



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL / BID BULLETIN No. 1


Project : Procurement of Replacement of Air Conditioning System at the DFA OCA-Aseana
Reference : PB-GS-10-2021
ABC : PhP 71,000,000.00
Date : 01 October 2021

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

- I. **Invitation to Bid (Section I)** – The Invitation to Bid (Section I) of the Bidding Documents are superseded by ANNEX 1 of this Supplemental/Bid Bulletin No. 1.
- II. **Technical Specifications (Section VII)** – The Technical Specifications (Section VII and annexes) of the Bidding Documents are superseded by ANNEX 2 of this Supplemental/Bid Bulletin No. 1 after considering inputs from the Committee and prospective bidders.
- III. **Checklist of Technical and Financial Documents** - The Checklist of Technical and Financial Documents of the Bidding Documents are superseded by ANNEX 3 of this Supplemental/Bid Bulletin No. 1 after considering inputs from the Committee and prospective bidders.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.



NARCISO T. CASTANEDA
Assistant Secretary and BAC Chairperson

ANNEX 1

6. The DFA-BAC has scheduled the following activities for the said Project:

Site Inspection	Deadline for Submission and Receipt of Bids	Opening of Bids
<p>05 October 2021 Tuesday, 10:00 a.m.</p>	<p>14 20 October 2021 Thursday Wednesday, 12:00 p.m.</p>	<p>14 20 October 2021 Thursday Wednesday, 2:00 p.m.</p>
<p>Venue: Department of Foreign Affairs – Office of Consular Affairs – Aseana</p>	<p>Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City and Online Video Conference</p>	<p>Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City and Online Video Conference</p>

Note: Prospective bidders attending the Site Inspection, the Office of Consular Affairs requires the submission of a negative COVID-19 Antigen swab test result.

ANNEX 2

Technical Specification

Replacement of Air Conditioning System at DFA OCA-Aseana

Item	Specification	
I	<p>Background</p> <p>The DFA Office of Consular Affairs-Aseana building located at Diosdado Macapagal Boulevard corner Bradco Ave. Aseana Business Park, Brgy. Tambo, Paranaque City, Metro Manila, Philippines has six (6) water cooled chillers, two (2) cooling towers, one hundred eighty two (182) FCUs that provide human comfort for both Public and DFA Personnel. These machineries are vital for the building's daily operations.</p> <p>After years of continuous usage, and regular and preventive maintenance, the units started to show signs of normal wear and tear, which caused occasional and random breakdowns.</p>	
II	<p>Objective</p> <p>The Department aims to replace the DFA OCA-Aseana existing water-cooled chillers, cooling towers and FCUs with brand new units.</p> <p>The objectives of this project are:</p> <ol style="list-style-type: none"> a. To provide an optimum environment to preserve and maintain the costly equipment and exhibits, b. To provide thermal comfort and acceptable indoor air quality for the visitors and employees, c. Promoting green technology using energy efficient HVAC (Heating, Ventilating and Air Conditioning). <p>In view of the foregoing, the Department needs the replacement of the existing units to be conducted by the duly qualified and reputable contractor of a centralized air conditioning system in the Philippines.</p>	
III	<p>Location</p> <p>Office of Consular Affairs (OCA) DEPARTMENT OF FOREIGN AFFAIRS - Aseana Building Diosdado Macapagal Boulevard corner Bradco Ave. Aseana Business Park, Brgy. Tambo, Paranaque City, Metro Manila, Philippines</p>	
IV	<p>Scope of Works</p>	<p>Statement of Compliance</p>
	<p>The Contractor Shall:</p> <ol style="list-style-type: none"> a. Provide all labor, supervision, equipment, materials and consumable items for the supply, delivery, hauling, installation, testing and commissioning of the following brand new equipment: 	

