



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

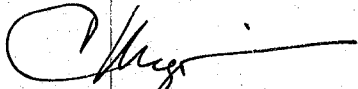
SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated October 23, 2018 for the Project, "Outsourcing of Multi-Skilled Workers," is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS	CLARIFICATION/AMENDMENTS
Section VI. Schedule of Requirements	Section VI. Schedule of Requirements <ul style="list-style-type: none">• Please see the attached Revised Section VI. Schedule of Requirements.
Section VII. Technical Specifications	Section VII. Technical Specifications <ul style="list-style-type: none">• Please see the attached Revised Section VII. Technical Specifications.
Section VIII. Bidding Forms	Section VIII. Bidding Forms <ul style="list-style-type: none">• Please see the attached Schedule of Prices which shall form part of the Bid Form.

Other matters:

- 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 October 30, 2018 right after the opening of bids.
- For guidance and information of all concerned.


CLARITO ALEJANDRO D. MAGSINO
Assistant Secretary
Chairperson, DBM-BAC

Section VI. Schedule of Requirements (Revised)

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

A. EXPERTISE AND QUALIFICATIONS OF PROFESSIONAL AND STAFF TO BE ASSIGNED:

Item	Description	Delivery Date
1	Deployment of ten (10) multi-skilled workers to perform general, proactive maintenance and related services as and when required, such as, but not limited to: carpentry, painting, varnishing, plumbing works, electrical/electronic, audio-visual (AV), air conditioning works, etc.	Within seven (7) calendar days from receipt of Notice to Proceed (NTP)

Skilled worker	Minimum qualifications	Delivery Schedule
Two (2) Carpenters	With at least three (3) years of relevant experience in the field of expertise	8:00 a.m. to 5:00 p.m. Mon to Sat
Two (2) Welders	<ul style="list-style-type: none"> •With at least three (3) years of relevant experience in the field of expertise •With TESDA Shielded Metal Arc Welding (SMAW) National Certificate II (NCII) 	8:00 a.m. to 5:00 p.m. Mon to Sat
Two (2) Plumbers	<ul style="list-style-type: none"> • With at least three (3) years of relevant experience in the field of expertise •With TESDA Plumbing National Certificate II (NCII) 	8:00 a.m. to 5:00 p.m. Mon to Sat
Two (2) Electricians	<ul style="list-style-type: none"> • With at least three (3) years of relevant experience in the field of expertise •With TESDA Electrical Installation and Maintenance National Certificate II (NCII) 	8:00 a.m. to 5:00 p.m. Mon to Sat
Two (2) Aircon Technicians	<ul style="list-style-type: none"> • With at least three (3) years of relevant experience in the field of expertise •With TESDA Refrigeration and Air Conditioning Servicing (RAC) National Certificate II (NCII) 	8:00 a.m. to 5:00 p.m. Mon to Sat

Item	Description	Delivery Date
2	Deployment of one (1) Facilities Maintenance Engineer to supervise the outsourced maintenance team and perform other related services as and when required	Within seven (7) calendar days from receipt of Notice to Proceed (NTP)

Facilities Maintenance Engineer	<p>i. Must be any of the following:</p> <ul style="list-style-type: none"> • Registered Civil Engineer • Registered or Professional Mechanical Engineer • Registered or Professional Electrical Engineer <p>ii. With at least five (5) years of experience in Facilities Maintenance (Civil works, Building Electrical, Heating, Ventilation and Air Conditioning [HVAC], Elevators, Building Plumbing System, GENSET operation, Telecommunications, Network Cabling, etc.)</p> <p>iii. Must have Basic Occupational Safety and Health (BOSH) Training certificate by Department of Labor and Employment (DOLE)</p>	8:00 a.m. to 5:00 p.m. Mon to Sat
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Item	Description	Delivery Date
3	Submission of work schedule	Within seven (7) calendar days from receipt of Notice to Proceed (NTP)

B. LIST OF TOOLS, EQUIPMENT AND INSTRUMENTS

Note: All tools and supplies shall be maintained at the premises of DBM Central Office (CO) for the contract duration

