



Government of the Republic of Trinidad and Tobago

Ministry of Health

PROCUREMENT UNIT

#4-6 Queens Park East, Port of Spain 101002

Scope of Works Pest Control Services

THE PROVISION OF PEST CONTROL SERVICES AT MINISTRY OF HEALTH LOCATIONS



1 (868) 217-4664
Ext. 14803-14808



www.health.gov.tt



procurement@health.gov.tt

Project Title

Provision of Pest Control Services at the following Ministry of Health Buildings

1. Corporate Headquarters – Port of Spain
2. Chemistry Food & Drugs Division (C.F.D.D) – Port of Spain
3. Insect Vector Control Division - St. Ann's
4. JSAC – Tradezone, El Socorro
5. Hansen's Disease & Disaster Command Center (E.W.M.S.C) – Mt. Hope
6. CFDD Storage & Facilities Storage – Mt. Hope
7. Insect Vector Control Division (I.V.C.D) Headoffice – Cunupia
8. National Blood Transfusion Service (N.B.T.S) - Cunupia

1. Background / Purpose

Effective pest control is essential to maintaining a safe, healthy, and sanitary environment within the Ministry of Health's facilities. The presence of pests such as rodents, insects, and termites can cause structural damage, contaminate food and equipment, and pose significant health risks to staff, clients, and visitors.

In keeping with the Ministry's commitment to ensuring compliance with health, safety, and environmental standards, pest control services are required to manage and prevent pest infestations across all buildings and surrounding areas.

2. Objectives

The objective of this engagement is to ensure the effective management and prevention of pest infestations within all designated facilities of the organization through the provision of reliable, safe, and environmentally compliant pest control services.

Specifically, the services aim to:

1. Conduct regular inspections and monitoring to detect and address pest activity promptly.
2. Implement systematic treatment programs targeting common pests such as rodents, insects, and termites.
3. Apply approved pest control methods and materials that are safe for humans, animals, and the environment.
4. Reduce health and safety risks associated with pest infestations.
5. Maintain hygienic conditions conducive to a clean and healthy workplace.
6. Establish preventive measures to minimize future infestations and ensure long-term pest management.

3. Scope of Works

The contractor shall provide the following services:

3.1 Inspection and Assessment

- Conduct an initial comprehensive inspection of all areas, including offices, kitchens, storage rooms, warehouses, external perimeters, and other identified locations.
- Identify existing pest infestations and potential risk areas.
- Provide a detailed inspection report, including recommended treatment methods and schedules.

3.2 Treatment and Control

- Implement effective pest control measures targeting common pests such as:
 - Rodents (rats, mice)
 - Insects (cockroaches, ants, termites, mosquitoes, flies)
 - Other pests as identified during inspection
- Apply chemical and/or biological treatments that are safe for humans, animals, and the environment.
- Ensure all treatment activities comply with local regulations and safety standards.

3.3 Preventive Measures

- Provide advice and implement preventive measures to minimize future infestations.
- Seal pest entry points where necessary.
- Provide recommendations on housekeeping practices and structural adjustments to reduce pest risks.

3.4 Monitoring and Reporting

- Conduct regular follow-up inspections at agreed intervals (e.g., monthly, quarterly) to monitor pest activity and effectiveness of treatments.
- Maintain a pest control log detailing activities, areas treated, chemicals used, and observations.
- Submit detailed reports after each visit with recommendations for further action if needed.

3.5 Emergency Services

- Provide on-call services for emergency pest infestations outside regular schedules.

- Respond to urgent requests within 24 hours.

4. Deliverables

- Initial inspection and assessment report
- Monthly/quarterly treatment and monitoring reports
 - The report shall at a minimum contain the following
 - The date the inspection was performed.
 - The names and identification as applicable of the technicians executing the works.
 - Pests observed/evidence found, control measures applied and chemical products used (name/location).
 - Identification of any issues/unsatisfactory conditions observed during the inspection.
- Recommendations for preventive measures
- Updated pest control log and chemical usage records

5. Duration / Timeline

- Contract Duration: 24 months
- Service Frequency: Every 2 months

6. Contractor Qualifications

- Licensed and certified pest control professionals.
- Demonstrated experience in commercial/industrial pest control services.
- Knowledge of safe handling and application of pesticides.

