



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE



PURCHASE ORDER

ASTI – FM 03-17
REV 3 / 10 October 2023

Supplier:	JTO PEST CONTROL SERVICES	PO No.:	25-01-024
Address:	B13 L63 Mt. View Subd., Muzon, City of San Jose Del Monte, Bulacan 3023	PO Date:	January 31, 2025
TIN:	221-522-981-00000	Mode of Procurement:	NP-53.9 Small Value Procurement

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101

Delivery Term: Provided for under description

Date of Delivery: _____

Payment Term: _____

Government Terms

Warranty Term: _____

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Provision of Pest Control Services</p> <p>1. BACKGROUND AND OBJECTIVES</p> <p>1.1. The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI) intends to engage the services of a service provider duly authorized and with the necessary expertise, experience, and capacity to maintain pest control in DOST-ASTI building and premises.</p> <p>1.2. The Approved Budget for the Contract (ABC) is inclusive of all applicable government taxes and other charges.</p> <p>1.2.3. Breakdown of quotations for DOST-ASTI and Electronic Product Development Center (EPDC) per service, which must be within the ABC per location, must be submitted to the BAC Secretariat.</p> <p>2. LOCATION</p> <p>2.1. DOST-ASTI Building and grounds located at C.P. Garcia Ave., UP Diliman, Quezon City, 1101.</p> <p>2.2. EPDC Building and grounds located at MIRDC Comp., Gen. Santos Ave., Bicutan 1631, Taguig.</p> <p>3. QUALIFICATIONS OF SERVICE PROVIDER</p>	1	P289,000.00	P289,000.00

Postal Address : ASTI Bldg., U.P. Technology Park Complex,
CP Garcia Ave., Diliman, Quezon City 1101
Website : www.asti.dost.gov.ph
Email : info@asti.dost.gov.ph

Tel No. : +632 8249-8500
+632 8426-9755

3.1. The service provider must have the required experience and expertise to carry out the pest control services. The following must be attached upon submission of quotations:

3.1.1. Must be in business of Pest Control Service for the past three (3) years;

3.1.2. Must provide Certificate of Product Registration, Pesticide Registration, and License to Operate from Food and Drug Administration (FDA), manufacturer, trader or distributor for pesticide product per evaluation of its safety, efficacy and quality that permits its manufacture, importation, distribution, and use issued by FDA. Submission must be ten (10) calendar days upon issuance of Notice to Proceed (NTP).

3.1.3. The pesticide product shall contain a maximum of three (3) active ingredients and all active ingredients for use shall be registered with the FDA. If such active ingredient/s has current and valid registration with the Food and Pesticide Authority (FPA), the FDA shall recognize the FPA as such active ingredients.

3.1.3.1. If the active ingredient is sourced from a foreign country, the service provider must submit at least one of the following: the Certificate of Free Sale issued by the National Regulatory Authority of country of origin, Certificate of Good Manufacturing Practice based on international manufacturing standards, Manufacturing license, and ISO Certificate related to manufacturing.

3.1.3.2. In lieu of in vivo and in vitro animal testing, Globally Harmonized System of Classification and Labelling of Chemicals (GHS) bridging principles may be applied as long as the hazard categories of each ingredient in concentration greater than or equal to one percent (1%) are known, unless there is evidence that the concentration less than 1% are hazardous. Any related references compliant with GHS is accepted.

3.1.4. Must be a member with good standing of any of the following and evidence must be submitted ten (10) calendar days upon issuance of NTP:

3.1.4.1. Pest Control Association of the Philippines;

3.1.4.2. Philippine Federation of Pest Management Operators Association (PFPMOA);

3.1.4.3. Pest Exterminators Association of the Philippines; or

3.1.4.4. Kapisanan ng mga Pest Control Operators sa Pilipinas, Inc.

3.1.5. Must have latest license of Pest Control Operator by FPA or FDA.

3.1.6. Must have the following personnel to be assigned to the project who are certified by PFPMOA, in which documents/evidence must be submitted ten (10) calendar days upon issuance of NTP, viz:

3.1.6.1. Pesticide handlers of at least high school graduate with three (3) years experience as technician/worker of regular/general pest control service; and

3.1.6.2. Supervisor must have reached college level with at least three (3) years experience on regular/general pest control services.

3.1.7. Delivery of pesticides and chemical baits to be used by the service provider must have a corresponding Safety Data Sheet that provides important physical characteristics, and ecological, safety, and toxicological information on chemical substances or mixtures of ingredients used. It shall also be responsible for the disposal of empty pesticide containers, unused pesticides, and expired pesticides, if any.

3.1.7.1. Must provide bio-efficiency test, a scientific study to show, demonstrate, or substantiate a claim of efficacy against pest/s to be used by service provider, and toxicity study, which contains sets of data or information from an experiment for risk assessment and risk analysis of the product, if any.

