



TERMS OF REFERENCE (PEST CONTROL SERVICES)

1.0 SERVICES

- 1.1. The **CONTRACTOR** agrees to perform all the necessary services of the extermination and control of disease-transmitting and destructive pest such as cockroaches, ants, flies, mosquitoes and rodents through the use of modern methods and pesticides duly approved by the Food and Drug Administration;
- 1.2. The **CONTRACTOR** shall provide daily one (1) to two (2) reliable pest control technician for the General Pest Control Services;
- 1.3. The **CONTRACTOR'S** Pest Control Services under this contract shall include the following
 - 1.3.1 Termite Control Treatment
 - 1.3.1.a Soil Poisoning
 - 1.3.1.b Wood Drenching
 - 1.3.1.c Surface Spraying
 - 1.3.1.d Colony/Mound Demolition
 - 1.3.2 Flying and Crawling Insects Control
 - 1.3.2.a Residual/knockdown Spraying
 - 1.3.2.b Gel Baiting
 - 1.3.3 Rat Abatement Control
- 1.4. Inspection and evaluation of premises for Termite Control Treatment. It should be followed that within fifteen (15) days of the effectivity of this agreement, the **CONTRACTOR** will inspect the **CLIENT** for the purpose of identifying potential problem areas that may be contributing to pest infestation within the facility, making recommendations for corrective measures that should be implemented and developing a comprehensive integrated pest management plan. The **CONTRACTOR** will then submit a schedule for the implementation of the pest management plan to the **CLIENT**.
- 1.5. Create a Logbook to documents Pest Sightings and Treatments.
- 1.6. Monitoring for the General Pest Control Treatment. Service call/monitoring inspections will be limited to list specific areas that will be inspected and the perimeter of the facility unless pest activity or sightings in other areas have been reported. In the event of pest activity or sighting, the **CLIENT** shall notify the **CONTRACTOR** the same and the **CONTRACTOR** undertakes to take action within three (3) days from such notice.

The specific areas to be treated are as follows:

NEW BUILDING		
GROUND FLOOR BUILDING A	GROUND FLOOR BUILDING C	GROUND FLOOR BUILDING B
INFORMATION OFFICE	RADIOLOGY DEPARTMENT	PATHOLOGY DEPARTMENT HEAD OFFICE
CASHIER SECTION	RADIOLOGY DEPARTMENT HEAD OFFICE	DEPARTMENT OF PATHOLOGY (CONFERENCE ROOM)



Republika ng Pilipinas
LUNGSOD QUEZON
PANGKALAHATANG PAGAMUTAN NG LUNGSOD QUEZON
(Quezon City General Hospital)
Metro Manila
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MEDICAL SOCIAL SERVICE	RADIOLOGY READING ROOM	BLOOD BANK
BILLING SECTION	ENDOSCOPY ROOM	DEPARTMENT OF PATHOLOGY & LABORATORY MEDICINE
PHARMACY SECTION	ECG	EMERGENCY ROOM
CENTRAL STERILE SUPPLY ROOM	EEG	SENIOR HOUSE OFFICES
HISTOPATHOLOGY	ULTRASOUND	ADMITTING SECTION/SOCIAL SERVICE
PROPERTY & SUPPLY	CT-SCAN	
LINEN ROOM	MAMMOGRAPHY	MORGUE
SECURITY OFFICE	X-RAY ROOM 1& 2	ISOLATION ROOM
	MRI/TECHNICAL ROOM	
	PANTRY	
	RELEASING	
SECOND FLOOR BUILDING A	SECOND FLOOR BUILDING C	SECOND FLOOR BUILDING B
DEPARTMENT OF OBSTETRICS & GYNECOLOGY	NICU, DIALYSIS, DR, LRC	INTENSIVE CARE UNIT/ OPERATING ROOM COMPLEX
PHYSICAL MEDICINE & REHABILITATION DEPARTMENT	DRESSING ROOM	WATCHERS ROOM (ICU)
HUMAN MILK BANK	DEPARTMENT HEAD, OB-GYNE	CHARITY WARD ICU
BIRTH CERTIFICATE OFFICE	BREASTFEEDING ROOM	PAYWARD ICU
TREATMENT ROOM	NEONATAL ICU	SURGICAL WARD ICU
NURSE'S STATION	DIALYSIS	DEPARTMENT OF ANESTHESIOLOGY
HIGH RISK ROOM	DELIVER ROOM/ LABOR COMPLEX	O.R. NURSE SUPERVISOR
GYNE 1		DOCTORS LOUNGE
GYNE 2		DRESSING ROOM (MALE)
GENERAL OB WARD I		DRESSING ROOM (FEMALE)
GENERAL OB WARD II		NURSE'S STATION
GENERAL OB WARD III		NURSE'S LOUNGE
PHILHEALTH WARDS		NURSE TOILET
ONCO 1		JANITOR'S CLOSET
ONCO 2		OPERATING ROOM COMPLEX
OB- ISOLATION ROOM		
ULTRASOUND ROOM		
ANTE- NATAL		
GARBAGE CHUTE		
LAUNDRY CHUTE		
OB- GYNE DEPARTMENT CONFERENCE ROOM		
THIRD FLOOR BUILDING A	THIRD FLOOR BUILDING C	THIRD FLOOR BUILDING B
WATCHERS ROOM (ICU)	BAHAY KALINGA (HIV)	DEPARTMENT HEAD OFFICE (SURGERY)
PEDIATRICS (ICU)	PULMONARY UNIT	DEPARTMENT HEAD



