

MTC 42-22

**SUPPLEMENTAL AGREEMENT FOR THE EXTENSION OF OPERATION, MAINTENANCE, AND REPAIR SERVICES FOR THE DEPARTMENT OF FOREIGN AFFAIRS' VENTILATION AND AIR CONDITIONING SYSTEM FOR JULY 01-31, 2022**

**KNOW ALL MEN BY THESE PRESENTS:**

This Supplemental Agreement for the Extension of Operation, Maintenance, and Repair Services for the Department of Foreign Affairs' Ventilation and Air conditioning System for July 01-31, 2022 (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on 29 JUN 2022, between the:

**DEPARTMENT OF FOREIGN AFFAIRS** (hereinafter, the PROCURING ENTITY), with principal office address at 2330 Roxas Blvd., Pasay City, 1300 Metro Manila, represented by its Acting Undersecretary and Head of the Procuring Entity (HOPE) **ANTONIO A. MORALES**,

and

**MCCD Engineering Services & Trading** (hereinafter, the CONTRACTOR), a company duly organized and existing under and by virtue of the laws of the Republic of the Philippines, as evidenced by the submitted as evidenced by the submitted the Department of Trade and Industry (DTI) Certificate No. 1711351 dated 21 May 2020 (ANNEX "A") with principal office address at RVK Bldg., Kumintang Ibaaba, Batangas City represented herein by **Mario N. Chan**, its Owner, duly authorized to enter into this Agreement pursuant to the Omnibus Sworn Statement dated 29 June 2022, copy of which is attached as ANNEX "B" and made integral part of this AGREEMENT.

**WITNESSETH:**

**WHEREAS**, an Agreement between the PROCURING ENTITY and the CONTRACTOR was entered into on 31 March 2022 for the procurement of Operation, Maintenance and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System for April-June 2022 (ANNEX "C");

**WHEREAS**, the public bidding for the Operation, Maintenance and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System for July-December 2022 was initiated in June 2022 but resulted in a failure of bidding;

**WHEREAS**, to prevent the disruption of services pending the completion of the second round of public bidding, the PROCURING ENTITY and the CONTRACTOR agreed to extend the Agreement for One (1) month for 01-31 July 2022;

**WHEREAS**, the PROCURING ENTITY and the CONTRACTOR agreed to extend the Operation, Maintenance and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System, with modifications on the Scope of Works, in the amount of Six Hundred Sixty-Six Thousand and Four Hundred Pesos (Php 666,400.00).

**WHEREAS**, the said modifications pertain to the exclusion of air conditioning units at OCA-ASEANA due to the installation of a new centralized air conditioning system;

**WHEREAS**, the modifications will redound to the benefit of the Department since it will make the Contract more responsive to actual requirements and will result in cost savings;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the PARTIES agree as follows:

1. The modified Scope of Works shall be incorporated in the Technical Specifications (ANNEX "D").
2. All relevant definitions and terms found in the Technical Specifications, General Conditions of a Contract (GCC) and Special Conditions of a Contract (SCC) which are deemed incorporated in the original contract AGREEMENT will remain in force.

3. The following documents are attached and made integral parts of this AGREEMENT:

- ANNEX A – DTI Certificate
- ANNEX B – Omnibus Sworn Statement
- ANNEX C – Agreement for the Procurement of Operation, Maintenance and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System for April-June 2022,
- ANNEX D – Technical Specifications
- ANNEX E – Submitted Quotation by Contractor
- ANNEX F – Certificate of Availability of Funds
- ANNEX G – Notice of Extension
- ANNEX H – Additional Performance Security

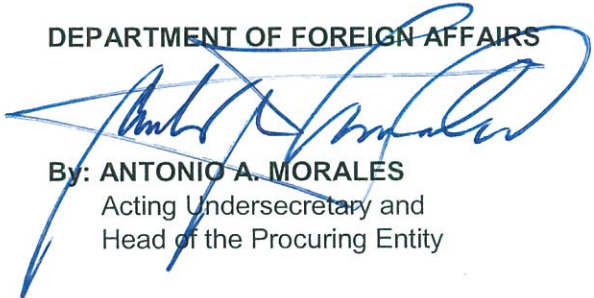
4. The CONTRACTOR shall deliver the services to the PROCURING ENTITY within the period stated in Supplemental Agreement.

5. For and in consideration of the delivery of the goods and services, the PROCURING ENTITY shall pay the CONTRACTOR the amount of Six Hundred Thousand Sixty-Six and Four Hundred Pesos (Php 666,400.00), the Contract Price. The terms of payment shall be made in accordance with the provisions stated in Clause VI of the Technical Specifications (ANNEX "D").

IN WITNESS WHEREOF, the PARTIES through their authorized representatives hereto have signed this AGREEMENT on 29 JUN 2022, in Pasay City, Metro Manila.

For the Procuring Entity:

DEPARTMENT OF FOREIGN AFFAIRS



By: ANTONIO A. MORALES  
Acting Undersecretary and  
Head of the Procuring Entity



LYRIE F. FULGENCIO

DFA Chief Accountant

WITNESSES

For the Contractor:

MCCD Engineering Services & Trading

By:   
MARIO N. CHAN  
Owner



GILDA  
MCCD Engineering Services & Trading

## ACKNOWLEDGEMENT

Republic of the Philippines}  
Quezon City } S.S.

**BEFORE ME**, a Notary Public for and in the City of **QUEZON CITY**, Philippines, on this **JUN 29 2022**, personally appeared **The Honorable ANTONIO A. MORALES**, Acting Undersecretary and Head of the Procuring Entity (HOPE) and **MR. MARIO N. CHAN**, Owner of MCCD Engineering Services & Trading, known to me to be the same persons who executed the foregoing **Supplemental Agreement for the Department of Foreign Affairs' Extension of Operation, Maintenance, and Repair Services for the Department of Foreign Affairs' Ventilation and Air conditioning System for July 01-31, 2022** which instrument consists of \_\_\_\_\_ pages including the page on which this acknowledgement is written and the Annexes attached thereto, all pages of which have been signed by said PARTIES and their witnesses, and who acknowledge to me that the same is their free and voluntary act and deed and of the entities they represent.

The Philippine Passport/Philippine government-issued ID of the Parties exhibited to me, the same bearing:

NAME	Philippine Government-issued ID	Place of Issue	Date of Issue
ANTONIO A. MORALES	D 0009237A	DFA-MANILA	07 DEC 2021
MARIO N. CHAN	000 2356	MANILA	10/02/1989

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day, year and in the place above written.

NOTARY PUBLIC

Doc. No. 162  
Page No. 24  
Book No. Xxxx  
Series of 2022.

**ATTY. ROGELIO J. BOLIVAR**  
NOTARY PUBLIC IN QUEZON CITY  
Commission No. Adm. Matter No. NP 204 (2021-2022)  
IBP O.R. No. 132134 MD 2021 & IBP O.R. No. 133076 MD 2022  
PTR O.R. No. 2463255D 1/03/2022 Roll No. 33832 / TIN# 129-871-009  
MCLE EXTENSION APRIL 15, 2022 UP TO APRIL 14, 2023 AS PER S.C EN BANC B.M NO. 850  
Address: 31-F Harvard St., Cubao, Q.C.



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

**EXTREMELY URGENT**

**MEMORANDUM FOR THE HEAD OF PROCURING ENTITY**

**Through** : The Assistant Secretary, OTLA  
The Assistant Secretary, OFMS  
The Chief Accountant, OFMS  
The Chairperson, Bids and Awards Committee

**FROM** :   
MEDARDO G. MACARAIG  
Assistant Secretary

**SUBJECT** : Supplemental Agreement for the Department of Foreign Affairs'  
Extension of Operation, Maintenance, and Repair Services for the  
Department of Foreign Affairs' Ventilation and Air conditioning System  
for July 01-31, 2022

**DATE** : 29 June 2022

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OAMSS respectfully transmits, for the review, comments and signature of officials, the attached draft Supplemental Agreement for the Department of Foreign Affairs' Extension of Operation, Maintenance, and Repair Services for the Department of Foreign Affairs' Ventilation and Air conditioning System covering the period July 01-31, 2022.

The procurement activities for these services for the period of 01 July – 31 December 2022 held last June 24, 2022 resulted in a failure of bidding. As such, this extension is being requested to avoid a disruption in aircon services and afford the Department enough time to complete the procurement/bidding process of AC Maintenance for the period August to December 2022.

This Supplemental Agreement for this extension includes some modifications on the Scope of Works and Technical Specifications that required the reduction of coverage and monthly costs, from Php 1,076,500.00 per month to Php 666,400.00. The reduction is due to the ongoing project for the replacement of Centralized AC Units at OCA-ASEANA.

Attached are copies of Annexes arranged in the following order:

- ANNEX A – DTI Certificates
- ANNEX B – Omnibus Sworn Statement
- ANNEX C – Contract Agreement Operation, Maintenance and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System for April-June 2022
- ANNEX D – Technical Specifications
- ANNEX E – Submitted Quotation by Contractor
- ANNEX F – Certificate of Availability of Funds

ANNEX "C" would be sent as soon as signatories have affixed their respective signatures.

For your information and appropriate action.



This certifies that

**M.C.C.D. ENGINEERING SERVICES & TRADING**  
(NATIONAL)

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

**MARIO NATIVIDAD CHAN**

is valid from 23 May 2020 to 23 May 2025 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled

In testimony whereof, I hereby sign this

**Certificate of Business Name Registration**

and issue the same on 21 May 2020 in the Philippines.

  
**RAMON M. LOPEZ**  
Secretary

**Business Name No. 1711351**

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.



ZFOY890710929570



## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF MAKATI) S.S.

### A F F I D A V I T

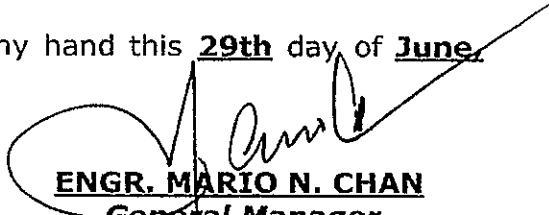
I, **Mario N. Chan**, of legal age, married, **Filipino**, and residing at **#380 Libjo Central, Batangas City**, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of **MCCD Engineering Services & Trading** with main office address at **RVK4 Bldg2, National Highway, Kumintang Ibaba, Batangas City** and branch office at **R-11 Arcadia Sq., J. P. Rizal Extension, Guadalupe, Makati City**;
2. As the owner and sole proprietor of **MCCD Engineering Services & Trading**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **"Procurement of Operation, Maintenance and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System (July 01 to 31 2022)"** of the Department of Foreign Affairs as shown in the attached duly notarized Special Power of Attorney
3. **MCCD Engineering Services & Trading** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **MCCD Engineering Services & Trading** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office of the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **MCCD Engineering Services & Trading** complies with existing labor laws and standards;
8. **MCCD Engineering Services & Trading** is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;



- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **"Procurement of Operation, Maintenance and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System (July 01 to 31, 2022)"**
9. **MCCD Engineering Services & Trading** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person, official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this 29th day of June, 2022 at Makati, Philippines.

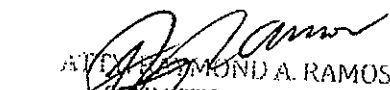


**ENGR. MARIO N. CHAN**  
General Manager  
Affiant

SUBSCRIBED AND SWORN to before me this 29th day of June, 2022, at Makati City, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to his PRC ID with his photograph and signature appearing thereon with No. 2356 valid until February 28, 2025. And his Community Tax Certificate No. 03589332 issued on February 03, 2022 at Libjo Central, Batangas City.

