



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

P- B I. 7

May 7, 2018

PUP Communication Tracking System
 # 2018764133
 Tracking Number

DIR. SANJAY P. CLAUDIO
 Quality Assurance Center
 This University

Dear Dir Claudio:

This is to submit to your good office the 2017- 2018 University Pest Control Program and Implementation documents from the Facility Management Office (FaMO).

1. Office Memorandum No. 003 s 2018
2. Receiving copy of concerned offices
3. Request letter from Senior High School Principal
4. Contract for the Supply of Labor, Materials, Termiticide, Equipment and Technical Supervision for Comprehensive Termite Control Treatment for North Wing Ground Floor and Charlie del Rosario Building and PUP NDC Campus, Sta. Mesa, Manila
5. Photos during the actual Termite Control Treatment

Thank you very much.

Respectfully yours,

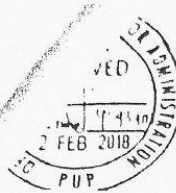
Rosita E. Canlas
 Rosita E. Canlas
 AVPA

Noted by:

Adam V. Ramilo, Mir
 ADAM V. RAMILO, MIR
 Vice President for Administration



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Office of the President
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 PRESIDENTIAL OFFICE FOR ADMINISTRATION
 FACILITY MANAGEMENT OFFICE

MEMORANDUM NO. 003 s. 2018

TO : ALL OFFICES FOUND AT GROUND FLOOR- NORTH WING
 - PROCUREMENT MANAGEMENT OFFICE *Feb 13 Feb 18*
 - CENTRAL RECORDS OFFICE *2/13/18*
 - COMMISSION ON AUDIT *2/13/18*
 - SAFETY AND SECURITY OFFICE *2-13-18*
 - CAMPUS MINISTRY *Feb 13 2018*
 ALL OFFICES FOUND AT CHARLIE DEL ROSARIO BUILDING (1st and 2nd Floor)
 - OFFICE OF THE STUDENT SERVICES *2/13/18*
 - OFFICE OF THE STUDENT REGENT *2/13/18*
 - GUIDANCE, COUNSELLING AND TESTING OFFICE *2/13*
 - ALL OTHER OFFICE/OCCUPANTS AT CHARLIE DEL ROSARIO BUILDING

SUBJECT: PEST CONTROL SERVICES (TERMITE CONTROL)

FROM : Engr. ARMETH P. DELOS ANGELES
 Director

DATE : February 12, 2018

Please expect a Pest Control Service provider that will be conducting a termite control procedure in your office and in the vicinity of the building from February 13 - 28, 2018.

This is one of the preventive maintenance measure of the office to eliminate termites and other pest that are found in the University premises.

Your coordination and understanding is highly appreciated. For any inquiries and clarification, please call Facility Management Office at local 289/309. Thank you.

Noted by:

for: *peculas*
 Prof. ALBERTO C. GUILLO
 Vice President for Administration



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 VICE-PRESIDENT FOR ADMINISTRATION
FACILITY MANAGEMENT OFFICE

Schedule of Termite Control as of February 13, 2018

Area/ Offices	Date	New Schedule
Mound Demolition - Charlie Del Rosario Plantboxes	February 10, 2018	Completed as schedule
Mound Demolition - Northwing plantboxes	February 10, 2018	Completed as schedule
Procurement Management Office	February 10, 2018	Completed as schedule
Central Records	February 10, 2018	Completed as schedule
Safety and Security Office	February 10, 2018	Completed as schedule
HRMD Storage Room	February 13, 2018	February 15, 2018
Campus Ministry	February 13, 2018	Completed as schedule
COA Storage Room	February 13, 2018	February 15, 2018
COA Office	February 13, 2018	February 15, 2018
Student Center: North Wing	February 13, 2018	
Charlie Del Rosario - Ground Floor	February 15, 2018	February 15, 2018
Charlie Del Rosario - Second Floor	February 20, 2018	February 20, 2018

2-13-18
Center for Operations
Ministry

Commission on Audit
 Office of the Auditor-PUP
 Received by: *[Signature]*
 Date: *2/13/2018*

PUP - Central Records Section
 Received by: *[Signature]*
02/13/18 *3:40 PM*
 Date: _____ Time: _____