	<ul style="list-style-type: none">i) Six (6) units of water-cooled chiller with the capacity of 60 tons of refrigerant per unit ,power supply of 440-460 Volts AC, three (3) phase and using Ozone Friendly R123 refrigerant.ii) Two (2) units of bottle type cooling tower.iii) One hundred eighty two (182) Fan coil units (FCU).iv) Eight (8) units of Air Curtain Non-Circulating type for door entrances and exits <ul style="list-style-type: none">b. Provide all labor, supervision, equipment, materials and consumable items for the dismantling, hauling and disposal of the existing equipment.c. Modification of existing chilled and condenser water piping to include supply of new chilled and condenser water pipes and fitting, ball valves, shut-off valves, threadolet, bushing reducer, flanges, flexible rubber coupling, balancing valves etc.d. Provide sufficient concrete foundation / level concrete base with manufacturers recommended service clearance per unit certified drawings.e. Provide brand new equipment with complete accessories and technical specifications approved and of satisfaction of the Department.f. Supply and install necessary electrical requirements including supplies, installation and connection of additional electrical components or upgrades necessary such as but not limited to circuit breakers, electrical wiring, electrical conduits and consumables to the building's power supply.g. Provide supply of materials, labor and consumable items for the replacement of FCUs chilled water pipe including the existing isolation valve in each floor.h. Provide labor, supply of materials and consumable items for hangers, supports, insulations, and other accessories necessary for the completion of installations of water-cooled chillers, cooling towers, FCUs and FCUs chilled water pipe.i. Provide technical supervision and expertise, and site management for the duration of the contract starting from mobilization, demobilization, technical and site supervision.	
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	<ul style="list-style-type: none"> j. Provide labor and supply of materials for testing and commissioning of water-cooled chillers, cooling towers and FCUs. k. Provide adequate signage and safety precautions in the entire proximity of the project site; l. Provide technical information, notable practice, maintenance, and operating manual for the chillers, cooling towers, FCUs and warranty certificate from the manufacturer. m. Ensure safety of its workers all the time by deploying safety elements such as, but not limited to, personal protective equipment (PPEs), personnel identification paraphernalia, safety orientation activities, health and safety provisions, etc.; n. Provide supply and labor for dismantling and restoration works as needed in the replacement of OCA-ASEANA Centralized Air Conditioning System (Chillers, cooling towers and FCUs). o. Take photograph on all works that will be done in the project including the existing chillers, cooling towers and FCUs to be replace before the dismantling; p. Submit to the OAMSS-EMD the electronic and hard-copy of the before and after installation photograph of the chillers, cooling towers and FCUs upon completion of installation, testing and commissioning of the A/C equipment; q. Submit the methodologies, gantt chart and plans for all phases of the work to the Department for review and approval. Such approval shall not be construed to relieve the Contractor of its responsibilities, liabilities and obligations in the Contract. See Annex 3-B for the proposed sequence and estimated work duration for each room/area. r. Submit the electronic and hard-copy of the complete design plan, specifications and as-built plans of the chillers, cooling tower and FCUs signed and sealed by duly Licensed Professional Mechanical Engineer before acceptance of the installation and commissioning of the units; s. Dismantle, sort, and properly store the existing A/C equipment and its ancillaries in the designated space within the DFA OCA Aseana premises; t. Conduct coordination meetings with the OAMSS-EMD team on the replacement of chillers, cooling tower, and FCUs. 	
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	<ul style="list-style-type: none"> u. Provide key personnel for the supervision of the replacement of chillers, cooling towers and FCUs; v. Provide project management team for the project; w. Secure and pay necessary bonds, insurance and permits needed for the completion of the project. x. Provide provisions for all necessary formworks, steelworks and concrete works as needed in the project. y. Supply materials, and services not expressly indicated in the technical specification, drawing or in other contract documents which may be necessary for the complete and proper design, installation and commissioning of works provided by the Contractor to ensure a functional and efficient system without extra cost to the Department. z. Undertake the proper disposal of scrap and dismantled materials/equipment and shall secure necessary permits and pay the fees needed for the completion. aa. Coordinate OAMSS personnel regarding disposal procedures of the government. bb. Make provisions for a training session for the facility engineers, operators, and other interested personnel to demonstrate the proper operation of the chillers, ancillary equipment, and controls. The Contractor shall use the chiller manufacturer's representative or approved representative to conduct the training session. cc. Provide free emergency call back and preventive maintenance service (PMS) for all newly installed units for the duration of warranty which includes but not limited to coil cleaning, leak testing, and drain pipes de-clogging. 	
V.	<p>Site Inspection</p> <p>The Work shall be based on the existing data and physical condition at the worksite. The contractor acknowledges and warrants to have inspected and examined the sites and their surroundings and satisfied himself by submissions of his Bid Offer as to the nature of the work and materials necessary for the completion of the project, the means of access to the site, the accommodation that may be required and all necessary risks, contingencies and other circumstances which may influence or affect the Bid Offer. No increase in cost or extension of time will be considered for failure to inspect and examine the worksite and site condition.</p>	
VI.	INSPECTION AND TESTING PROCEDURES FOR CHILLERS	

