

**SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20211123-01**

PROJECT : **Three (3) Years Comprehensive General Pest Control Services and Termite Control and Extermination Program**

IMPLEMENTOR : **HOBAC Secretariat**

DATE : **June 23, 2022**

This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annexes D-1 to D-18), Bid Data Sheet (ITB Clause 5.3 of Section III), Technical Specifications (Section VII) and Checklist of the Bidding Documents (Item 12 of Technical Documents and Items 10 to 13 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached revised Annexes D-1 to D-18 and specific sections of the Bidding Documents.
- 3) The scheduled submission and opening of bids is on July 1, 2022 at 10:00 A.M. using MS Teams



ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat

Bid Data Sheet

ITB Clause						
5.3	<p>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1.3 of IRR of RA 9184 will likely result to failure of bidding/monopoly that will defeat the purpose of public bidding, the Bidder should comply with the following requirements:</p> <p style="margin-left: 40px;">a. The Bidder must have completed a contract that is similar to this Project, the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC for this Project.</p> <p style="text-align: center; margin-left: 100px;">or</p> <p style="margin-left: 40px;">b. The Bidder must have completed at least two (2) contracts similar to this Project, the aggregate amount of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC for this Project, and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC for this Project.</p> <p>A contract shall be considered similar to this Project if it involves pest control and termite application services. Moreover, it must have been completed within five (5) years prior to the set deadline for the submission and receipt of bids.</p>					
7	Subcontracting is not allowed.					
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.					
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="width: 100%; margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">Form of Bid Security</th> <th style="width: 30%; text-align: center;">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">P69,320.00</td> </tr> <tr> <td style="padding: 5px;">(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided,</td> </tr> </tbody> </table>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P69,320.00	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided,
Form of Bid Security	Minimum Amount of Bid Security					
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P69,320.00					
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided,						

<p>however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</p>	
<p>(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.</p>	<p>P173,300.00</p>

1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal. The bidder shall first secure an electronic PAO from LANDBANK – HOBAC Secretariat. If the bidder opts to pay at any LANDBANK Branch, the electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.

If the bidder opts to pay through the LANDBANK Link.BizPortal, the steps to follow are found in Annex A of the Bidding Documents. The Payment Confirmation shall serve as proof of payment of the cash bid security.

2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.

3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the Project Title and Project Identification Number are indicated therein.

4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:

(a) CBD 2 - 18th Floor, LANDBANK Plaza Building
 Telephone No. 8-405-7345 local 2117
 (For Assets 1 Billion and up)

(b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building
 Telephone No. 8-405-7431 local 7431
 (For Assets below 1 Billion)

5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is

	<p>currently not included in the list of blacklisted firms.</p> <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <p>(a) LIBI-Forex 14th Floor, LANDBANK Plaza Building Telephone No. 8-710-7114 (Every Tuesday and Thursday)</p> <p>(b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephone Nos. 8-812-4911 and 8-867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>6. If in the form of Bid Securing Declaration, the attached Form No. 8 of the Bidding Documents must be used.</p> <p>7. A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or Payment Confirmation and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. In the case of cashier's/manager's check bid security, the physical check must be delivered to and received by LANDBANK-HOBAC Secretariat not later than 5:00 P.M. of the following banking day after the opening of bids. In the case of the other forms of bid security, the physical document must be submitted to LANDBANK-HOBAC Secretariat during the post-qualification stage.</p>
15	<p>The electronic bid shall consist of two identical copies of archived/compressed files (Copy 1 and Copy 2). The archived/compressed files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid</p>

	<p>on, the archived/compressed files shall be labelled as XYZ-081901(2)-C1 (for Copy 1) and XYZ-081901(2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-Fin.</p> <p><u>All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents.</u> The documents must be signed by the authorized signatory/ies when required in the form.</p> <p><u>The archived file and the PDF files shall be assigned with a different password</u> and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening. The passwords for Copy 1 and Copy 2 shall be the same.</p> <p>Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.</p> <p>In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. The qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-081901(2)-C1-Mod1 and XYZ-081901(2)-C2-Mod1 containing XYZ-081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1 and b) Second Modification: XYZ-081901(2)-C1-Mod2 and XYZ-081901(2)-C2-Mod2, containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.</p>
16	All bids shall be submitted electronically on or before the 10:00 A.M. deadline on _____. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in

	<p>ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes C-1 to C-7. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached Annexes C-4 to C-7).</p> <p><u>Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC.</u> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8405-7746 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.</p>
17	<p>On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meetings.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.</p> <p>In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic bids when required by the HOBAC, the bidder concerned shall be disqualified from further participating in the bidding process.</p> <p>Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon</p>

	<p>instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.</p> <p>The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary “pass/fail” criterion. Only bidders that have been rated “Passed” shall be allowed to participate in the succeeding stages of the bidding process.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated “Passed”. Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his/her Financial Component.</p> <p>In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts or due to technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>
19.3	<p>The lot and reference is:</p> <p>Three (3) Years Comprehensive General Pest Control Services and Termite Control and Extermination Program with Project Identification Number LBP-HOBAC-ITB-GS-20211123-01.</p> <p>The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.</p>

Technical Specifications

Specification	Statement of Compliance Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product 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. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.
<p>Three (3) Years Comprehensive General Pest Control Services and Termite Control and Extermination Program</p> <ol style="list-style-type: none">1. Scope of works and other terms and conditions per attached Terms of Reference Annexes D-1 to D-18.2. The documentary requirements enumerated in Section D (Annexes D-3 & D-4) of the Terms of Reference shall be submitted in support of the compliance of the Bid to the Technical Specifications and other requirements. <p>Non-submission of the documents/requirements may result in bidder’s post-disqualification.</p>	<p>Please state here either “Comply” or “Not Comply”</p>

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Components (PDF File)

- The Eligibility and Technical Component shall contain documents sequentially arranged as follows:

- Eligibility Documents – Class “A”

Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).

