



TERMS OF REFERENCE

PEST AND RODENT CONTROL SERVICES AT ASEAN SECRETARIAT AND SECRETARY-GENERAL'S RESIDENCE

(Period: 1 January 2023 - 31 December 2023)

I. BACKGROUND

The ASEAN Secretariat was established in February 1976 by the Foreign Ministers of ASEAN. It was first housed at the Department of Foreign Affairs of Indonesia in Jakarta and moved to the current location at 70A Jalan Sisingamangaraja, Jakarta since 1981. Currently, the ASEAN Secretariat (ASEC) is housed at two buildings:

- 1) The Heritage Building which established in 1981. The building has 9 stories with approximately 11,000 sqm in total areas.
- 2) The New Building which established in 2019. The building consists of two towers, and each has 16 stories with approximately 44,000 Sqm in total areas. It is located adjacent to the Heritage Building.

Beside the Heritage and New Building, ASEAN Secretariat also have the responsibility to maintain and control the ASEC Secretary General (SG) Residence, which located at Jln Imam Bonjol, Menteng, Central Jakarta.

To keep all facilities from pest attacks, ASEC is currently seeking for professional vendors to provide pest control services to conduct all necessary act required to protect all ASEC facilities from pest as well as perform pest control services in accordance with Government laws and regulations.

II. OBJECTIVE

The objective of this work is to carry out professional pest control services at ASEC Heritage Building, New Building (South and North Tower) and Secretary General Residence by conducting continuous and scheduled pest control services to rid as well as to prevent any pest attack in ASEC premises.

III. EXPECTED DELIVERABLES

The appointed vendor is expected to fulfill the followings:

- 1) Provide necessary information to ASEC regarding schedule, manpower, tools and equipment, materials / substance for pest treatment and other essential information related to pest control treatment
- 2) Conduct routine and scheduled pest control treatment in all ASEC premises (including SG Residence)
- 3) All services / treatments are provided by certified, trained, and licensed pest control operators in all categories as required by government laws, rules, and regulations

IV. TECHNICAL SPECIFICATIONS

Types of Treatment	Standard Equipment
1. Residual Spraying: all floors and all rooms 2. ULV-Cold Frogger: Fogging in ASEAN Hall, Mezzanine Floor 3. Thermal Fogging: outdoor area 4. Cat trapping and control 5. Dusting: cockroach gel for Germanca Blatellax 6. Mist Blowing 7. Rat Baiting System 8. Larva control 9. Maintenance of the photo catalyst mosquito and fly trap (min 30 pcs)	1. B&G Hand Sprayer 2. Cold Frogger 3. Mist Blower 4. Thermal Fogger 5. Trays Bait 6. Safety Personal Equipment 7. Other supporting tools

To avoid pest resistance or immunity from any kind of chemical composition, the vendor must apply different sets of chemical substances for indoor and outdoor treatment which must be conducted quarterly. The variety of chemical substances and pesticide are targeted to:

- 1) **Rodenticide:** *Kumatetralil, Broadifacum, Bromodiolon, Diphacinone*, and/or other rodenticides with different substances.
- 2) **Insecticide:** *Beta Siflutrin, Alfametrin, Permetrin, Zeta Cypermetrin, Deltametrin* and/or other recommended insecticide

- 3) **Abate:** for all larva and mosquitos including *Culex* species, *Ochlerotatus* species and salt marsh mosquitoes
- 4) Additional substance: Insecticide Synergists, pheromone, Substance for bait/trap mixed with rodenticide (soy, dry bread, maize break, rice, fish meal, and the dry flesh).

