



BIDS AND AWARDS COMMITTEE

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SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement for the Operation, Preventive Maintenance, and Repair of the Ventilation and Air Conditioning System of the Department of Foreign Affairs for the Period of January-December 2025 (Early Procurement Activity)

Reference : PB-GS-21-2024

ABC : PhP 6,500,000.00

Date : 17 December 2024

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following information on the above-named project:

1. Correction of the year indicated in the January schedules of Procurement Activities for this project, from year “2024” to year “2025”, the revised dates as follows:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post Qualification
11 December 2024, Wednesday, 2:00 PM	03 January 2025, Friday, 9:00 AM	03 January 2025, Friday, 10:00 AM	06 January 2025, Monday, 10:00 AM
Venue: All Procurement Activities, except for the submission of bids, shall be conducted in-person and/or through online video conference			

2. Updates in the **Project Title** indicating amended duration of the project:

<i>Old Version</i>	<i>New Version</i>
Procurement for the Operation, Preventive Maintenance, and Repair of the Ventilation and Air Conditioning System of the Department of Foreign Affairs for the period of January-December 2025	Procurement for the Operation, Preventive Maintenance, and Repair of the Ventilation and Air Conditioning System of the Department of Foreign Affairs for the period of February-December 2025

3. Amendment in the **Approved Budget for the Contract (ABC):**


<i>Old ABC</i>	<i>New ABC</i>
PhP 6,500,000.00	ABC: PhP 5,866,658.33

4. Updates in the Technical Specifications, **Item No. VII. Duration:**

<i>Old Version</i>	<i>New Version</i>
The duration of the contract shall be twelve (12) months from January 2025 to December 2025.	The duration of the contract shall be eleven (11) months from February 2025 to December 2025.

Attached is a copy of the updated Technical Specifications with the above information already incorporated in the document.

For the information and guidance of all concerned.



EDGAR B. BADAJOS
Assistant Secretary
and BAC Chairperson

TECHNICAL SPECIFICATIONS

Technical Specifications
Procurement for the Operation, Preventive Maintenance, and Repair of the Ventilation and Air Conditioning System of the Department of Foreign Affairs for the period of February-December 2025
ABC: PhP 5,866,658.33

Items	Specifications	Statement Of Compliance
I.	<p>Background</p> <p>The Department of Foreign Affairs (DFA) - Office of Consular Affairs (OCA) Aseana Buildings are equipped with various types of Air Conditioners (AC):</p> <p>DFA OCA- ASEANA BUILDING</p> <ol style="list-style-type: none">1. Water cooled type AC system, where the following main components are<ul style="list-style-type: none">- 6 Units water cooled chiller- 182 Fan Coil Units- 2 Cooling Towers- 3 Condenser Pumps- 3 Chilled Water Pumps- Blowers and Exhaust fans2. 35 units of Split/ Package Type AC	
II.	<p>Objective</p> <p>The Department intends to outsource the operation, preventive maintenance, and repair of the ventilation and Air Conditioning System of the Department of Foreign Affairs 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>	
III.	<p>SCOPE OF WORKS</p> <p>Operation, Preventive Maintenance and Repair of the Department's Ventilation and Air Conditioning system composed of:</p> <p>DFA OCA ASEANA</p> <ol style="list-style-type: none">a. Hitachi Water Cooled Chillers 60TRb. Cooling Towersc. Condenser and Chilled Water Pumps	

	<ul style="list-style-type: none"> d. Fan Coil Units e. Split/Package Type AC Units f. Piping System, g. Gate Valves and AC Control Systems, h. Electrical Control Panels/Circuit Breakers, and i. Other AC parts/components and ancillaries. j. Blowers and Exhaust Fans <p>Note: Please see Annex A for the updated list of DFA AC units</p> <p>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>Note: Please see Annex B for the Bid Offer Form</p>	
<p>IV.</p>	<p>Contractor’s Obligations</p> <p>A. The Contractor shall provide:</p> <ol style="list-style-type: none"> 1. A company profile showing at least 5-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 DFA-OCA Aseana building and should be presented during the Post qualification Conference. 3. One (1) Supervising licensed Mechanical Engineer, one (1) Certified Plant Mechanic (CPM), or one (1) HVAC Supervisor, with five (5) years of experience in York, Trane, Carrier, Midea and Hitachi water-cooled chillers. The engineer/CPM/HVAC Supervisor shall supervise and oversee the daily operation of all VAC systems and their mechanical and electrical components for DFA OCA Aseana building. The engineer/CPM/HVA Supervisor will supervise the AC systems’ major and minor mechanical and electrical repairs, and overhauling from the start to the commissioning of the equipment. 	

