



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

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 Replacement of Escalators and Elevators for OCA Building-Aseana
Reference : PB-IP-01-2021
ABC : PhP 32,000,000.00
Date : 23 June 2021

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Specifications (Section VII)** – The Technical Specifications (Section VII and annexes) of the Bidding Documents are superseded by ANNEX 1 of this Supplemental/Bid Bulletin No. 1 after considering inputs from the Committee and prospective bidders during the pre-bid conference and site inspection.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.


NARCISO T. CASTAÑEDA
Assistant Secretary and BAC Chairperson

ANNEX 1

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City

TERMS OF REFERENCE FOR REPLACEMENT OF ESCALATORS AND ELEVATORS OF THE OCA BUILDING- ASEANA

Item	Specification	
I	Background The DFA Office of Consular Affairs-Aseana building located at Bradco corner Macapagal Boulevard, Paranaque City has three (3) elevators and four (4) escalators that serve the Public and DFA Personnel. These equipment are vital for the building's daily operations. After years of continuous usage, and regular preventive maintenance, the units started to show signs of normal wear and tear, which caused occasional and random breakdowns. The three units of elevator and two units of escalator are currently nonfunctional because of unavailability of parts in the market. The Department needs a reputable contractor to replace all the existing units of elevators and escalators with brand new units. The parts of the elevator and escalator units must also be available in the market for the coming years.	
II	Objective The Department aims to replace the DFA OCA-Aseana existing elevators and escalators with brand new units. The Department also aspires to acquire a new environmentally conscious elevator and escalator systems with a new energy-saving design that reduces actual power consumption, creates peak comfort, convenience, and modernized elevator and escalator user experience. In view of the foregoing, the Department needs the replacement of the existing units to be conducted by a duly qualified and reputable contractor of elevators and escalators in the Philippines.	
III	Location Office of Consular Affairs (OCA) DEPARTMENT OF FOREIGN AFFAIRS - Aseana Building Bradco, Corner Macapagal Avenue, Paranaque City, Philippines	
IV	Scope of Works	Statement of Compliance
	The Contractor Shall: a. Provide all labor, supervision, equipment and materials for the supply, delivery, dismantling, installation and commissioning of brand new three (3) units of elevators and four (4) units of escalators and appropriate materials for the completion of the project;	

	<ul style="list-style-type: none"> b. Provide brand new elevators and escalators with the technical specifications approved and to the satisfaction of the Department; c. Provide adequate signage and safety precautions in the entire vicinity of the project site; d. 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.; e. Conduct dismantling and restoration works as needed in the replacement of elevators and escalators; f. Provide presentable board up with adequate paint approved by the OAMSS-EMD. g. Take photographs of all works that will be done in the project. Photographs should include pre-dismantling works, installation works, and post-installation works. h. Submit to the OAMSS-EMD the electronic and hard copies of the elevators and escalators before and after installation. The submission of said photographs must be upon completion of installation and commissioning of the elevators and escalators; i. Submit for approval of OAMSS-EMD the program of works in Gantt chart form, shop/ working drawings, and unit technical specifications before completion of the complete engineering design. j. Submit the electronic and hard-copy of the complete engineering design plan, specifications, and as-built plans of the elevator and escalator units signed and sealed by duly Licensed Professional Mechanical Engineer before acceptance of the installation and commissioning of the units; k. Dismantle, pack, and store the existing elevator and escalator units and parts in the designated space within the DFA OCA Aseana premises; l. Conduct coordination meetings with OAMSS-EMD team on the replacement of elevators and escalators; m. Provide key personnel for the supervision of the replacement of elevator and escalator units; n. Execute the necessary mobilization/demobilization of manpower, equipment, and materials on site for the replacement of elevators and escalators units; o. Provide project management team for the project; 	
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	<p>p. Secure and pay necessary securities/bonds, including the appropriate performance security upon award of contract and valid until the issuance of a Certificate of Final Acceptance, in accordance with Section 39 of RA 9184's IRR.</p> <p>q. Secure and pay necessary insurance and permits needed for the completion of the project.</p> <p>r. Provide provisions for all necessary formworks, steelworks and concrete works as needed in the project.</p> <p>s. Provide and ensure adequate ventilation of the Machine Rooms</p> <p>t. Supply materials and services not expressly indicated in the technical specification, drawings, or in other contract documents, which may be necessary for the complete and proper design, installation, and commissioning of works. All such necessary works shall be provided by the Contractor to ensure a functional and efficient system without extra cost to the Department.</p> <p>u. Undertake the proper disposal of scrap and dismantled materials/equipment and shall secure necessary permits and pay the fees needed for the completion.</p> <p>v. Coordinate with OAMSS personnel regarding disposal procedures of the government.</p>	
<p>V.</p>	<p>Dismantling and Disposal of Existing Elevators and Escalators</p> <p>The Contractor shall:</p> <p>a. Perform safety procedures before dismantling of units.</p> <p>b. Dismantle the old units and ensure that the elevator shafts, escalator trusses and machine rooms are clear and ready for installation of brand new units.</p> <p>c. Temporarily sort dismantled materials/equipment in the designated place within the project site or another location designated by the Department.</p> <p>d. Completely remove the dismantled materials/equipment from the premises designated areas within twenty-four (24) hours or as instructed by the Department after upon approval of COA completion of dismantling of all existing units. The Contractor shall be responsible for the final disposal and identification of sufficient storage space for the dismantled materials/equipment.</p> <p>e. Coordinate with the End-User for hauling and disposal of the elevator and escalator sets, inclusive of all components, peripherals and parts, in accordance with DFA and COA rules and regulations.</p>	