TOOLS	
DESCRIPTION	QUANTITY
<p>Hand tools such as but not limited to:</p> <ol style="list-style-type: none"> 1. Pliers 2. Wire cutters 3. Screw drivers 4. Crimping tool 5. Hole saw 6. Socket wrenches 7. Back wrench 8. Pipe wrench 9. Cutter plier 10. Holster 11. Ball peen hammer 16oz (different sizes & purpose) 12. Rubber mallet, 55mm, 16oz 13. Socket wrench, 6mm-32mm 14. Back wrench, 6mm-32mm, 12 pcs. 15. Open-end wrench, 6mm-32mm, 12 pcs 16. Adjustable wrench (6",8",10",12") 17. Pipe wrench (12",14",24") 18. Allen wrench (Heavy duty) 19. Bench vise 20. Grease gun 21. Riveter 22. Flaring tools, 3/16" to 5/8" 23. Measuring tools (Meter rule, Caliper, Vernier) 24. Locking plier, straight jaw, 10" 25. Locking plier, wide jaw 26. Tin sheet cutter 27. Trouble light 28. Push cart, Heavy duty 29. Ladders (4ft., 6ft. and 8ft.) 	2 sets
Cutting outfit (Acetylene)	1 unit
R410A Pressure gauge	1 unit
First aid kit	1 unit
Welding gloves	2 units
Safety goggles	11 units
Safety hat	11 units
Full body harness	4 units
R22 Pressure gauge	1 unit

Thermo laser gun	1 unit
Hacksaw handle	1 unit

EQUIPMENT	
DESCRIPTION	QUANTITY
500 amp welding machine including wires/cables	1 unit
Welding handle	1 unit
Welding mask	1 unit
Electric grinder 5"	2 units
Electric drill w/ hammer	2 units
Electric planer	1 unit
Electric router w/ BITS	1 unit
Air compressor	1 unit
Paint sprayer	1 unit
Pressure hose for paint	1 unit
Hand held circular saw	1 unit
Pressurized water washer	1 unit
Soldering gun	1 unit
Oxygen tank	1 unit
Acetylene tank	1 unit

INSTRUMENTS		
	DESCRIPTION	QUANTITY
	Megger Tester, Sanwa Din 1008s 1000V	1 pc
	Clamp Meter 600 ACV DCM 60L	1 pc
	Multi Tester cd770 Sanwa	1 pc
	Pressure Washer (complete)	1 set
	Adaptor for Nitrogen Tank	1 set
	Nitrogen Tank	1 pc
	Blower	1 pc
	Vacuum cleaner, 20 ltrs cap.	1 unit
	Gauge Manifold	1 set
	Vacuum Pump	1 pc

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 (Revised)

Item	Description
1	<p>SCOPE OF SERVICES <i>(The work of requirements should consider the following but not limited thereto)</i></p> <p>A. OPERATION</p> <ul style="list-style-type: none"> • Daily startup of utilities systems as required • Daily data logging of utilities systems parameters such as water pressure and temperature, water and oil levels, ampere and volts of equipment as required • Make necessary machine adjustments to maintain required parameters • Perform regular inspection of service and utilities system to detect/ predict problems using a standard checklist • Perform troubleshooting in case of system malfunction and handle repair of different components in case of breakdown • Maintain equipment, work areas, machine rooms, electrical rooms and premises for cleanliness and safety compliance • Prepare Technical Reports and submit to the AS-GSD Division Chief any inoperative facility, stating the problem, possible causes and recommended course of action • Recommend major preventive maintenance and corresponding cost estimates • Daily monitoring of generator set fuel, lube, water and other parameters. • Start up (No Load Test) as per advice to ensure the proper operation during commercial power outage • Operate generator set during power outage or when it is needed • Recommend energy saving systems to benefit client • Preparation of item specification and conduct canvass of price quotations of equipment parts, chemicals and supplies if required • Daily monitoring of Job Requests from Bureau/Service/Office (B/S/O). Management of complaints and requests if within responsibility, otherwise, refer to the AS-GSD Division Chief • Documentation and filing of all maintenance records, monitoring of log sheets, Job Request forms from B/S/O, Service Reports, Programs, Engineering Drawings, Memos, Calibration Reports, SOPs, permits and other pertinent documents that are relevant to operation and maintenance • Prepare Work Permit with complete information needed and other documents
	<p>B. MAINTENANCE</p> <ul style="list-style-type: none"> • Check up, installation and repair of electrical systems and equipment (e.g., defective bulbs, tube lights, parameter lights, switches, sockets, plug points, short circuiting, rewiring, cleaning of panel junctions, tightening of all connections, checking/cleaning/greasing of all contacts and similar activities) • Perform minor repairs (replacement, installation, cleaning, adjustment, alignment, and troubleshooting of minor part of equipment like bearing, belt, filter/drier, etc./ machine parts of service and utilities systems) • Inspection and repair of roof drains and downspouts, roof, metal flashing and edge of roof, etc. Ensure that all roofing systems are properly secured and not leaking. Check up rust and/or damage and conduct necessary maintenance work