The engineer/CPM/HVAC 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 DFA OCA Aseana Building.

4. Six (6) HVAC or AC technicians with Refrigeration and Air Conditioning Servicing NCII Certificate issued by TESDA or any accredited Training Center, that will be assigned in DFA OCA Aseana.

Technicians for DFA OCA Aseana Building shall be deployed in Three Shifts only 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 OCA Aseana building Monday-Sunday (including holidays)	1st shift	5:00 am - 2:00 pm
	2nd shift	12:00 pm – 9:00 pm
	3rd shift	8:00 pm - 5:00 am

5. Two (2) Electricians with NCII Certificate issued by TESDA or any accredited Training Center that will be assigned in DFA Aseana. This includes weekends and holidays.
6. Hired personnel to be assigned in the DFA OCA-Aseana will undergo interview, evaluation and prior approval of OAMSS-EMD. No personnel will be replaced during the duration of the contract without prior notice to OAMSS-EMD.
7. Company IDs, safety/protective gears and uniforms shall be worn by the engineers and technicians at all times while in the building premises.
8. Engineer/CPM/HVAC Supervisor and the technician(s) must duly record the information on the operation and status of the building's VAC system to the Head of OAMSS-EMD.

9. Comply with labor laws, rules and regulations, including payment of at least mandatory minimum wage, fringe benefits and 13th month pay to deployed personnel.

10. The minimum tools/ equipment listed below for operation, preventive maintenance and repair works. Tools must be available on-site or as requested by OAMSS-EMD.

	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	1 set

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

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

13. 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.

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.

	<ol style="list-style-type: none"> 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. 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>C. The Contractors shall provide the following specific services.</p> <ol style="list-style-type: none"> 1. Turn on and turn off all VAC systems at the DFA OCA Aseana Building, as specified by OAMSS-EMD. 2. Preventive maintenance of all VAC systems during Weekends and Holidays. 3. Removal of all dust and debris, and regular checking of all VAC systems. 4. Installation of heavy-duty security locks at the entrance of all VAC Systems rooms for security purposes. 5. Thorough regular checking and cleaning of all VAC systems and immediate repair or replacement, if found defective. 6. Restoration of 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"> a. All VAC Systems (including exhaust fans/blowers) ; and b. Electrical control panels and circuit breakers, except for defects caused by tripping in the Main Breaker of the Power Center. 	
	<p>D. For Chillers (DFA OCA Aseana Building)</p> <ol style="list-style-type: none"> 1. Recording of chillers' operating parameter readings every two (2) hours while in operation. 2. Regular checking of the following at each shift and immediate replacement if defective: <ul style="list-style-type: none"> ● Crankcase oil heater ● All sensor and gauges 	

	<ul style="list-style-type: none"> ● Evaporator insulation ● Water and refrigerant piping connection ● Compressors motor terminals ● All other parts and components of the AC system. <ol style="list-style-type: none"> 3. Cleaning and descaling of chillers' condenser shell tubes as often as necessary. 4. Application of water chemical treatment when necessary. 5. Charge refrigerant when necessary. 	
	<p>E. For condenser and chilled water pump (DFA OCA Aseana Building)</p> <ol style="list-style-type: none"> 1. Recording of condensers' and chilled water pumps' operation parameter readings every two (2) hours while in operation. 2. Replacement of One Unit Condenser Water Pump with the same specification and capacity of existing pump. 3. Daily recording of motor resistance. 4. Preventive maintenance during Weekends and holidays for the cleaning, greasing and leak testing. If water leaks are visible, repair should be done as soon as possible. 5. Regular checking of the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> ● Armatures, rewinding, ball bearing, and mechanical seals ● Gate valves 6. Oiling and Greasing of all water pump ball bearings when necessary. 	
	<p>F. For cooling towers (DFA OCA ASEANA Building)</p> <ol style="list-style-type: none"> 1. Checking and inspection of cooling towers every two (2) hours while in operation. 2. Regular checking of the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> ● Motor ball bearings, gears, pulleys, float valve, gate valves, and fan belt. 3. Oiling and greasing ball bearing. 4. Application of water chemical treatment at all times. 	