VI.	Technical Specifications																															
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VII	<p>Contractor's Qualifications</p> <p>The Contractor shall comply with the following minimum requirements:</p> <ol style="list-style-type: none"> a. Philippine Contractors Accreditation Board (PCAB) member with license category B or higher; b. At least six (6) years of experience in supply and installation of elevator and escalators; and c. With a good track record. 																									
VIII	<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;">3 Units</td> <td>ABC type fire extinguishers</td> </tr> <tr> <td style="text-align: center;">7</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	3 Units	ABC type fire extinguishers	7	2 Units	Multi-Tester
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IX	<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 and Licensed Civil, Mechanical, or Electrical Engineers with relevant experience in installation and commissioning of elevators and escalators.</p> <p>The designated project engineer/s shall be in charge of the design, implementation, and supervision of works on the project.</p> <p>For the project engineer/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>The Safety Officer shall be responsible for the overall safety of the project. He/She shall ensure safe working conditions and compliance with all safety protocols 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>The 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. The foreman shall designate tasks to the workers according to their respective skill sets.</p> <p>The Contractor shall provide the following information:</p> <ul style="list-style-type: none"> a. Relevant Education Attainment and dates of completion; b. Chronological employment history, including role in any previous similar projects; and c. At least two (2) years of experience in similar projects. 	
X	<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>XI</p>	<p>Contractor's Obligations</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> a. Abide by all existing laws, codes, rules and regulations set forth by all government units and authorities; b. Submit to OAMSS-EMD for review and approval of all documents issued as part of the design services to OAMSS-EMD. c. Ensure that skilled and experienced craftsmen will undertake the replacement works to ensure first class quality, appearance and durability of completed work; d. 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. e. Provide the services in a proper, professional and workmanlike manner at all times; f. Retain sufficient number of personnel with the expertise required to provide the services; g. Provide service personnel complete Personal Protective Equipment (PPE) during work and submit and secure the approval of OAMSS-EMD of their COVID-19 health & safety protocols for the duration of their contract. h. Provide the Department a dedicated hotline for emergency calls. This includes weekdays and Holidays; i. Ensure that service personnel wear proper uniforms and identification cards inside the Department's premises; j. Provide brand new elevators and escalators with the technical specifications approved and of the satisfaction of the Department; 	

	<ul style="list-style-type: none"> k. 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 stored in an orderly manner inside the designated areas in the OCA-Aseana; l. Presumed to have inspected the site thoroughly before the commencement of work to the extent that it has satisfied itself as to the suitability and accessibility of the site the purpose of execution and completion of all works specified in this contract;. In this regard, the Contractor is estopped from claiming work and change orders arising from site conditions which could have been inspected by the Contractor before the commencement of work; m. Conduct ocular inspection of the site prior to the bidding and requests to OAMSS a certification for the proof of visit. The certification will be required in the bidding. n. Provide weekly progress reports to OAMSS-EMD with photographs indicating corresponding dates; o. Submit working drawings of any modification prior to the execution of work subject for review and approval of OAMSS-EMD; p. Submit As-Built Drawings of each elevator and escalator in A3 size and electronic copy using editable 2013 CAD format, including measurements of all works performed in the project; and q. Submit the methodologies 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. r. 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. s. Ensure that the spare parts, electronic devices/sensors and accessories of the newly installed elevator and escalator equipment are available in the local market. 	
<p>XII</p>	<p>Contract Duration</p> <p>The services shall be effective for ten (10) months from Notice to Proceed (NTP).</p>	
<p>XIII</p>	<p>Warranty</p> <ul style="list-style-type: none"> a. The Contractor shall provide warranty, which is understood to include replacement or repair of defective elevator and escalator units or their parts/components at no cost to the Department, after 	

	<p>acceptance of the project, twelve (12) months for minor and electronic parts/components, and twenty-four (24) months for major parts/components (<i>motors and mechanical parts</i>).</p> <p>b. The Contractor shall post any allowable form of warranty security, valid for at least twenty-four (24) months from the issuance of a Certificate of Final Acceptance and in the appropriate amount. The warranty security should be compliant with Section. 62.2.3.3 of the RA 9184's IRR, both in terms of form and amount, but in no case shall it cover less than 10% of the total contract price.</p>	
XIV	<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>	
XV	<p>Terms of Payment</p> <ol style="list-style-type: none"> 1. Progress billing and payment shall be as follows: <ol style="list-style-type: none"> a. 5% of the Contract Price: Upon submission of Inception Reports. b. 10% of Contract Price: Upon complete delivery of engineering design and details. c. 20% of the Contract Price: Upon mobilization delivery of construction materials and complete dismantling of old units. d. 35% of the Contract Price: Upon completion of 50% construction accomplishment and complete delivery of materials. e. 30% of the Contract Price: Upon completion and final acceptance of the project. <p>Ten percent (10%) of the gross amount due for each of the first four (4) progress billings will be withheld by the Department as retention money.</p> <p>The final payment and retention money shall be released only after the issuance of the Certificate of Final Acceptance by OAMSS, and submission by the Contractor of the required warranty security, as stated in Part XIII of these Technical Specifications.</p> <p>The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, certificate of completion/final acceptance, and other supporting documents to be 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>	

