



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 November 24, 2020 for the Project, “**Cleaning Services for the Air-conditioning Units located at the DBM Central Office and Arcache Building,**” 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		
XXXX			XXXX		
Item	Description	Delivery Date	Item	Description	Delivery Date
5	Submission of resume/personal information sheet, including the copies of license/s and/or certifications (whichever is applicable), and barangay health certificates cleaning team	Within three (3) working days from receipt of the NTP	5	Submission of resume/personal information sheet, including the copies of license/s and/or certifications (whichever is applicable), and barangay health certificates of the cleaning team	Within three (3) working days from receipt of the NTP

Section VII. Technical Specification			Section VII. Technical Specification		
XXXX			XXXX		
Item Number	Specifications	Bidder's Statement of Compliance	Item Number	Specifications	Bidder's Statement of Compliance
4	Scope of Services XXXX c. The Contractor shall submit a list of personnel who will be assigned in the DBM during the contract implementation, together with a copy of their resume/personal information sheet, license/s and or certifications, and Barangay Health Certificates.		4	Scope of Services XXXX c. The Contractor shall submit a list of personnel who will be assigned in the DBM during the contract implementation, together with a copy of their resume/personal information sheet, license/s and or certifications., and Barangay Health Certificates.	

	<p style="text-align: center;">XXXX</p> <p>e. The Contractor shall ensure that the cleaning team is wearing a proper personal protective equipment/clothing/supplies during the conduct of cleaning activity.</p> <p style="text-align: center;">XXXX</p>			<p style="text-align: center;">XXXX</p> <p>e. The Contractor shall ensure that, DURING CONTRACT IMPLEMENTATION, the ASSIGNED cleaning team COMPLIES WITH THE MINIMUM HEALTH STANDARDS AND SAFETY PROTOCOLS IMPOSED BY THE DBM. In particular, all members of the Cleaning Team should and is wearing a proper personal protective equipment/clothing/supplies during the conduct of cleaning activity.</p> <p style="text-align: center;">XXXX</p>	
XXXX			XXXX		
<p style="text-align: center;">Attached are the Revised Section VI. Schedule of Requirements and the Revised Section VII. Technical Specifications.</p>					

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 December 1, 2020 right after the opening of bids.
- For guidance and information of all concerned.

JANET B. ABUEL
Undersecretary
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	Description	Delivery Date
1	Submission of proposed monthly and quarterly work plan for FY 2021, for consideration of the AS	Within three (3) working days from receipt of the Notice to Proceed (NTP)
2	Submission of final work plan for the approval of the AS	Within three (3) calendar days after the conduct of pre-implementation meeting, and feedback from the AS on the proposed work plan
3	<p>Conduct of monthly and quarterly cleaning activities for all air conditioning units based on the approved work plan</p> <p>Note: Cleaning activities are subject to imposed minimum health standards and to community quarantine restrictions.</p>	<p>Within five (5) calendar days after the approval of the final work plan</p> <p>a. Mondays to Fridays (6:00 p.m. to 5:00 a.m. only) - subject to change upon notice from the AS</p> <p>b. Saturdays, Sundays, and Holidays (6:00 a.m. to 6:00 p.m.)</p>
4	<p>Provision of tools and common use supplies such as, but not limited to:</p> <ol style="list-style-type: none"> 1. Screw driver 2. Long nose 3. Mechanical pliers 4. High pressure washer 5. Coil cleaner 6. Foaming cleaner 7. Mini Split Bib Kit 8. Ceiling Cassette Bib 9. Safety Goggles 10. Drum 11. Air compressor 12. Ladder 13. Power spray 14. Cleaning rags and chemicals 15. Other supplies, tools, and equipment necessary to execute the service <p>Note: all tools and supplies shall be maintained at the DBM Central Office premises for the duration of the contract.</p>	Within five (5) calendar days after the approval of the work plan
5	Submission of resume/personal information sheet, including the copies of license/s and/or certifications (whichever is applicable) of the cleaning team	Within one to three (1-3) working days before the conduct of the cleaning activity