Witness my hand and seal this 29th day of June, 2022

Doc. No. 129  
Page No. 27  
Book No. 2023  
Series of 2022

NOTARY PUBLIC  
  
**ATTY. RAYMOND A. RAMOS**  
COMMISSION NO. M-239  
NOTARY PUBLIC FOR MAKATI CITY  
UNTIL JUNE 30, 2022 PER B.M. NO. 3795  
11 KALAYAAN AVENUE EXTENSION,  
BARANGAY WEST REMBO, MAKATI CITY  
SC Roll No. 62179/04-26-2013  
IBP NO. 171365/01-03-2022/Pasig City  
MKT REG 2502/01-03-2022/Makati City

**AGREEMENT FOR THE PROCUREMENT OF OPERATION, MAINTENANCE AND REPAIR SERVICES FOR THE DEPARTMENT OF FOREIGN AFFAIRS' VENTILATION AND AIR CONDITIONING SYSTEM FOR APRIL-JUNE 2022**

**KNOW ALL MEN BY THESE PRESENTS:**

This Agreement for the procurement of Operation, Maintenance and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System for April-June 2022 (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on 31 MAR 2022 between the:

**DEPARTMENT OF FOREIGN AFFAIRS**, (hereinafter, the PROCURING ENTITY), with principal office address at 2330 Roxas Blvd., Pasay City, 1300 Metro Manila, represented by its Undersecretary for Migrant Workers Affairs and Head of the Procuring Entity (HOPE) **Sarah Lou Y. Arriola**,

and

**MCCD ENGINEERING SERVICES & TRADING** (hereinafter, the CONTRACTOR), is a company duly organized and existing under and by virtue of the laws of the Philippines, as evidenced by the submitted the MAYOR'S PERMIT issued on 18 January 2022 (ANNEX "A") with principal office address at RVK Bldg., Kumintang Ibaba, Batangas City represented herein by **Mario N. Chan**, its Owner, duly authorized to enter into this Agreement pursuant to the Omnibus Sworn Statement dated 14 March 2022, copy of which is attached as ANNEX "B" and made integral part of this AGREEMENT.

WITNESSETH:

**WHEREAS**, the PROCURING ENTITY invited bids for the procurement of Operation, Maintenance and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System for April-June 2022, and has accepted a bid by the CONTRACTOR to provide said services in a total contract price of **Three Million Three Hundred Twenty-Nine Thousand and Five Hundred Pesos (Php 3,229,500.00)** only (hereinafter, the Contract Price), inclusive of all applicable taxes and other lawful charges;

**WHEREAS**, this AGREEMENT, undertaken pursuant to BAC Resolution No. NTC 042-22 dated 31 March 2022, and Notice of Award (ANNEX "C"), complies with the applicable provisions of Republic Act. 9184 and its Revised Implementing Rules and Regulations;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the PARTIES agree as follows:

1. "The definitions included in the General and Special Conditions of a Contract (GCC) as well as in the Special Conditions of a Contract (SCC), if included, of the Philippine Bidding Documents for Procurement of Services issued by the Government Procurement Policy Board (GPPB) are deemed incorporated in this AGREEMENT."
2. The following documents are also attached and made integral parts of this AGREEMENT:






ANNEX D – Quotation submitted by the CONTRACTOR  
ANNEX E – Technical Specifications  
ANNEX F – Certificate of Availability of Funds (CAF)  
ANNEX G – PPMP  
ANNEX H – Income Tax Return (ITR)

3. The CONTRACTOR shall perform the services to the PROCURING ENTITY within the period prescribed in the Technical Specifications (Annex E).
4. The CONTRACTOR shall ensure that each of its personnel assigned to enter and perform works herein in the premises of the Procuring Entity and to partake in the execution and implementation of this Agreement shall execute and sign a Non- Disclosure Agreement to be submitted to the Procuring Entity prior to the commencement of their services. Both Parties hereby agree to keep confidential all information obtained in connection with this Agreement, including any technical drawings and plans, and will implement and maintain safeguards to further ensure and protect the confidentiality of such information. Such confidential information shall not, without the prior written consent of the Procuring Entity, be disclosed or used for purposes other than those necessary for implementing the objectives of this Agreement. This duty of confidentiality shall survive the duration of this Agreement.
  - a. **Dispute Resolution.** – The Parties shall exert their best efforts to amicably resolve and settle in good faith any dispute arising out of or in relation to this Agreement through negotiations. In the event that an amicable settlement cannot be achieved within sixty (60) days from the date on which either Party has served written notice thereof on the other party, the Parties agree to settle the matter with finality by submitting the same for arbitration in accordance with the Philippine Dispute Resolution Center, Inc.'s (PDRCI) rules and regulations, and shall be governed by Philippine law. The arbitration proceedings, including all records, documents, pleadings, orders and judgments filed or rendered in pursuant thereto, shall be kept confidential and shall be in the English language. The seat and venue of arbitration shall be Pasay City, Metro Manila, Philippines. Nothing in this Agreement shall prevent the Parties from applying to a Philippine court of a competent jurisdiction for provisional or interim measures or injunctive relief as may be necessary to safeguard the property or rights, as may be the subject matter of the dispute.
  - b. **Governing Law and Jurisdiction.** – This Agreement shall be governed, construed and enforced in accordance with Philippine law, rules and regulations.
5. For and in consideration of the performance of services, the PROCURING ENTITY shall pay the CONTRACTOR the above-mentioned Contract Price. The terms of payment shall be in accordance with the provisions stated in the Clause VI of the Technical Specifications.




IN WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on 31 MAR 2022, in Pasay City, Metro Manila.

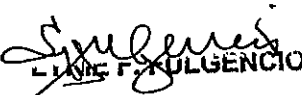
**For the Procuring Entity:  
DEPARTMENT OF FOREIGN AFFAIRS**

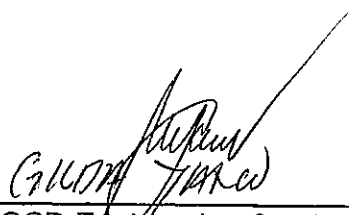
By:   
**SARAH LOU Y. ARRIOLA**  
Undersecretary for Migrant Workers Affairs and  
Head of the Procuring Entity

**For the Contractor:  
MCCD Engineering Services &  
Trading**

By:   
**MARIO N. CHAN**  
Owner

**WITNESSES**

  
**LINA F. FULGENCIO**  
DFA Chief Accountant

  
**GILMA T. ARCE**  
MCCD Engineering Services &  
Trading

**ACKNOWLEDGMENT**

Republic of the Philippines)  
QUEZON CITY ) s.s.

BEFORE ME, a NOTARY PUBLIC for and in the City of Pasay, Philippines, on ~~131 MAR 2022~~ personally appeared HONORABLE SARAH LOU Y. ARRIOLA Undersecretary for Migrant Workers Affairs and Head of Procuring Entity of the Department of Foreign Affairs and Mr. Mario C. Chan, Owner of MCCD Engineering Services & Trading, known to me to be the same persons who executed the foregoing **Agreement for the Procurement of Operation, Maintenance and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System for April-June 2022**, which instrument consists of \_\_\_\_\_ pages including the page on which this acknowledgement is written and the Annexes attached thereto, all pages of which have been signed by said PARTIES and their witnesses, and who acknowledged to me that the same is their free and voluntary act and deed and of the entities they represent.

The Philippine Passport / Philippine Government-Issued ID of the Parties were exhibited to me, the same bearing:

NAME	ID No.	PLACE OF ISSUE	DATE OF ISSUE
SARAH LOU Y. ARRIOLA	PASSPORT NO. D0007888A	DEA MANILA	09 NOV 2018
MARIO N. CHAN			

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day, year and in the place above written.

Doc. No. 486  
Page No. 99  
Book No. 28  
Series of 2022.

*Concepcion P. Villareña*  
ATTY. CONCEPCION P. VILLAREÑA  
Notary Public for Quezon City  
Until December 31, 2022  
PTR No. 2442851 / January 3, 2022 O.C  
IBP No. 167802 / November 25, 2021 O.C  
Roll No. 30457 / 05-09-1980  
MCLE VI-0030379 / 02-21-2020  
AUM. MATTER No. NP-005 (2022-2023)  
TIN NO. 131-942-754



# MCCD ENGINEERING SERVICES & TRADING

Main Office: Unit 3 RVK Bldg., National Highway, Kumintang Ibaba, Batangas City

Shop: 380 Libjo Central, Batangas City (043) 402-1635

Telefax: Batangas City (043) 723-7383 Manila Line (02) 882-6985-87 Email: mccd90@yahoo.com

AUTHORIZED SERVICE CENTER FOR CARRIER, McQUAY, DAIKIN & ALLENDAIRE AIR CONDITIONERS  
DESIGN \* CONSTRUCTION \* ELECTRICAL \* INSTALLATION \* REWINDING \* TRADING

## ANNEX B

### ANNEX B

Project: Extension of Operation, Maintenance and Repairs of the Ventilation and Air Conditioning System of the Department of Foreign Affairs Main Building and Aseana Building CY 2022 (JULY 01-31, 2022)

Location: DFA Main Building and OCA-ASEANA Building

Subject: BID OFFER FORM

ITEM	DESCRIPTION	QUANTITY	UNIT	COST	TOTAL UNIT COST
	<b>For DFA Main Building</b>				
I	Operation, Maintenance and Repairs of the Ventilation and Air Conditioning System of the Department of Foreign Affairs Main Building 2022				
	I.1 Materials, Tools, Equipment, Consumable Items and Transportation	1	Lot	189,400.00	189,400.00
II	Labor Cost for Operation, Maintenance and Repairs of Centralized AC System				
	One (1) Mechanical Engineer (Main and OCA-ASEANA Building)	1	Months	25,000.00	25,000.00
	Six (6) AC or HVAC Technician (Main only)	1	Months	18,000.00	108,000.00
	Two (2) Electrician (Main only)	1	Months	18,000.00	36,000.00
III	Sub-Total I				358,400.00
	<b>For DFA OCA-ASEANA BUILDING</b>				
IV	Operation of the Ventilation and Air Conditioning System of the Department of Foreign Affairs OCA-Aseana Building 2022				
	A. Labor Cost for Operation, Maintenance and Repairs of Remaining Old Centralized AC units and Split type AC units				
	Four (4) AC or HVAC Technician (ASEANA only)	1	Months	18,000.00	72,000.00
	Two (2) Electrician (ASEANA only)	1	Months	18,000.00	36,000.00
	B. Materials, Tools, Equipment, Consumable Items and Transportation for the PMS of Split Type Floor Mounted AC Units				
	3 Units of 2.5 TR Carrier Brand	1	Months	4,000.00	12,000.00
	4 Units of 3.0 TR Carrier Brand	1	Months	5,000.00	20,000.00
	28 Units of 5.0 TR Carrier Brand	1	Months	6,000.00	168,000.00
V	Sub-Total II				308,000.00
	Overall Sub-Total (I+II)				666,400.00

Prepared and submitted by:

Engineer Mario N. Chan PEE

General Manager

MCCD Engineering Services and Trading



**Technical Specifications**  
**Procurement for the Operation, Maintenance, and Repair of the Ventilation and Air Conditioning System for**  
**the period of July 01 - 31 2022**  
**ABC: PhP 666,400.00**

Items	Specifications	Statement Of Compliance
I.	<p><b>Background</b></p> <p>The Department of Foreign Affairs Main and Ascana Buildings are equipped with various types of Air Conditioners: Centralized Air-Conditioning system, Split/Package and Window type. The antiquated centralized AC system at the Main Building and DFA Ascana has deteriorated causing lengthy downtime due to breakdown.</p>	"COMPLY"
II.	<p><b>Objective</b></p> <p>The Department intends to outsource the operation and maintenance for 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 Air Conditioning System and ensure smooth and uninterrupted operation and minimize downtime.</p>	"COMPLY"
III.	<p><b>SCOPE OF WORKS</b></p> <p>Operations, Preventive Maintenance (PM) and Repairs of the Department's VAC system composed of:</p> <ol style="list-style-type: none"> <li>a. Trane CenTraVac 500-TR,</li> <li>b. Carrier chillers 160-TR,</li> <li>c. Hitachi chillers 360-TR,</li> <li>d. Cooling Towers</li> <li>e. AC units (c.g. Split, Package, Window-type and Evaporative Air coolers),</li> <li>f. Eight (8) units of Portable Air Conditioners,</li> <li>g. Piping System,</li> <li>h. Gate Valves and AC Control Systems,</li> <li>i. Electrical Control Panels/Circuit Breakers, and</li> <li>j. Other AC parts/components and ancillaries.</li> </ol> <p><b>Note: Please see Annex A for the updated list of DFA AC units</b></p> <p>This will also include the Carrier split type AC units installed at DFA Aseana. If any of these equipment breaks down, the contractor shall at its own expense immediately make the necessary repairs to restore the equipment to proper operation within twenty-four (24) hours or within a timeframe set by the Office of Asset Management and Support Services (OAMSS) – Engineering and Maintenance Division (EMD).</p> <p>All costs for the services, materials, parts/ancillaries and consumables under this term of references/technical specification shall be borne by the contractor and at NO COST to the Department. All costs for the above shall form part of the bid offer.</p> <p><b>Note: Please see Annex B for the Bid Offer Form</b></p>	"COMPLY"
IV.	<b>Contractor's Obligations</b>	

**A. The Contractor shall provide:**

1. A company profile showing at least 4-years' experience upon commencement of contract, in the operation, Preventive Maintenance and Repair of Ventilation and Air conditioning (VAC) System.
2. Resumé and other supporting documents/credentials of the personnel to be deployed in both DFA Main and DFA-Aseana buildings.
3. One (1) Supervising licensed Mechanical Engineer / one (1) Certified Plant Mechanic (CPM) or HVAC Supervisor, with 5 years of experience in York, Trane, Carrier, and Hitachi water-cooled chillers. The engineer shall supervise and oversee the daily operation of all VAC systems and their mechanical and electrical components for both DFA Main and DFA Aseana buildings. The engineer will supervise the AC systems' major and minor mechanical and electrical repairs, and overhauling from the start to commissioning of the equipment.