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 of supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

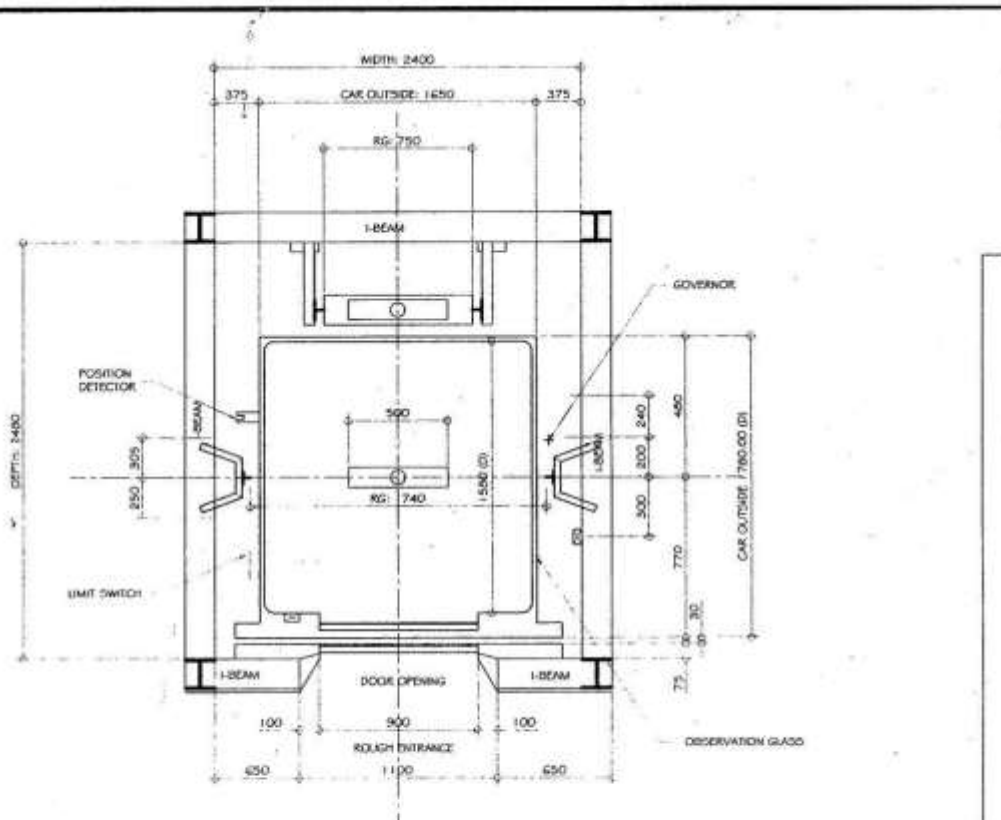
Conformé:

[Signature/s]
[Name of Bidder’s Authorized Representative]
[Position]
[Date]

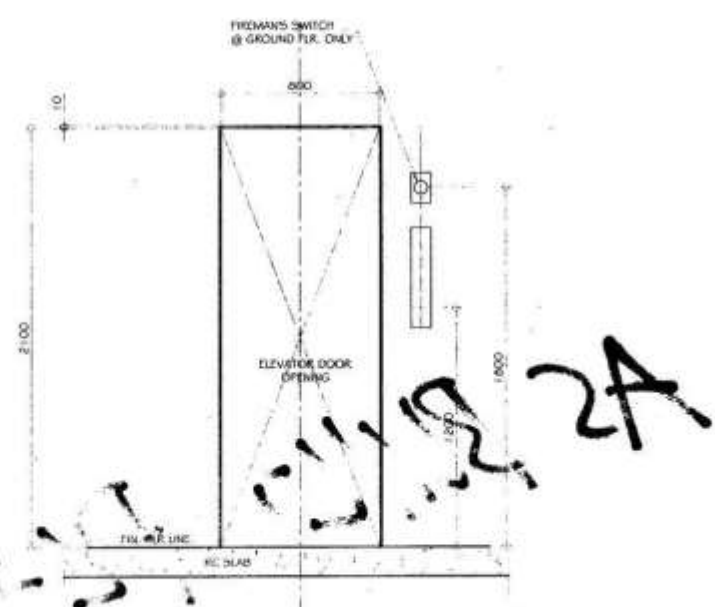
INSTRUCTION: Annexes referred to in any of the parts above shall be attached herewith.