	<ol style="list-style-type: none"> 5. Monthly checking, testing and analysis of the condenser and chilled water. 6. Cleaning and descaling of cooling towers once or as often as necessary. 7. Repainting with heavy duty/durable paint of cooling towers, gate valves and pipes. 8. Thoroughly checking and cleaning all the cooling towers surrounding the area regularly. 	
	<p>G. For electrical system of DFA OCA Aseana Buildings</p> <ol style="list-style-type: none"> 1. Regular checking of the following AC electrical system and immediate replacement if defective: <ul style="list-style-type: none"> ● Control panels, ● Circuit breaker, ● Contactors, and ● Various kinds of switches 2. Regular checkup of all the electrical system and appliances: repair and replacement of defective bulbs, tube lights, parameter lights, 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. 3. Preventive maintenance during weekends and holidays for cleaning and testing of all control panels, circuit breakers, contactors and various kinds of switches. 4. Repainting of all control panels as necessary. 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. 6. Thorough checking and cleaning of all electrical control panels, contactors and circuit breakers daily. 	
	<p>H. For the Fan Coil Units (FCUs) at DFA OCA-ASEANA</p> <ol style="list-style-type: none"> 1. Regular checking of all the following at each shift and immediate replacement, if defective: <ul style="list-style-type: none"> ● Parts and components ● Air Filter 	

	<ol style="list-style-type: none"> 2. Nightly cleaning of FCU coils, filters, drains, and motors including the housing units of FCUs. 3. Cleaning of all air ducts of ceiling concealed type FCUs 4. Conduct air balancing calibration regularly. 5. Daily preventive maintenance of FCUs including on weekends and holidays. 	
	<p>I. For the split type AC units (DFA OCA Aseana Building)</p> <ol style="list-style-type: none"> 1. Checking and inspecting of split/package AC units' parts and components, and immediate repair or replacement, if defective, such as but not limited to compressor, fan motor, filter drier, and electrical components. 2. Daily checking of refrigerant level for leaks, and repair and refilling when necessary. 3. Nightly cleaning of housing units, coils, filters, evaporators and condensers and drains. 4. Cleaning of all motors and coils with coils as often as necessary. 	
V	<p>Terms of payment:</p> <ol style="list-style-type: none"> 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). <p>Monthly Billing Requirements:</p> <ol style="list-style-type: none"> 1. Certificate of Service Rendered 2. Provisional Receipt 3. Sales Invoices 4. Certificate of Delivery 5. Daily Service Report 6. Notarized Summary of Daily Service Report 7. DTR 8. Contract Annexes <ol style="list-style-type: none"> 2. All payments shall be inclusive of all applicable taxes and other lawful charges. 	
VI	<p>Liability Clauses:</p>	

	<ol style="list-style-type: none"> 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. 2. The Department has the right to unilaterally cancel the contract and impose a penalty should the Department find that the operation, preventive maintenance and repair works are not in accordance with standard practice and/or noncompliant with standard procedures. 	
VII	<p>Duration</p> <p>The duration of the contract shall be for Eleven (11) months from February 2025 to December 2025.</p>	
VIII	<p>Confidentiality Clause</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 the commencement of the service.</p>	

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]

[Position]

[Date]

ANNEX A.