Technical Eligibility Documents

2. Duly notarized Secretary’s Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).
3. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

Financial Eligibility Documents

5. The prospective bidder’s audited financial statements, showing, among others, the prospective bidder’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
6. The prospective bidder’s computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

○ Eligibility Documents – Class “B”

7. Duly signed valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

○ Technical Documents

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
- 12. Revised Section VII – Specifications with response on compliance and signature of bidder's authorized representative.**
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

Note: During the opening of the first bid envelopes (Eligibility and Technical Components) only the above documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

○ Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]

- 10. Any license, certification or identification cards issued by the Fertilizer and Pesticide Authority recognized by Food and Drug Administration (FDA) per circular 2016-008**
- 11. Certificate of Membership with any associations or federations recognized by the FDA.**
- 12. Certificate of training for the applicator of Termite System.**

13. **At least two (2) related documents e.g. purchase orders, official receipts and contracts covering a three (3) year period as proof that the bidder has a minimum active experience (from July 2018 or earlier) in the field of Pest Control and Termite application services.**
 14. Copy of brochures supported by Material Safety Data Sheet or Chemical Safety Data Sheet
 15. Certificate of Registration with the Food and Drug Administration Philippines.
- Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:
16. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
 17. Latest Income Tax Return filed manually or through EFPS.
 18. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 19. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 20. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).

Financial Component (PDF File)

- The Financial Component shall contain the documents sequentially arranged as follows:
 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1).
 2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2).
 3. Duly filled out Breakdown of Bids signed by bidder's authorized representative (Annexes E-1 to E-6).

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

TERMS OF REFERENCE (TOR)**A. - NAME AND DESCRIPTION OF THE PROJECT :**

One (1) lot – Supply of technical supervision, labor, materials and tools/equipment for the **THREE (3) YEAR COMPREHENSIVE GENERAL PEST CONTROL SERVICES and TERMITE CONTROL & EXTERMINATION PROGRAM** for the following LBP Buildings/Satellite Offices:

Covering period: **Three (3) years upon receipt of Notice to Proceed**

No.	LBP Buildings & Satellite Offices	Address/Location	Estimated floor area (<i>Annex "A"</i>) (sq-m)
1.0	LANDBANK Plaza Headquarters	1598 M. H. Del Pilar cor. Dr. Quintos Sts. Malate, Manila	69,618.35
2.0	Makati Business Center/ Ayala Branch	GF & Mezz., Robinsons Summit Center, Ayala Ave., Makati City	1,109.31
3.0	LBP Quezon City Operations Center	Brgy. Bungad, West Avenue, Quezon City	1,633.64
4.0	LBP Warehouses (Old & New Bldg.)	Escala Compound, Brgy. Mambugan, Antipolo City,	11,707.20
5.0	LBP Six (6) Condo Units at Marina Suites Residences	M. H. Del Pilar St. Malate, Manila	574.00
6.0	Overseas Filipino Bank	Liwasang Bonifacio, Ermita Manila	1,426.00
TOTAL			86,068.50

B. - OBJECTIVES OF THE PROJECT :

Regular preventive maintenance to minimize/control the build-up and proliferation of rodents, pests/insects (crawling & flying) and termite destructions at the above-listed offices & premises.

C. - SCOPE OF THE PROJECT & DELIVERY OF TIME/COMPLETION SCHEDULE :

- I. Three (3) year Supply of technical supervision, materials, labor, tools, equipment and other consumables for the following activities (*for details of schedule, please refer to the SCOPE OF WORKS of the attached BUDGETARY COST ESTIMATES - Annex "B"*):

1. **COMPREHENSIVE GENERAL PEST CONTROL SERVICES**

- a. General Pest Abatement Program (Frequency of twice a month) – application thru residual spraying method of specially formulated pesticides/insecticides with long residual effects & can penetrate cracks/crevices & other confined areas as treatment program against all disease transmitting & destructive flying & crawling pests/insects.
- b. Misting Method (Frequency of twice a month) – thru the use of a misting machine as additional method to the general pest abatement program. A

One (1) lot – Supply of technical supervision, labor, materials and tools/equipment for the **THREE (3) YEAR COMPREHENSIVE GENERAL PEST CONTROL SERVICES and TERMITE CONTROL & EXTERMINATION PROGRAM** for the following LBP Buildings, Satellite Offices & LBP Condominium Units.

CLASS D

method to further enhance the effectiveness to control and eliminate the disease-transmitting/destructive flying and crawling pests/insects in the building.

- c. Gel Baiting Method (Frequency of once every 3-months) – an alternative baiting method using a gel-type substance to control the proliferation of cockroach and other crawling pests/insects. This gel-substance requires no site preparation and no irritating smell with instant shock-dose and longer effect.
- d. Rat Abatement Maintenance Program (Frequency of once every 3-months) – installation/stationing of the following combination of slow or fast-acting conventional method or any form of mechanical devices:
 - d.1 Granule-Baiting
 - d.2 Powder-Baiting
 - d.3 Glue Boards, Snap Boards & the likes
 - d.4 Cage Traps & the likes
 - d.5 To conceal or provide enclosure to the areas of possible entry of rodents (methodology and procedure shall be subject to verification and approval of FMD)
- e. Follow-up inspection to be undertaken 2-days after the completed COMPREHENSIVE GENERAL PEST CONTROL SERVICES to monitor and ensure the effectiveness of the conducted activities.