	<p>In case the representative/s of the Procuring Entity cannot attend or witness the Factory Testing due to Travel Restriction caused by the Covid-19 Health Hazard, the Test results shall be forwarded and submitted to the Project Proponent which shall be validated during the initial equipment start-up on site.</p> <p>A. The start-up report shall cover the following test results:</p> <ol style="list-style-type: none"> 1. Equipment model and serial numbers. 2. Date of initial on-site start up duly supervised by factory representative/s 3. Name of Representative from the factory who conducted the supervision of the start-up of the unit on-site. 4. Megger testing of the compressor terminals. 5. Input voltage reading: Line to line and line to ground to all phase lines. 6. Output voltage regulation of Automatic Voltage Regulator (AVR). 7. Refrigerant charge and oil level. 8. Evaporator and condenser pressure while on standby/ shut-off mode and evaporator / condenser pressure while on running mode. 9. Condenser and evaporator in/out temperature. 10. Suction and discharge pressures. 11. Ampere readings for part and full loading of chiller operating data. Three readings with an interval of 1 hour. 12. Calibration (If necessary), Observation of chilling unit. 	
<p>VII.</p>	<p>Dismantling and Disposal of Existing Chillers, Cooling Towers, and FCUs</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> a. Perform safety procedures before dismantling of units. b. Dismantle the old units and ensure that the location of chillers, cooling towers, FCUs and its accessories and components are cleared and ready for installation of new units. c. Temporarily sort dismantled materials/equipment in the designated place within the building premises or any places designated by the Department. d. Remove the dismantled materials/equipment from the designated area within twenty-four (24) hours or as instructed by the Department upon approval of Commission on Audit (COA). The Contractor shall be responsible for the disposal and finding enough storage for the dismantled materials/equipment. e. Coordinate with the End-User the hauling and disposal of the A/C equipment, inclusive of all components, peripherals and parts, in accordance with DFA and COA rules and regulations. 	
<p>VIII.</p>	<p>Technical Specifications</p>	

A. The Chillers shall have the following minimum specifications and features with associated mechanical parts and complete accessories:

A.1.

General Features	
Equipment/Quantity	Chiller / 6 Units using Ozone Friendly R123 refrigerant with safety control devices and other standard accessories. Maintained the following temperature condition: Chilled Water Inlet Temp : 12 deg. C Chiller Water Outlet Temp : 7 deg. C Condenser Water Inlet Temp : 30 deg. C Condenser Water Outlet Tem : 35 deg. C
Chiller Type	Water Cooled type Chiller
Capacity/Cooling Capacity	60 TR per Unit
Main Power Supply	400-460V, 3P, 60Hz
Maximum Operating Wt.	1,100 Kg
Safety Devices	Three phase quick response overcurrent relay, high pressure switch, low pressure switch, oil heater, internal thermostat for compressor, fusible plug, freeze protection thermostat, reverse phase protection device, discharge gas thermostat, operation hour meter, and pressure relief valve.
Location	ROOF DECK

A.2. VIBRATION ISOLATION

Rubber Isolators – Recommended for normal installations. Provides very good performance in most applications for the least cost.

A.3. FIELD CONNECTED WATER PIPING

Piping must comply in all respects with applicable local plumbing codes and ordinances. In no case should the unit support the weight of connecting piping. Since elbows, tees, and valves increase pressure drop, all piping should be kept as simple as possible. Hand stop valves should be installed where required to facilitate servicing. Piping to the inlet and outlet connections of the evaporator and condenser may include high-pressure rubber hose

or piping loops to ensure against water pump transmission of vibration.

Facilities should be provided for measuring temperature and pressure in the evaporator and condenser field water piping. Drain connections should be provided at all low points to permit complete drainage of the evaporator(s) and system piping.

A.4. REFRIGERANT RELIEF PIPING

Each chiller is equipped with pressure relief valves. The purpose of the relief valves is to quickly relieve excess pressure of the refrigerant charge as a safety precaution in the event of an emergency such as a fire. Sized to the requirements of applicable local codes, a vent line must be run from the relief valve to the outside of the building. Vent piping must be arranged to avoid imposing a strain on the relief valves and should include flexible connections.

B. The Cooling Tower shall have the following minimum specification and features with complete accessories:

General Features	
Equipment/Quantity	Cooling Tower / 2 Units
Type	Counter-flow Induced Draft type
Dimension	Diameter – 3740 mm Height – 2935 mm
Nominal Capacity	200 TR / unit
Fan Motor HP	5 HP per Unit
Main Power Supply	460V, 3P, 60Hz
Maximum Operating Wt.	2,380 Kg
Location	ROOF DECK

C. The FCUs shall have the following minimum specification and features:

C.1 All FCUs must be eco-friendly, energy saving and have high performance filters that filter and ensure optimal air quality.