The engineer or assigned supervisor shall coordinate and report daily to the Head of the OAMSS-EMD on the daily operations of the Air-Conditioning System for both DFA Main and DFA Aseana Buildings.

4. Ten (10) HVAC or AC technicians with Refrigeration and Air Conditioning Servicing NCH Certificate issued by TESDA or any accredited Training Center: six (6) will be assigned at the DFA Main Building and four (4) in DFA Aseana.

Technicians shall be deployed in three (3) shifts from Monday to Sunday and Holidays to facilitate the daily operations, preventive maintenance and repairs of the AC systems. Schedule are as follows:

Area	Shift	Time
DFA Main building Monday-Sunday	1st shift	5:00 am - 2:00 pm
	2nd shift	12:00 pm - 9:00 pm
	3rd shift	7:00 pm - 4:00 am
DFA Aseana building Monday- Sunday	1st shift	5:00 am - 2:00 pm
	2nd shift	12:00 pm - 9:00 pm
	3rd shift	7:00 pm - 4:00 am

5. Four (4) Electricians with NCH Certificate issued by TESDA or any accredited Training Center: Two (2) will be assigned at the DFA Main Building and Two (2) in DFA Aseana.
6. Company IDs, safety/protective gears and uniforms shall be worn by the engineers and technicians at all times while in the building premises.
7. Duly records the information on the operation and status of the building's VAC system to the Head of OAMSS-EMD.

"COMPLY"

8. The minimum tools/equipment listed below for operation, preventive maintenance and repair works.

	Tools/Equipment	Quantity
1	Pressure washer	2 sets
2	Push cart	1 unit
3	Manifold Gauge	2 units
4	Vacuum Pump	2 units
5	Multi-Tester	2 units
6	Hygrometer	1 unit
7	Pipe wrenches and Pliers	1 set
8	Step Ladder 5ft	1 unit
9	Other supplies, tools and equipment necessary to execute the service	

9. Parts, fabricated materials, consumables, condenser/chiller water treatment chemicals, and refrigerant for operation, preventive maintenance and repair works.

10. A service vehicle for its technical personnel in transporting manpower, necessary materials, tools and equipment.

11. Additional manpower, supervision, materials, consumables, oils, refrigerants and necessary materials, tools and equipment, free of charge during major and minor repairs and overhauling of the VAC systems.

"COMPLY"

**B. Scope of Work**


**The Contractor shall provide:**

1. The cost of transfer of existing units and ancillaries to new locations inside the Department's premises.
2. Supervision, labor, fabrications and all the necessary materials/parts consumables, equipment and cleaning /disposal of debris at the project site.
3. A maintenance record/history to the Head of OAMSS-EMD and post copies of the report in every machine room.
4. Monthly written reports on the present Operating / running condition of all VAC equipment to the Head of the OAMSS-EMD.

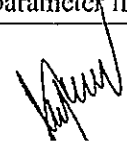
"COMPLY"



	<p>5. Compliance with the Philippines 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><b>C. The Contractors shall provide the following specific services.</b></p> <ol style="list-style-type: none"> <li>1. Turn on and turn off all VAC systems at the DFA Main and DFA Ascana Buildings as specified by OAMSS-EMD.</li> <li>2. Preventive maintenance of all VAC systems during Saturdays, Sundays, and Holidays.</li> <li>3. Removal of all dust and debris, and regular checking of all VAC systems.</li> <li>4. Install heavy-duty security locks at the entrance of all VAC Systems rooms, for security purposes.</li> <li>5. Thorough regular checking and cleaning of all VAC systems and immediate repair or replacement, if found defective.</li> <li>6. Restore normal operation, within six (6) hours for minor repairs and as soon as practicable for major repairs, of the following: <ol style="list-style-type: none"> <li>a. All VAC Systems; and</li> <li>b. Electrical control panels and circuit breakers, except for defects caused by tripping in the Main Breaker of the Power Center.</li> </ol> </li> </ol>	<p style="text-align: center;">"COMPLY"</p>
	<p><b>D. For Chillers</b></p> <ol style="list-style-type: none"> <li>1. Recording of chillers' operating parameter readings every two (2) hours while in operation.</li> <li>2. Regular checking of the following at each shift and immediate replacement if defective: <ul style="list-style-type: none"> <li>● Crankcase oil heater</li> <li>● All sensor and gauges</li> <li>● Evaporator insulation</li> <li>● Water and refrigerant piping connection</li> <li>● Compressors motor terminals</li> <li>● All other parts and components of the AC system.</li> </ul> </li> <li>3. Cleaning and descaling of chillers' condenser shell tubes as often as necessary.</li> <li>4. Application of water chemical treatment when necessary.</li> <li>5. Additional compressor oil when necessary.</li> <li>6. Charge refrigerant when necessary.</li> </ol>	<p style="text-align: center;">"COMPLY"</p>
	<p><b>E. For condenser and chilled water pump (DFA Main Buildings)</b></p>	<p style="text-align: center;">"COMPLY"</p>



	<ol style="list-style-type: none"> <li>1. Recording of condensers` and chilled water pumps` operation parameter readings every two (2) hours while in operation.</li> <li>2. Daily recording of motor resistance.</li> <li>3. Preventive maintenance during Saturdays, Sundays, and holidays for the cleaning, greasing and leak testing. If water leaks are visible, repair should be done as soon as possible.</li> <li>4. Regular checking of the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> <li>• Armatures, rewinding, ball bearing, and mechanical seals</li> <li>• Gate valves</li> </ul> </li> <li>5. Oiling and Greasing of all water pump ball bearings when necessary.</li> </ol>	"COMPLY"
	<p><b>F. For cooling towers (DFA Main)</b></p> <ol style="list-style-type: none"> <li>1. Checking and inspection of cooling towers every two (2) hours while in operation.</li> <li>2. Regular checking of the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> <li>• Motor ball bearings, gears, pulleys, float valve, gate valves, and fan belt.</li> </ul> </li> <li>3. Oiling and greasing ball bearing.</li> <li>4. Application of water chemical treatment at all times.</li> <li>5. Monthly checking, testing and analysis of the condenser and chilled water.</li> <li>6. Cleaning and descaling of cooling towers once or as often as necessary.</li> <li>7. Repainting with heavy duty/durable paint of cooling towers, gate valves and pipes.</li> <li>8. Thoroughly check and clean all the cooling towers surrounding the area regularly.</li> </ol>	"COMPLY"
	<p><b>G. For electrical system of DFA Main and OCA-ASEANA</b></p> <ol style="list-style-type: none"> <li>1. Regular checking of the following AC electrical system immediate replacement, if defective: <ul style="list-style-type: none"> <li>• Control panels,</li> <li>• Circuit breaker,</li> <li>• Contactors, and</li> <li>• Various kind of switches</li> </ul> </li> <li>2. Regular checkup including of all the electrical System &amp; appliances: Repair and replacement of defective bulbs, tube lights, parameter lights,</li> </ol>	"COMPLY"



	<p>fans, switches, sockets, plug points, short circuiting/Tripping lines, re-wiring, managing tangled wires, and other duties that may be assigned by OAMSS-EMD. Supplies of Electrical items are provided by the Department.</p> <ol style="list-style-type: none"> <li>3. Preventive maintenance during Saturdays, Sundays, and holidays for cleaning and testing of all control panels, circuit breakers, contactors and various kinds of switches.</li> <li>4. Repainting of all control panels as necessary.</li> <li>5. 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.</li> <li>6. Thorough checking and cleaning of all electrical control panels, contactors and circuit breakers daily.</li> </ol>	<p style="text-align: center;">"COMPLY"</p>
	<p><b>H. For the fan coil units (FCU) at OCA-Aseana</b></p> <ol style="list-style-type: none"> <li>1. Operation and temporary repairs of remaining FCUs.</li> </ol>	<p style="text-align: center;">"COMPLY"</p>
	<p><b>I. For the Air Handling Unit (AHU)</b></p> <ol style="list-style-type: none"> <li>1. Regular checking of all the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> <li>• Parts and components</li> <li>• Air ducts</li> </ul> </li> <li>2. Nightly cleaning of AHU's coils, filters, drains, and motors including the actual AHU rooms.</li> <li>3. Cleaning of all the office's air ducts.</li> <li>4. Conduct air balancing calibration regularly.</li> <li>5. Daily preventive maintenance of AHU's including on Saturdays, Sundays, and holidays.</li> </ol>	<p style="text-align: center;">"COMPLY"</p>
	<p><b>J. For the split type and window type AC units (DFA Main and DFA Aseana Buildings)</b></p> <ol style="list-style-type: none"> <li>1. Checking and inspecting of split/package/window type AC units' parts and components, and immediate repair or replacement, if defective.</li> <li>2. Daily checking of refrigerant level for leaks, and repair and refilling when necessary.</li> <li>3. Nightly cleaning of casings, coils, filters, evaporators and condensers and drains.</li> <li>4. Cleaning with chemicals of all motors and coils once or as often as necessary.</li> </ol>	<p style="text-align: center;">"COMPLY"</p>
	<p><b>K. Exhaust blowers/fans and air curtains of DFA Main and DFA Aseana buildings</b></p> <ol style="list-style-type: none"> <li>1. Nightly cleaning of fans and casings.</li> <li>2. Checking of fan belts and retightening when necessary.</li> </ol>	<p style="text-align: center;">"COMPLY"</p>

	L. The Department reserves the right to amend the Scope of Work upon completion of the Air-con Replacement project at the DFA OCA-Ascana including a corresponding deduction in the contract price based on the price breakdown provided by the Contractor. Please see Annex B. for Bid Offer Form	"COMPLY"
V	<p><b>COVID-19 prevention and safety during operations:</b></p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> <li>1. Ensure that assigned personnel are COVID-19 free before entering the premises;</li> <li>2. 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;</li> <li>3. Provide its personnel isopropyl alcohol and hand soap for personal hygiene.</li> </ol>	"COMPLY"
VI	<p><b>Terms of payment:</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall be paid on a monthly basis from the submission of the sales invoice and complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP).</li> <li>2. All payments shall be inclusive of all applicable taxes and other lawful charges.</li> </ol>	"COMPLY"
VII	<p><b>Liability Clauses:</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall be liable for any direct or indirect loss or damage to the Department 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 Department's VAC system and their components.</li> <li>2. The Department has the right to unilaterally cancel the contract and impose a penalty should the Department find that the operation, maintenance and repair works are not in accordance with standard practice and/or noncompliant with standard procedures.</li> </ol>	"COMPLY"
VIII	<p><b>Duration</b></p> <p>The duration of the contract shall be for One (1) month (01-30 July 2022)</p>	"COMPLY"
IX	<p><b>Confidentiality Clause</b></p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement which is also submitted to the Department prior to commencement of the service.</p>	"COMPLY"