7. Safety and Compliance

- All pest control activities shall be in accordance with Pest Management Association of Trinidad and Tobago (PMATT) Code of Practice, Occupational Safety and Health Authority (OSHA) regulations, Environmental Management Agency (EMA) standards and any other applicable codes and regulations. Nothing in this Scope of Works shall be considered as authorizing any works that violate the requirements of applicable codes and regulations. In the case of conflict, the applicable codes and regulations shall take precedence over this Scope of Works.
- The contractor shall at all times, during execution of the works, keep the site free from all debris and offensive matter. The contractor shall dispose off-site, all waste generated from the works, in an environmentally friendly manner and in accordance with statutory regulations.

- **NOTE:** The contractor shall make good any and all damages occasioned by the works at no additional costs to the MOH.
- Contractor shall ensure the safety of all employees, visitors, and the environment during service delivery.

8. Equipment and Materials

- The contractor shall provide all necessary equipment, materials, and protective gear required to perform the services efficiently and safely.

9. Work Schedule

- The Ministry will not allow any disruptions to its operations. Any activity or activities that may cause disruption shall be conducted at a mutually convenient time. MoH's normal operational hours are as follows :
 - Monday to Friday (except public holidays) – 7.00 a.m to 4.00 p.m

10. Submission Requirements:

- Detailed method statements containing a comprehensive methodology for completing the works.
- Detailed work plan specific to these works and should include at minimum:
 - Estimated start and end dates for completion of each activity
 - Working days and times
- Resumes of Key personnel inclusive of:
 - Names and CV's of the following employees
 - The onsite supervisor or any person acting on behalf of the contractor
 - Designated persons to manage or coordinate the work, if different from above
 - The individual with overall responsibility for health and quality assurance pertaining to all activities associated with these works.
- Proof of certifications, licenses, and previous experience
- Safety and compliance measures

11. Evaluation Criteria:

- Technical capability and experience
- Safety and compliance adherence
- Cost competitiveness
- Attendance to MANDATORY site visit as follows:

Friday 21st November, 2025 at 11.00 am – Meeting Point Corporate Headquarters

Corporate Headquarters – Port of Spain

Chemistry Food & Drugs Division (C.F.D.D) – Port of Spain

Insect Vector Control Division - St. Ann's

Wednesday 26th November, 2025 @ 10.30 am – Meeting Point Mt. Hope

JSAC – Tradezone, El Socorro

Hansen's Disease & Disaster Command Center (E.W.M.S.C) – Mt. Hope

CFDD Storage & Facilities Storage – Mt. Hope

Insect Vector Control Division (I.V.C.D) Headoffice – Cunupia

National Blood Transfusion Service (N.B.T.S) - Cunupia

ADDITIONAL INFORMATION

HEALTH & SAFETY

- a) The Contractor's personnel shall be properly attired in the appropriate safety wear and company supplied uniforms whilst performing onsite activities. The cost of all PPE and uniforms shall be for the Contractor's account.
- b) All works shall comply with the relevant requirements of the Occupational Safety and Health Act, 2004 (OSH Act). The work shall be stopped if the Contractor fails to comply with the relevant OSH Act requirements. In the event that any part of the work is stopped for breach of the relevant OSH Act requirements, the Contractor shall implement measures to recover the work programme. All extra costs of any recovery work programme shall be for the Contractor's account.

- c) The Contractor shall take every reasonable precaution to ensure that all persons employed by the Contractor shall be efficient, honest, courteous and sober at all times whilst on the compound, and shall be trained in the performance of their duties.
- d) The Contractor shall ensure that all statutory provisions and requirements affecting work to be carried out in accordance with this Contract are adhered to, and the conduct of the Contractor's employees or agents while on MOH's premises or in the immediate vicinity shall be in keeping with appropriate standards. Furthermore, the Contractor shall replace any person to whose employment reasonable objection is taken by or on behalf of MOH.
- e) The Contractor's personnel shall not smoke, consume alcoholic beverages or be under the influence of any controlled substance while on the MOH's premises.
- f) The Contractor shall, for the purpose of this Contract, insure all persons so employed for performance of the works against all accidents and agrees to indemnify MOH against all liabilities in this regard.
- g) The Contractor shall report immediately, to the Employer's Representative:
 - i) Any injury or harm to health that arises in the course of, or in connection with, the Works.
 - ii) Any situation at the worksite that he or she has reason to believe could constitute a hazard to users of the facility.
- h) The Contractor shall secure the worksite and provide adequate temporary signs and barriers to restrict access by unauthorized persons. The Contractor shall also implement appropriate measures to protect staff and other third parties from injury during execution of the works. All temporary signs and barriers shall be removed upon completion of the works.

