



Invitation to Bid
Request for Proposal (RFP) and Quotation
Provision of Technical Services – General Pest Control

14th January 2026

Attention: Managers and Proprietors of Licensed Pest Control Operators

Re: Request for Proposal and Quotation – Provision of General Pest Control Services for Two (2) Bureau of Statistics Offices, Georgetown (March – December 2026)

The Bureau of Statistics (BOS) hereby invites proposals and quotations from suitably qualified and legally authorized, registered pest control service providers for the provision of General Pest Control Services at its offices in Georgetown.

The Bureau currently operates from two (2) office locations as outlined below:

1. Head Office – Lot 34 Main & Hope Streets, South Cummingsburg, Georgetown
2. Annex Office – Lot 88 Barrack Street, Kingston, Georgetown

The Bureau is seeking to engage a competent service provider to deliver general pest control services at the above-mentioned locations for a ten (10) month period, from March to December 2026.

Eligibility to participate in this procurement process is strictly limited to pest control operators or companies that are duly registered and licensed by the Pesticides and Toxic Chemicals Control Board (PTCCB) in accordance with the Pesticides and Toxic Chemicals Control Regulations, 2004 (Regulation No. 8 of 2004). Proof of valid registration and licensing must form part of the submission.

Site visits to the offices could be facilitated during normal working hours as follows:

- Monday / Thursday: 08:00 hours – 16:30 hours.
- Friday: 08:00 hours – 15:30 hours.

Pest Control Activities Required

The selected firm will be responsible for the provision of **all labour and approved pesticide products and equipment for the effective control of pests within the buildings and in their immediate surroundings.**

The following are the **specific activities / treatments to be conducted on a MONTHLY basis:**

1. Office Compound:

Treatments shall include the area between the building and the fences on all four sides. The following works are to be done:

- a) Rodent Control - place bait boxes at intervals with active, fresh rodenticide baits inside. Remove, empty and clean bait boxes, and replace baits as required.
- b) Spraying / fogging of compound with insecticides for the treatment of ants, cockroaches, and other flying and crawling insects. This shall include the concrete drains and any structures located within the compound (guard huts, generator / transformer rooms, etc.).

2. Inside of Building:

- a) Insecticide treatment of all accessible spaces for the control of ants, cockroaches, and other flying and crawling insects. Areas shall include along corridors, open spaces, storage rooms, documents vaults, staff offices, kitchen and all other enclosed areas
- b) Safe placement of rodenticides in discreet locations within offices and other enclosed areas.
- c) Treatment of water traps and enclosed space situated behind washrooms on all floors to prevent breeding of mosquitoes.
- d) Areas with electronics, such as the computer server rooms and shall be effectively treated but with minimal use of liquids

3. Special Services for Control of Mosquito Infestations

The Contractor shall provide a **comprehensive mosquito control service on a once-monthly basis** for buildings and surrounding areas, using **integrated vector management techniques**. The service shall include adult mosquito control, larval control, and site inspection.

- a) **Fogging:** Conduct fogging using approved insecticides and equipment once per month, with additional treatment to be carried out only when specifically authorized by the Procuring Entity (e.g., following heavy rainfall or during outbreak situations).
- b) **Treatment of Mosquito Larvae:** Apply approved larvicides to identified mosquito breeding sites, including drains and standing water, once per month.
- c) **Inspection and Environmental Management:** Perform a site inspection during each monthly visit to identify potential breeding sites and report findings and recommended corrective actions to the Procuring Entity.

All services shall be performed by trained personnel using products and methods approved by the relevant authorities and in compliance with applicable health, safety, and environmental regulations. Treatment records shall be maintained and made available upon request.

Bidders should cater for a maximum of fifteen (15) mosquito control treatments during the ten-month period.

4. **Caution / Quality Control / Work Planning:**

- a) Spraying of insecticides should be done along the intersection of walls and floors.
- b) The swath width of the spray shall cover a minimum surface area width of eighteen inches (18”) along both wall and floor.
- c) All spraying, fogging and baiting works are to be planned for execution during the late afternoon period.
- d) All activities shall be supervised by the Bureau’s designated safety officer.

Submission of Proposal and Quotation

Kindly submit your **proposal and quotation** to the Bureau of Statistics by **14:00 hours (2:00PM) on Monday, 26th January 2026.** Completed proposals and quotations must be **signed and stamped** and can be submitted physically (hard copy) to the Receptionist at the Bureau’s office located at **Lot 34 Main & Hope Streets, South Cummingsburg, Georgetown.**

Proposals / quotations are to incorporate the monthly treatments outlined above. The quotation must have a **year total, inclusive of VAT if applicable.**

Please address the quotation to:

**The Chief Statistician
Bureau of Statistics,
Lot 34 Main & Hope Streets,
South Cummingsburg,
Georgetown**

Kindly note the need for compliances and other supporting documents listed in Table 1 below. Failure to submit same will lead to bids being disqualified.

Table 1: Preparation of Proposals / Quotations and Submission of Supporting documents.

Please take note of the following requirements when preparing your quotation:

All documentation, including catalogues, instructions shall be in this language	<input checked="" type="checkbox"/> English
Copies of documents to be submitted with quotation	<input checked="" type="checkbox"/> Product specification sheets and brochures <input checked="" type="checkbox"/> Most Recent NIS Compliance <input checked="" type="checkbox"/> Most Recent GRA Compliance <input checked="" type="checkbox"/> Current Business Registration <input checked="" type="checkbox"/> TIN Certificate <input checked="" type="checkbox"/> PTCCB Certificate
Period of Validity of Quotes	<input checked="" type="checkbox"/> Quotations must be valid for a minimum of thirty (30) days, counting from the <u>Closing Date for Submission</u>
Payment Details	Kindly state your terms of payment and the correct name of the Payee Account
1. Quotations submitted shall be reviewed based on completeness and compliance with the minimum specifications and the requisite documentation described above. 2. The most responsive bid shall be selected. 3. Any offer that does not meet the requirements shall be rejected. 4. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be rejected. 5. After the BOS has identified the most responsive bid, the BOS reserves the right to award the contract based only to the most responsive bidder.	

Thank you.

Khemraj Tulsie
 Procurement Specialist
 Bureau of Statistics