Republika ng Pilipinas
LUNGSOD QUEZON
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		OFFICE (CONFERENCE ROOM)
ISOLATION I	LIBRARY	SURGICAL SKILLS LABORATORY
ISOLATION II	DEPARTMENT OF INTERNAL MEDICINE (CR)	SURGICAL FEMALE (PHILHEALTH)
MALNUTRITION WARD	PHILHEALTH MEDICAL WARD (MALE)	SURGICAL MALE (PHILHEALTH)
INFECTION WARD	PHILHEALTH MEDICAL WARD (FEMALE)	SURGICAL FEMALE (ISOLATION)
ADOLESCENT (FEMALE)	NURSE'S STATION	SURGICAL MALE (ISOLATION)
ADOLESCENT (MALE)	STUDENT'S LOUNGE	SURGICAL WARD (FEMALE)
NEPHROLOGY WARD	STOCKROOM/ STORAGE ROOM	SURGICAL WARD (MALE)
SICK NEONATE WARD	INTERMEDIATE CARE UNIT	NURSE'S STATION
ALLERGOLOGY/ ENDOCRINOLOGY WARD	STROKE WARD	STOCKROOM I
HEMATOLOGY/ ONCOLOGY WARD	MEDICAL WARD (MALE)	STORAGE ROOM
GASTROENTEROLOGY	MEDICAL WARD (FEMALE)	ORTHO WARD (FEMALE)
TREATMENT ROOM	ONCOLOGY ROOM I	ORTHO WARD (MALE)
CARDIOLOGY WARD	ONCOLOGY ROOM II	TRAUMA WARD (FEMALE)
NURSE'S STATION	FEMALE ISOLATION ROOM I	TRAUMA WARD (MALE)
DOCTOR'S CALL ROOM	FEMALE ISOLATION ROOM II	TRAUMA ISOLATION (FEMALE)
NEUROLOGY WARD	MALE ISOLATION ROOM I	TRAUMA ISOLATION (MALE)
PULMUNARY WARD	OBSERVATION ROOM	STUDENTS LOUNGE
GARBAGE CHUTE		OBSERVATION GALLERY
SOILED LINEN ROOM		BURN UNIT 1
DEPARTMENT OF PEDIATRICS CONFERENCE ROOM		BURN UNIT 2
DEPARTMENT OF PEDIATRICS (CHAIRMAN'S OFFICE)		STOCKROOM 2
FOURTH FLOOR BUILDING A	FOURTH FLOOR BUILDING C	FOURTH FLOOR BUILDING B
ROOM 432	NURSE'S STATION	ROOM 1
ROOM 433	STOCK ROOM	ROOM 2
ROOM 434	ROOM 9	ROOM 3
ROOM 435	ROOM 10	ROOM 4
ROOM 436	ROOM 11	ROOM 5
ROOM 437	ROOM 12	ROOM 6
	SOILED ROOM	
ROOM 438	ROOM 13	ROOM 7
ROOM 439	ROOM 14	ROOM 8
ROOM 440	ROOM 15	OPHTHAMOLOGY