**Note:**

Bidder 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 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. 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 of 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 Bidders 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)

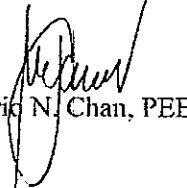
Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s] Engr. Mario N. Chan, PEE

[Position] General Manager MCCD Engineering Services & Trading

[Date] June 29, 2022



DEPARTMENT OF FOREIGN AFFAIRS  
2330 Roxas Blvd., Pasay City

**UPDATED INVENTORY OF ACTIVE SPLIT-TYPE AIRCON UNITS  
AT DFA HOME OFFICE (as of AUGUST 2021)**

1 of 3

EQUIPMENT		QTY	LOCATION	PROPERTY NUMBER	STATUS / REMARKS
Capacity	Brand/Make				
<b>Basement</b>		<b>MAIN BUILDING</b>			
7.5 TR	York	1	Central Records / OAMSS		OPERATIONAL
5 TR	Carrier	1	Consular Records / OCA		OPERATIONAL
5 TR	CoolMaster	1	Central Records / OAMSS		OPERATIONAL
5 TR	Carrier	1	Pouch Sect. / CRD-OAMSS		OPERATIONAL
7.5 TR	Carrier	1	PABX (MIS-ITCRD) Room	DFA-09-04-32-14	OPERATIONAL
5 TR	Koppel	1	PABX / Technician's Room	DFA-09-03-31-14	OPERATIONAL
<b>Ground Floor</b>					
7.5 TR	Koppel	1	Library-Mezzanine Floor/FSI	FSI Property	OPERATIONAL
3 TR	Koppel	1	Library-Ground Floor / FSI	FSI Property	OPERATIONAL
3 TR	Alenaire	1	DFA Chapel	DFA-09-04-A33-14	OPERATIONAL
3 TR	Carrier	1	Main Control Center / Security		OPERATIONAL
3 TR	Kolin	1	Director / UNESCO Office	UNESCO Property	OPERATIONAL
3 TR	Kolin	1	UNESCO Office	UNESCO Property	OPERATIONAL
7.5 TR	Carrier	1	Bulwagan Apolinario Mabini		OPERATIONAL
7.5 TR	Carrier	1	Bulwagan Apolinario Mabini		OPERATIONAL
7.5 TR	Carrier	1	Bulwagan Apolinario Mabini		OPERATIONAL
5 TR	Carrier	1	Bulwagan Apolinario Mabini		OPERATIONAL
<b>2nd Floor</b>					
7.5 TR	TECO	1	Executive Dining Hall	DFAMPC Property	OPERATIONAL
<b>3rd Floor</b>					
5 TR	Carrier	1	Asec's Office / HRMO	DFA-09-04-61-14	OPERATIONAL
5 TR	Carrier	1	RIU Office / HRMO	DFA-09-04-60-14	OPERATIONAL
5 TR	York	1	PMD Office / HRMO		OPERATIONAL
<b>4th Floor</b>					
5 TR	Carrier	1	I.T.-Server Room / OFMS	DFA-09-04-A12-14	OPERATIONAL
5 TR	Carrier	1	I.T.-Server Room / OFMS	DFA-09-04-A13-14	OPERATIONAL
5 TR	York	1	Asec's Office / OFMS		OPERATIONAL
5 TR	Carrier	1	Conference Room / OFMS	DFA-09-04-A35-14	OPERATIONAL
5 TR	Carrier	1	Home Office Acctg. / OFMS	DFA-09-04-A22-14	OPERATIONAL
5 TR	Carrier	1	Home Office / Payroll Sect.	DFA-09-04-A24-14	OPERATIONAL
5 TR	Carrier	1	Budget Division / OFMS		OPERATIONAL
3 TR	Carrier	1	Home Office Acctg. / OFMS	DFA-09-04-A21-14	OPERATIONAL
<b>5th Floor</b>					
2 TR	Koppel	1	Director's Office / FSI	FSI Property	OPERATIONAL
<b>7th Floor</b>					
3 TR	Carrier	1	Asec's Office / OAA	DFA-09-04-42-14	OPERATIONAL
3 TR	Koppel	1	Conference Room / OAA		OPERATIONAL
<b>8th Floor</b>					
5 TR	Carrier	1	Asec's Office / ASEAN	DFA-09-04-34-14	OPERATIONAL
5 TR	Carrier	1	Office Areas / ASEAN	DFA-09-04-35-14	OPERATIONAL
<b>10th Floor</b>					
5 TR	Koppel	1	Server Room / MIS-ITCRD	Newly Installed 2020	OPERATIONAL
5 TR	Koppel	1	Server Room / MIS-ITCRD	Newly Installed 2020	OPERATIONAL
3 TR	Carrier	1	Office Areas / MIS-ITCRD	DFA-09-04-28-14	UNSERVICEABLE
5 TR	Carrier	1	FAX Room / CORATEL	DFA-09-04-26-14	OPERATIONAL
3 TR	Carrier	1	FAX Room / CORATEL	DFA-09-04-25-14	UNSERVICEABLE
5 TR	Carrier	1	Tel Optr. Rm. / Action Center	DFA-09-04-27-14	OPERATIONAL
<b>11th Floor</b>					
5 TR	York	1	Sec. ADR Office / OSEC	DFA-09-04-16-14	OPERATIONAL
3 TR	Carrier	1	Sec. ADR Off Staff / OSEC	DFA-09-04-21-14	OPERATIONAL
3 TR	Carrier	2	Chief Coord Off. / OSEC	DFA-09-04-24-14	OPERATIONAL
5 TR	Carrier	1	Coord Office Area / OSEC	DFA-09-04-19-14	OPERATIONAL
3 TR	National	1	Conference Room / OSEC	DFA-09-04-22-14	OPERATIONAL
5 TR	Carrier	1	Receiving Room / OSEC	DFA-09-04-12-14	OPERATIONAL

1 of 3

EQUIPMENT		QTY	LOCATION	PROPERTY NUMBER	STATUS / REMARKS
Capacity	Brand/Make				
5 TR	Carrier	1	C P Garcia Hall / Conf. Rm.	DFA-09-04-13-14	OPERATIONAL
5TR	Carrier	1	C P Garcia Hall / Conf. Rm.	DFA-09-04-14-14	OPERATIONAL
3 TR	Carrier	1	Property Officer / OSEC	DFA-09-04-10-14	OPERATIONAL
3 TR	Samsung	1	Coordination Rm. / OSEC-MIS		OPERATIONAL
3 TR	Samsung	1	Coordination Rm. / OSEC-MIS		OPERATIONAL
<b>12th Floor</b>					
5 TR	York	1	Office Areas / OUA		OPERATIONAL
5 TR	Carrier	1	Office Areas / BAC-OUA	DFA-09-04-AA53-14	OPERATIONAL
5 TR	Carrier	1	Office Areas / WPSO-OUP	DFA-09-04-AA54-14	OPERATIONAL
5 TR	Carrier	1	Special Asst. Off. / OUP	DFA-09-04-AA55-14	OPERATIONAL
5 TR	Carrier	1	Office Areas / OUP	DFA-09-04-AA52-14	OPERATIONAL
3 TR	Gree	2	Usec. Office & Conference Rm / UBRAA		Newly Installed
<b>14th Floor</b>					
7.5 TR	York	1	Bulwagan Elpidio Quirino	DFA-09-04-A31-14	OPERATIONAL
7.5 TR	York	1	Bulwagan Elpidio Quirino	DFA-09-04-A32-14	OPERATIONAL
7.5 TR	Carrier	1	Office Areas / OUIER	DFA-09-04-A47-14	OPERATIONAL
5 TR	Carrier	1	Office Areas / OUIER	DFA-09-04-A48-14	OPERATIONAL
<b>APRON</b>					
<b>Basement</b>					
5 TR	York	1	EMD Office Area	DFA-09-04-88-14	OPERATIONAL
5 TR	York	1	Property / Accountables	DFA-09-04-41-14	OPERATIONAL
5 TR	Carrier	1	Property Section / OAMSS	DFA-09-04-02-14	OPERATIONAL
3 TR	Carrier	1		DFA-09-04-92-14	OPERATIONAL
<b>2nd Floor</b>					
10 TR	TECO	1	DFAMPC Canteen	DFAMPC Property	OPERATIONAL
5 TR	Carrier	1	DFAMPC Ext. Office	DFAMPC Property	OPERATIONAL
5 TR	Carrier	1	CMOAS Conference Rm.		OPERATIONAL
<b>3rd Floor</b>					
7.5 TR	Carrier	1	Data Base Off. / OUMWA		OPERATIONAL
<b>4th Floor</b>					
5 TR	Carrier	1	Office Areas / FSA-OFMS	DFA-09-04-33-14	OPERATIONAL
5 TR	Carrier	1	Office Areas / FSA-OFMS	DFA-09-04-34-14	OPERATIONAL
3 TR	Carrier	1	Director's Office / FSA-OFMS		OPERATIONAL
3 TR	Carrier	1	Conference Rm. / FSA-OFMS		NOT IN USE
5 TR	York	1	FRMD-OFMS Office Areas	DFA-09-04-92-14	OPERATIONAL
5 TR	Carrier	1	Cashier's Office / OFMS	DFA-09-04-A26-14	OPERATIONAL
<b>5th Floor</b>					
5 TR	Hitachi	1	Seminar Room / Rm 553	FSI Property	OPERATIONAL
2 TR	Koppel	1	Seminar Room / Rm 556-557	FSI Property	OPERATIONAL
2 TR	Koppel	1	Seminar Room / Rm 554-555	FSI Property	OPERATIONAL
5 TR	Koppel	1	Seminar Room / Rm 559	FSI Property	OPERATIONAL
<b>SOUTH WING ANNEX</b>					
<b>Ground Floor</b>					
5 TR	Carrier	1	Director's Office / ISU		OPERATIONAL
7.5 TR	Carrier	1	ISU Offices		OPERATIONAL
5 TR	Carrier	1	New ISU Offices		OPERATIONAL
5 TR	Carrier	1	SWA Lobby / Waiting Area	DFA-09-04-A45-14	OPERATIONAL
<b>2nd Floor</b>					
5 TR	Carrier	1	Conference Room / IAS	DFA-09-04-66-14	OPERATIONAL
7.5 TR	Carrier	1	DLLU Office	DFA-09-04-64-14	OPERATIONAL
5 TR	York	1	DLLU Office	DFA-09-04-63-14	DEFECTIVE FAN MOTOR (OUTDOOR)
5 TR	Carrier	1	BFSE Office	DFA-09-04-65-14	OPERATIONAL
5 TR	Carrier	1	OAMSS Offices	DFA-09-04-70-14	OPERATIONAL
<b>3rd Floor</b>					
5 TR	Carrier	1	Usec Off. Area / OUMWA	DFA-09-04-57-14	OPERATIONAL
7.5 TR	Carrier	1	ATN Off. Area / OUMWA	DFA-09-04-54-14	OPERATIONAL
7.5 TR	Carrier	1	ATN Off. Area / OUMWA	DFA-09-04-55-14	OPERATIONAL
5 TR	Carrier	1	ATN Conf. Room / OUMWA	DFA-09-04-53-14	OPERATIONAL
<b>4th Floor</b>					
5 TR	Carrier	1	Director's Off. / COA	DFA-09-04-A03-14	OPERATIONAL
5 TR	Carrier	1	Office Area / COA	DFA-09-04-A04-14	OPERATIONAL