2. TERMITE CONTROL & EXTERMINATION PROGRAM

- a. General Termite Control & Extermination Baiting Program – a **one (1) time application per year** with the most advantageous/non-toxic (chemical and non-chemical) baiting program not only to control the termite production but also to eliminate the manifestation of its colony within the entire premises. An application that serves as barrier treatment that attracts any termite from extreme invasion/entry. The baiting system must be applicable to all termite species in the Philippines.

Notes:

- a.1 The General Termite Control & Extermination Baiting Program to be introduced and applied must be equipped with baiting chemicals to ensure its effectiveness within the duration of the contract.
- a.2 A sketched plan shall be provided supported with pictures on the location for the General Termite Control & Extermination Baiting Program to be applied and shall be submitted as proof of evidence.
- a.3 Inspection must follow through aligned with the schedule of inspection after the completed COMPREHENSIVE GENERAL PEST CONTROL SERVICES to monitor and ensure the effectiveness of the conducted activities.

One (1) lot – Supply of technical supervision, labor, materials and tools/equipment for the THREE (3) YEAR COMPREHENSIVE GENERAL PEST CONTROL SERVICES and TERMITE CONTROL & EXTERMINATION PROGRAM for the LBP Buildings and Satellite Offices.

II. WARRANTY ON RENDERED SERVICES BY THE SERVICE CONTRACTOR:

1. The contractor shall submit the following as proof of completed services:
 - a. **Certificate of Completion** on a monthly basis after the completed COMPREHENSIVE GENERAL PEST CONTROL SERVICES to certify that the conducted services were satisfactorily completed in accordance with the conditions stipulated in the Terms of Reference (TOR).
 - b. **Warranty Certificate** with a validity of one (1) year after the conducted TERMITE CONTROL & EXTERMINATION PROGRAM that rendered services were satisfactorily completed in accordance with the conditions stipulated in the TOR.
 - c. The submitted certificate stated above should guaranty that the service contractor shall not be relieved from its obligations and responsibilities in undertaking any fault that may occur, if there is any, during the actual implementation until completion of services covering the entire duration period of the project.
2. An individual SERVICE TREATMENT REPORT (*refer to the attached form, Annex "C"*) and AFTER SERVICE TREATMENT/INSPECTION REPORT (*refer to the attached form, Annex "D"*) for the LANDBANK Plaza and each of the LBP Satellite Offices shall be provided/submitted to the Bank after the required services were completed.
3. The service contractor shall authorize the Bank to terminate its services, should, after verified, found and documented (thru memo-incident report supported with photo) any sightings of pest infestations or presence of pests within the premises and has proven that the chemicals used and the conducted services were not effective in the control & treatment of pests, rodents & other insects. Another option is for the service contractor to conduct special treatment for the control of pests, rodents and other insects at no added cost for the Bank. The number of special treatments to be made by the service contractor shall be determined by FMD.

D. - QUALIFICATION AND DOCUMENTARY REQUIREMENTS :

Qualification requirement	Documentary requirement
I. Must be a registered pest control and termite control applicator.	Submission of the following: <ul style="list-style-type: none"> • Any license, certification or identification cards issued by the Fertilizer and Pesticide Authority (FPA) recognized by Food and Drug Administration (FDA) per circular 2016-008. • Membership with any associations or federations recognized by the FDA • Certificate of Training for the applicator of Termite System

One (1) lot – Supply of technical supervision, labor, materials and tools/equipment for the THREE (3) YEAR COMPREHENSIVE GENERAL PEST CONTROL SERVICES and TERMITE CONTROL & EXTERMINATION PROGRAM for the LBP Buildings and Satellite Offices.

CLASS D

<p>II Must have a minimum of three (3) years experience in the field of Pest Control and Termite application services.</p>	<ul style="list-style-type: none"> Submission of at least two (2) related documents (e.g. previous/present contracts, Purchase Orders, Official receipts and NTP/NOA.) from July 2018 or earlier.
<p>III. Performance Measure</p> <p>FMD will assign personnel (LBP Janitors) that will monitor/oversee the service contractor's activities during implementation and application of the pest and termite control treatment.</p>	<ul style="list-style-type: none"> Submission of After Service Treatment Report or Inspection Report every after treatment
<p>IV. Chemicals to be used in the project</p> <ul style="list-style-type: none"> Pesticide/insecticide applicable for the general pest abatement program & misting method Gel-bait Rat abatement maintenance program using slow or fast-acting conventional method (i.e. granule-baiting, rat glues & the like) Chemicals/non-chemicals for termite control & extermination baiting program 	<ul style="list-style-type: none"> Submission of brochures supported with Material Safety Data Sheet (MSDS) or Chemical Safety Data Sheet (CSDS) Submission of certificate that chemicals to be used are registered with the Food and Drug Administration (FDA), Philippines.