- Cleaning of manholes using pressure pump if necessary, downspouts, rainwater drainages and rooftop rainwater drainages. Take out debris and clean manholes, connection pipes and water drainages to clear all blockages
- Installation and repair of flush, shower and kitchen fixtures and repair of leakages and declogging of pipelines and surface drains, etc
- Cleaning of water tanks and cistern tanks
- Perform carpentry/ steel fabrication such as repair, painting and fabrication of wooden office furniture, door sets, sealing doors, tiling work, concrete work and cement plaster
- Painting and restoration of DBM facilities (gate, doors, perimeter fence, etc.)
- Repair, replacement of parts and maintenance of all DBM air con units
- Check and clean terminal of all the contractors of motors, controls, etc. Tighten electrical connection if necessary
- Check and add refrigerant if necessary on split type ACUs
- Conduct Preventive Maintenance of split/window type ACUs
- Perform Minor Corrective Maintenance found from Inspection & Condition Monitoring and Predictive Maintenance test results
- Perform lubrication maintenance activities all utility machines and equipment per schedule. Ensure to implement the work according to the standard procedure
- Undertake planned routine maintenance under the close supervision of Administrative Service (AS) General Services Division (GSD)
- Inform the AS Director any and all known threats to the facilities
- Perform other tasks considered minor and urgent/ emergency per assessment by GSD
- Undertake similar tasks that may be assigned by the AS Director related to building maintenance, AS-GSD projects, repair and improvement, etc.

C. AUDIO-VISUAL REQUIREMENTS

- Provide assistance to meetings, events (DBM Anniversary, yearend gathering, etc.) such as, but not limited to, audio-visual (AV) operation and auxiliary services

D. FACILITIES COVERED

	DBM Facilities	Area
	Building I (two storey)	2,500 sqm.
	Building II (four storey with roof deck)	13,464 sqm.
	Building III two storey	2,692 sqm.
	Multi-Purpose Building with Gym	960 sqm.
	Arcache Building	4,000 sqm.

	Procurement Service (DBM Storage facilities)	1,000 sqm.
2.	LIMITATIONS OF RESPONSIBILITY	
	<ul style="list-style-type: none"> •The contactor will not cover maintenance of the following facilities: <ul style="list-style-type: none"> i. Fire Detection and Alarm System (FDAS) ii. Sprinkler system iii. Elevator iv. Closed Circuit Television (CCTV) v. Pest and Termite Control vi. Motor vehicles vii. Photocopying machines and scanners viii. Water dispenser ix. Under warranty equipment/ facilities x. Data center and Network operating server/equipment xi. Precision Air Conditioning Unit (PACU) 	
3.	SERVICE LEVEL AGREEMENT	
	<p>A. GENERAL CONDITIONS</p> <ul style="list-style-type: none"> i. The contractor agrees that the DBM CO, through the AS, reserves the right to screen and deny or accept the deployment of any personnel recommended by the contractor ii. The contractor must submit Curriculum Vitae (CV) of all deployed staff during contract implementation. It must also include necessary documents to verify items under the Schedule of Requirements iii. The deployed personnel shall work eight (8) hours a day (8:00 a.m.-5:00 p.m.), six (6) days a week from Monday to Saturday. However, the personnel may be requested to assist outside the regular working hours or during weekends or holidays iv. The DBM has the option to effect changes in the deployment of individual personnel anytime during the contract period through a written notice to the contractor. Likewise, the DBM may increase or decrease the number or personnel depending upon the exigency of the service v. The contractor shall always provide relievers and/or replacements to ensure continuous and uninterrupted services vi. The contractor shall pay its personnel not less than the minimum wage and other benefits mandated by the law. The contractor shall provide monthly payslip to its personnel containing necessary information in it. The contractor shall comply with the laws governing employees compensation (Philhealth, SSS, Labor Standards and other pertinent laws) vii. The contractor shall submit, along with the monthly billing statement, a certified true copy of duly accomplished payroll sheet, receipts and prescribed reports stamped received by SSS, Philhealth or PAGIBIG, as proof of remittances for premiums of the personnel assigned to DBM only viii. In performance of its services, the contractor shall secure and maintain (on its own expense) all registration, licenses and/or permits required by the law and shall comply with all pertinent rules and regulations. The contractor's personnel shall always take all necessary precautions in performing service to ensure safety of people and properties. The contractor must always comply with all the 	