4. SCOPE OF SERVICES

4.1. The service provider shall render and perform the best quality pest control service for the extermination and control of disease-transmitting and destructive pests using modern methods and pesticides duly approved by the FDA, which shall consist of the following operations and activities:

4.1.1. Residual spraying of long-lasting pesticide on all floor drains at bathrooms, storage rooms, conference rooms, ornamental plants, and other areas where drain pose a potential harborage. Must be odorless and non-staining.

4.1.2. Spraying or misting, whichever is applicable, of safe and appropriate

chemicals on all building floors and ground to critical areas and breeding harborages of cockroaches, ants, flies, mosquitoes and all other flying pests. With extra call at no additional cost in case of sudden infestation.

4.1.3. Application of fast-acting gel bait, highly effective against all species of ants, cockroaches and rat/mice, especially on all rooms and offices where spraying and baiting are not applicable.

4.1.4. Misting or fogging within DOST-ASTI and EPDC perimeter to control ants, flies, mosquitoes and other flying insect pests. With extra call at no additional cost in case of sudden infestation.

4.1.5. Soil Treatment / Perimeter Barrier for prevention against termite infestation. By applying a solution as barrier or treated zone, termites may be repelled or be killed in the process when they entered the area of treated soil thus preventing an infestation to the property.

4.2. The service provider shall be on call whenever there is a discovery of infestation and shall perform the following operations and activities as the need arises;

4.2.1. Rat/Mice baiting, trapping, and gluing – application of rat track powder, anticoagulant rodenticides, employing mechanical traps and other gadgets, application of non-poisonous adhesives to all breeding avenues, runways frequented by rats/mice in all rooms and offices.

4.2.2. Burrow treatment and disposal of dead rats– to kill and look for all the rats inside rat burrows and other areas found along the perimeter of the buildings and shall cover the entire DOST-ASTI and EPDC grounds and dispose of it accordingly.

4.2.3. Spot Treatment - Spot treating the timber will stop the termites from attacking the wood in other areas. Spray treatments could be in the crawlspace, cracks or crevices and parts of the framing of the structure.

5. OBLIGATIONS OF THE SERVICE PROVIDER

5.1. Shall bind itself to fully and faithfully furnish and perform satisfactorily all work necessary following existing environmental laws and standards for the extermination and control of mosquitoes, carpet-beetles, cockroaches, ants and all other house and building pests such as rats and mice at the

premises of the building.

5.2. Shall ensure that the technology and chemicals to be used are of known high quality, environmentally safe, effective, and not hazardous to the building, its occupants, and all the residents near DOST-ASTI and EPDC. Pesticide products and chemicals to be used must be duly registered with the FDA with Green Label for safety, healthy, and conducive environment.

5.3. Shall respond to calls within twenty-four (24) hours for immediate service to DOST-ASTI and EPDC. It shall also immediately undertake remedial measures to arrest the spread of pest/termites discovered in certain areas while spraying and applying chemical baits at no additional cost. Such remedial measures taken shall be reported to DOST-ASTI and EPDC representative for inclusion in the intensive treatment and elimination of termites using the baiting system.

5.4. Shall submit certification that it will provide and supply, at its own expense, all personnel, supplies, tools, and equipment necessary for the faithful performance of its obligations under this Contract.

5.5. Shall ensure safe, reliable, and effective pest control services.

5.6. Shall provide a price breakdown of the cost of services, as well as bill of materials, if applicable.

5.7. Shall notify DOST-ASTI Property and Supply Section of chemicals/solutions to be used for inspection, for approval, prior to conduct of activity.

6. CONTRACT DURATION

6.1. The contract shall commence upon issuance of Purchase Order and NTP until December 2025.

6.2. The quarterly rate, inclusive of taxes and other charges, is fixed for the duration of the contract.

6.3. Schedule of Pest Control for DOST-ASTI shall be as follows:

6.3.1. Main Pest Control – 1st Saturday upon issuance of NTP.

6.3.1.1. Follow-up Pest Control – Fourteen (14) calendar days after completion of 1st main pest control

6.3.2. Main Pest Control – 01 March 2025

6.3.2.1. Follow-up Pest Control – 15 March 2025

6.3.3. Main Pest Control – 03 May 2025
6.3.3.1. Follow-up Pest Control – 17 May 2025
6.3.4. Main Pest Control – 05 July 2025
6.3.4.1. Follow-up Pest Control – 19 July 2025
6.3.5. Main Pest Control – 06 September 2025
6.3.5.1. Follow-up Pest Control – 20 September 2025
6.3.6. Main Pest Control – 01 November 2025
6.3.6.1. Follow-up Pest Control – 15 November 2025
6.3.7. Fogging
6.3.7.1. Every 3rd Saturday of the month for twelve (12) months and is conducted along with follow-up treatments.
6.3.8. Termite Treatment/Inspection
6.3.7.1. Conducted along Fogging Operation