Section VII. Drawings

ANNEX A
PAGE 1



M-13 HOITSWAY PLAN
1 5 SCALE: 1:20m

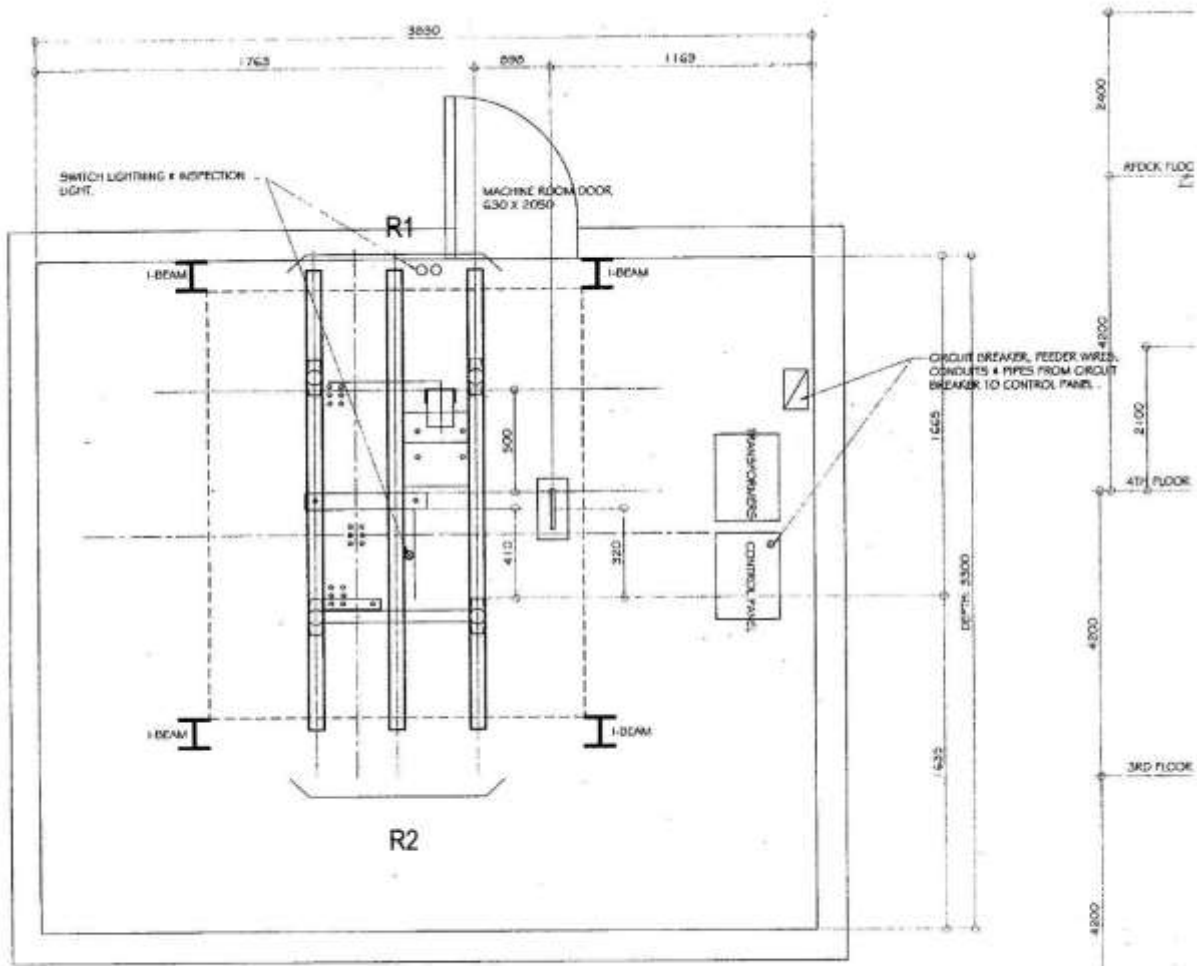


M-13 ELEV. DOOR OPENING
2 5 SCALE: 1:20m

REACTI

R1
R2
R3
R4

2A



M-13 **MACHINE-ROOM PLAN**
35 SCALE: 1:20m

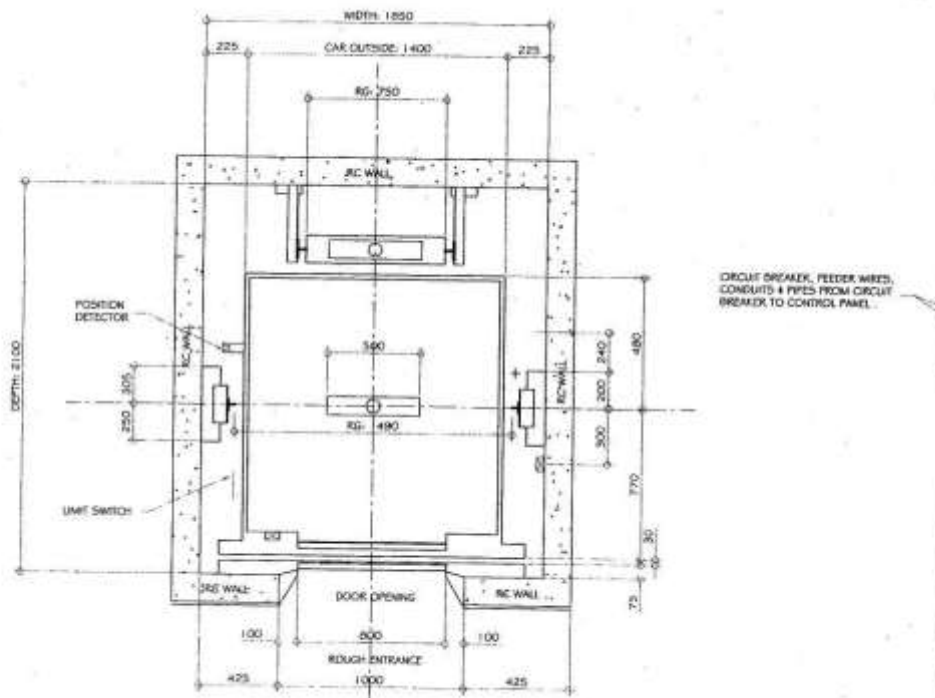
ION (kN)