E. QUANTITIES OF CHEMICAL BEING USED

No.	LBP Buildings and Satellite Offices			Floor Area
		Chemicals	Quantities	
1.0	LANDBANK Plaza Headquarters	a. Insect Control for General Pest Control(Insecticide) b. Gel Bait(Rat Bait) c. Rodent Control (Rat Glue) d. Termite Control (Termiticide)	-1.5 liters -30 grams -1600 grams -50 ml	69,618.35
2.0	Makati Business Center/ Ayala Branch	a. Insect Control for General Pest Control(Insecticide) b. Gel Bait(Rat Bait) c. Rodent Control (Rat Glue) d. Termite Control (Termiticide)	-25 ml -0.5 grams -25 grams -0.8 ml	1,109.31
3.0	LBP Quezon City Operations Center	a. Insect Control for General Pest Control(Insecticide) b. Gel Bait(Rat Bait) c. Rodent Control (Rat Glue) d. Termite Control (Termiticide)	-35 ml -0.7 grams -40 grams -1 ml	1,633.64
4.0	LBP Warehouses (Old & New Bldg.)	a. Insect Control for General Pest Control(Insecticide) b. Gel Bait(Rat Bait)	-250 ml -5 grams	11,707.20

One (1) lot – Supply of technical supervision, labor, materials and tools/equipment for the THREE (3) YEAR COMPREHENSIVE GENERAL PEST CONTROL SERVICES and TERMITE CONTROL & EXTERMINATION PROGRAM for the LBP Buildings and Satellite Offices.

CLASS D

		c. Rodent Control (Rat Glue)	-275 grams	
		d. Termite Control (Termiticide)	-8 ml	
5.0	LBP Six (6) Condo Units at Marina Suites Residences	a. Insect Control for General Pest Control(Insecticide)	-12 ml	574.00
		b. Gel Bait(Rat Bait)	-0.25 grams	
		c. Rodent Control (Rat Glue)	-13 grams	
		d. Termite Control (Termiticide)	-0.4 ml	
6.0	Overseas Filipino Bank	a. Insect Control for General Pest Control(Insecticide)	-30 ml	1,426.00
		b. Gel Bait(Rat Bait)	-0.7 grams	
		c. Rodent Control (Rat Glue)	-33 grams	
		d. Termite Control (Termiticide)	-1 ml	

F. EFFECTIVENESS OF THE PEST AND TERMITE TREATMENT:

FMD will have a quarterly evaluation to the service provider to determine whether the treatment is effective for pest and termite control and discuss the areas that needs improvement when it comes to pest and termite control treatment (see attached Performance Rating Evaluation Form).

G. PROPER DISPOSAL OF THE CAUGHT PESTS:

The service provider must properly dispose the caught dead pests in accordance with the rules and regulation of the DENR and other regulatory bodies and t submit a Certification of Proper Disposal or any equivalent report within five days after conduct of treatment.

H. DATA, LOCAL SERVICES, PERSONNEL & FACILITIES TO BE PROVIDED BY PROCURING ENTITY:

FMD shall assign personnel that will monitor/oversee the service contractor's activities in the implementation and application of COMPREHENSIVE GENERAL PEST CONTROL SERVICES and TERMITE CONTROL & EXTERMINATION PROGRAM.

I. - WORKING ARRANGEMENTS :

- I. The service contractor shall comply with the approved IMPLEMENTATION SCHEDULE (*refer to Annex "E"*) and shall submit to FMD a written notice of its monthly programmed work schedule, indicating the date and time that conforms to the Bank's approved implementation schedule for the COMPREHENSIVE PEST CONTROL SERVICES as well as the TERMITE CONTROL & EXTERMINATION PROGRAM one-week before the actual/regular application for approval & reference in dissemination of same to all affected offices/units/departments.
- II. Secure work authorization from FMD-FSU;
- III. Prepare all of the appropriate tools/equipment and safety equipment needed. Ensure that the service contractor's staffs/personnel are equipped with the prescribed Personnel Protective Equipment (PPE) (i.e., respirators, dust masks, gloves, goggles, helmets, over-all trouser/outfit, safety shoes, etc.).
- IV. Authorized work schedule of the supplier/contractor:

i. Weekends (Saturdays): 5:00 PM - Onwards

One (1) lot – Supply of technical supervision, labor, materials and tools/equipment for the THREE (3) YEAR COMPREHENSIVE GENERAL PEST CONTROL SERVICES and TERMITE CONTROL & EXTERMINATION PROGRAM for the LBP Buildings and Satellite Offices.

CLASS D

- ii. Schedule of work operation may be subject to change provided no disruption to the operation of the Bank.
- V. Mixing of pesticides/insecticides shall be done in a well-ventilated and lighted area, matting in the mixing area shall be provided to avoid chemical spillage. Ensure that the required dilutions of chemicals shall be observed. Cover all equipment, utensils, potable drinking waters, etc. to avoid contamination that may become harmful to human.
- VI. CLAYGO (**Clean As You Go**) shall be practiced at the assigned working area. Collect all empty containers of the chemicals used (by placing them in safety containers) after the regular pest control activities and shall be returned to the contractor's warehouse.

