



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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 3

This SBB No. 3 dated February 5, 2019 for the Project, "Cleaning of Air Conditioning Units," is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS	AMENDMENTS/CLARIFICATIONS
<p>Section I. Invitation to Bid</p> <p>1. The Department of Budget and Management (DBM), through the authorized appropriations under the FY 2019 National Expenditure Program, intends to apply the sum of One Million Five Hundred Thousand Pesos (P1,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, "Cleaning of Air Conditioning Units," for eleven (11) months covering the period from February 1, 2019 to December 31, 2019. Bids received in excess of the ABC shall be automatically rejected at bid opening.</p> <p>2. The DBM now invites bids for the Project, "Cleaning of Air Conditioning Units," for eleven (11) months covering the period from February 1, 2019 to December 31, 2019. Delivery of the Goods shall be in accordance with the Delivery Schedule under Section VI. Schedule of Requirements. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.</p>	<p>Section I. Invitation to Bid</p> <p>1. The Department of Budget and Management (DBM), through the authorized appropriations under the FY 2019 National Expenditure Program, intends to apply the sum of One Million Five Hundred Thousand Pesos (P1,500,000.00) ONE MILLION THREE HUNDRED SIXTY-THREE THOUSAND SEVEN HUNDRED PESOS (P1,363,700.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, "Cleaning of Air Conditioning Units," for eleven (11) TEN (10) months covering the period from February MARCH 1, 2019 to December 31, 2019. Bids received in excess of the ABC shall be automatically rejected at bid opening.</p> <p>2. The DBM now invites bids for the Project, "Cleaning of Air Conditioning Units," for eleven (11) TEN (10) months covering the period from February MARCH 1, 2019 to December 31, 2019. Delivery of the Goods shall be in accordance with the Delivery Schedule under Section VI. Schedule of Requirements. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.</p>

Section III. Bid Data Sheet

xxx xxx xxx

2. The Funding Source is:

The Government of the Philippines (GOP) through the authorized appropriations under the FY 2019 National Expenditure Program in the amount of One Million Five Hundred Thousand Pesos (P1,500,000.00) for eleven (11) months covering the period from February 1 to December 31, 2019.

xxx xxx xxx

13.2 The ABC is One Million Five Hundred Thousand Pesos (P1,500,000.00). Any bid with a financial component exceeding this amount shall not be accepted.

xxx xxx xxx

18.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
1. The amount of not less than P30,000.00 [2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
2. The amount of not less than P75,000.00 [5% of ABC] if bid security is in Surety Bond.

Section III. Bid Data Sheet

xxx xxx xxx

2. The Funding Source is:

The Government of the Philippines (GOP) through the authorized appropriations under the FY 2019 National Expenditure Program in the amount of ~~One Million Five Hundred Thousand Pesos (P1,500,000.00)~~ **ONE MILLION THREE HUNDRED SIXTY-THREE THOUSAND SEVEN HUNDRED PESOS (P1,363,700.00)** for ~~eleven (11)~~ **TEN (10)** months covering the period from ~~February~~ **MARCH 1** to December 31, 2019.

xxx xxx xxx

13.2 The ABC is ~~One Million Five Hundred Thousand Pesos (P1,500,000.00)~~ **ONE MILLION THREE HUNDRED SIXTY-THREE THOUSAND SEVEN HUNDRED PESOS (P1,363,700.00)**. Any bid with a financial component exceeding this amount shall not be accepted.

xxx xxx xxx

18.1 The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:
1. The amount of not less than ~~P30,000.00~~ **P27,274.00** [2% of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
2. The amount of not less than ~~P75,000.00~~ **P68,185.00** [5% of ABC] if bid security is in Surety Bond.

Section V. Special Conditions of Contract

XXX XXX XXX

1.1(j) The Funding Source is:

The Government of the Philippines (GOP) through the authorized appropriations under the FY 2019 National Expenditure Program in the amount of One Million Five Hundred Thousand Pesos (P1,500,000.00).

Section VI. Schedule of Requirements

- Submission of a proposed monthly and quarterly work schedule/plan for the period February 1, 2019 to December 31, 2019 for approval of the DBM-AS Director

Section VII. Technical Specifications

XXX XXX XXX

- The contractor's cleaning team must have the following:

XXX XXX XXX

- One (1) Professional Mechanical Engineer

Section VIII. Bid Forms

XXX XXX XXX

Particulars	Total Cost (in Pesos, inclusive of VAT)
Cleaning of Air-conditioning Units	

XXX XXX XXX

Section V. Special Conditions of Contract

XXX XXX XXX

1.1(j) The Funding Source is:

The Government of the Philippines (GOP) through the authorized appropriations under the FY 2019 National Expenditure Program in the amount of ~~One Million Five Hundred Thousand Pesos (P1,500,000.00)~~ **ONE MILLION THREE HUNDRED SIXTY-THREE THOUSAND SEVEN HUNDRED PESOS (P1,363,700.00)**.

Section VI. Schedule of Requirements

- Submission of a proposed monthly and quarterly work schedule/plan for the period ~~February~~ **MARCH 1**, 2019 to December 31, 2019 for approval of the DBM-AS Director

Section VII. Technical Specifications

XXX XXX XXX

- The contractor's cleaning team must have the following:

XXX XXX XXX

- One (1) Professional **LICENSED** Mechanical Engineer

Section VIII. Bid Forms

XXX XXX XXX

Months	Total Cost (in Pesos, inclusive of VAT)
March	Php
April	
May	
June	
July	
August	
September	
October	
November	
December	
TOTAL	Php

XXX XXX XXX

	Attached are the Revised Section VI. Schedule of Requirements, Revised Section VII. Technical Specifications, and the Revised Bid Form.
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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 February 12, 2019 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.

