

TERMS OF REFERENCE

General Information:

Title: Fumigation of UN Agencies and residence Ghana

Sector of Assignment: Common Services Unit

Location: Accra, Ghana

Agency: UN Agencies and residence

Duration of Assignment: Three years, but renewable annually based on performance.

BACKGROUND AND JUSTIFICATION:

UN consists of agencies with compound and offices. It has a compound area of estimated floor area most of its windows fabricated with glass.

The UN agencies and residential compounds have covered and open drainage systems, septic tanks, trees and small rocks that houses variety of pests. Given this condition, provision of fumigation services is highly required to eradicate the pests like mosquitoes, ants, cockroaches, bugs, wasps, bees, fleas, lice, spiders and beetles to safeguard the staff including visitors making use of the offices and residential compounds from diseases being transmitted by these pests.

PURPOSE:

The purpose of this assignment is to seek a contractor who shall render fumigation services at the UN agencies and residence in Ghana.

MINIMUM QUALIFICATION OF BIDDERS:

1. Bidders shall have been engaged in the business for at least two (2) years and have a business registration in Ghana.

SCHEDULE AND SCOPE OF WORK:

Fumigation programme will be conducted per request of the agency or residence on a Saturday for the office and compound commencing at 6 am until finish.

The contractor shall provide management, tools, supplies, equipment, transportation and labour to carry out the fumigation at the office or residence for the eradication of the pests. The fumigation shall be performed in a manner that will ensure the health and general wellbeing of the staff members. No fumigation shall be carried out in case of heavy downpour of rain and will only resume upon notification of office.

Coverage of fumigation will include:

1. Insecticide residual spray to offices, compounds and trees. Target mosquitos, spiders, reptiles and household flies. The areas targeted in this operation will be floor area, walls and ceilings, offices and soon on.
- Exterior and interior of all buildings in the office
 - At least 2 meters in distance from the perimeter fence of the office
 - Inside wall, roofs/ceiling, wash rooms, behind shelves, underneath working areas.
 - All manholes, covered and open drainage systems.

- All areas where septic tanks are located.
- Areas where there are detections of beehives, wasps, snakes, rats and ant colonies, etc.

2. Provide service to combat pest/rodent control service to be provided to UNDP office when required. UNDP believes that poisoned bait concealed in coverage traps with an entry inlet and exit outlet for rodents is the best opinion.

Expected Deliverables:

The contractor will provide the equipment to carry out the provision of the above service.

- The contractor should deliver fumigation's chemicals required and to be kept inside UN premises one week prior to fumigation process.
- The above specific tasks will be undertaken in a timely, cost effective manner putting due consideration to safeguard UN staff.
- To carry out the necessary pest/rodent control service operation to all stores, offices, meeting rooms and toilets.
- The related pest control services and poisoned bait will be subject to technical assessment and evaluation of the various facilities as and when agreed upon.
- The contractor will provide the equipment to carry out the provision of the above service.

DURATION:

The contract shall be effective for a period of three (3) years renewable annually based on performance, and shall commence immediately upon signing of the contract, unless sooner terminated for cause as determined by UNDP.

Expected Background Experience

1. The contractor should have relevant experience in providing similar pest control service to similar organizations/ institutions.
2. The contractor must be legally registered.
3. The contractor must demonstrate clear knowledge and understanding of providing the service in an environment where there are people working and where there are sensitive chemicals used in the presence of staff.

OTHER TERMS AND CONDITIONS:

1. The contractor shall report to the focal person in charge of activities concerning fumigation management after work done. Furthermore, the contractor shall report to the focal person in charge in case there are detections of other infestation such as rodents, snakes and termites that pose hazards to staff, personnel and infrastructure and need to be controlled. The contractor shall provide remedial and preventive action accordingly.
2. The contractor shall warrant that all its personnel shall confine themselves to the fumigation of the office and residential compounds.
3. The contractor shall agree to provide additional service when called upon whenever the

need arises outside the fumigation period.

4. The contractor shall further warrant that it has complied with all the laws and regulations applicable to fumigation operation and further warrant that it is in compliance with the fumigation regulation of the Ghana government authorities.

5. The contractor shall be a registered company with evidence of possession of license to carry out such task.

6. Proven track record in rendering satisfactory services to a similar institution like other UN Agencies.

7. Financially sound and stable, evidenced by authentic financial statements for the past 3 years of operation.

8. Provide audited accounts of the company for the past 3 years.

9. The contractor will be on a fixed output-based price payable instalments subject to satisfactory service and approval by the focal person in charge.