J. - MODE OF PAYMENT :

- I. Payment shall be made every end of the month upon submission of the following:
 - a. Official endorsement of billing/charges
 - b. Billing Invoice
 - c. Duly signed SERVICE TREATMENT REPORT
 - d. Duly signed AFTER SERVICE TREATMENT/INSPECTION REPORT
 - e. **Certificate of Completion** of the completed COMPREHENSIVE GENERAL PEST CONTROL SERVICES
 - f. Copy of **Warranty Certificate** with a validity of one (1) year after the conducted TERMITE CONTROL & EXTERMINATION PROGRAM.
 - g. Copy of the Approved Work Authorization issued by FMD
 - h. Certified copy of the contract, NOA, NTP and PO
 - i. Other pertinent documents, if there is any
- II. Certificate of Appearance (CA), (*refer to the attached form, Annex "E"*) shall be secured by the service contractor duly signed by the authorized representative/s of LANDBANK Plaza and LBP Satellite Offices in case services were not rendered due to conflict in the schedule of activity/ies as a supporting document to process the payment and shall not affect the processing of actual monthly billing of the service providers.
- III. Failure of the service contractor to conduct its services shall result to a corresponding applicable deductions.
- IV. Processing of payment on all billings of the service contractor shall be subject to a 10% Retention Fee.

K. Other Terms and Conditions:

- I. Prior to the bidding proper, interested contractors must conduct inspection, verification, and overall project assessment. A corresponding Certificate of Inspection (CI) shall be issued by the LANDBANK - Facilities Management Department (FMD) which shall form part of the bidding requirements/submittals. Non-inspection/submission of CI shall result to outright disqualification of the bid.
- II. The winning contractor/supplier/service provider shall :

One (1) lot - Supply of technical supervision, labor, materials and tools/equipment for the THREE (3) YEAR COMPREHENSIVE GENERAL PEST CONTROL SERVICES and TERMITE CONTROL & EXTERMINATION PROGRAM for the LBP Buildings and Satellite Offices.

CLASS D

1. Coordinate with FMD for schedules and project briefing. Work authorization permit shall be secured from FMD prior to any mobilization.
2. Deploy competent technicians/workers with vast experience and expertise in the entire undertaking and implementation of the project.
3. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project.
4. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any other person in the implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
5. The winning service contractor shall secure a **Comprehensive General Liability Insurance (CGLI)** to be submitted to FMD thru ProcD prior to start of the project or issuance of **Notice to Proceed (NTP)** renewable every year for three (3) years.
6. Maintain cleanliness at all times. The service contractor shall clean the affected area immediately after each work day.
7. Be bounded by and shall strictly observe the Bank's existing rules and regulations with regards to the standard security policies and procedures while in the premises.
8. Failure to complete the project within the prescribed period set by the Bank, the contractor shall be assessed of the liquidated damages equal to one tenth (1/10) of one (1%) for every day of delay until collection is completed and accepted by the Bank. (As stipulated in the Terms and Conditions at the back of the original Purchase Order)

L. Contact Persons:

For further information, you may get in touch with Mr. Lito Bantug or Ms. Charlotte D. Gumaru at Tel. Nos.(02) 522-000 locals 2259/7731 and 405-7360.

Prepared by:



JOCELITO L. BANTUG
PDS II, SCMD-FSU


CHARLOTTE D. GUMARU
ENGINEER, FAD, FMD-FSU

Endorsed by:


RODRIGO P. OLBES, JR.
ADM, FMD-FSU

Approved by:


RAMON P. REMILLANO
AVP, FMD

One (1) lot - Supply of technical supervision, labor, materials and tools/equipment for the THREE (3) YEAR COMPREHENSIVE GENERAL PEST CONTROL SERVICES and TERMITE CONTROL & EXTERMINATION PROGRAM for the LBP Buildings and Satellite Offices.

ANNEX "A"

SPACE AREA FOR PEST CONTROL COMPUTATION PURPOSES 3CY (March 01, 2022 to February 28, 2025)

A. LANDBANK PLAZA		
	FLOOR	Estimated Floor Area (Sq-m)
1	Helipad	1,101.26
2	36th	269.17
3	35th	1,376.51
4	34th	913.67
	Exec Lounge	296.23
	BD, Ante & Lounge)	337.38
5	33rd	1,547.28
6	32nd	1,515.29
7	31st	1,547.28
8	30th	1,547.28
9	29th	1,547.28
10	28th	1,547.28
11	27th	1,547.28
12	26th	1,547.28
13	25th	1,547.28
14	24th	1,547.28
15	23rd	1,547.28
16	22nd	1,547.28
17	21st	1,547.28
18	20th	1,547.28
19	19th	1,547.28
20	18th	1,547.28
21	17th	1,547.28
22	16th	1,547.28
23	15th	1,547.28
24	14th	1,547.28
25	12th (Canteen)	1,454.36
26	11th	2,414.15
27	10th	2,996.52
28	9th	2,996.52
29	8th	2,996.52
30	7th	2,996.52
31	6th	2,996.52
32	5th	2,996.52
33	4th	2,996.52
34	3rd	2,996.52
35	2nd/Mezzanine	1,393.26
36	Ground	2,893.02
37	Basement	3,732.81
SUB-TOTAL (Estimated)		69,618.35
B. LBP MAKATI BUSINESS CENTER/AYALA BRANCH		
	FLOOR	Estimated Floor Area (Sq-m)
1	2nd / Mezzanine	499.00

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	2	Ground	610.31
		SUB-TOTAL (Estimated)	1,109.31
C.	LBP Quezon City Operation Center		
		FLOOR	Estimated Floor Area (Sq-m)
1	3rd		499.03
2	2nd		499.03
3	Ground		635.58
		SUB-TOTAL (Estimated)	1,633.64