V. SCOPE OF WORKS

1. Pest and Rodent Control Services will be conducted at **ASEAN Secretariat Heritage Building ($\pm$ 11,000 square meter), ASEC New Building ($\pm$ 44,000 square meter) located at Jl. Sisingamangaraja No. 70A, Kebayoran Baru, Jakarta Selatan** as well as **Secretary-General's Residence (SG's Residence), located at Jl. Imam Bonjol No 49, Menteng, Jakarta Pusat.**
2. The selected vendor shall provide services/treatment report after conducting each treatment at the ASEC and SG's Residence. This report shall be signed by the serviceman and the person in charge from ASEC.
3. The pest and rodent control services will be performed by a service team (minimum consist of 4 personnel), each personnel must wear required personal protective equipment (PPE) during services / treatment in ASEC premises.
4. After conducting treatment, the selected vendor is obliged to collect dead pets and other animal then dispose it in accordance with the standard regulations
5. The scope of pest & rodent control services includes:
 - i. Indoor Area at Heritage building ($\pm$ 11,000 sqm), ASEC New Building ($\pm$ 44,000 sqm), and SG Residence ($\pm$ 727,5 sqm) as follows:
 - Lobby, Corridor, Office rooms, Shaft (Plumbing & Electrics), Meeting Room, Small Mosque, Office Security, Pantry, Toilet, Emergency Doorstep, Powerhouse, Basement, Lift, Canteen, Café, Guard Post and other indoor area at the ASEC Compound.
 - ii. Outdoor Area at Heritage Building ($\pm$ 13,800 sqm), ASEC New Building ($\pm$ 11,360 sqm) and SG Residence ($\pm$ 553,5 sqm) as follows:
 - Yard, Garden, Drainage, Garbage Disposal, Security Post, STP and other outdoor areas at the ASEC Premises and SG's Residence.
6. The Target of Pest and Rodent are as follows:

- Rats: Norway Rat (*Rattus norvegicus*), Roof Rat (*Rattus-ratus*), Mice (*Mus musculus*), Garden Rat (*Rattus argentiventer*), Mouse Wirok (*Bandicota Indica*)
 - Cockroach: Germanica Cokroach (*Blatella Germanica*), American Cockroach (*Periplaneta Americana*), Oriental Cockroach (*Blatta orientalis*)
 - Flies: House Flies (*Musca domestica*), Green Bottle Flies (*phaenicia Sericata*), Fruit Flies (*Drosophilla melanogaster*), Drain Flies (*Psycoda Sp*), Black Blow Flies (*Phormia Regina*)
 - Mosquitoes: House Mosquito (*Culex SP*), Dengue Mosquito (*Aedes aegypti*), Malaria Mosquito (*Anopeles SPP*)
 - Ants: Carpenter Ants (*Lamponotus Sp*), Fire Ants (*Solenopsis Spp*), Black Garden Ants (*Lasius niger*)
 - Larva
 - Cats
7. The selected vendor must provide respiratory protection and other required protection gear (PPE) for ASEC staffs who supervise the pest control activity

VI. GENERAL REQUIREMENTS

- 1) Vendor shall provide recommendation to ASEC for any additional work required and not covered in this TOR. Vendor to submit quotation to do the additional work and only execute the work upon approval from ASEC.
- 2) Vendor shall assign certified, trained, and licensed pest control operators.
- 3) Vendor shall follow ASEC health protocol and security procedure

VII. DURATION OF SERVICES

The selected vendor shall be committed to perform the services for the duration of one **(1) year** starting from **1 January 2023 to 31 December 2023**.

VIII. SCHEDULE OF SERVICE AND TREATMENT

The schedule for Pest and Rodent Control (including fogging) at the ASEAN Secretariat Building (Jln. Sisingamangaraja No. 70A) and Secretary-General's Residence (Jln. Imam Bonjol No. 49) are as follows:

- 1) At ASEC (Heritage Building and New Building): **Once in a week during Weekend (Saturday or Sunday)**
- 2) The selected vendor shall do weekly inspection and take preventive measures to identify and eliminate the possible mosquito breeding area.
- 3) At ASEAN Café: Once a month (special service)
- 4) At SG's Residence: One a week during Weekend (Saturday or Sunday)
- 5) The selected vendor should be ready to response and act whenever there are any complain from the user and do the treatment on that day
- 6) The selected vendor shall inform Admin Division of ASEC by phone or email at least three (3) days prior to conducting pest and rodent control at ASEC and Secretary-General's Residence.