



**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO ST., SAN MIGUEL, MANILA

## **Invitation for Negotiated Procurement**

### **Air-Conditioning Preventive Maintenance**

1. In view of the two (2) failed public biddings, the Department of Budget and Management (DBM) Bids and Awards Committee (BAC) invites suppliers to participate in the negotiation for the Project, “Air-Conditioning Preventive Maintenance” in accordance with Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act.” The Approved Budget for the Contract is One Million Two Hundred Fifty Thousand Pesos (P1,250,000.00).
2. The following eligibility and technical documents, as well as the Financial Proposal Form (Annex A), shall be submitted on August 26, 2014, 1:00 p.m. at the BAC Room, DBM Building III, Gen. Solano St., San Miguel, Manila:
  - (a) CY 2014 Mayor’s Permit;
  - (b) Statement of all Ongoing Government and Private Contracts within two (2) years prior to August 20, 2014 (Annexes B);
  - (c) Audited financial statements for the preceding calendar year stamped received by the Bureau of Internal Revenue;
  - (d) Compliance with the Schedule of Requirements (Annex C) and Technical Specifications (Annex D);
  - (e) Omnibus Sworn Statement (Annex E); and
  - (f) Authority of the Signatory.

The supplier whose submission will be determined as the best and final offer will be required to submit the following documents:

- (a) CY 2013 Income Tax Return and February to July 2014 Business Tax Returns filed and paid thru the Electronic Filing and Payment System;
  - (b) Tax Clearance per Executive Order No. 398, series of 2005, issued by the Bureau of Internal Revenue (BIR) National Office; and
  - (c) PhilGEPS Registration Certificate.
3. An initial meeting for the negotiated procurement with interested suppliers will be conducted on August 20, 2014, 2:00 p.m. The opening of the best and final offer will be on August 26, 2014, 1:00 p.m., at the BAC Room, DBM Building III, Gen. Solano St., San Miguel, Manila.
4. For further information, you may call the DBM-BAC Secretariat at 490-1000 loc. 3121 from 9:00 a.m. to 4:00 p.m.

5. The DBM reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected firms.

**ATTY. JANET B. ABUEL**  
*Assistant Secretary*  
*Chairperson, DBM-BAC*

Financial Proposal Form

Date: \_\_\_\_\_

**The Chairperson**

DBM-Bids and Awards Committee  
Department of Budget and Management  
Malacanang, Manila

Gentlemen and/or Ladies:

We, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the technical specifications and schedule of requirements for the sum of [total Bid amount in words and figures]. Detailed computation is attached as Annex "A.1."

We undertake, if our Offer is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Offer is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Implementing Rules and Regulations of Republic Act No. 9184.

We agree to abide by this Offer for one hundred twenty (120) calendar days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Offer, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Offer you may receive.

We certify/confirm that we comply with the eligibility requirements as stated in the Invitation for Negotiated Procurement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Detailed Computation of Bid

Description	Capacity (HP)	Quantity	Unit Cost per month (inclusive of VAT)	Monthly Cost (inclusive of VAT)	Annual Cost (inclusive of VAT)
(a)	(b)	(c)	(d)	(e)= (c x d)	(f)=(e x 12)
1. Checking, troubleshooting, general cleaning and preventive maintenance of air-conditioning units (split type, wall mounted and window type; VRF - inverter) installed at DBM Building II and VRF ceiling mounted (4-way cassette inverter), as follows:					
<b>Split Type Air-Conditioning</b>					
• Wall Mounted Type	1.0	1 unit			
• Wall Mounted Type	1.5	12 units			
• Wall Mounted Type	2.0	14 units			
• Wall Mounted Type	2.5	7 units			
• Wall Mounted Type	3.0	2 units			
<b>Variable Refrigerant Flow Air Con (VRF)</b>	2.5	10 units			
• Fan Coil Units					
• Fan Coil Units	3.0	14 units			
• Fan Coil Units	4.0	81 units			
• Fan Coil Units	1.5	1 unit			
• Outdoor Units	24	15 units			
<b>Wall Mounted Type</b>	1.0	4 units			
<b>Window Type</b>	3/4	12 units			
<b>Floor Mounted Split Package</b>	4.0	1 unit			
2. Checking, troubleshooting, general cleaning and preventive maintenance of air-conditioning units VRF ceiling mounted (4-way cassette inverter) and split package at DBM Building III (inverter), as follows:					
<b>Split Type Air-Conditioning</b>					
• Wall Mounted Type	2.0	8 units			
• Wall Mounted Type	1.5	1 unit			
<b>Outdoor units Variable Refrigerant Flow (VRF) Aircon</b>		9 units			
• Fan Coil Units	4.0	7 units			
• Fan Coil Units	3.0	30 units			
• Fan Coil Units	2.5	24 units			
• Fan Coil Units	1.75	1 unit			
• Fan Coil Units	1.5	1 unit			
• Outdoor Units					
- ACCU	12.0	2 units			
- ACCU	10.0	12 units			
- ACCU	8.0	4 units			
<b>TOTAL</b>					

**Notes:**

1. The costs shall be inclusive of the provision for two (2) Resident Technicians.
2. The total bid in the Bid Form shall be equal to the total of the detailed computation of the bid.