52 kN
34 kN
83 kN
63 kN

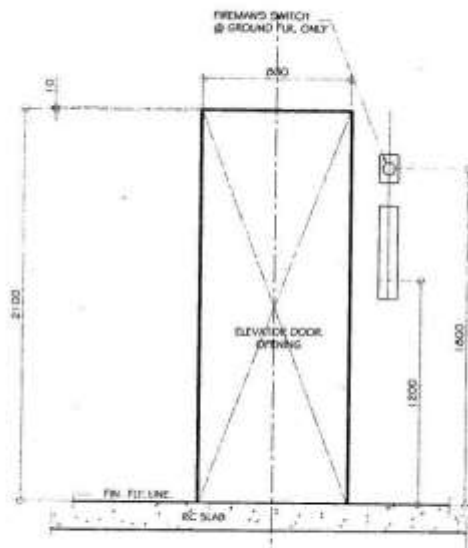
SPECIFICATION

TYPE/USE	MAX1500-C01.5/PASSENGER ELEVATOR
RATED LOAD	1150 KGS.
RATED SPEED	1.5 M/S
CONTROL SYSTEM	MICROPROCESSOR CONTROL VVVF
PLATFORM SIZE	160 mm (W) X 1580 mm (D)
CAR DOOR	TWO PANELS CENTER OPENING
HOISTWAY DOOR	TWO PANELS CENTER OPENING
SERVICE FLOOR	4 STOPS/ 4 FLOORS (G,2,3,4)
TRAVEL	12,600 mm
TOTAL HEIGHT	18900 mm
SUSPENSION ROPE	10 mmØ (2:1 ROPING)
DOOR MOTOR	DC 0.08 KW
HALL INDICATOR	HB11-SPO
ALARM	INTERPHONE & ALRM BELL IN CAR
POWER SOURCE	380 V, 3 PHASE, 50 HZ