**DEPARTMENT OF FOREIGN AFFAIRS
OFFICE OF THE CONSULAR AFFAIRS**

BRADCO AVE., COR. MACAPAGAL BLVD., PARAÑAQUE CITY

UPDATED MECHANICAL EQUIPMENTS AT DFA OCA ASEANA – November 11, 2024

EQUIPMENT		QTY	DESCRIPTION	LOCATION	STATUS / REMARKS
Capacity	Brand/Make				
ROOF DECK		OCA ASEANA			
60 TR	HITACHI	6	WATER COOLED CHILLER	ROOF DECK /CHILLER ROOM	OPERATIONAL REPLACED IN 2021
610 GPM	INTERCOOL	2	BOTTLE TYPE COOLING TOWER	ROOF DECK /CHILLER ROOM	OPERATIONAL REPLACED IN 2021
490 GPM	AJAX ELITE	3	CHILLED WATER PUMP (CHWP)	ROOF DECK /CHILLER ROOM	OPERATIONAL
610 GPM	AJAX ELITE	3	CONDENSER WATER PUMP (COWP)	ROOF DECK/ CHILLER ROOM	OPERATIONAL
3 TR	Carrier	2	FLOOR MOUNTED SPLIT TYPE	EMD OFFICE	OPERATIONAL
Fourth Floor					
5 TR	Carrier	1	FLOOR MOUNTED SPLIT TYPE	Authentication Office	OPERATIONAL
5 TR	Carrier	1	FLOOR MOUNTED SPLIT TYPE	Project & IT Support Unit	OPERATIONAL
5 TR	Carrier	1	FLOOR MOUNTED SPLIT TYPE	Records Verification Unit	OPERATIONAL
3 TR	Carrier	1	FLOOR MOUNTED SPLIT TYPE	Conference Room	OPERATIONAL
2.5 TR	Carrier	1	WALL MOUNTED SPLIT TYPE	SFA OFFICE	OPERATIONAL
Total No. of Split type ACU		7			
CHILLED WATER FAN COIL UNIT (FCU)					
5 TR	Fujiaire	2	FCU 4	Consular Records Div.	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	1	FCU 4	Project & IT Support Unit	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	2	FCU 4	Passport Releasing Area	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	1	FCU 4	Server Room/ CMSID	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	1	FCU 4	Authentication Reception Area	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	3	FCU 4	Authentication Div. Staff Area	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	3	FCU 4	Authentication Admin Office	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	1	FCU 4	Authentication Div. / Head	OPERATIONAL REPLACED IN 2021

5 TR	Fujiaire	3	FCU 4	Records Verification Unit	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	1	FCU 4	Records Verification Stock Rm.	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	1	FCU 4	SFA Office	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	2	FCU 4	Data Base/Suspended App.	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	2	FCU 4	Fourth Floor Exit	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 4		23			
3 TR	Fujiaire	2	FCU 3	Passport Releasing/Sorting	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	2	FCU 3	Issuance/Stock Room	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	CMSID Working Area	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	CMSID Server Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	4 th Floor Conference Room	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	OLD EMD Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Consular Information Office	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 3		9			
2 TR	Fujiaire	1	FCU 2	4 th Floor Hallway	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Head Office / CRD	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Pantry Room/Releasing	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	3	FCU 2	Stock Rm. / Authentication Div.	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Security Office	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 2		7			
5	Fujiaire	2	FCU 1	Fourth Floor Lobby	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 1		2			
Third Floor					
3 TR	Carrier	1	FLOOR MOUNTED SPLIT TYPE	Conference Room	OPERATIONAL
Total No. of Split type ACU		1			
5 TR	Fujiaire	2	FCU 1	PA Office and Asec. Office	OPERATIONAL REPLACED IN 2021

TOTAL NO. OF FCU 1		2			
5 TR	Fujiaire	2	FCU 4	D.O.P.S Waiting Area	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	1	FCU 4	D.O.P.S Staff Area	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	2	FCU 4	RCOCC Office	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	1	FCU 4	PFIMS Office	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	2	FCU 4	Property Office	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	1	FCU 4	Pantry Room / Asec. Staff Area	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 4		9			
3 TR	Fujiaire	1	FCU 3	D.O.P.S Waiting Area	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	3	FCU 3	OCA Canteen	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Pantry Room / RCOCC Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Asec. Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	2	FCU 3	Third Floor Conference Rm.	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Ex.Director Staff Area	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Pantry Room / Ex.Dir Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Executive Director Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	2	FCU 3	A.S.U Staff Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Administrative Officer Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	2	FCU 3	Passport On Wheels Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	2	FCU 3	Visa Division / Staff Area	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Stock Room / Visa Division	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 3		19			
1.5 TR	Fujiaire	1	FCU 5	Office of the Asec.	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 5		1			
2 TR	Fujiaire	2	FCU 2	Third Floor Lobby	OPERATIONAL REPLACED IN 2021