EQUIPMENT		QTY	LOCATION	PROPERTY NUMBER	STATUS / REMARKS
Capacity	Brand/Make				
<b>5th Floor</b>					
5 TR	Carrier	1	FSI Office Areas / Rm 502	FSI Property	OPERATIONAL
5 TR	Carrier	1	Training Room	FSI Property	OPERATIONAL
5 TR	Carrier	1	Evaluation / Training Room	FSI Property	OPERATIONAL
5 TR	Alenaire	1	Training Room	FSI Property	OPERATIONAL
5 TR	Hitachi	1	Scholarship Programs	FSI Property	OPERATIONAL
<b>6th Floor</b>					
5 TR	Carrier	1	Usec Off. Area / OUCSCC	DFA-09-04-46-14	OPERATIONAL
5 TR	Carrier	1	Conference Rm. / OUCSCC	DFA-09-04-45-14	OPERATIONAL
5 TR	York	1	Office Area / OUCSCC	DFA-09-04-48-14	OPERATIONAL
5 TR	Carrier	1	Office Area / OUCSCC	DFA-09-04-43-14	OPERATIONAL
5 TR	York	1	Office Area / OVS	DFA-09-04-49-14	OPERATIONAL
5 TR	Carrier	1	Office Area / OVS	DFA-09-04-50-14	OPERATIONAL
<b>CARPARK ANNEX</b>					
<b>Ground Floor</b>					
5 TR	Koppel	1	Releasing / Office Area		OFFICE NOT IN USED(UNIT DISMANTLED)
5 TR	Koppel	1	Vacant Waiting Area / AUTH		OFFICE NOT IN USED(UNIT DISMANTLED)
3 TR	Koppel	1	Public Assistance / Complain		OFFICE NOT IN USED(UNIT DISMANTLED)
5 TR	Koppel	1	Assembly Line / AUTH		OFFICE NOT IN USED(UNIT DISMANTLED)
5 TR	York	1	Assembly Line / AUTH		OFFICE NOT IN USED(UNIT DISMANTLED)
<b>2nd Floor</b>					
5 TR	Carrier	1	DFALAF / Daycare Center		OPERATIONAL
5 TR	Carrier	1	DFALAF / Daycare Center		OPERATIONAL
2 TR	Kolin	1	Assec's Office / MOAO Office		OPERATIONAL
7.5 TR	Carrier	1	MOAO Office		OPERATIONAL
7.5 TR	Carrier	1	MOAO Office		OPERATIONAL
7.5 TR	Carrier	1	MOAO (Conference Room)	DFA-09-04-A40-14	OPERATIONAL
5 TR	Carrier	1	Holding Area / MOAO Off.		OPERATIONAL
5 TR	Koppel	1	Provident Fund Office		DEFECTIVE SWITCH
30 TR	Carrier	1	Director's Off. / OCA-Vacant		UNIT DISMANTLED
25 TR	Koppel	1	Assembly Line / OCA-Vacant		UNIT DISMANTLED
<b>Basketball Court</b>					
			Transport / Driver's Quarters		

TOTAL UNITS 115

CAPACITY	BRAND / MAKE	QTY.	CAPACITY	BRAND / MAKE	QTY.
10 TR	TECO	1	3 TR	Carrier	11
7.5 TR	Carrier	13	3 TR	Koppel	6
7.5 TR	York	3	3 TR	Samsung	2
7.5 TR	Koppel	1	3 TR	Kolin	2
7.5 TR	TECO	1	3 TR	National	1
5 TR	Carrier	50	3 TR	Hitachi	1
5 TR	York	10	3 TR	York	0
5 TR	CoolMaster	1	2 TR	Koppel	3
5 TR	Koppel	5	2 TR	Kolin	1
5 TR	Hitachi	1			
5 TR	Alenaire	2			

TOTAL UNITS 115

DEPARTMENT OF FOREIGN AFFAIRS

2330 Roxas Boulevard, Pasay City

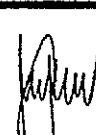
ENGINEERING AND MAINTENANCE DIVISION - OAMSS

UPDATED MECHANICAL EQUIPMENTS AT DFA HOME OFFICE – As of August 16,2021

EQUIPMENT	LOCATION	UNIT PARAMETER						REMARKS
		CAP. / CFM	MODEL / TYPE	MOTOR HP / UNIT TR	CURRENT / AMPERES	VOLTA GE	PHAS E	
<b>CHILLER / PUMP</b>								
TRANE 500TR CHILLER	BASEMENT-APRON		CENTRIFUGAL Trane	500		440	3-PH	ACTIVE-OPERATIONAL Newly installed (January 04, 2020)
MULTISTRACK CHILLER #01	BASEMENT-APRON		HERMETIC	20 x 8		8	6	Disposed
MULTISTRACK CHILLER #02	BASEMENT-APRON		HERMETIC	20 x 8		3	2	Disposed
CHILLED WATER PUMP	BASEMENT-APRON	2 060 (GPM)	CENTRIFUGAL	75	90	440	3-PH	ACTIVE-OPERATIONAL
COND WATER PUMP	BASEMENT-APRON	2 060 (GPM)	CENTRIFUGAL	75	90	440	3-PH	ACTIVE-OPERATIONAL
STAND-BY WATER PUMP	BASEMENT-APRON	2 574 (GPM)	CENTRIFUGAL	125	142	440	3-PH	ACTIVE-OPERATIONAL
CR 160 CHILLER	BASEMENT-SWA		SEMI-HERMETIC	80 x 2	190 @ 2	220	3-PH	OPERATIONAL #2 COMPRESSOR ON-GOING REPAIR #1 COMPRESSOR
MULTISTACK CHILLER #03	BASEMENT-SWA		HERMETIC	20 x 8				
CHILLED WATER PUMP	BASEMENT-SWA	620 (GPM)	CENTRIFUGAL	20	56	220	3-PH	ACTIVE-OPERATIONAL
COND WATER PUMP	BASEMENT-SWA	744 (GPM)	CENTRIFUGAL	40	102	220	3-PH	ACTIVE-OPERATIONAL
STAND-BY WATER PUMP	BASEMENT-SWA	744 (GPM)	CENTRIFUGAL	40	102	220	3-PH	OPERATIONAL
MULTISTACK CHILLER #04	5TH FLOOR-APRON		HERMETIC					DISPOSED
CHILLED WATER PUMP	5TH FLOOR-APRON	434 (GPM)	CENTRIFUGAL	15	19.5	440	3-PH	ACTIVE-OPERATIONAL
COND WATER PUMP	5TH FLOOR-APRON	434 (GPM)	CENTRIFUGAL	15	19.5	440	3-PH	ACTIVE-OPERATIONAL
STAND-BY WATER PUMP	5TH FLOOR-APRON	434 (GPM)	CENTRIFUGAL	15	19.5	440	3-PH	OPERATIONAL
<b>AIR HANDLING UNIT</b>								
MZ 14A	14TH FLOOR-ROXAS	9 900	DWDI	5.0 / 25	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 14B	14TH FLOOR-ROBERT	9 900	DWDI	5.0 / 25	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 12A	12TH FLOOR-ROXAS	9 900	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 12B	12TH FLOOR-ROBERT	9 900	OPEN-CONVERT	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 11A	11TH FLOOR-ROXAS	9 200	OPEN-CONVERT	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 11B	11TH FLOOR-ROBERT	9 200	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 10A	10TH FLOOR-ROXAS	9 200	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 10B	10TH FLOOR-ROBERT	9 200	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 9A	9TH FLOOR-ROXAS	9 200	OPEN-CONVERT	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 9B	9TH FLOOR-ROBERT	9 200	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL

**UPDATED MECHANICAL EQUIPMENTS AT DFA HOME OFFICE - As of August 16,2021**

EQUIPMENT	LOCATION	UNIT PARAMETER						REMARKS
		CAP. / CFM	MODEL / TYPE	MOTOR HP / UNIT TR	CURRENT / AMPERES	VOLTA GE	PHASE	
MZ 8A	8TH FLOOR-ROXAS	9 200	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 8B	8TH FLOOR-ROBERT	9 200	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 7A	7TH FLOOR-ROXAS	9 200	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 7B	7TH FLOOR-ROBERT	10 600	DWDI	5.0 / 27	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 6A	6TH FLOOR-ROXAS	9 200	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 6B	6TH FLOOR-ROBERT	10 600	DWDI	5.0 / 27	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 5A	5TH FLOOR-ROXAS	9 200	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 5B	5TH FLOOR-ROBERT	9 200	DWDI	5.0 / 23	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 4A	4TH FLOOR-ROXAS	7 200	DWDI	5.0 / 18	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 4B	4TH FLOOR-ROBERT	7 200	DWDI	5.0 / 18	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 3A	3RD FLOOR-ROXAS	12 050	DWDI	5.0 / 30	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 3B	3RD FLOOR-ROBERT	15 000	DWDI	7.5 / 38	11	440	3-PH	ACTIVE-OPERATIONAL
MZ 2A	2ND FLOOR-ROXAS	11 360	OPEN-CONVERT	15 / 30	20	440	3-PH	ACTIVE-OPERATIONAL
MZ 2B	2ND FLOOR-ROBERT	10 150	DWDI	7.5 / 26	11	440	3-PH	ACTIVE-OPERATIONAL
MZ 1A	1ST FLOOR-ROXAS	26 000	DWDI	15 / 65	20	440	3-PH	ACTIVE-OPERATIONAL
MZ 1B	1ST FLOOR-ROBERT	23 180	DWDI	15 / 60	20	440	3-PH	ACTIVE-OPERATIONAL
MZ 3B1C	3RD FLOOR-APRON	17 168	DWDI	15 / 43	20	440	3-PH	ACTIVE-OPERATIONAL
MZ 3B2C	3RD FLOOR-ROBERT	27 355	DWDI	20 / 70	20	440	3-PH	ACTIVE-OPERATIONAL
MZ 5AA	5TH FLOOR-APRON		DWDI	10 / 00				NOT IN USE
MZ 4AA	4TH FLOOR-APRON	16 055	DWDI	15 / 00	20	440	3-PH	ACTIVE-OPERATIONAL
MZ 2AA	2ND FLOOR-APRON	7 600	DWDI	5.0 / 00	7.5	440	3-PH	ACTIVE-OPERATIONAL
MZ 1AA	BASEMENT-SWA	12 030	DWDI	20 / 00	26	440	3-PH	ACTIVE-OPERATIONAL
MZ U6	6TH FLOOR-SWA		DWDI					ACTIVE-OPERATIONAL
MZ U5	5TH FLOOR-SWA	16 100	DWDI	10 / 40	25	220	3-PH	ACTIVE-OPERATIONAL
MZ U4	4TH FLOOR-SWA	12 050	DWDI	10 / 30	25	220	3-PH	ACTIVE-OPERATIONAL
MZ U3	3RD FLOOR-SWA	25 000	DWDI	15 / 63	40	220	3-PH	ACTIVE-OPERATIONAL
MZ U3A	3RD FLOOR-SWA	9 200	DWDI	7.5 / 00	20	220	3-PH	ACTIVE-OPERATIONAL
MZ U2	2ND FLOOR-SWA	10 883	OPEN-CONVERT	7.5 / 27	20	220	3-PH	ACTIVE-OPERATIONAL
MZ U2A	2ND FLOOR-SWA	4 370	OPEN-CONVERT	2.0 / 11	6	220	3-PH	ACTIVE-OPERATIONAL
MZ U1	GROUND FLR-SWA	19 316	OPEN-CONVERT	10 / 48	25	220	3-PH	ACTIVE-OPERATIONAL