Received by: campus ministry

PUP Safety and Security Services
RECEIVED
 Received by: *[Signature]*
 Date: *2-13-2018*

PROCUREMENT OFFICE
P.U.P.
RECEIVED
 By: *[Signature]*

HUMAN RESOURCE MANAGEMENT DEPARTMENT
[Signature]
2/13/18

Recd by: [Signature]
NICOLE POPRUBA
2/17/18 *JERRY GOTS 2/13/18*

Ground Floor East Wing PUP A, Ashby, Ramos Anonas Street, Sta. Mesa Manila Phone: (Direct Line) 716-6257



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

CONTRACT FOR THE SUPPLY OF LABOR, MATERIALS, TERMITICIDE EQUIPMENT AND TECHNICAL SUPERVISION FOR COMPREHENSIVE TERMITE CONTROL TREATMENT FOR THE NORTH WING GROUND FLOOR AND CHARLIE DEL ROSARIO BUILDING, PUP NDC CAMPUS, STA. MESA, MANILA

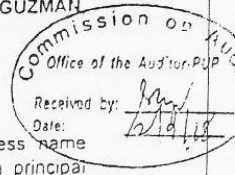
KNOW ALL MEN BY THESE PRESENTS

This Contract made and entered into this DEC 29 2017, by and between the

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES (PUP), a state university created by law with principal office at Anonas St., Sta. Mesa, Manila, represented by its President, DR. EMANUEL C. DE GUZMAN hereinafter referred to as the "UNIVERSITY",

and

MR. DARIUS D. MENDOZA, operating under the business name WHITE WOOD TECHNICAL PEST CONSULTANTS, with principal address at No. 1049 C. Aguila St., Quiapo, Manila, hereinafter referred to as the "CONTRACTOR".



WITNESSETH:

WHEREAS, the UNIVERSITY has a need for an expert provider of pest-control service for its Charlie Del Rosario Building and PUP A. Mabini Campus North Wing, Ground Floor only, (hereinafter referred to as "Project") and subjected the same to Alternative Method of Procurement particularly Small Value Procurement (SVP) pursuant to the provisions of R.A. 9184, and its implementing rules and regulations, otherwise known as the "Government Procurement Reform Act of 2002";

WHEREAS, the CONTRACTOR, under the company name White Wood Technical Pest Consultants, was able to timely submit quotation for the "Project" in relation to the Request for Quotation submitted by the UNIVERSITY;

WHEREAS, the CONTRACTOR represented himself as legally, technically and financially capable to undertake the "Project";

WHEREAS, the UNIVERSITY Bids and Awards Committee (BAC) after its due consideration of all the facts and applicable law, have certified that the CONTRACTOR has the lowest, fair and complying offer and declared the same as the bidder with the Lowest Calculated Responsive Quotation;

NOW, THEREFORE, for and in consideration of the foregoing, the parties agree and stipulate as follows:

I. SCOPE OF WORK

- 1.1 Supply of labor, Materials, Termiticide, Equipment and Technical Supervision for Comprehensive Termite Control/Treatment Services for North Wing Ground Floor with 1,706 square meters approximately and Charlie Del Rosario Building two (2) storey with 2,400 square meters



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Approved and issued at the above-mentioned campus of the
UNIVERSITY

II. SERVICE SPECIFICATIONS

- 2.1 **Termite Inspection:** Conduct a thorough termite inspection consisting of careful visual observation and checking of all accessible areas for the presence of mud tubes, cast droppings, discarded termite wings and damage caused thereby and determination of the degree of infestation and route of termites to determine the building interior and outdoors.
- 2.2 **Drilling:** Drill and inject termiticide solution at the base of door jambs, wood posts that have direct contact to the soil at the ground floor, if necessary on perimeter outer walls, portion if not all, may require drilling 2" in diameter holes 12 inches deep and continuously spaced 100cm apart, either outside the building walls where termites likely to enter 1 linear meter distance from each hole or maybe farther to avoid electrical and water pipes. It may be farther away from the foundation than the usual 6 inches, to keep drilling into the footing. Inject termiticide solution at the rate of four (4) liters per 2 linear meters and patching the drilled holes after it has been applied with termiticide solution.
- 2.3 **Soil Treatment:** Direct soil injection from where the outside building is not cemented or exposed soil at least 2 feet depth and apply highly effective termiticide solution into the soil along the concrete base of the building for soil treatment by the use of motorized power spraying/injecting machine at the same rate of application.
- 2.4 **Termite Mounds:** Demolition/excavation of all termite mounds found within the premises/surroundings by tearing it down gradually to expose the galleries/colonies and termite members ranging from queen, king, soldier, workers termite. Spray with the same chemicals to the point of saturation. Rod injection could also be used through the mound up to the depth of about 30 cm.
- 2.5 **Wood Drenching:** Preventive measures surface treatment, spot spraying of all infested wooden structures/fixtures ranging from door jambs, baseboard, partition wall, wooden parquet floor, built-in cabinet, shelves, under kitchen sink, and others with termiticide solution to control present infestation and prevent further structure damage.