2 TR	Fujiaire	1	FCU 2	Pantry Room / DOPS	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Head Office / DOPS	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	4	FCU 2	3 rd Floor Hallway	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Stock Room / PFIMS	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Head Office / PFIMS	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Waiting Area / Asec. Office	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Staff Area / Asec. Office	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	PA / Ex. Dir Office	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Head Office / Visa Division	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Principal Asst. / Visa Division	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Head Office / Visa Division	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Waiting Area / Visa Division	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Pantry Room / Visa Division	OPERATIONAL REPLACED IN 2021
2 TR	Fujiaire	1	FCU 2	Supervisor / Visa Division	OPERATIONAL REPLACED IN 2021

TOTAL NO. OF FCU 2

19

Second Floor

5 TR	Carrier	5	FLOOR MOUNTED SPLIT TYPE	Passport Encoding Center	OPERATIONAL
5 TR	Carrier	3	FLOOR MOUNTED SPLIT TYPE	Courtesy Lane Waiting Area	OPERATIONAL
5 TR	Carrier	2	FLOOR MOUNTED SPLIT TYPE	Second Floor Lobby	OPERATIONAL
5 TR	Carrier	1	FLOOR MOUNTED SPLIT TYPE	OFW Waiting Area	OPERATIONAL
2.5 TR	Carrier	1	WALL MOUNTED SPLIT TYPE	Breast Feeding Room	OPERATIONAL

Total No. of Split type ACU

12

5 TR	Fujiaire	2	FCU 1	Passport Revolving Fund	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	4	FCU 1	Second Floor Lobby	OPERATIONAL REPLACED IN 2021

TOTAL NO. OF FCU 1

6

5 TR	Fujiaire	1	FCU 4	Second Floor Lobby	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	7	FCU 4	Authentication Area	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	17	FCU 4	E-Passport Machine/MRP	OPERATIONAL REPLACED IN 2021

TOTAL NO. OF FCU 4		25			
3 TR	Fujiaire	3	FCU 3	Courtesy Lane Office	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 3		3			
2 TR	Fujiaire	3	FCU 2	Passport Revolving Fund Office	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 2		3			
1.5 TR	Fujiaire	3	FCU 5	Passport Revolving Fund Office	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 5		3			
Ground Floor					
5 TR	Carrier	14	FLOOR MOUNTED SPLIT TYPE	Waiting Area / Authentication	OPERATIONAL
2.5 TR	Carrier	1	WALL MOUNTED SPLIT TYPE	CCTV ROOM	OPERATIONAL
Total No. of Split type ACU		14			
1.5 TR	Fujiaire	1	FCU 5	Passport Individual Office	OPERATIONAL REPLACED IN 2021
1.5 TR	Fujiaire	1	FCU 5	CAPAC Office	OPERATIONAL REPLACED IN 2021
1.5 TR	Fujiaire	1	FCU 5	Investigation & Sec. Unit	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 5		3			
5 TR	Fujiaire	4	FCU 4	Waiting Area/Passport Releasing	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	6	FCU 4	Ground Floor Lobby	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	7	FCU 4	Passport Division Office	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	5	FCU 4	Passport Individual Processing	OPERATIONAL REPLACED IN 2021
5 TR	Fujiaire	14	FCU 4	Waiting Area / Authentication	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 4		36			
3 TR	Fujiaire	1	FCU 3	Passport Director's Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Passport Asst. Director Office	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Pantry Room/Passport Div. Off.	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	OCA Clinic	OPERATIONAL REPLACED IN 2021
3 TR	Fujiaire	1	FCU 3	Muslim Prayer Room	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 3		5			
4.2 TR	Fujiaire	2	FCU 1	Ground Floor Lobby	OPERATIONAL REPLACED IN 2021

4.2 TR	Fujiaire	1	FCU 1	Authentication Area	OPERATIONAL REPLACED IN 2021
4.2 TR	Fujiaire	1	FCU 1	Individual Processing	OPERATIONAL REPLACED IN 2021
4.2 TR	Fujiaire	1	FCU 1	Passport Releasing	OPERATIONAL REPLACED IN 2021
4.2 TR	Fujiaire	2	FCU 1	Ground Floor Exit	OPERATIONAL REPLACED IN 2021
TOTAL NO. OF FCU 1		7			

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	4	28