**List of all Ongoing Government and Private Contracts including  
Contracts awarded but not yet started**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

<b>Name of Contract</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Instructions:**

1. State all ongoing contracts including those awarded but not yet started within two (2) years (government and private contracts) prior to August 20, 2014.
2. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item	Description	Capacity (HP)	Quantity/ Units	Delivery Date
1.	<p>Checking, general cleaning and preventive maintenance of air-conditioning units (split type, wall mounted and window type; VRF - inverter) installed at DBM Building II and VRF ceiling mounted (4-way cassette inverter)</p> <p>157 units Hitachi, 16 units Koppel, 1 unit Samsung air-conditioning units as follows:</p>			September 16, 2014 to September 15, 2015
	<b>Split Type Air-Conditioning</b>			
	• Wall Mounted Type	1.0	1 unit	
	• Wall Mounted Type	1.5	12 units	
	• Wall Mounted Type	2.0	14 units	
	• Wall Mounted Type	2.5	7 units	
	• Wall Mounted Type	3.0	2 units	
	<b>Variable Refrigerant Flow Air Con (VRF)</b>			
	• Fan Coil Units	2.5	10 units	
	• Fan Coil Units	3.0	14 units	
	• Fan Coil Units	4.0	81 units	
	• Fan Coil Units	1.5	1 unit	
	• Outdoor Units	24	15 units	
	<b>Wall Mounted Type</b>	1.0	4 units	
	<b>Window Type</b>	3/4	12 units	
	<b>Floor Mounted Split Package</b>	4.0	1 unit	
2.	<p>Checking, general cleaning and preventive maintenance of air-conditioning units VRF ceiling mounted (4-way cassette inverter) and split package at DBM Building III (inverter)</p> <p>99 units LG inverter type air-conditioning units (indoor and outdoor) as follows:</p>			
	<b>Split Type Air-Conditioning</b>			
	• Wall Mounted Type	2.0	8 units	
	• Wall Mounted Type	1.5	1 unit	

	<b>Outdoor units Refrigerant Flow Air Con (VRF)</b>		9 units	September 16, 2014 to September 15, 2015
	• Fan Coil Units	4.0	7 units	
	• Fan Coil Units	3.0	30 units	
	• Fan Coil Units	2.5	24 units	
	• Fan Coil Units	1.75	1 unit	
	• Fan Coil Units	1.5	1 unit	
	• Outdoor Units			
	- ACCU	12.0	2 units	
	- ACCU	10.0	12 units	
	- ACCU	8.0	4 units	
3.	Provision of tools and common use supplies (minimum of one unit per tool)			
	- Adjustable wrench			
	- Pipe wrench			
	- Open and back wrench			
	- Iron vice			
	- Screw driver			
	- Long nose			
	- Mechanical pliers			
	- High pressure washer			
	- Clamp tester			
	- Psychrometer (Sling type)			
	- Gauge Manifold			
	- Electrical and teflon tapes			
	- Flare nut 1/4, 3/8, and 1/2			
	- Terminal clips for control wire			
	- Metal screw for panel			
	- Cleaning rags			
	- Cleaning chemicals			
	Other supplies, tools and equipment necessary to execute the service, if any			
4.	Provision of at least two (2) Resident Technicians to report to the DBM-AS Monday to Saturday, eight (8) hours a day			
5.	One-day training and orientation to DBM-AS personnel on basic troubleshooting			To be scheduled by the DBM-AS

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

## *Section VII. Technical Specifications*

Bidders must state either “Comply” or “Not Comply” or any equivalent term in the column “Statement of Compliance” against each of the individual parameters of each “Specification.” Please do not just place check in the bidder's "Statement of Compliance."

Item	Specification*	Bidder's Statement of Compliance
1.	<p>Semi-annual inspection, quarterly cleaning, monthly preventive maintenance and daily checking of all air-conditioning units installed at DBM Buildings II and III as follows:</p> <ol style="list-style-type: none"> <li>1. Building II - 157 units Hitachi, 16 units KOPPEL and 1 unit Samsung (Split Package)</li> <li>2. Building III - 84 units, LG 4-way Cassette inverter type and 9 units LG wall mounted split package</li> </ol>	
	<p><b>1.0 Monthly Maintenance:</b></p> <ol style="list-style-type: none"> <li>1.1 Removal of air filters for cleaning and recommendation for replacement when necessary</li> <li>1.2 Wiping of housing with stain remover</li> <li>1.3 Straightening of dented fins</li> <li>1.4 Inspection of the following: <ul style="list-style-type: none"> <li>• Base pan for restricted drain opening – remove obstruction as necessary</li> <li>• Inspect coil and cabinet as needed</li> <li>• Inspect fan motor and fan blades for wear and damage – on older models lubricate as needed</li> <li>• Check-up of unit for abnormal noise and vibration</li> </ul> </li> <li>1.5 Inspection of control box voltage and high voltage contractors relays switches, starter switch</li> <li>1.6 Check-up of electrical controls and drain line</li> <li>1.7 Re-tightening of electrical controls</li> <li>1.8 Application of predictive maintenance by gathering operating parameters such as suction and discharge pressure, temperatures, system voltage and current</li> </ol>	
	<p><b>2.0 Quarterly Maintenance Activities:</b></p> <ol style="list-style-type: none"> <li>2.1 General cleaning of all air-conditioning units including all internal components inside the unit</li> <li>2.2 Shutting off the unit</li> <li>2.3 Removal of air filters for cleaning</li> <li>2.4 Cleaning of the following parts: <ol style="list-style-type: none"> <li>2.4.1 Coiling coils (using power spray)</li> <li>2.4.2 Fan Blades</li> <li>2.4.3 Condenser coil with pressure washer</li> <li>2.4.4 Cleaning of drain line by flushing</li> <li>2.4.5 Cleaning of blower assembly</li> </ol> </li> </ol>	