MATERIAL STORAGE AND SITE SECURITY

- a) The Contractor is responsible for the storage, protection and security of any and all materials, equipment, tools, etc. MOH shall not be held liable for any losses.
- b) The Contractor should coordinate material delivery with installation time to prevent overcrowding of the worksite.
- c) The Contractor is responsible for receiving all materials/items delivered to the site. MOH's personnel shall neither receive nor assume responsibility for any materials/items delivered to the site.

EMPLOYER'S REPRESENTATIVE

- a) If a contract is awarded, the Employer's Representative or his/her assign will be the only person empowered to issue instructions to the Contractor regarding the works. Any other instructions, from whatever source, if acted upon, will be carried out entirely at the Contractor's risk. The Employer's Representative shall be identified upon commencement of the works.

INSPECTION OF THE WORKS

- a) The Employer's Representative (or his/her assign) shall perform periodic inspections during execution of the works. Any work that does not conform to contract requirements, shall be immediately rectified by the Contractor, at no additional cost to MOH.
- b) Onsite inspections by the Employer's Representative(s) **DO NOT**:
 - i) Relieve the Contractor of responsibility for providing adequate quality control measures.
 - ii) Relieve the Contractor of responsibility for making good any/all damages occasioned by the works.
 - iii) Relieve the Contractor of any contract requirement.
 - iv) Constitute or imply acceptance of the inspected works/materials, unless otherwise stated.

PROJECT COMPLETION

- c) Upon completion of the project, the Contractor shall ensure that the worksites (and surrounding areas, if necessary) are clean and free from any/all waste and debris generated from the works.

WARRANTY PERIOD

- a) The Contractor shall supply all materials, equipment, tools, parts, transport, labour and supervision and perform any/all corrective works due to the following:
 - i) Defective materials supplied and installed by the Contractor, its agents and/or servants.
 - ii) Defective workmanship and/or installation by the Contractor, its agents and/or servants.
- b) All project defects identified during the Warranty Period shall be corrected by the Contractor at no additional costs to MOH.

c) **Note:** The Warranty Period commences on Date of Project Completion and shall be for a duration of **at least** 30 days on workmanship

EVALUATION CRITERIA – PEST CONTROL SERVICES

ITEM	Criteria	Maximum Score/Weighting	Description
1	Legal Documents	Y/N	• VAT Clearance • NIB Compliance • Income Tax
2	Compliance to Requirements	30 %	Proposals must meet all requirements stated in Scope of Works ➤ Inspection & Assessment ➤ Treatment & Control ➤ Preventative Measures ➤ Monitoring & Reporting ➤ Emergency Services Completion of a plan demonstrating the provider's ability to plan successfully and complete the works. The components should be based on the scope of works. Bidders should take into consideration the following: • Risk Assessment/ Risk Management Plan/ Health, Safety and Environmental Protocols (5%) • Methodology/ Plan for the execution of the maintenance service (10%) • Generation of a schedule for the execution of the service (5%) • Resource availability and application (5%) • Material and equipment specification (5%) Proposals must meet all requirements stated in Scope of Works
3	Work Schedule	15%	➤ Detail work schedule with implementation plan – 5% ➤ Adequacy of the proposed work plan and methodology in responding to the scope of works - 5% ➤ List of equipment and proposal of adequate human resource personnel to cover all scope of services – 5%

5	Technical Capability	5%	Listing of proposed Key Personnel with curriculum vitae or supported by relevant certification and any other relevant information.
6	Financial Capability	5%	Documentation confirming the company has maintained financial relations with financial institutions and are able to receive credit facilities if required.
7	Expertise of the Firm	5%	List of similar nature services performed within the last five (5) years. The information provided on each assignment should indicate the nature of the Contract, the Contract amount and the name of the Client. Client reference letters would be an asset.
8	Warranty	5%	At least thirty (30) days warranty on workmanship and six (6) months on materials
9	Price Quoted	35 %	Major cost components associated with the required works, and the <u>detailed breakdown</u> of such costs.
	TOTAL	100 %	