

BIDS AND AWARDS COMMITTEE
2330 Roxas Boulevard, Pasay City
Tel. Nos. 834-4823; Fax No. 831-9584
Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Operation and Maintenance of the Ventilation and Air Conditioning System of the DFA Main Building and OCA-Aseana Building for CY 2018
Reference No. : PB-GS-22-2017
ABC : PhP 18,000,000.00
Date : 13 December 2017

This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

I. Technical Specifications (Section VII)

The Technical Specifications (Section VII) of the Bidding Documents is superseded by **ANNEX A** of this Supplemental/Bid Bulletin No. 1 after considering inputs from prospective bidders during the pre-bid conference on 08 December 2017.

II. List of Air Conditioning Units

As requested by the prospective bidders during the pre-bid conference, attached, as Annex C, is the list of current Air Conditioning Units in the DFA Main Building and OCA-Aseana Building.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

MARIA TERESA C. LEPATAN
BAC Chairperson

ANNEX A

Technical Specifications

OPERATION, MAINTENANCE AND REPAIRS OF THE VENTILATION AND AIR CONDITIONING SYSTEM OF THE DEPARTMENT OF FOREIGN AFFAIRS MAIN BUILDING AND OCA ASEANA BUILDING CY 2018

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
I	<p>BACKGROUND</p> <p>The Department of Foreign Affairs Main and OCA-Aseana Buildings have Centralized Air-Conditioning systems. The main building's Centralized AC system which is as old as the building itself has deteriorated causing lengthy downtime due to breakdown.</p>	
II	<p>OBJECTIVE</p> <p>The Department intends to outsource the operation and maintenance of the AC system of the two buildings by securing the services of a reputable and competent Air-Conditioning Maintenance Company to operate and efficiently maintain the Air Conditioning System and ensure smooth and uninterrupted operation and minimize downtime.</p>	
III	<p>SCOPE</p> <p>Operations, Preventive Maintenance (PM) and Repairs of the Department's VAC Systems composed of: York chiller 450-TR, Carrier chillers 160-TR, Multi-Stack chillers 160-TR, Hitachi chillers 360-TR, AC Units (e.g. Split, Package and Window-type), Piping System, Gate Valves and AC Control Systems, Electrical Control Panels/Circuit Breakers and other AC parts/components and ancillaries. If any of these equipment break down, the contractor shall at its own expense immediately make the necessary repairs to restore the equipment proper operation within a timeframe to be set by the engineering section.</p> <p>All costs for the above shall form part of the bid offer.</p>	
IV	<p>CONTRACTOR'S OBLIGATIONS</p> <p>A. The Contractor shall provide:</p> <ol style="list-style-type: none"> 1. A company profile showing at least 4-years' experience upon commencement of contract, in the Operation, Preventive Maintenance and 	

	<p>Repair of Ventilation and Air-conditioning (VAC) Systems.</p>	
	<p>2. One (1) Supervising licensed Mechanical Engineer with 5-year experience in York, Carrier and Hitachi water-cooled chillers. The engineer shall supervise the daily operation of all VAC systems and their components for both DFA Main and OCA-Aseana buildings. The engineer will supervise the AC systems' major and minor repairs, and overhauling from the start to commissioning.</p> <p>The engineer shall coordinate and report daily and regularly to the Head of the Office of Asset Management and Support Services (OAMSS)-Engineering Section on the daily operations of the Air-conditioning System for both DFA Main and OCA-Aseana Buildings.</p>	
	<p>3. Ten (10) AC Technicians: Six (6) will be assigned at the DFA Main Building in three (3) shifts, and four (4) at OCA-Aseana in two (2) shifts from Monday to Saturday & Holidays to man the daily operations, preventive maintenance and repairs of the AC systems.</p>	
	<p>4. Company IDs, safety/protective gears and uniforms which shall be worn by the engineer and technicians at all times while in the building premises.</p>	
	<p>5. Daily records and information on the operation and status of the building's VAC systems to the Head of OAMSS-Engineering Section.</p>	
	<p>6. Tools/equipment, parts, fabricated materials, consumables, condenser/chiller water treatment chemicals and refrigerants for the operation, preventive maintenance and repair works.</p>	
	<p>7. A service vehicle for its technical personnel in transporting manpower, necessary materials, tools and equipment.</p>	
	<p>8. Additional manpower, supervision, materials, consumables, oils, refrigerants and necessary parts, tools and equipment, free of charge during major and minor repairs and overhauling of the VAC systems.</p>	