ITEM	DESCRIPTION	SPECIFICATION	QTY
1	Chilled Water cooled Fan Coil Units FCU 1 Location: G/F, 2/F, 3/F and 4/F	4.2 TR High Static Duct Ceiling Concealed with complete accessories 220/1P/60Hz	17
2	Chilled Water cooled Fan Coil Units FCU 2 Location: G/F, 2/F, 3/F and 4/F	2.0 TR 4-Way Ceiling Cassette with complete accessories 220/1P/60Hz, Free Blow Type	29
3	Chilled Water cooled Fan Coil Units FCU 3	3.0 TR 4-Way Ceiling Cassette with complete	36

	Location: G/F, 2/F, 3/F and 4/F	accessories 220/1P/60Hz, Free Blow Type	
4	Chilled Water cooled Fan Coil Units FCU 4 Location: G/F, 2/F, 3/F and 4/F	4.2 TR 4-Way Ceiling Cassette with complete accessories 220/1P/60Hz, Free Blow Type	93
5	Chilled Water cooled Fan Coil Units FCU 5 Location: G/F, 2/F, 3/F and 4/F	1.5 TR Wall Mounted with complete accessories 220/1P/60Hz, Free Blow Type	07
TOTAL UNITS			182

C.2 FCU's piping shall have the following connection details:

- > Universal Test Plug Stop
- > Temperature Sensor
- > Pressure Sensor
- > Two port Motorized Valve
- > Automatic Air Vent w/ Cock
- > Thermometer
- > Pressure Gauge
- > Flexible Connector

Note: Please see Annex D for connection details

D. The Air Curtain shall have the following minimum specification and features:

ITEM	DESCRIPTION	SPECIFICATION	QTY
1	Air Curtain	900 mm Non-Circulating type with complete accessories 220v/1P/60 HZ with following features: -Prevent airborne contaminants -Downward facing blower fan -Heavy duty fan motor -Remote controlled	8

E. Isolation Valve for each floor.

F. All air conditioning chilled water pipes shall be provided with closed cell elastomeric "armaflex" and equally covered by blue fill tape. The thickness of rubber insulation is shown as indicated below:

Below 100mm (4") of pipe size : 32mm (1-1/4") thick rubber insulation.
130mm (5") to 200mm (8") of pipe size : 40mm (1-1/2") thick rubber insulation.

	<p>G. All PVC drain pipes shall be insulated by 14 mm (½”) thick closed cell elastomeric “armaflex” or equivalent.</p> <p>Note: Please see ANNEX A for Mechanical As-Built Plan</p>																												
IX.	<p>Contractor's Qualifications</p> <p>The Contractor shall comply with the following minimum requirements:</p> <ul style="list-style-type: none"> a. Philippine Contractors Accreditation Board (PCAB) member with minimum Size range medium A, Category B with Specialty in Mechanical Work ; b. Company profile showing at least ten (10) years of experienced in the field of Repair, Rehabilitation, and Installation of Centralized Air Conditioning System; c. With a good record of accomplishment. 																												
X.	<p>Minimum Contractor’s Equipment Requirements</p> <p>The Contractor shall provide necessary equipment but not limited to the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">No.</th> <th style="width: 15%;">Qty.</th> <th style="width: 75%;">Equipment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2 Units</td> <td>Welding Machine</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2 Units</td> <td>Electric Drill/Driving Tool including consumables</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">1 Unit</td> <td>Lifting Equipment</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">1 Unit</td> <td>Boom Truck</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">2 Units</td> <td>Cutting Torches including consumables</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">4 Pcs</td> <td>ABC type fire extinguishers</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">1 set</td> <td>Test and Balance Instrument</td> </tr> <tr> <td style="text-align: center;">9</td> <td style="text-align: center;">2 Units</td> <td>Multi-Tester</td> </tr> </tbody> </table>	No.	Qty.	Equipment	1	2 Units	Welding Machine	2	2 Units	Electric Drill/Driving Tool including consumables	3	1 Unit	Lifting Equipment	4	1 Unit	Boom Truck	5	2 Units	Cutting Torches including consumables	6	4 Pcs	ABC type fire extinguishers	8	1 set	Test and Balance Instrument	9	2 Units	Multi-Tester	
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XI.	<p>Contractor’s Personnel Qualifications</p> <p>The minimum requirements of Contractor’s key personnel to be assigned to the Contract is as follows:</p> <p>1. Project Engineer</p>																												