	<p>standard and established safety rules, regulations and practices to avoid any untoward incident</p> <p>ix. The contractor shall provide appropriate uniform with Identification Card (I.D.) to its personnel. The personnel must always wear their IDs for proper identification and security purposes. The personnel must observe proper hygiene and appear neat and clean at all times</p> <p>x. The contractor must always ensure to have a safe and healthy working environment to avoid workplace injury and illness. The contractor shall provide protective gears (hard hats, safety goggles, gloves, etc.) to its personnel, if deemed necessary in the nature of their service</p> <p>xi. The contractor will be held liable for any work related accident or illness occurred during the activity</p> <p>xii. The contractor shall provide all tools and equipment necessary for Building Facilities Maintenance as presented Item B under Schedule of Requirements. However, materials, parts and consumables will be provided by the DBM</p> <p>xiii. All tools and equipment such as audio-visual equipment, which will be accounted to the contractor upon commencement of the contract, shall be properly and completely turned over to the DBM AS Property Custodian at the end of the contract. The contractor shall be held liable for any damages of DBM property due to personnel's negligence and recklessness. The contractor shall immediately replace or restore the damaged item to avoid disruption of work process</p> <p>xiv. In case of emergency, such as water interruptions, power failures, etc., the contractor shall monitor the incident and immediately report the situation to the DBM AS Director</p> <p>xv. The contractor, through its Facilities Maintenance Engineer shall submit standard checklist form approved by the DBM AS Director, monitoring documents of all maintenance works done on a monthly basis</p> <p>xvi. The contractor maintains a complete list of reports and checklist to document the history of each maintenance work</p> <p>xvii. The contractor must submit a definite work schedule for the duration of the contract in the prescribed format of the AS-GSD</p> <p>xviii. Resume/Bio-data of the multi-skilled workers to be deployed shall be submitted during the implementation of the contract. It must also include the necessary documents to verify the required minimum qualifications.</p>
4.	SERVICE STANDARDS
	<p>Deployed maintenance personnel shall observe the following:</p> <ol style="list-style-type: none"> 1) Be professional, courteous, and sensitive to the DBM personnel's needs. 2) Liaise with the administrative officers concerned, where practicable, before starting work, and avoid undertaking non-emergency tasks that will disrupt office work. 3) Cooperate with the DBM AS-GSD and the Security Office to maintain security of premises and property while undertaking maintenance. 4) Comply with the Building Contractor's/Manufacturer's warranties and maintenance recommendations. 5) Participate in the facility safety program, and assist in the development and improvement of safety practices. 6) Maintain good housekeeping at all times. Personnel must keep the machines, tools and workplace clean and orderly.

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Annex A

List of DBM facilities, office equipment, and machine for preventive and corrective maintenance service:

Facilities	Bldg. I	Bldg. II	Bldg. III	Multipurpose Bldg.
Electrical Room	2	8	2	1
Common Rest Room	5	20	7	2
Private Rest Room	5	37	7	
Common Conference Room		4	1	
Bureau Conference Room	6	21	5	
Pantry	5	20	5	
DBM Library	1			

Schedule of Prices

Description	Quantity	Unit Cost (Inclusive of VAT)	Total Cost (Inclusive of VAT)
Ten (10) Multi-Skilled Workers			
Carpenters	2		
Welders	2		
Plumbers	2		
Electricians	2		
Aircon Technician	2		
Facilities Maintenance Engineer	1		
Rental of tools, supplies, equipment and instruments	1 lot		
Total Cost			

*The Bid Price for the Project shall be in accordance with the Schedule of Prices