III. EQUIPMENT AND CHEMICALS TO BE USED

- 3.1 **Premise SC 200, A** (non-repellent termiticide with Colony Elimination Management Effect) for indoor use direct application to subterranean termites odorless and SOILGUARD for outdoor use direct application for Soil Poisoning/Treatment, Rotary Hammer Electric Drill, Power Sprayer, Injection Machine, Hand Pump Sprayer, Measuring Cup, and other devices/gadgets.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

IV. CONTRACT PRICE

- 4.1 For and in consideration of the performance and accomplishment of the Project which the CONTRACTOR has agreed to perform, and as of the date hereof, the UNIVERSITY shall pay the CONTRACTOR the total amount of ONE HUNDRED FORTY THOUSAND PESOS ONLY (Php140,000.00) Philippine Currency, to be paid in accordance with the present accounting policy of the UNIVERSITY upon issuance of Certificate of Final Acceptance. The said contract price shall be understood to include provisions for the payment of applicable taxes, licenses and other legal fees; provided, that should there be any exemption from the payment of any of these taxes, licenses, and other fees, such exemption shall be credited in favor of the UNIVERSITY.
- 4.2 For the given scope of work in the Contract as awarded, all bid prices shall be considered as fixed prices, and therefore not subject to price adjustment and escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the Government Procurement Policy Board (GPPB).

V. TIME OF COMPLETION

- 5.1 The CONTRACTOR shall perform and complete to the satisfaction of the UNIVERSITY for final acceptance the work subject of this Contract within THIRTY (30) calendar days from the receipt of the Notice to Proceed (NTP).
- 5.2 On the start date, the UNIVERSITY shall grant the CONTRACTOR possession of so much of the site as may be required to enable it to perform the execution of works that are necessary to complete the Project.
- 5.3 Should the amount of additional work of any kind or other special circumstances of any kind whatsoever occur such as to fairly entitle the CONTRACTOR to an extension of contract time, the UNIVERSITY shall determine the amount of such extension; provided that the UNIVERSITY is not bound to take into account any claim for an extension of time unless the CONTRACTOR has, prior to the expiration of the contract time and within SEVEN (7) calendar days after such work has been commenced or after the circumstances leading to such claim have arisen, delivered to the UNIVERSITY notices in order that it could have investigated them at that time. Failure to provide such notice shall constitute a waiver by the CONTRACTOR of any claim. Upon receipt of full and detailed particulars, the UNIVERSITY shall examine the facts and extent of the delay and shall extend the contract time completing the contract work when, in the UNIVERSITY's opinion, the findings of facts justify an extension.
- 5.4 No extension of contract time shall be granted the CONTRACTOR due to (a) ordinary unfavorable weather conditions and (b) inexcusable failure or negligence of CONTRACTOR to provide the required equipment, supplies or materials.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

VI. MAINTENANCE FOLLOW-UP

6.1 The CONTRACTOR shall, without need for demand, conduct quarterly or every after three (3) months maintenance follow-up termite inspection, monitoring, or treatment upon recurrence for a period of two (2) years. Free of Charge to the UNIVERSITY.

6.2 Failure to comply with this obligation will subject the CONTRACTOR to damages provided for by law.

VII. SUSPENSION OF WORK

7.1 The UNIVERSITY shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to force majeure or any fortuitous events or for failure on the part of the CONTRACTOR to correct bad conditions which are unsafe for workers or for the general public, to carry out valid orders given by the UNIVERSITY or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The CONTRACTOR shall immediately comply with such order to suspend the work wholly or partly.

