

**REPUBLIC OF THE PHILIPPINES
COURT OF APPEALS
Manila**

PEST CONTROL SERVICES

SCOPE OF WORK

The scope of work covers the comprehensive pest management program of the **COURT OF APPEALS** offices specified in the attached Schedule of Rooms to be Serviced. The works covered by these specifications consist of furnishing of equipment, materials, labor and chemicals. Only chemicals approved by the Food and Drugs Administration (FDA) shall be used and its application must strictly conform to label instructions.

Services to be performed:

I. Methodology

1. Cockroach Plan

CONTRACTOR will conduct an initial treatment of a quick knockdown type of insecticide, spraying at roach hiding places, cracks, crevices, and drainage. Infested areas such as drawers and cabinets/lockers, shall also be sprayed with residual chemicals.

Residual spraying of insecticides will be conducted as part of the maintenance program against insects coming from the exterior premises especially in areas involved in food preparation.

2. Fly and Mosquito Plan

In cases where flying insects are a serious problem, misting will be performed upon request. Misting is the process where insecticide is introduced in an enclosed area as mist which allows the active ingredient to remain suspended in air in order to penetrate cracks and ceiling/attic which are beyond the reach of ordinary spraying.

Residual insecticide application through spraying will be conducted on surfaces such as walls or stagnant water being used as nesting areas of flies and mosquitoes.

3. Rodent Plan

Interior rodent control through the use of rodenticides will be implemented in areas which serve as nesting places for rodents. Glue boards or sticky traps will be distributed in infested areas in order to arrest live mice and rats to prevent the possibility of obnoxious odor originating from dead unrecovered rats.

4. Basic Termite Treatment (OPTIONAL)

- Tracing of termite trail
- Application of approve FDA termite chemical at the affected area.
- Follow-up/check-up of the said application has be done

II. Other services to be rendered:

1. **CONTRACTOR** shall provide ample and adequate manpower to perform various procedures once a month. The schedule added will be closely coordinated with the **GENERAL SERVICES DIVISION** of the Court and their duly assigned representative to ensure the availability of the areas to be treated.
2. **CONTRACTOR** shall, upon the completion of every treatment, accomplish a service report citing the activities conducted as well as observations and recommendations relevant to the pest control program. Said report shall be submitted immediately after completion, to the **GENERAL SERVICES DIVISION's** designated representative in-charge of such reports.
3. **CONTRACTOR** shall, on continuing basis, update the **COURT OF APPEALS** employees concerned on information relevant to the program by way of:
 - a. Conducting seminars/orientations on per need or upon the request of the **COURT OF APPEALS**;
 - b. Providing literature or written handouts for general information purposes;
 - c. Conducting coordination meetings with personnel concerned on the various observations and recommendations reported and submit a joint report to the **COURT OF APPEALS** for information and appropriate action.

Frequency of Service: ONCE A MONTH

Chemicals to be used:

FDA approved insecticidal concentrate, rodenticides and termite chemicals.

No. of Service Technicians: 5 to 8

Schedule of Rooms to be Serviced

<i>Description</i>	<i># of Floors</i>	<i># of Rooms</i>	<i>Schedule of Service</i>	<i># of Manpower</i>
1. Centennial Building	3	50	1 st Friday	8
2. Main Building	4	29	2 nd Friday	} 8
3. SC-CA Building	2	6	2 nd Friday	
4. Annex I Building	5	23	3 rd Friday	6
5. Annex I-B Building	1	4	4 th Friday	} 8
6. Annex IV Building	2	2	4 th Friday	
7. Annex V Building	3	9	4 th Friday	
8. Annex VI Building**	4	12	4 th Friday	
9. One-Stop Processing Center (OSPC)	1	4	4 th Friday	
Total	25	139		

Also included are the Public Comfort Rooms located at the common areas of the buildings.
 Also included are the basement portion of the Main Building.

NOTE : (**) - Construction still on-going.