	<p>Qualified Engineering (Civil/ Mechanical/ Electrical) expert/s with relevant experience.</p> <p>The qualified expert/s shall be in charge of the design, implementation and supervision of works on the project. For the qualified expert/s and other proposed key members, the Contractor shall provide the following information:</p> <ul style="list-style-type: none"> a. Professional Qualifications; b. Relevant Education and levels and dates; c. Chronological employment history, including role in any previous similar projects; and d. At least five (5) years of experience in similar projects. <p>2. Health and Safety Officer</p> <p>Assigned Safety Officer will be responsible for the overall safety of the project. He/She shall ensure safe working conditions and compliance with all safe operating procedures in the site.</p> <p>The Contractor shall provide the following information:</p> <ul style="list-style-type: none"> a. DOLE Certification; b. Relevant Education and levels and dates; c. Chronological employment history, including role in any previous similar projects; and d. At least two (2) years of experience in similar projects. <p>3. Foreman</p> <p>Assigned foreman will work under the direction of the Contractor/Project Engineer to identify phases of the work. He/She shall be responsible with the timely progress monitoring of the project and ensure workers are knowledgeable and qualified, and assign them according to their skill sets.</p> <p>The Contractor shall provide the following information:</p> <ul style="list-style-type: none"> a. Relevant Education and levels and dates; b. Chronological employment history, including role in any previous similar projects; and c. At least two (2) years of experience in similar projects. 	
<p>XII.</p>	<p>COVID19 prevention and safety during operations:</p> <p>The Contractor shall:</p>	

	<ol style="list-style-type: none"> 1. Ensure that assigned personnel are COVID free before entering the premises; 2. Ensure that the assigned personnel in this project shall undergo swab testing every after two weeks on the Contractor's expense. Results must be submitted to OAMSS and OCA representatives; 3. Provide and ensure that assigned personnel observe IATF prescribed safety protocols(ie. face mask, face shields, and observe social distancing) within the DFA premises and comply with DFA security requirements; and 4. Provide its personnel isopropyl alcohol and hand soap for personal hygiene. 	
<p>XIII.</p>	<p>Contractor's Obligations</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Abide by all existing laws, codes, rules and regulations set forth by all government units and authorities; 2. Perform all works to the full intent of the plans and specification. The principal features of the work do not in any way limit the responsibilities of the Contractor to the general description of the scope of works. 3. After the award of work, the contractor shall submit to the OAMSS-Engineering Maintenance Division (OAMSS-EMD) the shop drawing as well as materials, parts, etc. for the engineer's approval. No work shall commence without the prior approval of the Engineering Service. 4. The work under this contract is to be executed in the right and acceptable manner in accordance with the Philippine Electrical and Mechanical Codes, The rules, and regulations of the local authorities. 5. Provide brand new water-cooled chillers, cooling towers and FCUs with the technical specifications approved and of the satisfaction of the Department. All equipment and components should be branded (not cloned or assembled). 6. Ensure the availability of parts of newly installed equipment, including Electric controls, electronic devices/sensors, parts and accessories in the local market by local distributor, with certification and/or undertaking for the availability of spare parts within the next ten (10) years. 7. Warrant the availability and authenticity of all materials, equipment and machineries it will deliver, and shall replace any defective unit and correct installation errors at its own expenses and account. 	

8. Ensure that skilled experience craftsmen will undertake the replacement works to ensure first class quality, appearance and durability of completed work;
9. Provide presentable board up with adequate paint approved by the OAMSS-EMD;
10. Provide temporary portable AC units for the affected offices as needed including provision for power tapping.
11. Comply that the schedule of work for the project will start after office operation hours. **See Annex B for the proposed sequence and estimated work duration for each room/area.**
12. Allow occupants to continue using the areas/rooms for the required period. Make available safe access for occupants. Arrange work to minimise nuisance to occupants and ensure their safety. Protect occupants against weather, dust, dirt, water or other nuisance, by such means as temporary screens;
13. Secure and pay from their own funds, the necessary permits including but not limited to, Building permit, licenses, clearances and other documents required under National Building Code and other related laws, rules and regulations, and bear all costs, duties, fees and other charges thereof.
14. Provide the services in a proper, professional and workmanlike manner at all times;
15. Retain sufficient number of personnel with the expertise required to provide the services;
16. Provide service personnel complete Personal Protective Equipment (PPE) during work, submit, and secure the approval of OAMSS-EMD of their COVID-19 health & safety protocols for the duration of their contract.
17. Provide the Department a dedicated hotline for emergency calls. This includes weekdays and Holidays;
18. Ensure that the service personnel wear proper uniforms and identification cards inside the Department's premises;
19. Be responsible for all tools and tackles required for unloading / handling of equipment and materials at site, their assembly, erection, testing and commissioning.
20. Be responsible for the safety and cleanliness of the working area at all times. At the end of the day's work, all tools, equipment, and unused materials shall be put away in an orderly manner inside the designated areas in the OCA-Aseana;