VIII. LIQUIDATED DAMAGES

8.1 Where the CONTRACTOR refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the CONTRACTOR shall pay the UNIVERSITY for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

8.2 To be entitled to such liquidated damages; the UNIVERSITY does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due, or which may become due the CONTRACTOR under the contract and/or collect such liquidated damages from the retention money or other securities posted by the CONTRACTOR whichever is convenient to the UNIVERSITY.

8.3 In case that the delay in the completion of the work exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the CONTRACTOR, the UNIVERSITY may rescind the contract, forfeit the CONTRACTOR's performance security and takeover the prosecution of the project or award the same to a qualified CONTRACTOR through negotiated contract.

8.4 In no case however, shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the contract shall automatically be taken over by the UNIVERSITY concerned or award the same to a qualified contractor through negotiation and the erring CONTRACTOR's performance security shall be forfeited. The amount of the forfeited performance security shall be aside from the amount of the liquidated damages that the CONTRACTOR shall pay the government under the provisions of this clause and impose other appropriate sanctions.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

IX. OTHER RESPONSIBILITIES OF THE CONTRACTOR

- 9.1 The CONTRACTOR shall be solely responsible for all works under this Contract pursuant to the pertinent plans and specifications including the pertinent plans and specifications including the techniques, sequences, procedures, means and coordination of all works.
- 9.2 The CONTRACTOR shall ensure that the quality and quantity of materials and workmanship under this Contract shall be strictly in accordance with the generally accepted PEST CONTROL standards. Workmanship, standards of quality and construction materials that not adequately described in this Contract shall be consistent with the standard pest control practice.
- 9.3 The CONTRACTOR shall hold the UNIVERSITY free and harmless from and against any and against all claims, demands, suits, and causes of action, including without limitation, claims for consequential and other damages incurred by any third party due to or arising from all acts or omissions of the CONTRACTOR its employees, personnel, agents and / or representatives in connection with the performance of its obligations under this Contract.
- 9.4 The CONTRACTOR shall perform the services under this Agreement in a professional manner with due dispatch, and observing the highest degree of care, diligence, accuracy and attention
- 9.5 The CONTRACTOR shall faithfully and diligently perform those duties and exercise such powers consistent with them which are from time to time necessary in connection with the performance of its obligations.
- 9.6 The CONTRACTOR undertakes to ensure that the technical quality and the performance of its obligations shall be consistent with applicable professional and industry standards, and that it shall comply with the technical specifications and requirements of the UNIVERSITY as expressed and provided in the Contract Documents; and
- 9.7 The CONTRACTOR shall comply with all pertinent laws, rules and regulations in the performance of its obligations under this Agreement.

X. GUARANTEE AND WARRANTY

- 10.1 The CONTRACTOR expressly warrants that the completion of project including any change orders thereto, will conform to and shall be in accordance with the technical specifications provided in this Contract and the pertinent Contract Documents and will be free from defects and deficiencies.
- 10.2 The CONTRACTOR warrants its compliance with all government auditing and accounting rules and regulations relating to government project and payment thereof.
- 10.3 The UNIVERSITY will notify the CONTRACTOR of any breach of the Guaranteed and Warranty specifying in as much detail as possible the circumstance of the breach and providing supporting data and records that may be available. At the CONTRACTOR's expense and within a



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

reasonable period to be mutually agreed to by the parties. The CONTRACTOR shall rectify all such breaches.

XI. FINAL ACCEPTANCE

11.1 The UNIVERSITY shall issue a Certificate of Final Acceptance to the CONTRACTOR upon satisfactory completion of the Project. Minor defects discovered in the final inspection shall be corrected within SEVEN (7) days from final acceptance; otherwise the CONTRACTOR shall be liable to LIQUIDATED DAMAGES to the UNIVERSITY.

XII. ASSIGNMENT AND SUB-CONTRACTING

12.1 The CONTRACTOR shall not assign, transfer, sub-contract and make any other disposition of the Contract or any part or interest therein except with the written approval of the UNIVERSITY.

XIII. EFFECTIVITY

13.1 This Agreement shall commence on the date of its signing as indicated below.

XIV. GOVERNING LAW AND DISPUTE RESOLUTION

14.1 Any and all disputes arising from this Contract shall be amicably settled by the Parties. For unsettled disputes, the same shall be submitted to arbitration in accordance with the provisions of Republic Act No. 876, otherwise known as the Arbitration Law.