	<p>2.4.6 All other internal components inside the units</p> <p>2.5 Greasing of motor bearing and other moving parts required lubrication</p> <p>2.6 Technical audit of equipment condition including freon charging and actual electrical reading operation of the units</p> <p>2.7 Drying of internal components using compressed air</p> <p>2.8 General service and inspection of all the components or air conditioning system</p> <p>2.9 Assembly and start-up</p> <p>2.10 Cleaning of working area and cleaning of site</p> <p>2.11 Check and repair of undesirable noise and vibration of the unit</p> <p>2.12 Observation of operation of the compressor performance and recommend repair/replacement, if necessary</p> <p>2.13 Check-up all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and , blade, recommend repair/replacement of parts as may be necessary</p> <p>2.14 Inspection of all components of the system including electrical control and make necessary adjustment, recommend repair/replacement of parts as may be necessary.</p> <p>2.15 Inspection/check-up of all refrigerant line in the air-conditioning system, replenishment as may be necessary.</p> <p>2.16 Inspection/check-up and repair of equipment corrosion, de-rust, prepare with primer and repaint affected parts.</p> <p>2.17 Maintain preventive maintenance ledger of each air-conditioning unit and submit quarterly report to the GSD-AO.</p> <p>2.18 Recommend repair and replacement of unit and parts that should be undertaken and provide price quotation within two (2) days upon detection of defects for the following:</p> <ul style="list-style-type: none"> <li>• Recharging of owner supplier Freon-22, Freon 410</li> <li>• Replacement of owner supplied filter</li> <li>• Replacement of Fan motor</li> <li>• Replacement of Fan blade</li> <li>• Replacement of filter</li> <li>• Replacement of thermostat</li> <li>• Replacement of capacitor</li> <li>• Replacement of relay and timers</li> <li>• Replacement of switches</li> <li>• Replacement of control wire</li> <li>• Replacement of control harness wire</li> <li>• Replacement of compressor for: 1.0HP, 1.5HP, 2.0HP, 2.5HP, 3.0HP, 8.0HP, 10.0HP, 12.0HP, 3/4HP and 4HP</li> <li>• Leak test and repair of Window type, Split type and VRF</li> </ul>	
2.	<p>Provision of two (2) Aircon Technicians:</p> <ul style="list-style-type: none"> <li>• Shall report to DBM from Mondays to Saturdays, eight (8)</li> </ul>	

	<p>hours a day</p> <ul style="list-style-type: none"> <li>• Shall submit proposed monthly and quarterly work schedules/plans at least two (2) days prior to the start of the covered period, for approval of the DBM-Building and Ground Supervisor</li> <li>• Shall submit weekly, monthly and quarterly accomplishment reports at least five (5) days after the end of the covered period</li> <li>• Shall be responsible for the daily operation and monitoring of air-conditioning units to ensure proper setting and operation</li> <li>• Shall conduct troubleshooting of air-conditioning units</li> <li>• Shall conduct daily check up to ensure good running condition of the air-conditioning units.</li> <li>• Shall conduct periodic maintenance of the air-conditioning units, per approved schedule of AS-GSD</li> <li>• Shall maintain a checklist for each air-conditioning units, i.e., type/model/location and history of repair/replacement of parts per unit, to be made readily available for inspection of the DBM-Building and Grounds Supervisor.</li> </ul>	
3.	One-day training and orientation to DBM-AS personnel on basic troubleshooting of air-conditioning units.	
4.	Such others as may be necessary to maintain the optimum performance of the units and as may be required by AS-GSD.	
5.	The Preventive Maintenance Service provider must be accredited by HITACHI, LG, KOPPEL, and SAMSUNG or at least have a Mechanical Engineer in the roster of personnel.	

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature Over Printed Name of Representative**

\_\_\_\_\_  
**Date**

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* 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;

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. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am 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 or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is 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 or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is 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 or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] 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 [Name of the Project].

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Supplier's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN TO BEFORE ME, this \_\_\_ day of \_\_\_, 2014 in the City of \_\_\_\_\_. Affiant exhibiting to me his/her Valid Identification \_\_\_\_\_, Number \_\_\_\_\_.**

Notary Public

Doc. No.:  
Page No.:  
Book No:  
Series of \_\_\_\_\_.