder/contractor must be a member of Pest Control Association of the Philippines, Pest Control Association of the Visayas and Philippine Federation of Pest Management and Operation Association Inc.

- The bidder must have an office station in Negros Island for easy contact.

- The bidder should have a License To Operate issued by the Food and Drug Administration as Household/Urban Pesticide/Wholesaler.

D. Scope of Works

- The use of perimeter baiting treatment and control of termite underground colony. Devices should be installed inside and outside perimeter. Termite Colony Elimination System.

- General pest control for effective control of disease transmitting pest such as cockroaches, mosquitoes, flies and rodents control management.

- Treatment of termite inside the building.

- The contractor must provide to the LGU a conduct of training for the LGU in house personnel for consultation and recommendation (integrated Pest Management Program)

E. Specification:

- All chemical to be used should be food and drug administration approved and currently registered
- Termites colony elimination and perimeter baiting treatment, devices should be installed in ground station and above ground station. Chemicals to be used (Hexaflumuron 0.5%, Brofanilide 5% W/V)
- Flying and crawling insects elimination by misting and spraying. Chemical to be use (S-Bioalletrin, Permethrin, Piperonyl, Butoxide, Deltamehtrin)
- For rodents control or elimination by bait for rodents. Chemicals to be used (Diphacinone 0.005%), Mechanical traps, Pipes baits.

F. Delivery/Completion

Work duration is sixty (60) working days.

G. Manpower requirement

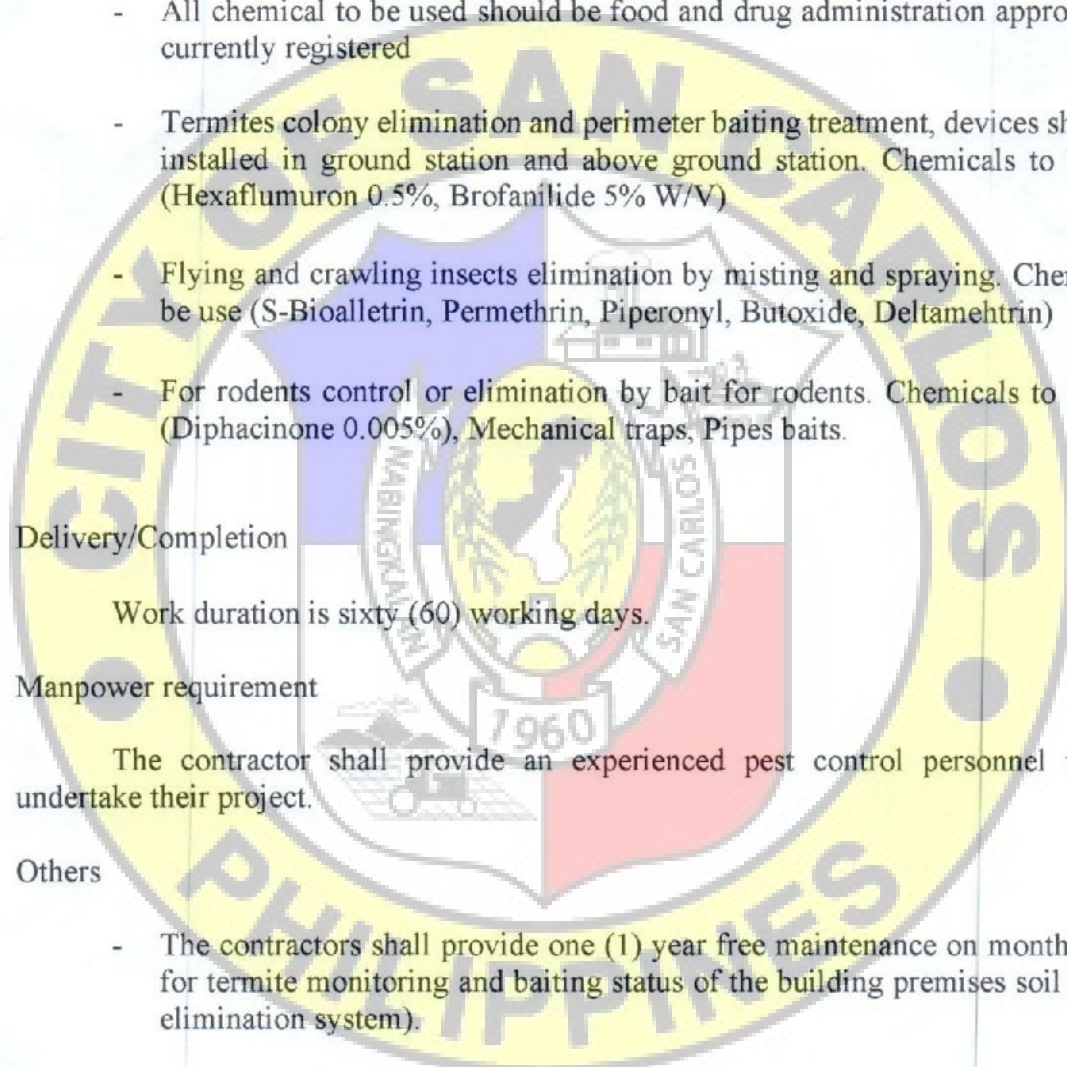
The contractor shall provide an experienced pest control personnel to fully undertake their project.

H. Others

- The contractors shall provide one (1) year free maintenance on monthly basis for termite monitoring and baiting status of the building premises soil (colony elimination system).
- One year free maintenance of spraying chemical treatment of perimeter cracks and crevices, and rodents baiting in the perimeter depending on the degree of infestation or as requested.

I. Payment scheme

Payment should be in accordance with RA 9184 and other relevant laws.



[Handwritten signatures and scribbles on the left margin]