M-13 **H**
45 SC/

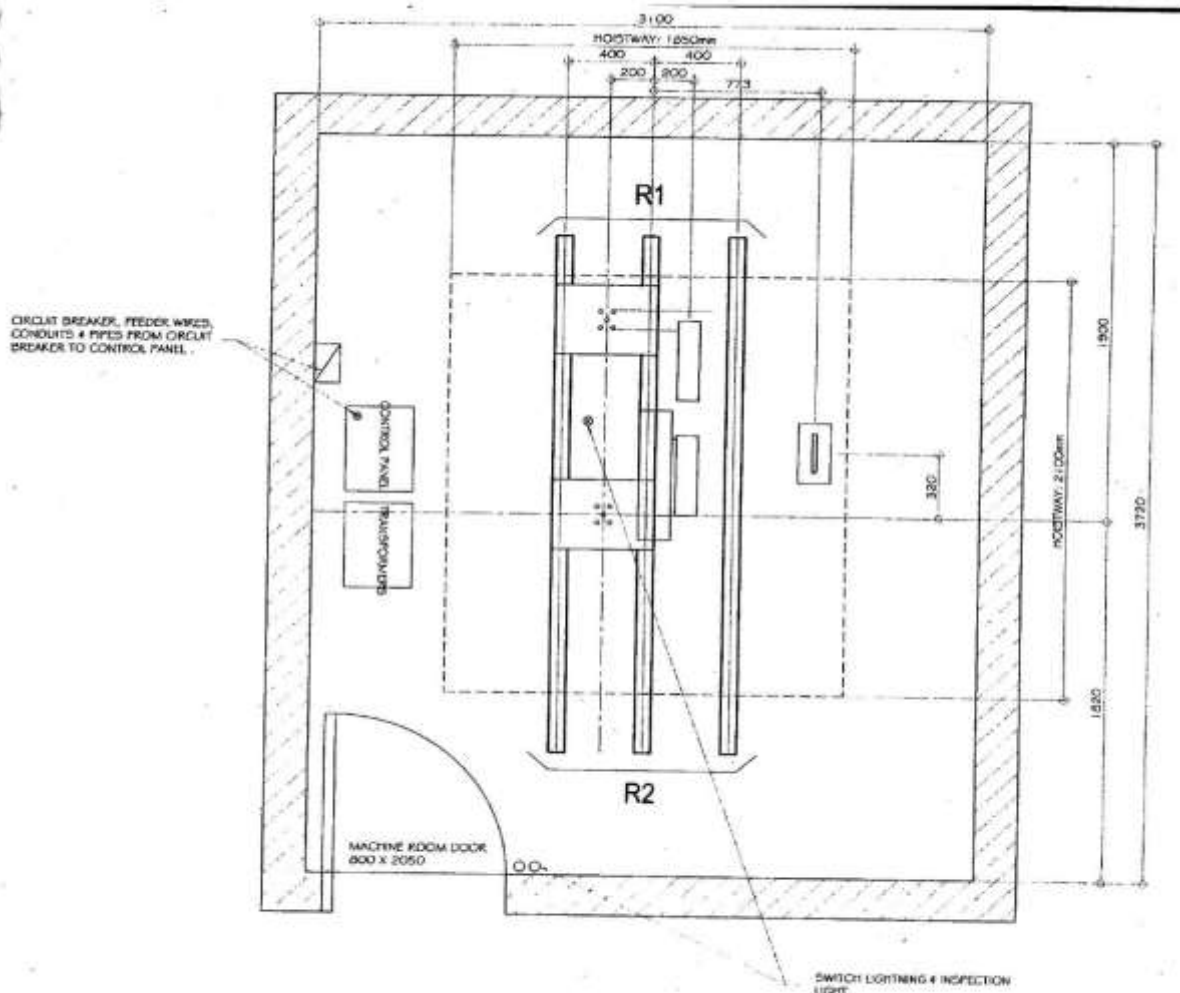


M-11
15 **HOITSWAY PLAN**
SCALE: 1:20m



M-11
25 **ELEV. DOOR OPENING**
SCALE: 1:20m

REACTIO	
R1	
R2	
R3	
R4	



M-11
3 5 **MACHINE-ROOM PLAN**
SCALE: 1:20m

REACTION (kN)	
R1	52 kN
R2	34 kN
R3	83 kN
R4	63 kN

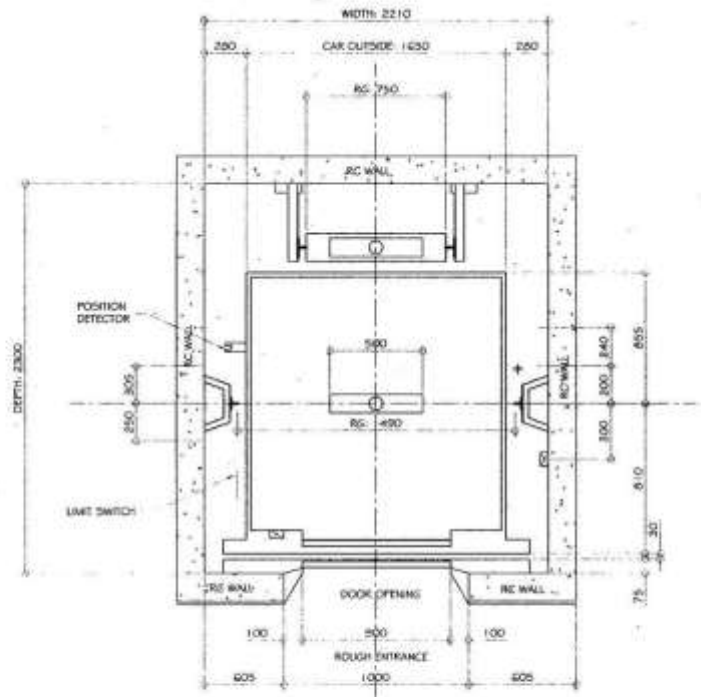
SPECIFICATION

TYPE/USE	MAX800-C01.5/PASSENGER ELEVATOR
RATED LOAD	800 KGS.
RATED SPEED	1.5 M/S
CONTROL SYSTEM	MICROPROCESSOR CONTROL VVVF
PLATFORM SIZE	1350 mm (W) X 1330 mm (D)
CAR DOOR	TWO PANELS CENTER OPENING
HOISTWAY DOOR	TWO PANELS CENTER OPENING
SERVICE FLOOR	4 STOPS/ 4 FLOORS (G,2,3,4)
TRAVEL	12,600 mm
TOTAL HEIGHT	18,860 mm
SUSPENSION ROPE	10 mmØ (2:1 ROPING)
DOOR MOTOR	DC 0.08 KW
HALL INDICATOR	HBI1-SPO
ALARM	INTERPHONE & ALRM BELL IN CAR
POWER SOURCE	380 V, 3 PHASE, 50 HZ

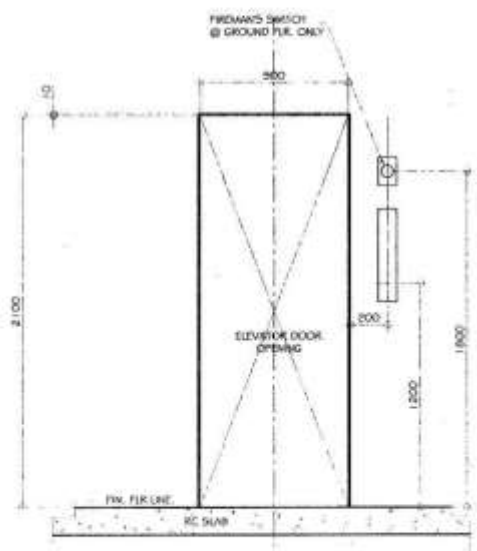
S E A L

PROJECT TITLE:

PROJECT OWNER:

