



TERMS OF REFERENCE
PEST AND RODENT CONTROL SERVICES AT ASEAN SECRETARIAT
AND SECRETARY-GENERAL'S RESIDENCE
(Period: 1 May 2024 - 31 December 2024)

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 was 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.

In addition to the Heritage and New Buildings, the ASEAN Secretariat also holds the responsibility for maintaining and overseeing the ASEC Secretary General's Residence, situated at Jln Imam Bonjol, Menteng, Central Jakarta.

In order to safeguard all of ASEC's facilities against pest infestations, ASEC currently seeking for professional vendors to offer routine pest control services, including all necessary actions required to protect all ASEC facilities from pests and to carry out pest control services in strict compliance with government laws and regulations.

II. OBJECTIVE

The objective of this work is to provide comprehensive professional pest control services at ASEC Heritage Building, New Building (South and North Tower) and Secretary General Residence. The appointed pest control provider shall implement routine pest control measures to eliminate existing pest and proactively prevent any pest infestations within the ASEC Premises and SG Residence to ensure all activities in ASEC are not disturbed by pest.

III. EXPECTED DELIVERABLES

The appointed vendor is expected to fulfill the followings:

- 1) Provide routine and preventive pest control services to eliminate all pests in all ASEC premises.
- 2) Provide necessary information to ASEC regarding schedule, manpower, work methods, tools and equipment, materials/substance for pest treatment and other essential information related to pest control treatment.
- 3) Conduct routine and scheduled pest control treatment in all ASEC premises (ASEC New Building, ASEC Heritage Building and SG Residence)
- 4) All services/treatments are provided by 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 or ULV-Cold Fogger: all floors and all rooms	1. B&G Hand Sprayer
2. ULV-Cold Fogger: Fogging in Meeting rooms	2. Cold Fogger
3. Thermal Fogging: outdoor area	3. Mist Blower
4. Cat trapping and control	4. Thermal Fogger
5. Dusting: cockroach gel for Germanica Blatellax	5. Trays Bait
6. Mist Blowing	6. Safety Personal Equipment
7. Rat Baiting System	7. Other supporting tools
8. Larva control	
9. Provide and do maintenance of the photo catalyst mosquito and fly trap (min 30 pcs)	

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 (± 11,000 square meter), ASEC New Building (±49,000 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 standard equipment 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 (± 11,000 sqm), ASEC New Building (±49,000 sqm), and SG Residence (±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 (except the archive room at library).
 - ii. Outdoor Area at Heritage Building (±13,800 sqm), ASEC New Building (±11,360 sqm) and SG Residence (±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.
- iii. Water receptacles. Vendor is required to regularly check the presence of ponding water and other water receptacles at ASEC premises for any larvae and do appropriate treatment.
- 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*)
 - Larvae
 - Cats
- 7. The selected vendor must provide respiratory protection and other required protection gear for ASEC staff who supervise the pest control activity.
- 8. Vendor shall assign trained and licensed pest control operators. Each pest control operator shall be covered with health insurance in accordance to the applicable regulation.

VI. GENERAL REQUIREMENTS

- 1) Vendor must have proof of valid license issued by Government / Ministry related to provision of pest control services such as *Izin Operasional Perusahaan Pengendali Hama* or other equal license in providing pest control services.

- 2) Vendors are required to provide evidence of at least three years of experience in delivering pest control services for office buildings, commercial areas, housing, or similar environments

VII. DURATION OF SERVICES

The selected vendor shall be committed to perform the services for the duration of one **(7) month** starting from **1 May 2024 to 31 December 2024**.

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. This inspection can be done on weekday or weekend.
- 3) At ASEAN Café (Heritage and New Building): Once a week with additional schedule when required.
- 4) At SG's Residence: Once 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) Other day of the week when the regular weekend schedule cannot be executed or based on request from ASEC due to complaint.
- 7) The selected vendor shall inform the 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.

IX. CURRENCY AND TERMS OF PAYMENTS

1. Vendors submit their quotation by using IDR covering all the requirements as elaborated in this TOR (quotation from vendor shall remain valid until 31 December 2023)
2. Terms of Payments: Monthly Payment upon receiving complete monthly invoice from vendor.

X. DOCUMENT TO BE SUBMITTED

1. ASEC strongly suggests the vendor to attend the preliminary site visit to check the existing conditions and ensure the submitted quotation will cover all the required works. ASEC will not pay any additional cost to perform the required works (labor, materials, and equipment / tools) after PO has been issued.
2. Document to be submitted:
 - Submit Company Profile and copy of valid license issued by Government / Ministry related to provision of pest control services such as *Izin Operasional Perusahaan Pengendali Hama* or other equal license.
 - Submit proof of experience in providing pest control services (minimum 3 years' experience) in office buildings, commercial areas, housing, or similar environments
 - Submit vendor quotation (covering all the cost needed **per year** as elaborated in this TOR, **exclude VAT**)
 - Good reference letter from current or past customer will be a plus point