Item Number	Description	Delivery Date
1	Submission of a proposed monthly and quarterly work schedule/plan for the period March 1, 2019 to December 31, 2019 for approval of the DBM-AS Director	Within three (3) working days after the issuance of Notice to Proceed (NTP)
2	Conduct of monthly and quarterly cleaning activities of all the air conditioning units, in accordance with the approved work schedule/plan submitted by the Contractor to the DBM Administrative Service (AS) Director <i>Note : Cleaning activities scheduled on Saturdays, Sundays and Holidays shall be from 6:00 a.m. to 6:00 p.m., and those scheduled on Weekdays shall be from 8:00 p.m. to 5:00 a.m.</i>	Five (5) days after receipt of the approved work schedule/plan.
3	Provision of tools and common use supplies such as, but not limited to, the following: <ul style="list-style-type: none"> a. Screw driver b. Long nose c. Mechanical pliers d. High pressure washer e. Coil cleaner f. Foaming cleaner g. Mini Split Bib Kit h. Ceiling Cassette Bib i. Safety goggles j. Drum k. Air compressor l. Ladder m. Power spray n. Cleaning rags, cleaning chemical o. Other supplies, tools and equipment necessary to execute the service <i>Note: All tools and supplies shall be maintained at the premises of the DBM Central Office (CO) for the duration of the contract</i>	Five (5) days upon approval of submitted work schedule/plan
4	Submission of documents, such as certification, to support requirements listed under item 5 of Section VII. Technical Specifications	Within three (3) working days after the issuance of the NTP

5	Submission of accomplishment report	First working day after the scheduled visit/cleaning
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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)

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Item	Specification	Statement of Compliance
1	<p>Cleaning activities for all air-conditioning units installed at DBM Buildings I, II, and III, to wit (including ACCU):</p> <p style="margin-left: 40px;">Building I - 74 units Building II - 211 units Building III - 99 units</p> <p>*See Annex A for the detailed list of air-conditioning units</p>	
2	<p>SCOPE OF WORK:</p> <p>a) All tools and tackles, manpower, transportation and other resources required for executing the job shall be in the scope of the contractor. No extra charges will be paid by the DBM regarding tools and tackles, manpower, transportation, etc. Cleaning tools and equipment will be stored at the storage room provided by the DBM for the duration of the contract.</p> <p>b) The contractor shall register at the Lobby guard and provide an accomplishment report (soft and hard copy) for each visit/scheduled cleaning to be submitted to the DBM-AS Director the following working day. Should there be defects found in the air conditioning units, the contractor must indicate it in the report.</p> <p>c) The rates quoted by the contractor shall include all liabilities such as supervision, wages, overtime pay, leave, bonus, increment, insurance, and all other statutory payments, including provision of tools and tackles, under contractor's scope of supply, overheads, profits, etc. for which no extra payment whatsoever will be made by the DBM.</p> <p>d) The contractor shall be held liable for:</p> <ul style="list-style-type: none"> • any work related damages to the air conditioning unit or any DBM property • any work related accident or illness incurred by its personnel during the activity 	
3	<p>MONTHLY CLEANING:</p> <p>a) Removal of air filters for cleaning and recommendation of replacement when necessary</p> <p>b) Wiping of housing with stain remover</p> <p>c) Straightening of dented fins</p> <p>d) Inspection of the following:</p>	

	<ul style="list-style-type: none"> • Coil and cabinet (as needed) • Fan motor and fan blades for wear and damage • Check-up of unit for abnormal noise and vibration • Control box voltage and high voltage contractors, relays, switches and starter switch • Check-up of electrical controls and drain line <p>e) Cleaning of Air Cooled Condensing Units (ACCU)</p>	
4	<p>QUARTERLY CLEANING:</p> <p>a) General cleaning of all air conditioning units, including all internal components</p> <p>b) Shutting off the unit</p> <p>c) Removal of air filters for cleaning</p> <p>d) Cleaning of the following parts:</p> <ul style="list-style-type: none"> • Coiling coils (using power spray) • Fan blades • Condenser coil (with pressure washer) • Drain line (by flushing) • Blower assembly • All other internal components of the unit <p>e) Drying of internal components using compressed air</p> <p>f) General service and inspection of all the components of the air conditioning system</p> <p>g) Assembly and start-up</p> <p>h) Cleaning of working area and cleaning of site</p> <p>i) General cleaning of ACCU</p>	
5	<p>The contractor's cleaning team must have the following:</p> <p>a) At least two (2) certified personnel with TESDA Refrigeration and Air conditioning Servicing (RAC) National Certificate II (NCII);</p> <p>b) One (1) Certified Safety Officer with Department of Labor and Employment (DOLE) Occupational Safety and Health Center (OSHC) training certificate; and</p> <p>c) One (1) Licensed Mechanical Engineer</p>	

Note: It is understood that the bidders have thoroughly inspected the project site prior to bid submission.

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Bid Form (Revised)

Date: _____
 Invitation to Bid No.: **DBM-2019-17**

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, **“Cleaning of Air Conditioning Units”** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* details are shown below:

Particulars	Months	Total Cost (in Pesos, inclusive of VAT)
Cleaning of Air-conditioning Units	March	
	April	
	May	
	June	
	July	
	August	
	September	
	October	
	November	
	December	
	TOTAL	

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 Calculated Bid 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.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the "Cleaning of Air Conditioning Units" of the Department of Budget and Management* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for **Cleaning of Air Conditioning Units** of the **Department of Budget and Management**.*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[Signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____