	<p>B. The Contractor shall:</p> <p>1. Cover the cost of transfer of existing units and its ancillaries to new locations inside the Department's premises.</p>	
	<p>2. Include supervision, labor, fabrications and all the necessary materials/parts consumables, equipment and cleaning/disposal of debris at the project site.</p>	
	<p>3. Provide a maintenance record/history to the Head of OAMSS-Engineering Section and post copies of the report in every machine room.</p>	
	<p>4. Provide monthly written reports on the present operating/running condition of all VAC equipment to the Head of the OAMSS-Engineering Section.</p>	
	<p>5. Comply with all Philippine labor laws, rules, and regulations, including DOLE D.O. 18-A, series of 2011, or D.O. 174, series of 2017, as applicable, and show valid certification/registration under either D.O.</p>	
	<p>C. The Contractor shall provide the following specific services:</p> <p>1. Turn on and off all VAC systems at the DFA Main and OCA-Aseana Buildings at times to be specified by OAMSS-Engineering Section.</p> <p>2. Preventive maintenance of all VAC systems during Saturdays and holidays.</p> <p>3. Removal of all dust and debris, and regular checking and cleaning of all VAC systems.</p> <p>4. Install heavy-duty security locks at the entrance of all VAC systems' rooms, for security purposes.</p> <p>5. Thorough regular checking and cleaning of all VAC systems, and immediate repair or replacement, if found defective.</p> <p>6. Restore normal operation, within six (6) hours for minor repairs and as soon as practicable for major repairs, of the following:</p> <p style="padding-left: 40px;">a. All VAC systems; and</p>	

	b. Electrical control panels and circuit breakers, except for defects caused by tripping in the Main Breaker of the power center.	
	D. For chillers	
	1. Recording of chillers' operating parameter readings every two (2) hours while in operation.	
	2. Regular checking of the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> • Crankcase oil heater • All sensors and gauges • Evaporator insulation • Water and refrigerant piping connections • Compressors motor terminals • All other parts and components of the AC systems. 	
	3. Cleaning and de-scaling of chillers' condenser shell tubes twice a year or as often as necessary.	
	4. Application of water chemical treatment when necessary.	
	5. Addition of compressor oil when necessary.	
	6. Charge refrigerant when necessary.	
	E. For condenser and chilled water pumps (DFA Main and OCA-Aseana Buildings)	
	1. Recording of condensers' and chilled water pumps' operating parameter readings every two (2) hours while in operation.	
	2. Daily recording of motor resistance.	
	3. Preventive maintenance during Saturdays and holidays for cleaning, greasing and leak testing. if water leaks are visible, repair should be done as soon as possible.	
	4. Regular checking of the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> • armatures, rewinding, ball bearings and mechanical seals • gate valves 	