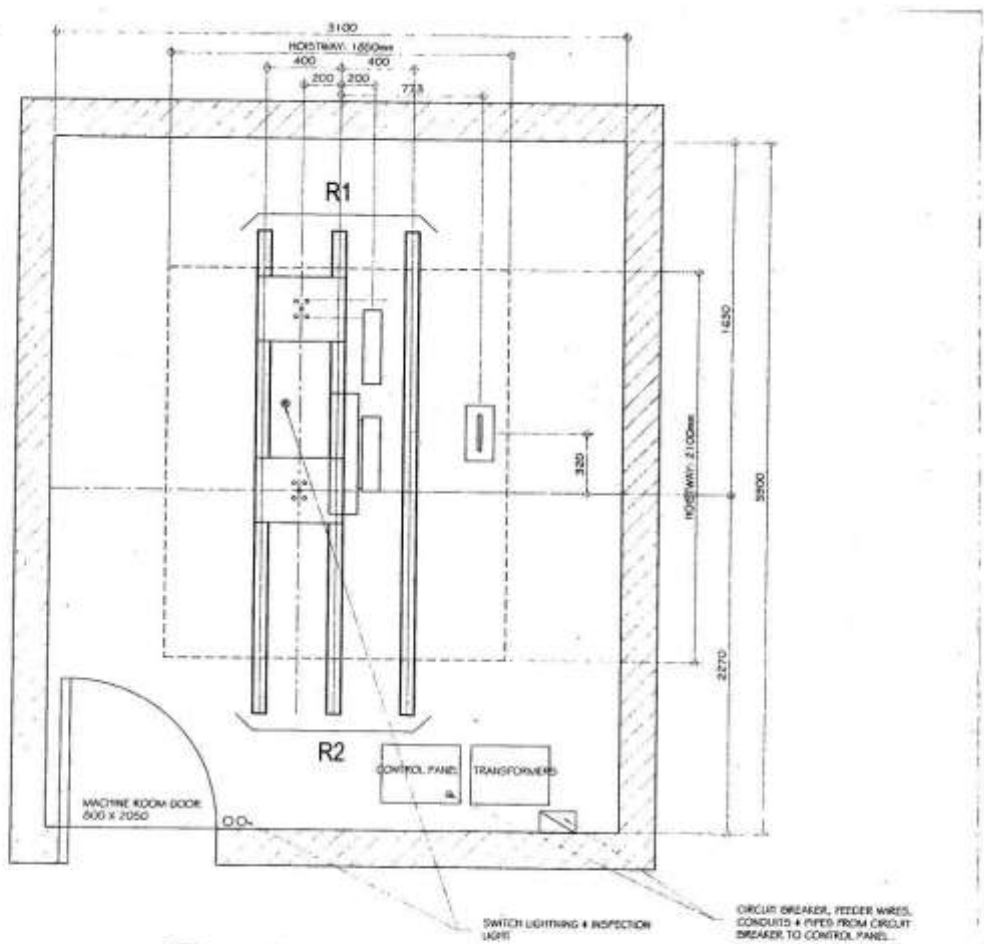


M-12 **HOITSWAY PLAN**
1 5 SCALE: 1:20m



M-12 **ELEV. DOOR OPENING**
2 5 SCALE: 1:20m

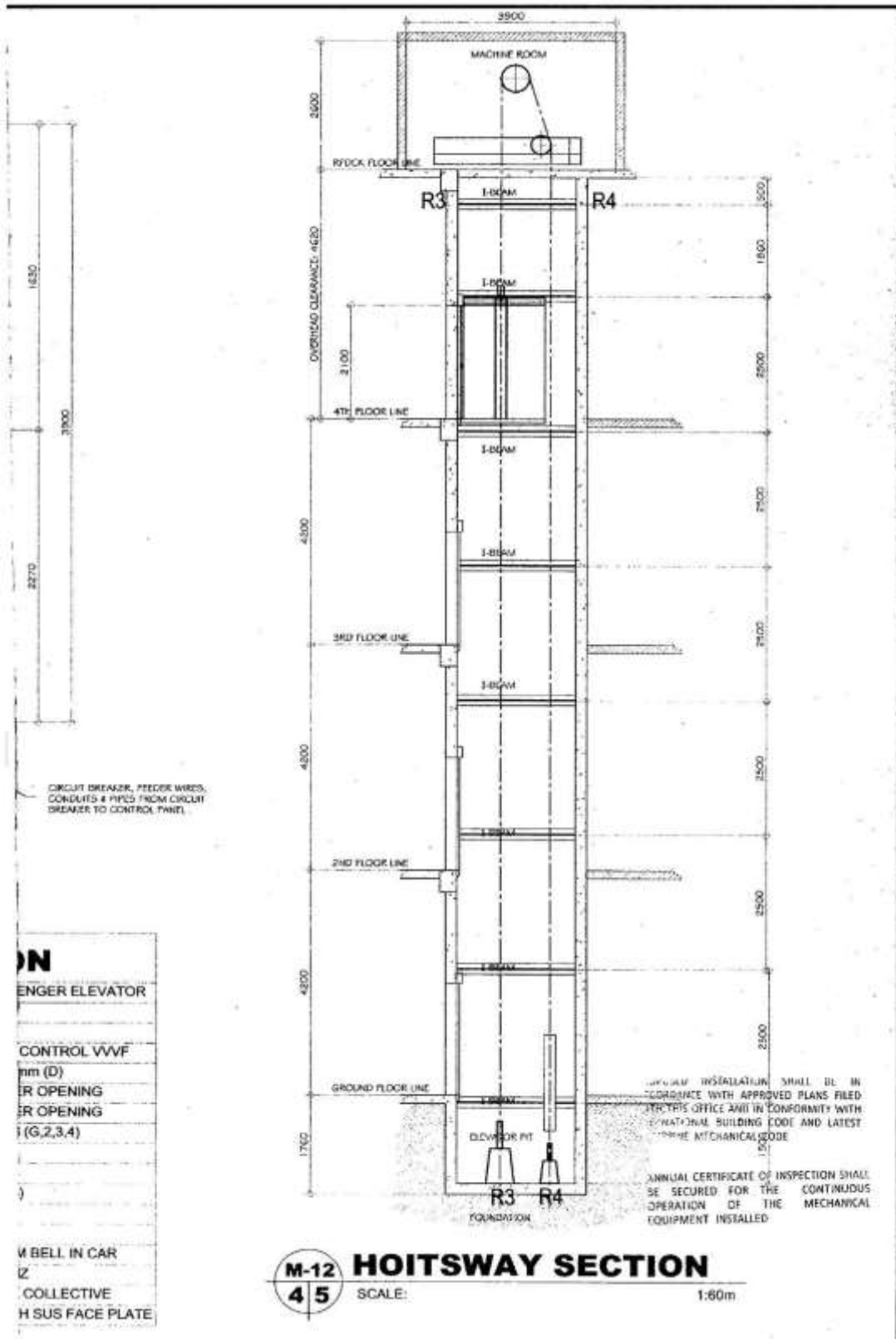
REACT	
R1	
R2	
R3	
R4	

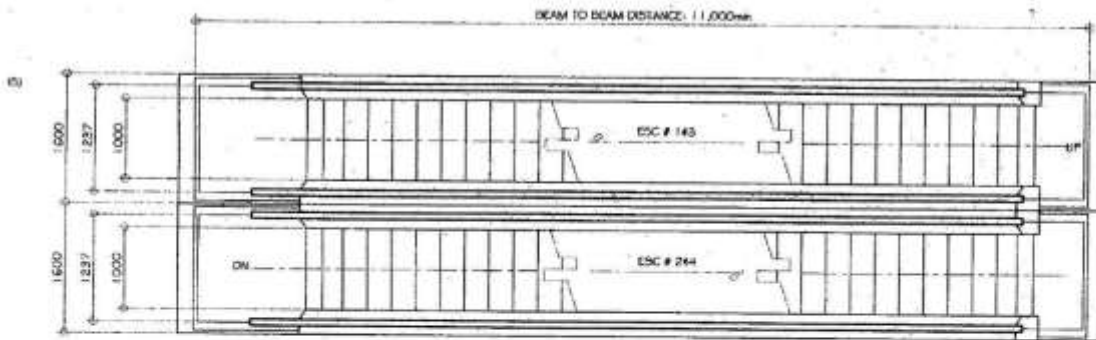


M-12 MACHINE-ROOM PLAN
 SCALE: 1:20m

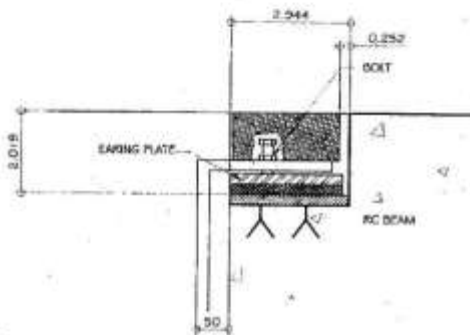
REACTION (kN)	
R1	52 kN
R2	34 kN
R3	83 kN
R4	63 kN

SPECIFICATION	
TYPE/USE	MAX900-C01.5/PASSENGER ELEVATOR
RATED LOAD	1000 KGS.
RATED SPEED	1.5 M/S
CONTROL SYSTEM	MICROPROCESSOR CONTROL VVVF
PLATFORM SIZE	1600 mm (W) X 1480 mm (D)
CAR DOOR	TWO PANELS CENTER OPENING
HOISTWAY DOOR	TWO PANELS CENTER OPENING
SERVICE FLOOR	4 STOPS/ 4 FLOORS (G,2,3,4)
TRAVEL	12,600 mm
TOTAL HEIGHT	18,990 mm
SUSPENSION ROPE	10 mmØ (2:1 ROPING)