D.	LBP WAREHOUSE (ANTIPOLO CITY)		
		FLOOR	Estimated Floor Area (Sq-m)
OLD BUILDING			
1			2,613.60
2			2,613.60
NEW BUILDING			
1	3rd		2,160.00
2	2nd		2,160.00
3	Ground		2,160.00
		SUB-TOTAL (Estimated)	11,707.20
E.	MARINA SUITES RESIDENCES (LBP CONDO. UNITS)		
		NO. OF UNITS	Estimated Floor Area (Sq-m)
1	Unit 24-A		145.00
2	Unit 18-A		145.00
3	Unit 30-F		92.00
4	Unit 31-H		64.00
5	Unit 31-I		64.00
6	Unit 31-J		64.00
		SUB-TOTAL (Estimated)	574.00
F.	OVERSEAS FILIPINO BANK		
1	2nd		616.00
2	Ground		810.00
		SUB-TOTAL (Estimated)	1,426.00

Prepared by:

J. L. Bantug

JOCELITO L. BANTUG
PDS II, SCMD, FMD-FSU

Charlotte D. Gumar

CHARLOTTE D. GUMARU
ENGINEER, FAD, FMD-FSU

Reviewed by:

Laarni O. De BeLEN
LAARNI O. DE BELEN
Acting ADC, SCMD- FMD-FSU

Endorsed by:

Rodrigo P. Olbes
RODRIGO P. OLBES
ADM, FMD-FSU

Approved by:

Ramil P. Remillano
RAMIL P. REMILLANO
AVP, FMD

REVISED Annex D-9

PROJECT : One (1) lot – Supply of technical supervision, labor, materials and tools/equipment for the
**THREE (3) YEAR COMPREHENSIVE GENERAL PEST CONTROL SERVICES and TERMITE CONTROL &
 EXTERMINATION PROGRAM** for the following LBP Buildings & Sattelite Offices
LOCATION : LANDBANK Plaza Headquarters, LBP Satellite Offices and LBP Condominium Units (Marina)
SUBJECT : REFERENCE FOR INTERESTED SERVICE CONTRACTOR'S QUOTATION FORMAT
DURATION March 01, 2022 to February 28, 2025

ITEMS/LOCATIONS	COVERED FLOOR AREA		SCOPE OF WORKS		COST ESTIMATES/month (INCLUSIVE OF VAT)	
	Qty.	Unit	ACTIVITY	FREQUENCY	Unit Cost	Total Cost
A. PEST CONTROL PROGRAM						
I COMPREHENSIVE PEST CONTROL SERVICES						
1.0 LANDBANK Plaza Headquarters	67,437.46	sqm	Gen Pest Abatement	2x / mo		
1.1 All Floors, 36th to basement, except Canteen(12/F) Exec. Lounge (34/F) BoardRm/Ante-Rm/Lounge (34/F)			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
1.2 Canteen (12/F)	1,547.28	sqm	Gen Pest Abatement	4x / mo		
			Misting	4x / mo		
			Gel Baiting	once / 3-mo		
			Rat/Mice Abatement	once / 3-mo		
			Inspection	4x / mo		
1.3 Executive Lounge (34/F)	296.23	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
1.4 Board Room/Ante-Room/Lounge (34/F)	337.38	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
2.0 Makati Business Center/Ayala Branch	499.00	sqm	Gen Pest Abatement	2x / mo		
2.1 Makati Business Center (Mezz.)			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
2.2 Ayala Branch (G/F)	610.31	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
3.0 LBP West Avenue Branch	499.03	sqm	Gen Pest Abatement	2x / mo		
3.1 3rd floor			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		

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3.2 2nd floor	499.03	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
3.3 Ground floor	635.58	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
4.0 LBP (Old) Warehouse 4.1 Second Floor	2,613.60	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
4.2 Ground Floor	2,613.60	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
5.0 LBP (New) Warehouse 5.1 Third Floor	2,160.00	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
5.2 Second Floor	2,160.00	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
5.3 Ground Floor	2,160.00	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
6.0 LBP CONDOMINIUM UNITS (MARINA)	564.00	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		

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7.0 Overseas Filipino Bank
7.1 Second Floor

7.2 Ground Floor

7.0 Overseas Filipino Bank 7.1 Second Floor	616.00	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
7.2 Ground Floor	810.00	sqm	Gen Pest Abatement	2x / mo		
			Misting	2x / mo		
			Gel Baiting	once/3-mo		
			Rat/Mice Abatement	once/3-mo		
			Inspection	2x / mo		
TOTAL COST PER MONTH SUB-TOTAL						
TOTAL COST PER YEAR						
TOTAL COST FOR 3 YEARS						