	<p>21. Provide weekly progress reports to OAMSS-EMD with photographs indicating corresponding dates;</p> <p>22. Submit working drawings of any modification prior to the execution of work subject for review and approval of OAMSS-EMD;</p> <p>23. Upon completion, the Contractor shall in a neat and accurate manner, finalize “As-built” drawings on tracing paper and electronic file. These drawings shall be submitted to the OAMSS-EMD for approval prior to the issuance of certificate of completion and acceptance. The approved As-Built Plan shall become the property of the DFA OAMSS-EMD. The final submittal of the record shall be four (4) sets of prints of “As-built” Drawings of Electrical and Mechanical Works.</p> <p>24. Ensure complete coordination with DFA-EMD and DFA Security regarding hot works (welding or cutting works) to be done in the DFA Premises. The Contractor must provide fire extinguishers during hot works and safety personnel to oversee hot works operations.</p> <p>25. Include in the Bid Price breakdown the unit cost, accessories, labor and material cost of the project.</p> <p>26. Be solely responsible for the protection, security and safety of their personnel, third parties, equipment, installation, the public, and others.</p> <p>27. Restore any affected utility lines during the project duration.</p>	
XIV.	<p>Contract Duration</p> <p>The services shall be effective for Eleven (11) months from the receipt of Notice to Proceed (NTP).</p>	
XV.	<p>Warranty</p> <p>a. The Contractor shall provide warranty for the project/equipment after acceptance of the project, twelve (12) months for minor and electronic parts, and twenty-four (24) months for major parts (<i>motors and mechanical parts</i>) of the equipment.</p>	
XVI.	<p>Confidentiality Clause</p> <p>The Contractor shall ensure that all personnel who shall be assigned to the Department shall execute and sign a Non-Disclosure Agreement, which is to be submitted to the Department prior to the commencement of the service.</p>	
XVII.	<p>Terms of Payment</p> <p>1. Progress billing and payment shall be as follows:</p> <p>a. 5% of the Contract Price: Upon submission of Inception Reports.</p>	

	<p>b. 10% of Contract Price: Upon complete delivery of engineering design and details.</p> <p>c. 15% of the Contract Price: Upon dismantling of existing AC units and delivery of construction materials.</p> <p>d. 30% of the Contract Price: Upon completion of 50% construction accomplishment and complete delivery of materials.</p> <p>e. 40% of the Contract Price: Upon completion and acceptance of the project and upon submission of Turn-Over Documents. Note: Please see Annex C for Table of Contents for Turn-Over Documents.</p> <p>As prescribed by Sec. 62.1 of RA 9184's IRR, five percent (5%) of the gross amount due for each progress billing will be withheld by the Department as a Retention Fund.</p> <p>A special bank guarantee equivalent to 5% of the total contract price may be submitted after the last progress billing as a substitute for the Retention Fund. The bank guarantee shall be valid for the duration of the warranty on major parts. Any other form of warranty security (e.g. surety bond) or any affidavit guaranteeing compliance with warranty obligations shall NOT be accepted.</p> <p>The Retention Fund or the special bank guarantee shall only be released after the expiration of the 24-month warranty on major parts, provided that the items delivered have no patent or latent defects and all conditions stated</p> <p>The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, and other supporting documents examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
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Note:

Bidders must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of 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 on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter if the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under

evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative]

[Position]

[Date]

ANNEX C

TURN-OVER DOCUMENTS FOR THE AIR CONDITIONING SYSTEM OF DFA OCA-ASEANA

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- I. TURN-OVER OF EQUIPMENT
- II. CERTIFICATE OF WARRANTY
- III. PERFORMANCE TEST OF INSTALLED EQUIPMENT
- IV. EQUIPMENT SPECIFICATION
- V. OPERATION INSTRUCTION
- VI. ROUTINE SERVICE & PREVENTIVE MAINTENANCE PROCEDURE
- VII. PUNCH-LIST WORKS COMPLETION AND WATER TREATMENT SPECIFICATION
- VIII. Technical Information; Installation, Operation and Maintenance Instruction; Spare Parts List of Air Conditioning Equipment
 1. Water Cooled Chiller
 - 1.1 Technical Catalog I
 - 1.2 Technical Catalog II
 - 1.3 Recommended Spare Parts List
 2. Cooling Tower
 - 1.1 General Catalog with Trouble Analysis Chart
 3. Fan Coil Units
 - 1.1 General Catalog with Trouble Analysis Chart
- IX. AS BUILT PLAN