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		DEPARTMENT
ROOM 441	ROOM 16	CONFERENCE ROOM
ROOM 442	ROOM 17	EXAMINATION ROOM I
ROOM 443	ROOM 18	EXAMINATION ROOM II
ROOM 444	ROOM 19	PREPARATION ROOM I
STORAGE ROOM	ROOM 20	STOCKROOM
ORL- HNS CHAIRMAN'S OFFICE- CONFERENCE ROOM	ROOM 21	MINORITY OPERATING ROOM
TREATMENT ROOM	ROOM 22	OPHTHA WARD (MALE)
LIBRARY AND LOUNGE	ROOM 23	OPHTHALMIC IMAGING
INTERN'S QUARTER	ROOM 24	EYE CENTER
NURSE'S STATION	ROOM 25	NURSES STATION
AMBULATORY & SURGICAL UNIT	ROOM 26	OPHTHALMOLOGY DEPARTMENT HEAD OFFICE
HEARING CENTER	ROOM 27	PHILHEALTH WARD (MALE)
GENERAL WARDS (MALE)	ROOM 28	PHILHEALTH WARD (FEMALE)
GENERAL WARDS (FEMALE)	ROOM 29	ISOLATION ROOM I
PHILHEALTH WARDS (MALE)	ROOM 30	ISOLATION ROOM II
PHILHEALTH WARDS (FEMALE)	ROOM 31	STOCKROOM
GARBAGE CHUTE		
FIFTH FLOOR BUILDING A	FIFTH FLOOR BUILDING C	FIFTH FLOOR BUILDING B
LIBRARY	FELICIANO "SB" BELMONTE MULTI- PURPOSE HALL	HOSPITAL DIRECTOR'S OFFICE
HR/ PERSONNEL DIVISION	RESTROOM	QUALITY ASSURANCE SECTION
ACCOUNTING DIVISION		ASSISTANT DIRECTOR FOR PROFESSIONAL SERVICES
COMMISSION ON AUDIT (COA)		ASSISTANT DIRECTOR FOR NURSING
BOOKEEPING		ADMINISTRATIVE OFFICER V
ENGINEERING DIVISION		PLANNING, DEVELOPMENT EDUCATION & RESEARCH (PDER)
PHILHEALTH SECTION		QUALITY MANAGEMENT CONSULTANT
RESIDENT'S QUARTERS		INFORMATION & TECHNOLOGY
INTERN'S QUARTERS (MALE)		CHIEF MEDICAL ANCILLARY SERVICES
INTERN'S QUARTERS (FEMALE)		CHIEF OF CLINICS
BIDS & AWARDS COMMITTEE (BAC)		NURSE SUPERVISOR
GARBAGE CHUTE/LINEN ROOM		ADMINISTRATIVE OFFICER IV/ ADMINISTRATIVE RECORDS



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		SERVER ROOM
		STOCK ROOM
OLD BUILDING		
DIETARY BUILDING		
MEDICAL RECORDS BUILDING		
ENGINEERING MAINTENANCE AREA		
NEW OPD BUILDING		
PROPERTY WAREHOUSE		
CHAPEL		
LAUNDRY AREA		
MOTOR POOL		
HOSPITAL GROUND		

- 1.7. An appraisal of the integrated pest management program will be conducted monthly by the representative of the **CONTRACTOR** and of the End-user. A determination will be made as to the effectiveness of the program and revisions will be made to correct potential problems.
- 1.8. The **CONTRACTOR** shall provide and supply all chemicals, equipment's, and competent manpower needed to perform and satisfy services stipulated above. The **CONTRACTOR** hereby guarantees that it shall only use safe and effective formulation approved by the Food and Drug Administration (FDA) and shall assign and guarantee competent, honest service technicians to undertake the required services to assure the proper application and treatment;
- 1.9. The **CONTRACTOR** further agrees to abide by the existing health and safety, environmental and quality procedures as being implemented by the **CLIENT**.
- A. Ensuring proper disposal of wastes generated in conducting pest control services with paramount concern in minimizing and eradicating its effect on our environment.
- B. Ensuring that technical person who will conduct regular pest control services will be in proper company uniform and shall use protective gears in the performance of their function.
- 2.0. The parties hereto agree that the personnel of the **CONTRACTOR** may be subjected to on-the-spot search inspection by the **CLIENT'S** security guards on duty whenever entering and/or leaving the premises;
- 2.1. The **CLIENT**, on the other hand, before the **CONTRACTOR** renders pest control services should do the following:
- 2.1.1. To cover all equipment's (especially computers) and aquariums.
- 2.1.2. Smoke detectors should be temporarily disconnected.
- 2.1.3. Remove all foodstuffs and cover food utensils.
- 2.1.4. Smoking is prohibited.
- 2.1.5. No employees are allowed to enter the area during the treatment except the one designated by the **CLIENT** to assist the **CONTRACTOR**.
- 2.2. The **CLIENT**, after each pest control services should do the following;



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- 2.2.1 Clean, with detergent soap and water all kitchen wares and utensils
- 2.2.2 If possible, no food should be stored on employee's tables so as not to attract rodents to stay inside the **CLIENT'S** premises.

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