6	Submission of accomplishment report	Within the next working day after the conduct of every cleaning activity

* The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

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 Number	Specifications	Bidder's Statement of Compliance										
1.	<p>Coverage</p> <p>Cleaning activities for the following air-conditioning units, including Air Cooled Condensing unit (ACCU), installed at DBM Buildings I, II, III, and the Arcache Building:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Building I</td> <td style="text-align: center;">70 units</td> </tr> <tr> <td style="text-align: center;">Building II</td> <td style="text-align: center;">241 units</td> </tr> <tr> <td style="text-align: center;">Building III</td> <td style="text-align: center;">75 units</td> </tr> <tr> <td style="text-align: center;">Arcache Building</td> <td style="text-align: center;">97 units</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">483 units</td> </tr> </table> <p><i>(Please see attached Annex A for the detailed list)</i></p>	Building I	70 units	Building II	241 units	Building III	75 units	Arcache Building	97 units	TOTAL	483 units	
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Building II	241 units											
Building III	75 units											
Arcache Building	97 units											
TOTAL	483 units											
2	<p>Monthly Cleaning Activities</p> <ol style="list-style-type: none"> a. Removal of air filters for cleaning and recommendation of replacement when necessary b. Wiping of housing with stain remover c. Straightening of dented fins d. Inspection of the following: <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 electrical controls and drain line e. Cleaning of ACCU 											
3	<p>Quarterly Cleaning Activities</p> <ol style="list-style-type: none"> a. General cleaning of all air conditioning units including all internal components b. Shutting off the unit c. Removal of air filters for cleaning d. Cleaning of the following parts: <ul style="list-style-type: none"> • Cooling coils (using power spray) • Fan blades • Condenser coil (with pressure washer) • Drain line (by flushing) • Blower assembly • All other internal components of the unit e. Drying of internal components using compressed air f. General service and inspection of all the components of the air conditioning system g. Assembly and start-up h. Cleaning of working area and cleaning of site i. General cleaning of ACCU 											

4	<p>Scope of Services</p> <ol style="list-style-type: none"> a. The Contractor shall conduct a pre-implementation meeting with the Administrative Service (AS) to finalize and discuss all matters necessary for the contract implementation. b. The Contractor shall submit a definite monthly and quarterly schedule for the whole duration of the contract, subject to the approval of the AS. In case of changes of the number of air conditioning units, the Contractor shall submit a revise monthly and quarterly schedule, accordingly. c. The Contractor shall submit a list of personnel who will be assigned in the DBM during the contract implementation, together with a copy of their resume/personal information sheet, license/s and or certifications. d. The Contractor's cleaning team, assigned to the DBM, must have the following: <ul style="list-style-type: none"> • At least two (2) personnel with TESDA Refrigeration and Air conditioning Servicing (RAC) National Certificate II (NCII); • One (1) Safety Officer with Department of Labor and Employment (DOLE) Occupational Safety and Health Center (OSHC) training certificate; and • Licensed Mechanical Engineer <p>The Safety Officer and Licensed Mechanical Engineer shall always be present during the conduct of any cleaning activity within the DBM.</p> e. The contractor shall ensure that, during contract implementation, the assigned cleaning team complies with the minimum health standards and safety protocols imposed by the DBM. In particular, all members of the cleaning team should wear proper personal protective equipment/clothing/supplies during the conduct of cleaning activity. f. The Contractor shall accomplish a work permit form prior to the conduct of cleaning services and must register at the lobby guard upon arrival at the DBM buildings. g. The Contractor shall submit an accomplishment report (soft and hard copy) for each visit/scheduled cleaning to the AS on the following working day after the conduct of the activity. The contractor must indicate in the report about any defects found in the air conditioning unit/s. h. All tools and tackles, manpower, transportation and other resources required for executing the job shall be in the scope of the Contractor, with no additional cost to the DBM. Cleaning tools and equipment will be stored at the storage room provided by the DBM for the duration of the contract. 	
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	<p>i. 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.</p> <p>j. The Contractor shall be held liable for:</p> <ul style="list-style-type: none"> • any work-related damages incurred by their staff to air conditioning unit/s or any DBM property • any work-related accident or illness inflicted by and to their own personnel during the activity 	
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Note: Quantity of air conditioning units is indicative number and for bidding purposes only. The DBM-AS may decrease the number of units requiring cleaning services during contract implementation. In such case, there shall be a corresponding adjustment in the cost, as well as revision on the monthly and quarterly schedule, of cleaning services.

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

Name of Company/Bidder

Signature Over Printed Name of Representative

Date