



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.

PARTICULARS	CLARIFICATION/AMENDMENT
<p>INVITATION FOR NEGOTIATED PROCUREMENT</p> <p>2(b) Statement of all Ongoing Government and Private Contracts within two (2) years prior to August 20, 2014 (Annex B)</p>	<p>Statement of all Ongoing Government and Private Contracts within two (2) years prior to August 20, 2014 (Annex B). ATTACHED IS THE REVISED STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS.</p>
<p>ANNEX D. TECHNICAL SPECIFICATIONS</p> <p>2. Provision of two (2) Aircon Technicians:</p> <p style="padding-left: 40px;">xxx xxx xxx</p> <ul style="list-style-type: none"> • 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. • Shall submit weekly, monthly and quarterly accomplishment reports at least five (5) days after the end of the covered period. <p>4. Such others as may be necessary to maintain the optimum performance of the units and as may be required by AS-GSD.</p>	<p>Shall submit proposed monthly and quarterly work schedules/plans at least two (2) WORKING days prior to the start of the covered period, for approval of the DBM-Building and Ground Supervisor.</p> <p>Shall submit weekly, monthly and quarterly accomplishment reports at least five (5) WORKING days after the end of the covered period.</p> <p>Such others SERVICES SERVICES as may be necessary to maintain the optimum performance of the units and as may be required by AS-GSD.</p> <p>ATTACHED IS THE REVISED ANNEX D. TECHNICAL SPECIFICATIONS.</p>

Other matters:

- The bidders shall drop three (3) copies of their bids containing the technical component of the bid, including the eligibility requirements, and the financial component of the bid, in two (2) separate sealed envelopes in the bid box located at the above-mentioned address.
- 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 August 26, 2014 right after the opening of bids.
- For guidance and information of all concerned.

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

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

Business Name: _____

Business Address: _____

Name of Contract	Date of the Contract	Kinds of Goods	Value of Outstanding Contracts	Date of Delivery
<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.
2. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

Technical Specifications (Revised)

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, • Inspect fan motor and fan blades for wear and damage – on older models lubricate as needed, and • 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
- 2.5 Greasing of motor bearing and other moving parts required lubrication
- 2.6 Technical audit of equipment condition including freon charging and actual electrical reading operation of the units
- 2.7 Drying of internal components using compressed air
- 2.8 General service and inspection of all the components or air conditioning system
- 2.9 Assembly and start-up
- 2.10 Cleaning of working area and cleaning of site
- 2.11 Check and repair of undesirable noise and vibration of the unit
- 2.12 Observation of operation of the compressor performance and recommend repair/replacement, if necessary
- 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
- 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.
- 2.15 Inspection/check-up of all refrigerant line in the air-conditioning system, replenishment as may be necessary.
- 2.16 Inspection/check-up and repair of equipment corrosion, de-rust, prepare with primer and repaint affected parts.
- 2.17 Maintain preventive maintenance ledger of each air-conditioning unit and submit quarterly report to the Administrative Service – General Service Division (AS-GSD).
- 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:
 - 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

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) working 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) working 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 other services 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