ITEMS/LOCATIONS	COVERED FLOOR AREA		SCOPE OF WORKS		COST ESTIMATES/ year / three (3) years (inclusive of VAT)	
	Qty.	Unit	ACTIVITY	FREQUENCY	Unit Cost	Total Cost
B. TERMITE CONTROL PROGRAM						
II TERMITE CONTROL & EXTERMINATION PROGRAM						
1.0 LANDBANK Plaza Headquarters						
1.1 All Floors, 36th to basement, except Canteen(12/F), Exec. Lounge (34/F) BoardRm/Ante-Rm/Lounge (34/F)	67,437.46	sqm	Gen Termite Control & Extermination Baiting	Once/Year		
	1,547.28	sqm				
1.2 Canteen (12/F)	296.23	sqm				
1.3 Executive Lounge (34/F)	337.38	sqm				
1.4 Board Room/Ante-Room/Lounge (34/F)			Inspection	once / mo		
2.0 Makati Business Center/Ayala Branch						
2.1 Makati Business Center (Mezz.)	499.00	sqm	Gen Termite Control & Extermination Baiting	Once/Year		
2.2 Ayala Branch (G/F)	610.31	sqm				
			Inspection	once / mo		
3.0 LBP West Avenue Branch						
3.1 3rd floor	499.03	sqm	Gen Termite Control & Extermination Baiting	Once/Year		
3.2 2nd floor	499.03	sqm				
3.3 Ground floor	635.58	sqm				
			Inspection	once / mo		
4.0 LBP Warehouse						
4.1 Old Warehouse						
4.1.1 Second Floor	2,613.60	sqm	Gen Termite Control & Extermination Baiting	Once/Year		
4.1.2 Ground Floor	2,613.60	sqm				
			Inspection	once / mo		
4.2 New Warehouse						
4.2.1 Third Floor	2,160.00	sqm	Gen Termite Control & Extermination Baiting	Once/Year		
4.2.2 Second Floor	2,160.00	sqm				
4.2.3 Ground Floor	2,160.00	sqm				
			Inspection	once / mo		
5.0 LBP CONDOMINIUM UNITS (MARINA)	564.00	sqm	Gen Termite Control & Extermination Baiting	Once/Year		
			Inspection	once / mo		
6.0 Overseas Filipino Bank						
6.1 Second Floor	616.00	sqm	Gen Termite Control & Extermination Baiting	Once/Year		
6.2 Ground Floor	810.00	sqm				
			Inspection	once / mo		
TOTAL COST PER YEAR						
TOTAL COST FOR 3 YEARS						

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ITEMS/LOCATIONS	COVERED FLOOR AREA		SCOPE OF WORKS		COST ESTIMATES (INCLUSIVE of VAT)	
	Qty.	Unit	ACTIVITY	FREQUENCY	Unit Cost	Total Cost
C. GENERAL REQUIREMENTS						
a. Comprehensive General Liability Insurance (1.00	lot	entire duration of the project			
a. CGLI coverage shall be the following:						
a.1 Bodily Injury Liability						
a.1.1 each person						
a.1.2 each accident						
a.1.3 each period of indemnity						
a.2 Property Damage Liability						
a.2.1 each person						
a.2.2 each accident						
a.2.3 each period of indemnity						
a.3 Maximum Aggregate Limit: The contract amount of the project.						
TOTAL COST FOR 3 YEARS						

SUMMARY OF BUDGETARY COST ESTIMATES	
A. PEST CONTROL PROGRAM	-
B. TERMITE CONTROL PROGRAM	-
C. GENERAL REQUIREMENTS	-
TOTAL PROJECT COST	Php

REVISED Annex D-13

Annex "C"

 (Name and Address of the service provider)

SERVICE TREATMENT REPORT

Clients Name: _____
 Address: _____
 Areas/Floors Covered: _____

A. COMPREHENSIVE GENERAL PEST CONTROL SERVICES

ACTIVITY/SCOPE OF WORKS	Frequency of Treatment	Date of Treatment	Last/Previous Date of Treatment	REMARKS
1.0 General Pest Abatement Program	2x/month			
2.0 Misting Method	2x/month			
3.0 Gel Baiting Method	once/3-month			
4.0 Rat Abatement Maint. Program	once/3-month			

B. TERMITE CONTROL & EXTERMINATION PROGRAM

ACTIVITY/SCOPE OF WORKS	Frequency of Treatment	Date of Treatment	Last/Previous Date of Monitoring	Date of Inspection/Monitoring	REMARKS
1.0 General Termite Control & Extermination Baiting Program	once/year				

C. CHEMICALS USED:

1.0 For the Comprehensive General Pest Control Services

2.0 For the Termite Control & Extermination Program

Performed by: _____
 (Print name, designation & signature of the service provider's technician)

Witnessed/Attested by: _____
 (Print name, designation & signature of Client/Bank's Representative)

Approved by: _____
 (Print name, designation & signature of the service provider)

Confirmed by: _____
 (Print name, designation & signature of the Head, FMD)

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(Name and Address of the service provider)

AFTER TREATMENT SERVICE/INSPECTION REPORT

Clients Name: _____
Address: _____
Areas/Floors Covered: _____

Date of Inspection: _____
Time: _____

A. COMPREHENSIVE GENERAL PEST CONTROL SERVICES

FINDINGS	Last/Previous Date of Inspection	Location/s	REMARKS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. TERMITE CONTROL & EXTERMINATION PROGRAM

FINDINGS	Last/Previous Date of Inspection	Location/s	REMARKS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. COMMENTS/SUGGESTIONS:

D. RECOMMENDATIONS:

Performed by: _____
(Print name, designation & signature of the service provider's technician)

Witnessed/Attested by: _____
(Print name, designation & signature of Client/Bank's Representative)

Approved by: _____
(Print name, designation & signature of the service provider)

Confirmed by: _____
(Print name, designation & signature of the Head, FMD)

Annex "E"

PROJECT : One (1) lot – Supply of technical supervision, labor, materials and tools/equipment for the THREE (3) YEAR COMPREHENSIVE GENERAL PEST CONTROL SERVICES & TERMITE CONTROL & EXTERMINATION PROGRAM of LANDBANK Plaza & LBP Satellite Offices.