6.4. Schedule of Pest Control for EPDC shall be as follows:
6.4.1. Main Pest Control – 1st Saturday upon issuance of NTP
6.4.1.1. Follow-up Pest Control – Fourteen (14) calendar days after completion of 1st main pest control
6.4.2. Main Pest Control – 08 March 2025
6.4.2.1. Follow-up Pest Control – 22 March 2025
6.4.3. Main Pest Control – 10 May 2025
6.4.3.1. Follow-up Pest Control – 24 May 2025
6.4.4. Main Pest Control – 12 July 2025
6.4.4.1. Follow-up Pest Control – 26 July 2025
6.4.5. Main Pest Control – 13 September 2025
6.4.5.1. Follow-up Pest Control – 27 September 2025
6.4.6. Main Pest Control – 08 November 2025
6.4.6.1. Follow-up Pest Control – 22 November 2025
6.4.7. Fogging
6.4.7.1. Every 4th Saturday of the month for twelve (12) months and is conducted along with follow-up treatments.

7. PROOF OF SERVICES RENDERED

7.1. Pest control services shall be done in the presence of the designated

representative of DOST-ASTI and EPDC and shall validate that the work is satisfactorily undertaken.

7.2. The service provider shall ensure, once the services are accomplished, that the head of the department or section head or authorized staff, where the pest control is done, shall sign the service acknowledgment report from over his/her printed name as proof that services are rendered.

7.3. Service provider shall issue a quarterly certificate of treatment, certifying the areas/location has been serviced, based on the attached service acknowledgment, report, as part of the attachment to their quarterly billing statement.

8. WARRANTIES

8.1. The service provider warrants that it shall perform the obligations herein contracted and has the manpower, equipment, and facilities necessary to comply with the above service requirements of DOST-ASTI and EPDC.

8.2. At any and all times, the service provider shall exercise control and supervision over its employees deployed in DOST-ASTI and EPDC and shall be directly, primarily and solely responsible for any damages or liabilities that its employees may cause or incur.

8.3. The warranty for the General Pest Control Services shall be for the entire duration of this Contract.

9. PAYMENT SCHEDULE

9.1. Payment to the service provider shall be made monthly upon acceptance of DOST-ASTI and EPDC, subject to the submission of billing statement, duly accomplished service and inspection report forms, and other documentary requirements.

10. LIQUIDATED DAMAGES

10.1. Non-compliance with the terms and conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages pursuant to Republic Act No. 9184 and its 2016 revised Implementing Rules and Regulations. DOST-ASTI and EPDC reserve the right to rescind the contract once the cumulative

	amount of liquidated damages reaches ten percent (10%) of the amount of the Contract.			
	11. OTHER TERMS AND CONDITIONS			
	11.1. The Contract may be extended, renewed, and amended subject to the Guidelines of Regular and Recurring Services of the 2016 revised IRR of RA No. 9184.			
	11.2. Should there be any discrepancy between the purchase request and the Term Sheet, the provisions set forth in the latter shall prevail.			
	(Please see attached quotation.)			
			TOTAL:	P289,000.00
(Total Amount in Words)			Two Hundred Eighty Nine Thousand Pesos Only	

The contract price is inclusive of taxes and other fees or charges. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.

Conforme:

Very Truly Yours,

(Signature over Printed Name of Supplier)


FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI

(Date)

Fund Cluster:	01	ORS / BURS No.:	021011012025-02-000003
Funds Available:	Php 289,000.00	ORS / BURS Date:	FEBRUARY 03, 2025
		Amount:	₱ 289,000.00
<div>GAY CONCEPCION S. BUGAGAO</div> <div>Accountant III</div>			



31 January 2025

NOTICE TO PROCEED
ALTERNATIVE MODE OF PROCUREMENT

Ms. JUDILYN TIMKANG ORIAS
Owner
JTO PEST CONTROL SERVICES
B13 L63 Mt. View Subd., Muzon
City of San Jose Del Monte, Bulacan 3023

Dear Ms. Orias,

This Notice to Proceed is hereby issued for the following contract details:

Contract Name	: Provision of One (1) Lot Pest Control Services
Purchase Request No.	: GAA-25-01-20503
Purchase / Work Order No.	: 25-01-024
Total Contract Price	: Php 289,000.00
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: Two Hundred Eighty Nine Thousand Pesos

Upon issuance of this Notice, your company, **JTO PEST CONTROL SERVICES** is hereby directed to commence the delivery of items and/or performance of services stipulated in the said Purchase Order which shall become due and demandable in accordance with the delivery schedule stipulated therein.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,


FRANZ A. DE LEON, Ph.D.
Director

Digitally
signed by
Jeffrey
Aborot

DATE OF ISSUANCE:

FEB 06 2025

RECEIVED BY:

Signature over Printed Name

Date and Time

Postal Address : ASTI Bldg. UP Technology Park Complex
CP Garcia Ave., Diliman, Quezon City 1101
Website: : www.asti.dost.gov.ph
Email: : info@asti.dost.gov.ph

Tel No.: +632 8249-8500
+632 8426-9755
Fax No.: +632 8249-9764

ASTI - FM 03-19
REV 2 / 05 October 2023