ANNEX C

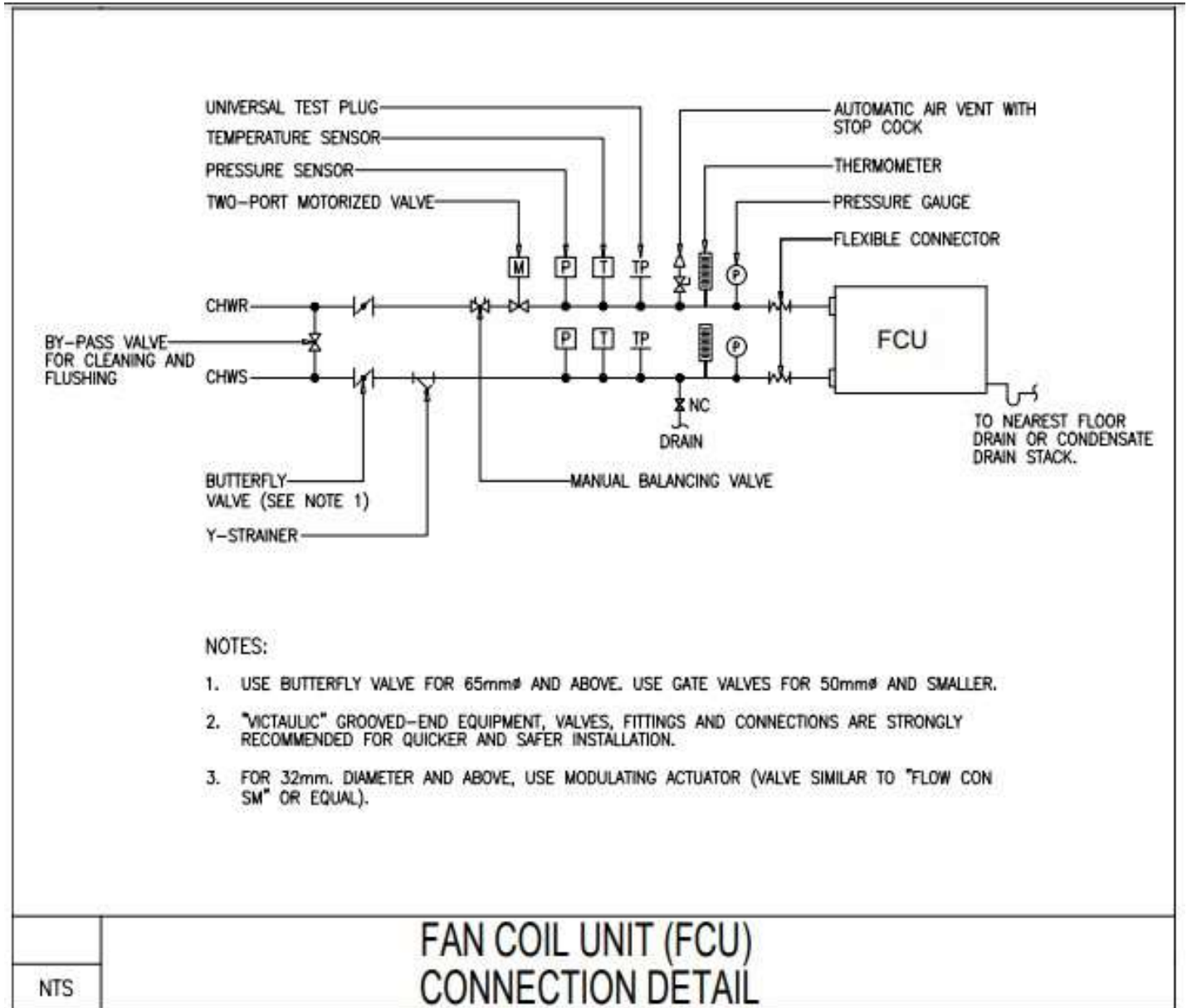
PROJECT : REPLACEMENT OF AIR CONDITIONING SYSTEM AT OCA-ASEANA
 OWNER: DFA OFFICE OF THE CONSULAR AFFAIRS - ASEANA
 ADDRESS: Diosdado Macapagal Boulevard corner Bradco Ave. Aseana Business Park, Brgy. Tambo, Parañaque City, Metro Manila, Philippines