COVERED PERIOD: MARCH 01, 2022 TO FEBRUARY 28, 2025

LOCATIONS :


- a. LANDBANK Plaza Headquarters and LBP Satellite Offices
- b. Makati Business Center/ Ayala Branch
- c. LBP West Avenue Branch
- d. LBP (Antipolo) Warehouses (Old & New Bldg.)

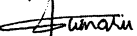
SUBJECT : IMPLEMENTATION SCHEDULE

DATE : MAY 17, 2021

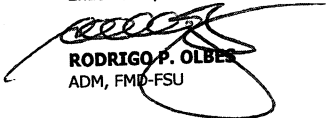
CALENDAR YEAR 2022						
No.	MONTH	DATE OF IMPLEMENTATION				
		1ST WEEK	2ND WEEK	3RD WEEK	4TH WEEK	
1.00	MARCH	March 5	March 12	March 19	March 26	
2.00	APRIL	April 2	April 9	April 16	April 23	
3.00	MAY	May 07	May 14	May 21	May 28	
4.00	JUNE	June 04	June 11	June 18	June 25	
5.00	JULY	July 02	July 09	July 16	July 23	
6.00	AUGUST	August 06	August 13	August 20	August 27	
7.00	SEPTEMBER	September 03	September 10	September 17	September 24	
8.00	OCTOBER	October 01	October 09	October 15	October 22	
9.00	NOVEMBER	November 05	November 12	November 19	November 26	
10.00	DECEMBER	December 03	December 10	December 17	December 24	
CALENDAR YEAR 2023						
1.00	JANUARY	January 07	January 14	January 21	January 28	
2.00	FEBRUARY	February 04	February 11	February 18	February 25	
3.00	MARCH	March 04	March 11	March 18	March 25	
4.00	APRIL	April 01	April 08	April 15	April 22	
5.00	MAY	May 06	May 13	May 20	May 27	
6.00	JUNE	June 03	June 10	June 17	June 24	
7.00	JULY	July 08	July 15	July 22	July 29	
8.00	AUGUST	August 05	August 12	August 19	August 26	
9.00	SEPTEMBER	September 09	September 16	September 23	September 30	
10.00	OCTOBER	October 07	October 14	October 21	October 28	
11.00	NOVEMBER	November 04	November 11	November 18	November 25	
12.00	DECEMBER	December 09	December 16	December 23	December 30	
CALENDAR YEAR 2024						
1.00	JANUARY	January 06	January 13	January 20	January 27	
2.00	FEBRUARY	February 03	February 10	February 17	February 24	
3.00	MARCH	March 09	March 16	March 23	March 30	
4.00	APRIL	April 06	April 13	April 20	April 27	
5.00	MAY	May 04	May 11	May 18	May 25	
6.00	JUNE	June 08	June 15	June 22	June 29	
7.00	JULY	July 06	July 13	July 20	July 27	
8.00	AUGUST	August 10	August 17	August 24	August 31	
9.00	SEPTEMBER	September 07	September 14	September 21	September 28	
10.00	OCTOBER	October 05	October 12	October 19	October 26	
11.00	NOVEMBER	November 09	November 16	November 23	November 30	
12.00	DECEMBER	December 07	December 14	December 21	December 28	
CALENDAR YEAR 2025						
1.00	JANUARY	January 04	January 11	January 18	January 25	
2.00	FEBRUARY	February 01	February 08	February 15	February 22	

Prepared by:


JOCELITO L. BANTUG
 PDS II, SCMD, FMD-FSU


CHARLOTTE D. GUMARU
 ENGINEER, FAD, FMD-FSU

Endorsed by:


RODRIGO P. OLBER
 ADM, FMD-FSU

Reviewed by:


LAARNI O. DE BELEN
 Acting ADC, SCMD-FSU

Noted by:


R. M. MELLANO
 A/P, FMD

revised

Annex D-16

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that Mr. _____, representing himself as
(name of service provider's technician)
the service technician of _____ has appeared to this
(name of contractor/service provider)
office on _____ for the scheduled implementation of the Comprehensive
(date)
General Pest Control Services & Termite Control & Extermination Program.

This is to certify further that we did not allow the said service provider to enter the
premises of _____ for the following reason;
(name of the bldg./office)

- a. _____
- b. _____

This certification is issued to _____ to support the processing
(name of contractor/service provider)
of its billing without deduction for not performing the required services due to the above-cited
reasons which is beyond its control.

Given this _____ of _____ CY _____ at _____.

Certified by:

(Print name, designation & signature of authorized representative)

Print name, designation & signature of attending service provider's technician

REVISED Annex D-17

**LANDBANK OF THE PHILIPPINES
FACILITIES MANAGEMENT DEPARTMENT
FACILITIES SERVICES UNIT**

**PERFORMANCE RATING EVALUATION FORM
PEST AND TERMITE CONTROL SURVEY**

Service Providers' Representative and signature: _____

Date: _____

4-VERY SATISFACTORY, 3-SATISFACTORY, 2-POOR, 1-NEEDS IMPROVEMENT

	4	3	2	1	TOTAL SCORE POINTS
1. No visible evidence of infestation of rodents, pests/insects (crawling and flying)					
2. Exterminated the all the identified pest in the building.					
3. Properly accommodate and address our queries and concerns					
4. Rate the experience in dealing with service provider's technician representative					
5. Rate overall satisfaction					
TOTAL					

RATING SCALE:
17 to 20 – Excellent
14 to 17 – Good
10 to 14 – Fair
5 to 10 - Needs Improvement

Suggest areas of improvement:

Evaluation Performed by: _____