**UPDATED MECHANICAL EQUIPMENTS AT DFA HOME OFFICE - As of August 16,2021**

EQUIPMENT	LOCATION	UNIT PARAMETER						REMARKS
		CAP. / CFM	MODEL / TYPE	MOTOR HP / UNIT TR	CURRENT / AMPERES	VOLTA GE	PHAS E	
MZ BB1	BASEMENT-MAIN		DWDI					
MZ SB1	SUB BASEMENT-MAIN	11 500	DWDI	7.5 / 28.75	11	440	3-PH	ACTIVE-OPERATIONAL
MZ UB	BASEMENT-SWA	6 050	FAN COIL / CEILING	1.0 / 00	3.4	220	3-PH	ACTIVE-OPERATIONAL
AHU 2A	2ND FLOOR-CANTEEN	7 600	DWDI	5.0 / 00	7.5	440	3-PH	ACTIVE-OPERATIONAL
AHU-CENTRAL RECORDS	BASEMENT-MAIN							UNSERVICEABLE
AHU-CONSULAR RECORDS	BASEMENT-MAIN							NOT IN USE
AHU - ASSEMBLY LINE	2ND FLOOR-ANNEX							
AHU - ASU/DIRECTOR'S OFFICE	2ND FLOOR-ANNEX							
PRE-COOLER - Hpa	14TH ROXAS / ROOFTOP	18 735		20 / 00		440	3-PH	UNSERVICEABLE
PRE-COOLER -Hpb	14TH ROBERT / ROOFTOP	20 385		10-10 / 00		440	3-PH	OPERATIONAL
FC - FAN COIL UNIT	BASEMENT / CRD-OCA		FLR. MOUNT / CHW					ACTIVE-OPERATIONAL
FC - FAN COIL UNIT	BASEMENT / CRD-OCA		FLR. MOUNT / CHW					ACTIVE-OPERATIONAL
FC - FAN COIL UNIT	BASEMENT / GSD-OAMSS		CEILING MOUNT					ACTIVE-OPERATIONAL
<b>BLOWERS / FANS</b>								
COOLING TOWER FAN #1	5TH FLR - APRON	200	LBC 200 / INDUCE	5		220	3-PH	ACTIVE-OPERATIONAL
COOLING TOWER FAN #2	5TH FLR - APRON	250	LBC 250 / INDUCE	7.5		440	3-PH	ACTIVE-OPERATIONAL
COOLING TOWER FAN #3	5TH FLR - APRON	250	LBC 250 / INDUCE	7.5		440	3-PH	ACTIVE-OPERATIONAL
COOLING TOWER FAN #4	5TH FLR - APRON	250	LBC 250 / INDUCE	7.5		440	3-PH	ACTIVE-OPERATIONAL
COOLING TOWER FAN #5	5TH FLR - APRON	200	LBC 200 / INDUCE	5		440	3-PH	Beyond repair Reported last March 19, 2021
BB1 - EXHAUST	BASEMENT - MAIN	27 000		15		440	3-PH	ACTIVE-OPERATIONAL
BB1a - EXHAUST	BASEMENT - MAIN					440	3-PH	ACTIVE-OPERATIONAL
BB1b - EXHAUST	BASEMENT - MAIN					440	3-PH	ACTIVE-OPERATIONAL
BB2 - EXHAUST	BASEMENT - SWA	26 000		10		440	3-PH	ACTIVE-OPERATIONAL
BBK - EXHAUST	BASEMENT - SWA	27 000		15		440	3-PH	ACTIVE-OPERATIONAL
BSB1 - VENTILATING	SUB BASEMENT-MAIN	4 200		3	4	440	3-PH	ACTIVE-OPERATIONAL
BSB2 - EXHAUST	SUB BASEMENT-MAIN	3 466		3	4	440	3-PH	ACTIVE-OPERATIONAL
BHPa - EXHAUST	ROOFTOP / 14TH-MAIN	12 000		7.5	9.5	440	3-PH	ACTIVE-OPERATIONAL
BHPb - EXHAUST	ROOFTOP / 14TH-MAIN	16 000		15		440	3-PH	ACTIVE-OPERATIONAL



**UPDATED MECHANICAL EQUIPMENTS AT DFA HOME OFFICE - As of August 16,2021**

EQUIPMENT	LOCATION	UNIT PARAMETER						REMARKS
		CAP. / CFM	MODEL / TYPE	MOTOR HP / UNIT TR	CURRENT / AMPERES	VOLTA GE	PHA SE	
F - Bb - EXHAUST	CR 160F Mach. Room	800	PLF 16 CA	1/4	2.7	230	1-P	ACTIVE-OPERATIONAL
F - Ba1 - EXHAUST	York 450 Mach. Room	4 250		1/2		230	1-P	ACTIVE-OPERATIONAL
F - Ba2 - EXHAUST	York 450 Mach. Room							ACTIVE-OPERATIONAL
F - 5Ap - EXHAUST	PE 150 Mach. Room	800	PLF 16 CA	1/2	3.5	230	1-P	ACTIVE-OPERATIONAL
F - ER1 - EXHAUST	Elev. Mach. Rm / 14th	2 000		1/2		230	1-P	ACTIVE-OPERATIONAL
F - ER2 - EXHAUST	Elev. Mach. Rm / 14th							ACTIVE-OPERATIONAL
F - ER3 - EXHAUST	Elev. Mach. Rm / 14th							STUCK UP FAN
F - ER4 - EXHAUST	Elev. Mach. Rm / 14th							DEFECTIVE
F - ER5 - EXHAUST	Elev. Mach. Rm / SWA							ACTIVE-OPERATIONAL
F - 2A1 - VENTILATION	Canteen / Kitchen	400		1/3		230	1-P	ACTIVE-OPERATIONAL
F - 2A2 - VENTILATION	Canteen / Kitchen	1 580		1/3		230	1-P	ACTIVE-OPERATIONAL
F - 2A3 - VENTILATION	Canteen / Kitchen	2 850		1/3		230	1-P	ACTIVE-OPERATIONAL



**DEPARTMENT OF FOREIGN AFFAIRS**

2330 Roxas Blvd., Pasay City

**UPDATED INVENTORY FOR WINDOW-TYPE AC UNITS AT HOME OFFICE  
AS OF AUGUST 16, 2021**

EQUIPMENT		QTY	LOCATION	STATUS / REMARKS
Capacity	Brand			
<b>Main Building</b>				
<b>4th Floor</b>				
2 HP	Carrier	1	Ex Dir's Office / OFM'S Rm. 411	OPERATIONAL
2 HP	Carrier	1	IT-Server Rm. / OFMS	OPERATIONAL
2 HP	Carrier	1	Payroll Officer / OFMS Rm 442	OPERATIONAL
2 HP	Carrier	1	Payroll Officer / OFMS Rm 443	OPERATIONAL
2 HP	Carrier	1	Chief Accountant / OFMS	OPERATIONAL
<b>3rd Floor</b>				
<b>2nd Floor</b>				
<b>Ground Floor</b>				
2 HP	Carrier	1	Marine's Quarters / Plaza Parking	OPERATIONAL
2 HP	Carrier	1	Driver's Quarters / Plaza Parking	OPERATIONAL
<b>Basement</b>				
2 HP	Carrier	1	PABX - ITCRD Room	OPERATIONAL
1.5 HP	Kelvinator	2	Scanning Room / OCA	OPERATIONAL
<b>Apron</b>				
<b>5th Floor</b>				
2 HP	LG Kollins	1	Room 545 / FSI	OPERATIONAL
2 HP	Carrier	1	Rooms 546 & 549 / FSI	OPERATIONAL
2 HP	Carrier	1	Room 560 / FSI	OPERATIONAL
<b>4th Floor</b>				
2 HP	Carrier	1	Director's Office / FRMD	OPERATIONAL
2 HP	Carrier	1	FSA - OFMS / Rm. 475	OPERATIONAL
<b>3rd Floor</b>				
<b>2nd Floor</b>				
2 HP	Carrier	2	Archives / OAMSS	OPERATIONAL
3/4 HP	Kelvinator	2	Archives / OAMSS	OPERATIONAL
<b>Basement</b>				
2 HP	Carrier	1	Property Section / Supplies	OPERATIONAL
2 HP	Carrier	1	Prop. Sect / Wine Room	OPERATIONAL
2 HP	Carrier	1	Prop. Sect / Wine Room	OPERATIONAL
2 HP	Koppel	1	EMD / Office Head	OPERATIONAL
2 HP	Carrier	1	EMD / Office Area	OPERATIONAL
<b>South Wing Annex</b>				
<b>6th Floor</b>				
<b>5th Floor</b>				
1 HP	LG Kollins	1	Rms. A500; A501; A506; A507; A510; A511 / FSI	OPERATIONAL
2 HP	Carrier	1	Rms. 514 and 520 / FSI	OPERATIONAL
1 HP	LG Kollins	1	Room 518 / FSI	OPERATIONAL



DEPARTMENT OF FOREIGN AFFAIRS

2330 Roxas Blvd., Pasay City

UPDATED INVENTORY FOR WINDOW-TYPE AC UNITS AT HOME OFFICE  
AS OF AUGUST, 2021

EQUIPMENT		QTY	LOCATION	STATUS / REMARKS
Capacity	Brand			
<b>South Wing Annex</b>				
<b>4th Floor</b>				
2 HP	Carrier	1	Rm. A413 / COA	OPERATIONAL
<b>3rd Floor</b>				
2 HP	Carrier	1	Usec Office / OUMWA	OPERATIONAL
2 HP	Carrier	1	Office Area / OUMWA	OPERATIONAL
<b>2nd Floor</b>				
3/4 HP	Carrier	1	Dental Clinic	OPERATIONAL
2 HP	Carrier	1	Medical Clinic	OPERATIONAL
<b>Ground Floor</b>				
<b>Basement</b>				
2 HP	Carrier	1	Vacant Room	OPERATIONAL
2 HP	Carrier	1	Janitorial Office	OPERATIONAL
2 HP	Carrier	1	Janitorial Office	OPERATIONAL
2 HP	Carrier	2	Marines' Quarters	OPERATIONAL
2 HP	Carrier	1	Marines' Quarters	NOT IN USE (FOR REPLACEMENT)
2.5 HP	Carrier	1	Carpentry Workshop	OPERATIONAL
2 HP	Carrier	2	Carpentry Workshop	OPERATIONAL
<b>Carpark Area</b>				
<b>2nd Floor</b>				
2 HP	Carrier	1	Daycare Center / Teacher's Office	OPERATIONAL
2 HP	Koppel	1		OPERATIONAL
1.5 HP	LG Kolin	4	MOAO Offices	OPERATIONAL
1.5 HP	Carrier	1		OPERATIONAL
1.5 HP	LG Kolin	1		OPERATIONAL
<b>Ground Floor</b>				
2 HP	Carrier	1	OISS Storage Room	OPERATIONAL
<b>Basketball Court Area</b>				
2 HP	Carrier	1	Transportation - GSD Office	OPERATIONAL
2 HP	Carrier	1	Transportation / Staff Quarters	UNSERVICEABLE

