



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 5, 2024 for **Project ID No. DBM-2025-04-EPA, “Maintenance of Air-conditioning Systems,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS			AMENDMENTS		
Annex “A”			Annex “A”		
<p align="center"><b>DETAILED TECHNICAL SPECIFICATIONS</b></p> <p align="center">xxx</p> <p><b>4. Scope of Work</b></p> <p>4.1 Submission of Work Plan</p> <p>4.1.1. The Service Provider shall submit a work plan within fifteen (15) calendar days from receipt of the Notice to Proceed to the Administrative Service (AS), based on the initial assessment/inspection of the AC systems. The proposed work plan shall cover a twelve (12) month contract implementation, which shall contain, among others, details of the following:</p> <p align="center">xxx</p>			<p align="center"><b>DETAILED TECHNICAL SPECIFICATIONS (REVISED)</b></p> <p align="center">xxx</p> <p><b>4. Scope of Work</b></p> <p>4.1 Submission of Work Plan</p> <p>4.1.1. The Service Provider shall submit a work plan within fifteen (15) calendar days from receipt of the Notice to Proceed to the Administrative Service (AS), based on the initial assessment/inspection of the AC systems. The proposed work plan shall cover a <del>twelve (12)</del> <b>TWENTY-FOUR (24)</b> month contract implementation, which shall contain, among others, details of the following:</p> <p align="center">xxx</p>		
Annex A. 1			Annex A. 1 (REVISED)		
Qty	Unit	Item Description	Qty	Unit	Item Description
1	Pc	Air Temperature Sensor Indoor OUTDOOR MODEL - EVC-615WV2WN1 - EVC-850WV2WN1 - EVX-560WV2DN1 - EVX-450WV2DN1 - EVX-500WV2DN1 OUTDOOR MODEL - TMV-615WM/B-F - TMV-335WM/B-F	1	pc	Air Temperature Sensor Indoor OUTDOOR MODEL <b>(BRAND: EVEREST)</b> - EVC-615WV2WN1 - EVC-850WV2WN1 - EVX-560WV2DN1 - EVX-450WV2DN1 - EVX-500WV2DN1 OUTDOOR MODEL <b>(BRAND: TOSOT)</b> - TMV-615WM/B-F - TMV-335WM/B-F

		<ul style="list-style-type: none"> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> </ul>			<ul style="list-style-type: none"> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> </ul>
		OUTDOOR MODEL			OUTDOOR MODEL ( <b>BRAND: LG</b> )
		<ul style="list-style-type: none"> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> </ul>			<ul style="list-style-type: none"> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> </ul>
1	pc	PCB Board Receiver (Indoor) OUTDOOR MODEL <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- EVX-500WV2DN1</li> </ul> OUTDOOR MODEL <ul style="list-style-type: none"> <li>- TMV-615WM/B-F</li> <li>- TMV-335WM/B-F</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> </ul> OUTDOOR MODEL <ul style="list-style-type: none"> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> <li>-</li> </ul>	1	pc	PCB Board Receiver (Indoor) OUTDOOR MODEL ( <b>BRAND: EVEREST</b> ) <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- EVX-500WV2DN1</li> </ul> OUTDOOR MODEL ( <b>BRAND: TOSOT</b> ) <ul style="list-style-type: none"> <li>- TMV-615WM/B-F</li> <li>- TMV-335WM/B-F</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> </ul> OUTDOOR MODEL ( <b>BRAND: LG</b> ) <ul style="list-style-type: none"> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> </ul>
1	pc	IPM Board (Outdoor) MODEL (Brand: EVEREST) <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- EVX-500WV2DN1</li> </ul> MODEL <ul style="list-style-type: none"> <li>- TMV-615WM/B-F</li> <li>- TMV-335WM/B-F</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> </ul> MODEL <ul style="list-style-type: none"> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> </ul>	1	pc	IPM Board (Outdoor) MODEL ( <b>BRAND: EVEREST</b> ) <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- EVX-500WV2DN1</li> </ul> MODEL ( <b>BRAND: TOSOT</b> ) <ul style="list-style-type: none"> <li>- TMV-615WM/B-F</li> <li>- TMV-335WM/B-F</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> </ul> MODEL ( <b>BRAND: LG</b> ) <ul style="list-style-type: none"> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> </ul>
1	pc	MOTHER BOARD AVR MODEL <ul style="list-style-type: none"> <li>- TNS6-60KVA</li> <li>- TNS6-80KVA</li> </ul>	1	pc	MOTHER BOARD AVR MODEL ( <b>BRAND: ZHENGXI</b> ) <ul style="list-style-type: none"> <li>- TNS6-60KVA</li> <li>- TNS6-80KVA</li> </ul>

**BID FORM****xxx**

Air-conditioning Units	No. of Units	Maintenance Cost per Unit (inclusive of cleaning service)	No. of Period/s	Total (Inclusive of VAT)
a	b	c	d	e=(b*c * d)
<b>xxx</b>				
<b>TOTAL (I + II + III + IV + V)</b>				

**BID FORM  
(REVISED)****xxx**

Air-conditioning Units	No. of Units	Maintenance Cost per Unit (inclusive of cleaning service)	No. of Period/s	Total (Inclusive of VAT)
a	b	c	d	e=(b*c * d)
<b>xxx</b>				
<b>TOTAL ANNUAL REQUIREMENTS (I + II + III + IV + V)</b>				<b>P</b>
<b>MULTIPLY BY 2 YEARS</b>				
<b>TOTAL REQUIREMENTS FOR FYS 2025 AND 2026</b>				<b>P</b>