14.2 The arbitral award shall be final and binding upon the parties and may be enforced before a court of competent jurisdiction.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement on the date and place first above written.

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

WHITE WOOD TECHNICAL PEST CONSULTANTS

By:

By:

DR. EMANUEL C. DE GUZMAN
University President

MR. DARIUS D. MENDOZA
Proprietor

CERTIFIED FUNDS AVAILABLE:

MR. CRISTOPHER M. CAHAYON
Accounting Department



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

SIGNED IN THE PRESENCE OF

[Handwritten signatures]

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
 CITY OF CITY OF MANILA)

CITY OF MANILA

BEFORE ME, a Notary Public for and in the City of
 personally appeared:

Name	Competent Evidence of Identity	Place/Date of Issuance
DR. EMANUEL C. DE GUZMAN	PUP ID No. 91064	Manila 9/19/12
MR. DARIUS D. MENDOZA	Driver's License N04-09-OI7828	Manila 01/04/11

This document consists of seven (7) pages including the page where this Acknowledgement is written as integral parts of the Contract and the parties signed at the left margin of each and every page hereof.

FEB 01 2018

WITNESS MY HAND AND SEAL on _____ 2018 at the City of
CITY OF MANILA

NOTARY PUBLIC

ATTY. GEMINDE BAGARES
 Notary Public

Until Dec. 31, 2018
 Roll No. 27577
 PTC No. 6962295 / 12.15.17 MIA
 IBP No. 1005983 / 12.15.17 / 1st IV
 MCLE Exempt (Ret. Prof.)

Doc-No. 312
 Page No. 46
 Book No. 49
 Series of 2018.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 OFFICE OF THE UNIVERSITY LEGAL COUNSEL

December 29, 2017

For Information of the Board

FOR: PRES. EMANUEL C. DE GUZMAN
 DIR. CRISTOPHER M. CAHAYON
 DIR. HENRY V. PASCUA

de you signature of Pres. de Guzman

Respectfully endorsed for your approval and signature is the CONTRACT with WHITE WOOD TECHNICAL PEST CONSULTANTS for the supply of labor, materials, termicide, equipment and technical supervision for comprehensive termite control treatment for North Wing ground floor and Charlie del Rosario Building, PUP NDC Campus.

Thank you.

Reviewed by:

ATTY. MICHELLE AC TESALONA

Recommending approval:

ATTY. JOANNA MARIE A. JIAO
 Chief Legal Counsel

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 ACCOUNTING DEPARTMENT

RECEIVED BY: _____
 DATE: 12/29/17
 TIME: _____

Rm. 302 South Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila
 Phone: (Trunk Line) 716-7832 (Local) 220/396
 e-mail: legal@pup.edu.ph

"THE COUNTRY'S 1ST POLYTECHNICU"



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

	Terms of Reference
Project	Pest Control (Termites) of Selected Structure and Wing of the Main Campus, Sta. Mesa Manila
Approved Budget For the Contract	Php 344,304.67
Location	<p>Polytechnic University of the Philippines A. Mabini Campus, North Wing- Ground Floor Only 1,706 square meter</p> <p>Polytechnic University of the Philippines A. Mabini Campus, Charlie Del Rosario Building - 2 Storey 2,400 square meter</p>
Infestation Type	Termites
Scope of Work and Methods of Treatment	
A. Soil Treatment/Poisoning (or other methods for the same purpose)	
This covers service treatment done by either cordoning, drilling, trenching or injection around the building close to the outside walls. This will control present infestation and reduce the possibility of future infestation.	
Frequency of Service: 1 (one) General Treatment	
B. Wood Drenching (or other methods for the same purpose)	
The infested parts of the structure, concentrating on the floors, walls, baseboards, cracks and crevices, shall be treated by direct spraying. This will control all surface infestation on the spot and minimize future infestation.	
C. Termite Extermination and Control (or other methods for the same purpose)	
This covers service treatment done by wood injection in places where termites are likely to hide or in places where there are signs of infestation (i.e., door jambs, electrical outlets, panel boards, double walling, ceiling and cabinets, etc.). This method gradually infects and kills the entire termite in the whole colony.	
D. Mound Demolition (if any)	