	5. Oiling and greasing of all water pump ball bearings when necessary.	
	F. For cooling towers (DFA Main and OCA-Aseana Buildings)	
	1. Checking and inspection of cooling towers every two (2) hours.	
	2. Regular checking of the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> • motor ball bearings, gears, pulleys, float valves and fan belts. • gate valves 	
	3. Oiling and greasing of motor ball bearings.	
	4. Application of water chemical treatment at all times.	
	5. Monthly checking, testing and analysis of condenser and chilled water.	
	6. Cleaning and de-scaling of cooling towers every two (2) months or as often as necessary.	
	7. Re-painting with heavy duty paint of cooling towers, gate valves and pipes every four (4) months.	
	8. Thoroughly check and clean all the cooling towers area regularly.	
	G. For electrical control panels and circuit breakers (DFA Main and OCA-Aseana Buildings)	
	1. Regular checking of the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> • control panels, circuit breakers, contactors and various kinds of switches. 	
	2. Preventive maintenance during Saturdays and holidays for cleaning and testing of all control panels, circuit breakers, contactors and various kinds of switches.	
	3. Re-painting of all control panels as necessary.	

	4. Provision of additional manpower, supervision, materials, and necessary parts/tools/equipment free of charge during major and minor repairs of electrical control panels and circuit breakers.	
	5. Thorough checking and cleaning of all electrical control panels, contactors and circuit breakers daily.	
	H. For the fan coil units (FCU) at OCA-Aseana	
	1. Regular checking of all FCU parts/components and wireless control system, at each shift and immediate replacement, if defective.	
	2. Cleaning of all cooling coils, filters, drains and drain pumps per month.	
	3. Provision of chlorine tablets at all FCU's drain pans free of charge.	
	I. For the AHUs	
	1. Regular checking of the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> • AHU's parts and its components • AHU air ducts 	
	2. Nightly cleaning of AHUs' coils, filters, drains, and motors including the actual AHU rooms.	
	3. Cleaning of all offices' air ducts and air balancing calibration, as needed.	
	4. Daily preventive maintenance of AHUs including Saturdays and holidays.	
	J. For the split/package-type and window-type AC units (DFA-main and OCA-Aseana buildings)	
	1. Checking and inspection of split/package/window-type AC units' parts and components, and immediate repair or replacement, if defective.	
	2. Daily checking of refrigerant level for leaks, and repair and charging when necessary.	
	3. Nightly cleaning of casings, coils, filters, evaporators, condensers and drains.	

	4. Cleaning with chemicals of all motors and coils every three (3) months.	
	K. Exhaust blowers/fans and air curtains at DFA Main and OCA-Aseana buildings	
	1. Nightly cleaning of fans and casings.	
	2. Checking of fan belts and retightening when necessary.	
V.	<p>TERMS OF PAYMENT:</p> <p>1. The Contractor shall be paid an advance payment of fifteen percent (15%) of the contract price upon mobilization and, thereafter, the remainder of the contract price on a monthly basis from the submission of the sales invoice and complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing the contract.</p>	
	2. All payments shall be inclusive of Value-Added Tax (VAT) and other lawful charges.	
VI.	<p>LIABILITY CLAUSES:</p> <p>1. The Contractor shall be liable for any direct or indirect loss or damage to the DFA in case of gross negligence or willful misconduct on its part, in carrying out the operation and maintenance including major and minor repairs of the DFA's VAC systems and their components.</p>	
	2. The DFA has the right to unilaterally cancel the contract and impose penalty should the Department find that the operation, maintenance and repair works are not in accordance with standard practice and/or non-compliant with standard procedures.	

VII.	<p style="text-align: center;">MISCELLANEOUS PROVISIONS</p> <p>The duration of the contract shall be one (1) year from 01 Jan 2018 to 31 Dec. 2018.</p> <p>The Department reserves the right to amend the Terms and Conditions in the event that retrofitting of the DFA main building is implemented. The provisions of the contract applicable to the DFA Main Building shall cease to operate upon the latter's transfer to another location. Only the OCA-Aseana maintenance and operation will continue. All charges applicable to the main building shall be deducted from the monthly billing.</p> <p>The Contractor shall accordingly submit separate price schedule/breakdown for the DFA Main Building and OCA-Aseana Building.</p>	
------	--	--

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]

ANNEX C

List of Air Conditioning Units

(Please see next page)