Sequence of work	SEQUENCE OF WORK BY LOCATION	NO. OF FCUS	DURATION OF WORK (No. of Days)		TOTAL NO. OF DAYS	REMARKS
			DISMANTLING OF OLD UNITS AND PIPES.	INSTALLATION OF NEW UNITS AND PIPES		
FOURTH FLOOR						
1	HALLWAY	3	2	3	6	LOCATION OF PIPE HEADER AND MAIN CHWL AND ISOLATION VALVE. WORKS WILL BE DONE THROUGH PHASING AND NIGHT TIME.
2	CONSULAR RECORD DIVISION SIGNING SECTION	3 1	1	2	4	
3	ISSUANCE, RECORDING AND DOCUMENTS SEGREGATION	4	2	4	8	
4	MRP STOCK ROOM ISSUANCE STOCK ROOM	1 2	1	1	3	
5	MRP PERSONALIZATION CENTER (DISPATCH, SCANNING, VERIFICATION)	9	5	7	14	LOCATION OF TWO PIPE HEADER
6	PERSONALIZATION, INVENTORY CGF/SIGNING STOCK ROOM PROPERTY STOCK ROOM	5 1 1	3	5	10	
7	CONSULAR INFORMATION CENTER LOCKER ROOM 1 LOCKER ROOM 2 ELECTRONIC DATA	2 1 1 2	5	7	15	LOCATION OF PIPE HEADER
8	SERVER ROOM FIRE EXIT	3 2	3 1	4 1	9 3	
THIRD FLOOR						
1	MAIN CONFERENCE ROOM CONFERENCE ROOM OFFICE OF EXECUTIVE DIRECTOR OFFICE OF PRINCIPLE ASST. 2	2 1 3 1	5	7	15	LOCATION OF PIPE HEADER AND MAIN CHWL
2	OFFICE OF THE ASST. SECRETARY OFFICE OF PRINCIPLE ASST. 1	4 1	3	4	9	LOCATION OF PIPE HEADER
3	AUTHENTICATION DIVISION RCCOC MAIN HALLWAY	5 2 2	5	7	15	LOCATION OF PIPE HEADER AND MAIN CHWL

4	ADMINISTRATIVE SERVICE UNIT	3	5	7	3	15	LOCATION OF PIPE HEADER	
	HALLWAY 1	2						
	FSFCC	2						
5	VISA DIVISION	8	4	5	3	12	LOCATION OF PIPE HEADER	
	COURTESY LANE	6	5	7	3	15	LOCATION OF PIPE HEADER AND MAIN CHWL	
6	LIFT LOBBY	2	1	3	2	6		
	DOPS	3						
7	FIRE EXIT	2						
1	SECOND FLOOR							
	AUTHENTICATION (PROCESSING AND RELEASING)	9					LOCATION OF TWO PIPE HEADER AND MAIN CHWL	
	ROOM BESIDE AUTHENTICATION	4	5	7	3	15		
	LIFT LOBBY	1						
	FIRE EXIT	1						
	E-PASSPORT MACHINES MRP ENCODING AREA	7	4	7	3	14	LOCATION OF PIPE HEADER AND MAIN CHWL	
2	E-PASSPORT MACHINES MRP ENCODING AREA	7	4	7	3	14	LOCATION OF TWO PIPE HEADER AND MAIN CHWL	
	CLIENTS WAITING AREA	12	4	7	3	14		
3	CLIENTS WAITING AREA	12	4	7	3	14		
	PASSPORT REVOLVING FUND	6	2	3	1	6		
4	GROUND FLOOR							
	PANTRY ROOM /PASSPORT DIVISION OFFICE	1	1	2	1	4	LOCATION OF MAIN CHWL AND ISOLATION VALVE	
1	PANTRY ROOM /PASSPORT DIVISION OFFICE	1	1	2	1	4	LOCATION OF PIPE HEADER	
	PRAYER ROOM AND CLINIC RM	2						
2	PASSPORT ASST. DIR. OFFICE	4	2	3	1	6		
	FIRE EXIT	2						
3	OFFICE OF THE PASSPORT DIR.	5	3	4	2	9	LOCATION OF PIPE HEADER	
	CCTV ROOM	1						
4	CRD/ROCC WINDOWS (ROOM)	1	1	1	1	3		
	MAIN LOBBY	8	3	5	2	30	LOCATION OF PIPE HEADER	
5	MAIN LOBBY	8	3	5	2	30	LOCATION OF TWO PIPE HEADER AND MAIN CHWL	
	AGENCY APPLICATION AREA	7	3	5	2	10		
6	AGENCY APPLICATION AREA	7	3	5	2	10		
	INDIVIDUAL NEW PROCESSING PASSPORT COUNTER AREA	2	2	3	1	6		
7	INDIVIDUAL NEW PROCESSING PASSPORT COUNTER AREA	2	2	3	1	6		
	RELEASING SECTION NEAR COUNTER	7	3	5	2	10	LOCATION OF PIPE HEADER	
8	RELEASING SECTION NEAR COUNTER	7	3	5	2	10	LOCATION OF PIPE HEADER	
	NEW APPLICATION AREA	11	5	7	3	15		
9	ROOF DECK							
	6 UNITS OF CHILLERS		7	15	2	24		
	2 UNITS COOLING TOWER		7	15	3	25		
TOTAL ESTIMATED PROJECT DURATION							330	more or less 11 months

ANNEX D

FAN COIL UNIT CONNECTION DETAILS



ANNEX 3

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of **at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project. The largest of contracts submitted should be equivalent to at least 25% of the ABC;** except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-

sales/parts, if applicable; **and**

- (j) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).