TOTAL UNITS 54



**DEPARTMENT OF FOREIGN AFFAIRS  
OFFICE OF THE CONSULAR AFFAIRS  
BRADCO AVE., COR. MACAPAGAL BLVD., PARAÑAQUE CITY**

**UPDATED MECHANICAL EQUIPMENTS AT DFA OCA ASEANA – As of August 16,2021**

EQUIPMENT		QTY	DESCRIPTION	LOCATION	STATUS / REMARKS
Capacity	Brand/Make				
<b>ROOF DECK</b>		<b>OCA ASEANA</b>			
60 TR	HITACHI	6	WATER COOLED CHILLER	ROOF DECK /CHILLER ROOM	OPERATIONAL (ON GOING REPLACEMENT)
610 GPM	INTERCOOL	2	BOTTLE TYPE COOLING TOWER	ROOF DECK /CHILLER ROOM	OPERATIONAL
490 GPM	AJAX ELITE	3	CHILLED WATER PUMP (CHWP)	ROOF DECK /CHILLER ROOM	OPERATIONAL
610 GPM	AJAX ELITE	3	CONDESER WATER PUMP (COWP)	ROOF DECK/ CHILLER ROOM	OPERATIONAL
3 TR	Carrier	2	FLOOR MOUNTER SPLIT TYPE	EMD OFFICE	OPERATIONAL
<b>Fourth Floor</b>					
5 TR	Carrier	1	FLOOR MOUNTER SPLIT TYPE	Authentication Office	OPERATIONAL
5 TR	Carrier	1	FLOOR MOUNTER SPLIT TYPE	Project & IT Support Unit	OPERATIONAL
5 TR	Carrier	1	FLOOR MOUNTER SPLIT TYPE	Records Verification Unit	OPERATIONAL
3 TR	Carrier	1	FLOOR MOUNTER SPLIT TYPE	Conference Room	OPERATIONAL
2.5 TR	Carrier	1	WALL MOUNTED SPLIT TYPE	SFA OFFICE	OPERATIONAL
<b>Total No. of Split type ACU</b>		<b>7</b>			
<b>CHILLED WATER FAN COIL UNIT (FCU)</b>					
4.2 TR	Yilaide	2	FCU 4	Consular Records Div.	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 4	Project & IT Support Unit	ON GOING REPLACEMENT
4.2 TR	Yilaide	2	FCU 4	Passport Releasing Area	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 4	Server Room/ CMSID	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 4	Authentication Reception Area	ON GOING REPLACEMENT
4.2 TR	Yilaide	3	FCU 4	Authentication Div. Staff Area	ON GOING REPLACEMENT
4.2 TR	Yilaide	3	FCU 4	Authentication Admin Office	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 4	Authentication Div. / Head	ON GOING REPLACEMENT
4.2 TR	Yilaide	3	FCU 4	Records Verification Unit	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 4	Records Verification Stock Rm.	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 4	SFA Office	ON GOING REPLACEMENT
4.2 TR	Yilaide	2	FCU 4	Data Base/Suspended App.	ON GOING REPLACEMENT
4.2 TR	Yilaide	2	FCU 4	Fourth Floor Exit	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 4</b>		<b>23</b>			
3 TR	Yilaide	2	FCU 3	Passport Releasing/Sorting	ON GOING REPLACEMENT
3 TR	Yilaide	2	FCU 3	Issuance/Stock Room	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	CMSID Working Area	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	CMSID Server Office	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	4 <sup>th</sup> Floor Conference Room	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	OLD EMD Office	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	Consular Information Office	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 3</b>		<b>10</b>			
2 TR	Yilaide	1	FCU 2	4 <sup>th</sup> Floor Hallway	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Head Office / CRD	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Pantry Room/Releasing	ON GOING REPLACEMENT
2 TR	Yilaide	3	FCU 2	Stock Rm. / Authentication Div.	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Security Office	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 2</b>		<b>6</b>			
4.2	Yilaide	2	FCU 1	Fourth Floor Lobby	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 1</b>		<b>2</b>			
<b>Third Floor</b>					
3 TR	Carrier	1	FLOOR MOUNTER SPLIT TYPE	Conference Room	OPERATIONAL
<b>Total No. of Split type ACU</b>		<b>1</b>			
4.2 TR	Yilaide	2	FCU 1	PA Office and Asec. Office	OPERATIONAL
<b>TOTAL NO. OF FCU 1</b>		<b>2</b>			
4.2 TR	Yilaide	2	FCU 4	D.O.P.S Waiting Area	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 4	D.D.P.S Staff Area	ON GOING REPLACEMENT
4.2 TR	Yilaide	2	FCU 4	RCOCC Office	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 4	PFIMS Office	ON GOING REPLACEMENT
4.2 TR	Yilaide	2	FCU 4	Property Office	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 4	Pantry Room / Asec. Staff Area	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 4</b>		<b>8</b>			
3 TR	Yilaide	1	FCU 3	D.O.P.S Waiting Area	ON GOING REPLACEMENT
3 TR	Yilaide	3	FCU 3	OCA Canteen	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	Pantry Room / RCOCC Office	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	Asec. Office	ON GOING REPLACEMENT
3 TR	Yilaide	2	FCU 3	Third Floor Conference Rm.	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	Ex.Director Staff Area	ON GOING REPLACEMENT

3 TR	Yilaide	1	FCU 3	Pantry Room / Ex.Dir Office	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	Executive Director Office	ON GOING REPLACEMENT
3 TR	Yilaide	2	FCU 3	A.S.U Staff Office	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	Administrative Officer Office	ON GOING REPLACEMENT
3 TR	Yilaide	2	FCU 3	Passport On Wheels Office	ON GOING REPLACEMENT
3 TR	Yilaide	2	FCU 3	Visa Division / Staff Area	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	Stock Room / Visa Division	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 3</b>		<b>11</b>			
1.5 TR	Yilaide	1	FCU 5	Office of the Asec.	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 5</b>		<b>1</b>			
2 TR	Yilaide	2	FCU 2	Third Floor Lobby	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Pantry Room / DOPS	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Head Office / DOPS	ON GOING REPLACEMENT
2 TR	Yilaide	4	FCU 2	3 <sup>rd</sup> Floor Hallway	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Stock Room / PFIMS	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Head Office / PFIMS	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Waiting Area / Asec. Office	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Staff Area / Asec. Office	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	PA / Ex. Dir Office	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Head Office / Visa Division	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Principal Asst. / Visa Division	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Head Office / Visa Division	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Waiting Area / Visa Division	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Pantry Room / Visa Division	ON GOING REPLACEMENT
2 TR	Yilaide	1	FCU 2	Supervisor / Visa Division	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 2</b>		<b>11</b>			
<b>Second Floor</b>					
5 TR	Carrier	5	FLOOR MOUNTER SPLIT TYPE	Passport Encoding Center	OPERATIONAL
5 TR	Carrier	3	FLOOR MOUNTER SPLIT TYPE	Courtesy Lane Waiting Area	OPERATIONAL
5 TR	Carrier	2	FLOOR MOUNTER SPLIT TYPE	Second Floor Lobby	OPERATIONAL
5 TR	Carrier	1	FLOOR MOUNTER SPLIT TYPE	OFW Waiting Area	OPERATIONAL
2.5 TR	Carrier	1	WALL MOUNTED SPLIT TYPE	Breast Feeding Room	OPERATIONAL
<b>Total No. of Split type ACU</b>		<b>12</b>			
4.2 TR	Yilaide	2	FCU 1	Passport Revolving Fund	ON GOING REPLACEMENT
4.2 TR	Yilaide	4	FCU 1	Second Floor Lobby	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 1</b>					
4.2 TR	Yilaide	1	FCU 4	Second Floor Lobby	ON GOING REPLACEMENT
4.2 TR	Yilaide	7	FCU 4	Authentication Area	ON GOING REPLACEMENT
4.2 TR	Yilaide	17	FCU 4	E-Passport Machine/MRP	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 4</b>		<b>25</b>			
3 TR	Yilaide	3	FCU 3	Courtesy Lane Office	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 3</b>					
2 TR	Yilaide	3	FCU 2	Passport Revolving Fund Office	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 2</b>					
1.5 TR	Yilaide	3	FCU 5	Passport Revolving Fund Office	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 5</b>					
<b>Ground Floor</b>					
5 TR	Carrier	14	FLOOR MOUNTER SPLIT TYPE	Waiting Area / Authentication	OPERATIONAL
2.5 TR	Carrier	1	WALL MOUNTED SPLIT TYPE	CCTV ROOM	OPERATIONAL
<b>Total No. of Split type ACU</b>		<b>14</b>			
1.5 TR	Yilaide	1	FCU 5	Passport Individual Office	ON GOING REPLACEMENT
1.5 TR	Yilaide	1	FCU 5	CAPAC Office	ON GOING REPLACEMENT
1.5 TR	Yilaide	1	FCU 5	Investigation & Sec. Unit	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 5</b>					
4.2 TR	Yilaide	4	FCU 4	Waiting Area/Passport Releasing	ON GOING REPLACEMENT
4.2 TR	Yilaide	6	FCU 4	Ground Floor Lobby	ON GOING REPLACEMENT
4.2 TR	Yilaide	7	FCU 4	Passport Division Office	ON GOING REPLACEMENT
4.2 TR	Yilaide	5	FCU 4	Passport Individual Processing	ON GOING REPLACEMENT
4.2 TR	Yilaide	14	FCU 4	Waiting Area / Authentication	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 4</b>		<b>36</b>			
3 TR	Yilaide	1	FCU 3	Passport Director's Office	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	Passport Asst. Director Office	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	Pantry Room/Passport Div. Off.	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	OCA Clinic	ON GOING REPLACEMENT
3 TR	Yilaide	1	FCU 3	Muslim Prayer Room	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 3</b>					
4.2 TR	Yilaide	2	FCU 1	Ground Floor Lobby	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 1	Authentication Area	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 1	Individual Processing	ON GOING REPLACEMENT
4.2 TR	Yilaide	1	FCU 1	Passport Releasing	ON GOING REPLACEMENT
4.2 TR	Yilaide	2	FCU 1	Ground Floor Exit	ON GOING REPLACEMENT
<b>TOTAL NO. OF FCU 1</b>					

## FAN COIL UNIT

FLOOR	FCU 1	FCU 2	FCU 3	FCU 4	FCU 5
GROUND FLOOR	7	0	5	36	3
SECOND FLOOR	6	3	3	25	3
THIRD FLOOR	2	19	19	9	1
FOURTH FLOOR	2	7	9	23	0
TOTAL No. OF FCUs	17	29	36	93	7

## SPLIT TYPE FLOOR MOUNTED ACU

FLOOR	2.5 TR	3 TR	5 TR
GROUND FLOOR	1	-	14
SECOND FLOOR	1	-	11
THIRD FLOOR	-	1	-
FOURTH FLOOR	1	1	3
ROOF DECK	-	2	-
TOTAL No. OF FCUs	3	3	28



# MCCD ENGINEERING SERVICES & TRADING

Main Office: Unit 3 RVK Bldg., National Highway, Kumintang Ibaba, Batangas City  
 Shop: 380 Libjo Central, Batangas City (043) 402-1635  
 Telefax: Batangas City (043) 723-7383 Manila Line (02) 882-6985-87 Email: mccd90@yahoo.com

AUTHORIZED SERVICE CENTER FOR CARRIER, McQUAY, DAIKIN & ALLEN-DAIRE AIR CONDITIONERS  
 DESIGN \* CONSTRUCTION \* ELECTRICAL \* INSTALLATION \* REWINDING \* TRADING

## ANNEX B

### ANNEX B

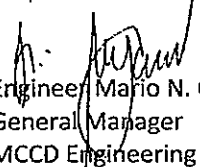
Project: Extension of Operation, Maintenance and Repairs of the Ventilation and Air Conditioning System of the Department of Foreign Affairs Main Building and Aseana Building CY 2022 (JULY 01-31, 2022)

Location: DFA Main Building and OCA-ASEANA Building

Subject: BID OFFER FORM

ITEM	DESCRIPTION	QUANTITY	UNIT	COST	TOTAL UNIT COST
<b>For DFA Main Building</b>					
I	Operation, Maintenance and Repairs of the Ventilation and Air Conditioning System of the Department of Foreign Affairs Main Building 2022				
	I.1 Materials, Tools, Equipment, Consumable Items and Transportation	1	Lot	189,400.00	189,400.00
II	Labor Cost for Operation, Maintenance and Repairs of Centralized AC System				
	One (1) Mechanical Engineer (Main and OCA-ASEANA Building)	1	Months	25,000.00	25,000.00
	Six (6) AC or HVAC Technician (Main only)	1	Months	18,000.00	108,000.00
	Two (2) Electrician (Main only)	1	Months	18,000.00	36,000.00
III	Sub-Total I				358,400.00
<b>For DFA OCA-ASEANA BUILDING</b>					
IV	Operation of the Ventilation and Air Conditioning System of the Department of Foreign Affairs OCA-Aseana Building 2022				
	A. Labor Cost for Operation, Maintenance and Repairs of Remaining Old Centralized AC units and Split type AC units				
	Four (4) AC or HVAC Technician (ASEANA only)	1	Months	18,000.00	72,000.00
	Two (2) Electrician (ASEANA only)	1	Months	18,000.00	36,000.00
	B. Materials, Tools, Equipment, Consumable Items and Transportation for the PMS of Split Type Floor Mounted AC Units				
	3 Units of 2.5 TR Carrier Brand	1	Months	4,000.00	12,000.00
	4 Units of 3.0 TR Carrier Brand	1	Months	5,000.00	20,000.00
	28 Units of 5.0 TR Carrier Brand	1	Months	6,000.00	168,000.00
V	Sub-Total II				308,000.00
VI	Grand Total				666,400.00

Prepared and submitted by:

  
 Engineer Mario N. Chan PEE  
 General Manager  
 MCCD Engineering Services and Trading



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES  
ENGINEERING AND MAINTENANCE DIVISION

**C E R T I F I C A T I O N**

This is to certify that MCCD Engineering Services and Trading with an address of RVK Bldg. No. 02, Kumintang Ibaba, Batangas City with telephone number (043) 402-1635 and e-mail address [mccd90@yahoo.com](mailto:mccd90@yahoo.com) is currently the outsource for the Air Conditioning maintenance services of the Department.

