



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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated May 14, 2014 for the Project, “Air-Conditioning Preventive Maintenance” is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

<p>SECTION III. BID DATA SHEET</p> <p>5.4 The bidder must have completed, two (2) years prior to the date of Pre-Bid Conference, a single contract that is similar to the Project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid. Such contract must be part of, or included in, the Statement under Item 12.1(a) (iii) hereof.</p> <p>Bidders shall include in their bids a photocopy of Single Largest Completed Contract, and corresponding proof of completion, such as (i) Certificate of Final Acceptance from the bidder’s client; or (ii) Official Receipt of the bidder for the contract.</p> <p>For this purpose, similar contract shall refer to providing air-conditioning preventive maintenance and repairs.</p>	<p>5.4 The bidder must have completed, two (2) years prior to the date of Pre-Bid Conference, a single contract that is similar to the Project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid AT LEAST TWO (2) SIMILAR CONTRACTS AND THE AGGREGATE CONTRACT AMOUNTS SHOULD BE EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC. THE LARGEST OF THESE SIMILAR CONTRACTS MUST BE EQUIVALENT TO AT LEAST TWENTY FIVE (25%) OF THE ABC. Such contract must be part of, or included in, the Statement under Item 12.1(a) (iii) hereof OF COMPLETED PROJECTS WHICH ARE SIMILAR IN NATURE.</p> <p>Bidders shall include in their bids a photocopy of Single Largest Completed Contract, and corresponding proof of completion, such as (i) Certificate of Final Acceptance from the bidder’s client; or (ii) Official Receipt of the bidder for the contract.</p> <p>For this purpose, similar contract shall refer to providing air-conditioning preventive maintenance and repairs.</p>
<p>SECTION VI. SCHEDULE OF REQUIREMENTS</p>	<p>ATTACHED IS THE REVISED SECTION VI. SCHEDULE OF REQUIREMENTS.</p>

SECTION VII. TECHNICAL SPECIFICATIONS	ATTACHED IS THE REVISED SECTION VII. TECHNICAL SPECIFICATIONS.
SECTION VIII. BIDDING FORMS	
Bid Form	ATTACHED IS THE REVISED BID FORM.

Other matters:

- For authentication purposes, all pages of the bid should be initialed by the authorized signatory.
- The “**No Contact Rule**” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective May 21, 2014 right after the opening of bids.
- For guidance and information of all concerned.

ATTY. JANET B. ABUEL

Assistant Secretary

Chairperson, DBM BAC

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>			<p>July 1, 2014 to June 30, 2015</p>
	Split Type Air-Conditioning			
	• 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	
	Variable Refrigerant Flow Air Con (VRF)			
	• 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	
	Wall Mounted Type	1.0	4 units	
	Window Type	3/4	12 units	
	Floor Mounted Split Package	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>			
	Split Type Air-Conditioning			
	• Wall Mounted Type	2.0	8 units	
	• Wall Mounted Type	1.5	1 unit	

	Outdoor units Refrigerant Flow Air Con (VRF)		9 units	July 1, 2014 to June 30, 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"> 1. Building II - 157 units Hitachi, 16 units KOPPEL and 1 unit Samsung (Split Package) 2. Building III - 84 units, LG 4-way Cassette inverter type and 9 units LG wall mounted split package 	
	<p>1.0 Monthly Maintenance:</p> <ol style="list-style-type: none"> 1.1. Removal of air filters for cleaning and recommendation for replacement when necessary. 1.2. Wiping of housing with stain remover 1.3. Straightening of dented fins 1.4. Inspection of the following: <ul style="list-style-type: none"> • Base pan for restricted drain opening – remove obstruction as necessary, • Inspect coil and cabinet as needed, and • Inspect fan motor and fan blades for wear and damage – on older models lubricate as needed • Check-up of unit for abnormal noise and vibration 1.5. Inspection of control box voltage and high voltage contractors, relays switches, starter switch. 1.6. Check-up of electrical controls and drain line 1.7. Re-tightening of electrical controls. 1.8. Application of predictive maintenance by gathering operating parameters such as suction and discharge pressure, temperatures, system voltage and current. 	
	<p>2.0 Quarterly Maintenance Activities:</p> <ol style="list-style-type: none"> 2.1. General cleaning of all air-conditioning units including all internal components inside the unit 2.2. Shutting off the unit 2.3. Removal of air filters for cleaning 2.4. Cleaning of the following parts: <ol style="list-style-type: none"> 2.4.1 Coiling coils (using power spray) 2.4.2. Fan Blades 2.4.3. Condenser coil with pressure washer 2.4.4. Cleaning of drain line by flushing 2.4.5. Cleaning of blower assembly 2.4.6. All other internal components inside the units 	

	<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 Administrative Service – General Service Division (AS-GSD).</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"> • Recharging of owner supplied Freon-22, Freon 410 • Replacement of owner supplied filter • Replacement of Fan motor • Replacement of Fan blade • Replacement of filter • Replacement of thermostat • Replacement of capacitor • Replacement of relay and timers • Replacement of switches • Replacement of control wire • Replacement of control harness wire • Replacement of compressor for: 1.0HP, 1.5HP, 2.0HP, 2.5HP, 3.0HP, 8.0HP, 10.0HP, 12.0HP, 3/4HP and 4HP • Leak test and repair of Window type, Split type and VRF 	
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2.	<p>Provision of two (2) Aircon Technicians:</p> <ul style="list-style-type: none"> • Shall report to DBM from Mondays to Saturdays, eight (8) hours a day • Shall submit proposed monthly and quarterly work schedules/plans within two (2) days upon receipt of notice to proceed, for approval of the DBM-Building and Ground Supervisor • Shall submit weekly, monthly and quarterly accomplishment reports at least five (5) days after the end of the covered period • Shall be responsible for the daily operation and monitoring of air-conditioning units to ensure proper setting and operation • Shall conduct troubleshooting of air-conditioning units • Shall conduct daily check up to ensure good running condition of the air-conditioning units. • Shall conduct periodic maintenance of the air-conditioning units, per approved schedule of AS-GSD • Shall maintain a preventive maintenance ledger 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. 	
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 roaster of personnel.	

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

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Bid Form

Date: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the DBM, our services for the project, Air-conditioning Preventive Maintenance, in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* details is shown below:

Item	Description	Monthly Cost (Inclusive of VAT)	Annual Cost (Inclusive of VAT)
1.	Checking, troubleshooting, general cleaning and preventive maintenance of air-conditioning units (split type, wall mounted, window type; VRF – inverter and VRF ceiling mounted (4-way cassette inverter)) installed at DBM Building II and DBM Building III 157 units Hitachi, 16 units Koppel, 1 unit Samsung, 99 units LG inverter type (indoor and outdoor) air-conditioning units.		
TOTAL (Inclusive of VAT)			

Notes:

- 1. The cost breakdown shall be indicated in Annex A**
- 2. The costs shall be inclusive of the provision for two (2) Resident Technicians**
- 3. The total bid shall be equal to the total of the cost breakdown stated in Annex A.**

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

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 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 Bid, 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 Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