DOOR MOTOR	DC 0.08 KW
HALL INDICATOR	HBI1-SPO
ALARM	INTERPHONE & ALRM BELL IN CAR
POWER SOURCE	380 V, 3 PHASE, 50 HZ
OPERATION SYSTEM	DUPLEX SELECTIVE COLLECTIVE
HALL BUTTOM	ALL FLRS BL-56 WITH SUS FACE PLATE





M-10
47 **ESCALATOR PLAN**
SCALE: 1:50m



M-10
67 **SECTION "A"**
UNSCALED:



SPECIFICATION	
TYPE-FORM	GRF II 35-100
REACTION (ONE SET)	Ro=62 kN Ru=57 kN
STEP WIDTH	1000mm
INCLINATION	35°
RISE	4200mm
POWER SOURCE	AC 480V, 60Hz, 3 PHASE

PROPOSED INSTALLATION SHALL BE IN ACCORDANCE WITH APPROVED PLANS FILED WITH THIS OFFICE AND IN CONFORMITY WITH THE NATIONAL BUILDING CODE AND LATEST REVISIONS THEREOF.

ANNUAL CERTIFICATE OF INSPECTION SHALL BE SECURED FOR THE CONTINUOUS OPERATION OF THE MECHANICAL EQUIPMENT INSTALLED.