This certification also provides that their services, based on our records have complied with the minimum work consistent with our performance standard for the period of April to June 2022.

This certification is being issued for whatever legal purpose it may serve.

  
**KERWIN ORVILLE C. TATE**  
Executive Director, OAMSS



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**OFFICE OF FINANCIAL MANAGEMENT SERVICES**

**CERTIFICATE OF AVAILABILITY OF FUNDS**

This is to certify that the amount of **SIX HUNDRED SIXTY SIX THOUSAND FOUR HUNDRED PESOS ONLY (Php666,400.00)** is available to cover the procurement for operation, maintenance and repair service for the ventilation and air-conditioning system of the Department for the month of *July 2022*, chargeable against **OAMSS FY 2022 MOOE for Repairs & Maintenance – Buildings**, pursuant to FY 2022 General Appropriations Act (GAA)(R.A. No. 11639) and subject to existing budgeting, accounting, auditing and government procurement laws, rules and regulations.

Funds provided for the purpose will be valid up to **31 December 2022**.

This Certification is issued for whatever lawful purpose it may serve.

**LYRIE F. FULGENCIO**

Acting Department Chief Accountant

**07 - 22 - 0011**

**BUDGET DIVISION-CAF**

**07 July 2022**



**DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS**

**BIDS AND AWARDS COMMITTEE**

**BAC Resolution No. NTC-143-22**

**RESOLUTION RECOMMENDING, BY REFERENDUM, THE EXTENSION OF CONTRACT ON  
THE OPERATION, MAINTENANCE, AND REPAIR SERVICES FOR THE DEPARTMENT OF  
FOREIGN AFFAIRS' VENTILATION AND  
AIR CONDITIONING SYSTEM (01-31 JULY 2022)**

**WHEREAS**, the Department of Foreign Affairs (DFA) awarded the Contract on the Operation, Maintenance, and Repair Services for the DFA's Ventilation and Air Conditioning System for April-June 2022, per BAC Resolution No. NTC-042-22 and Notice of Award both dated 31 March 2022, to MCCD Engineering Services & Trading;

**WHEREAS**, the Bids and Awards Committee (BAC), by virtue of Resolution No. NTC PB-12-2022 dated 28 June 2022, declared the first round of bidding on the Procurement for the Operation, Maintenance, and Repair Services for the DFA's Ventilation and Air Conditioning System (01 July-31 December 2022) a failure due to the lone bidder's non-submission of its latest (2021) audited financial statement to PhilGEPS which resulted in the automatic suspension of its PhilGEPS Platinum Certificate's validity, pursuant to GPPB Resolution No. 15-2021;

**WHEREAS**, in view of the failure of the first round of bidding, the Office of Asset Management and Support Services (OAMSS) recommends further extension of the Contract between the DFA and MCCD Engineering Services & Trading, which is set to expire on 30 June 2022;

**WHEREAS**, the extension will be for one (1) month or from 01 to 31 July 2022, pending the completion of the second round of public bidding for the new contract on the Operation, Maintenance, and Repair Services for the DFA's Ventilation and Air Conditioning System;

**WHEREAS**, OAMSS allotted a budget of **Six Hundred Sixty-Six Thousand Four Hundred Pesos Only (Php 666,400.00)** from the General Appropriations Act for 2022 to cover the cost, and which was certified by the Office of Financial Management Services (OFMS) as the approved budget for the one-month extension for the Operation, Maintenance, and Repair Services for the DFA's Ventilation and Air Conditioning System (01-31 July 2022), chargeable against OAMSS' FY 2022 MOOE for Repairs & Maintenance – Buildings;

**WHEREAS**, Appendix 24 of the Implementing Rules and Regulations of Republic Act No. 9184 allows the extension of ongoing contracts of general support services which are essential, indispensable, or necessary to support the operations of any of the procuring entities or for the enhancement of the welfare of its personnel, including, but not limited to, non-personal or contractual services such as maintenance of equipment and furniture, janitorial and security services;



**WHEREAS**, further, the extension of the duration of the ongoing contract about to expire is recommended considering that: [i] the contract extension shall not exceed one (1) year; [ii] the original contract subject of the extension was awarded in accordance with the provisions of Republic Act 9184 (R.A. 9184) and its Implementing Rules and Regulations (IRR); [iii] The aforesaid contract extension is undertaken due to circumstances beyond its control and the procuring entity concerned cannot award a new contract within a month after the expiration of the term of the original contract; [iv] The contemplated extension is merely an emergency measure to maintain status quo in the operations of the Procuring Entity and to avoid interruption of service; [v] The current service provider has not violated any of the provisions of the original contract; [vi] The terms and conditions of the original contract shall not be changed or modified, except when changes or modifications will redound to the advantage of the government at no additional cost to the Procuring Entity;

**WHEREAS**, the Procurement for the Operation, Maintenance, and Repair Services for the DFA's Ventilation and Air Conditioning is essential, indispensable, and necessary to support the operations of the Department and ensure the welfare of its personnel;

**WHEREAS**, the extension of the contract for one (1) month is being undertaken since a new contract cannot be awarded before the expiration of the current contract or within a month thereafter due to circumstances beyond its control;

**WHEREAS**, the extension of the contract entails the modification of the Scope of Works and Technical Specifications to reflect the exclusion of OCA-ASEANA due to the ongoing replacement of its centralized airconditioning system;

**WHEREAS**, further, the exclusion of OCA-ASEANA in the extension of the contract for the Procurement for the Operation, Maintenance, and Repair Services for the DFA's Ventilation and Air Conditioning (01-31 July 2022) will result in the reduction of the contract cost from Php 1,076,500.00 to **Six Hundred Sixty-Six Thousand Four Hundred Pesos Only (Php 666,400.00)**, which is reflected in the quotation submitted by MCCD Engineering Services and Trading;

**NOW, THEREFORE**, we, the members of the Bids and Awards Committee of the Department of Foreign Affairs, **RESOLVE** to **RECOMMEND** to the Head of the Procuring Entity (HOPE) the extension of contract duration of the Operation, Maintenance, and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System for one (1) month, or from 01 to 31 July 2022, with the current provider, MCCD Engineering Services and Trading, in the total amount of **Six Hundred Sixty-Six Thousand Four Hundred Pesos Only (Php 666,400.00)**, subject to the above requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

**ADOPTED**, this 29<sup>th</sup> day of June 2022 in Pasay City.

  
**NARCISO T. CASTAÑEDA**  
BAC Chairperson

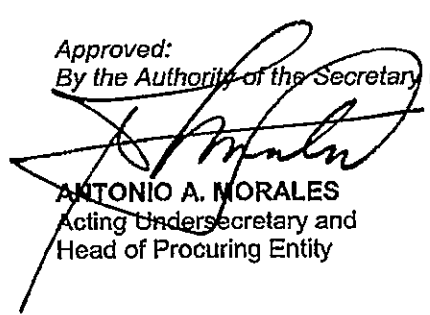
  
PAUL VINCENT L. UY  
BAC Vice-Chairperson

  
JED ELROY E. RENDOR  
BAC Member

  
IHNA ALYSSA MARIE O. SANTOS  
BAC Member

  
MEDARDO G. MACARAIG  
End User Representative

Approved:  
By the Authority of the Secretary of Foreign Affairs:

  
ANTONIO A. MORALES  
Acting Undersecretary and  
Head of Procuring Entity



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**NOTICE OF EXTENSION**

29 June 2022

Sir:

Please be informed that, upon the recommendation of the Department of Foreign Affairs' Bids and Awards Committee, as contained in its Resolution No. NTC-143-22, the Contract on the Operation, Maintenance, and Repair Services for the Department of Foreign Affairs' Ventilation and Air Conditioning System with your firm, MCCD Engineering Services & Trading, is being extended for a period of one (1) month, or from 01 to 31 July 2022, in the total amount of **Six Hundred Sixty-Six Thousand Four Hundred Pesos Only (Php 666,400.00)**. Such extension shall comply with Section 4.7 of GPPB Resolution No. 23-2007.

You are hereby required to provide, within ten (10) calendar days from the receipt of this Notice of Extension, a Performance Security in the acceptable form and amount stated in Section 39 of the Revised Implementing Rules and Regulations of R.A. 9184. Failure to provide the Performance Security within the prescribed period shall constitute sufficient grounds for the cancellation of the extension.

Should you find these terms acceptable, please affix your signature and the date on the space provided below.

Very truly yours,

**ANTONIO A. MORALES**  
Acting Undersecretary and  
Head of Procuring Entity

Conforme:  
For MCCD Engineering Services & Trading

**Mr. MARIO N. CHAN**  
Proprietor  
MCCD Engineering Services & Trading  
RVK4 Bldg.2, National Highway, Kumintang Ibaba, Batangas City



Btg. 2022/60-R  
(No.) 2022/56-R



Republika ng Pilipinas  
Republic of the Philippines  
Kagawaran ng Pananalapi  
Department of Finance  
INSURANCE COMMISSION

ITO AY PATUNAY na ang PHILIPPINE BRITISH ASSURANCE COMPANY, INC.  
(This is to certify that

NG LUNGSOD NG MAKATI, PILIPINAS

na isang pang DI-BUHAY  
NON LIFE  
(FIRE, MARINE, CASUALTY & SURETY)

na kompanya ng seguro ay nakatugon sa lahat ng mga kailangang itinakda ng batas  
*insurance company has complied with all requirements of law*

ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakalooban  
*of the Philippines relative to such insurance companies and its branches annexed*

nitong KATIBAYAN NG PAGKAMAYKAPANGYARIHAN upang makipagsegosyo ng  
*this CERTIFICATE OF AUTHORITY to transact*

uri ng seguro na itinakda sa itaas tunggang ikalabingdalawa ng hatingsgabi, ng ikatadumpu't isang  
*the class of insurance business above set forth until twelve o'clock midnight on the third day*

araw ng Disyembre, taong dalawang libo't dalawampu't apat  
*day of December 2022*

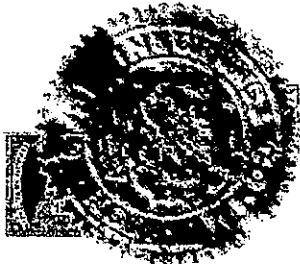
maliban kung agad na besuin o pigilin ng may makatuwirang dahilan.  
*unless sooner revoked or suspended for cause*

Bilang KATONAYAN NITO, inilagda ko ang aking pangalan  
*As WITNESS WHEREOF, I have hereunto subscribed my name*

at Ikinintal ang Opisyal na Tatak ng aking Tanggapan  
*and caused my Official Seal to be affixed*

sa Lungsod ng Maynila, Pilipinas. Itatag may blea  
*in the City of Manila, Philippines. This becomes*

simula ika-isa ng Enero 2022.  
*effective on 1 January 2022*



**DENNIS B. FUNA**  
Insurance Commissioner

\*AO No. 60 issued on  
June 26, 1990

Date Issued \_\_\_\_\_

CERTIFIED PHOTOCOPY

BY:

**RONEL C. SERAPIO**  
AVP - Underwriting