**Annex B****xxx****ANNEX B****LIST OF AIR CONDITIONING PARTS AND CONSUMABLES**

ITEM DESCRIPTION	UNIT PRICE
ACCESS VALVE 1/4"	
AERO TAPE 2" WIDE WHITE	
ALUMINUM DUCT TAPE 2" WIDTH	
FLUX, ALUMINUM	
FREON R-32	
FREON R-410A	
GREASE, HIGH TEMPERATURE, FOR BEARING, 250G/CAN	
MAPP GAS 400GRMS	
NITROGEN GAS WITH REGULATOR 20 LBS	
POLYETHYLENE TAPE 4" WIDE WHITE	

	<b>SILVER ROD (STANDARD SIZE)</b>	
	<b>SYSTEM CLEANER 141B</b>	
	<b>THERMAL GREASE (THERMAL CONDUCTIVITY &gt;1.90 W/M-K THERMAL RESISTANCE &lt;0/225C-IN/W), 8 ML PER TUBE</b>	
	<b>VACUUM OIL</b>	
	<b>FAN MOTOR INDOOR 220V 20W</b>	
	<b>FAN MOTOR OUTDOOR 220V 20W</b>	
	<b>CEILING CASSETTE AIRCON 17126000000383 – MAIN BOARD</b>	
	<b>REFRIGERATION TUBE DEHYDRATED ½” O.D X 0.59MM WALL 15.24M COIL</b>	
	<b>REFRIGERATION TUBE DEHYDRATED 5/8” O.D X 0.59MM WALL 15.24M COIL</b>	
	<b>REFRIGERATION TUBE DEHYDRATED 3/8” O.D X 0.59MM WALL 15.24M COIL</b>	
	<b>REFRIGERATION TUBE DEHYDRATED 1/4” O.D X 0.59MM WALL 15.24M COIL</b>	
	<b>RUBBER INSULATION TUBE 1/2” ID X 1/2” TK</b>	
	<b>RUBBER INSULATION TUBE 3/8” ID X 3/4” TK</b>	
	<b>RUBBER INSULATION TUBE 1 1/8” ID X 3/4” TK</b>	
	<b>PIPE SENSOR FOR INDOOR DRAIN PUMP FOR SPLIT TYPE CENTRIFUGAL PUMP 6.5W PART (MP30700) FOR CEILING CASSETTE</b>	
	<b>CAPACITOR 3.5UF</b>	

	CAPACITOR 50UF	
	COPPER ELBOW ½	
	COPPER ELBOW 5/8	
	COPPER TUBE ½	
	COPPER TUBE 3/8	
	COPPER TUBE 1/4	
	FLEXIBLE HOSE ½ X 50MTRS	
	COPPER COUPLING 1/2	
	COPPER COUPLING 3/8	
	COPPER COUPLING 1/4	
	ELECTRICAL TAPE	
	GLASS TUBE FUSE 3AMP	
	GLASS TUBE FUSE 5AMP	
	CIRCUIT BREAKER 30AMP	
	CIRCUIT BREAKER 40AMP	
	CIRCUIT BREAKER 50AMP	
	CIRCUIT BREAKER 60AMP	
	AIR TEMPERATURE SENSOR INDOOR OUTDOOR MODEL	
	- EVC-615WV2WN1	
	- EVC-850WV2WN1	
	- TMV-615WM/B-F	
	- EVX-560WV2DN1	
	- EVX-450WV2DN1	
	- TMV-335WM/B-F	
	- ARUV200BTS4	
	- ARUV140BTS4	
	- TMV-224WM/B-F	
	- TMV-560WM1B-F	
	- EVX-500WV2DN1	
	PCB BOARD RECEIVER (INDOOR) OUTDOOR MODEL	
	- EVC-615WV2WN1	
	- EVC-850WV2WN1	
	- TMV-615WM/B-F	
	- EVX-560WV2DN1	
	- EVX-450WV2DN1	
	- TMV-335WM/B-F	
	- ARUV200BTS4	
	- ARUV140BTS4	
	- TMV-224WM/B-F	
	- TMV-560WM1B-F	
	- EVX-500WV2DN1	
	IPM BOARD (OUTDOOR)	

	<table border="1" data-bbox="847 192 1473 824"> <tr> <td data-bbox="847 192 1257 656"> <b>MODEL</b> <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- TMV-615WM/B-F</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- TMV-335WM/B-F</li> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> <li>- EVX-500WV2DN1</li> </ul> </td><td data-bbox="1257 192 1473 656"></td></tr> <tr> <td data-bbox="847 656 1257 824"> <b>MOTHER BOARD AVR MODEL</b> <ul style="list-style-type: none"> <li>- TNS6-60KVA</li> <li>- TNS6-80KVA</li> </ul> </td><td data-bbox="1257 656 1473 824"></td></tr> </table> <p data-bbox="810 864 1493 954"><b>NOTE: THE INDICATED UNIT PRICE HEREIN SHALL BE FIXED FOR THE WHOLE DURATION OF THE CONTRACT</b></p>	<b>MODEL</b> <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- TMV-615WM/B-F</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- TMV-335WM/B-F</li> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> <li>- EVX-500WV2DN1</li> </ul>		<b>MOTHER BOARD AVR MODEL</b> <ul style="list-style-type: none"> <li>- TNS6-60KVA</li> <li>- TNS6-80KVA</li> </ul>	
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	<p data-bbox="810 999 884 1025"><b>Note:</b></p> <p data-bbox="810 1070 1513 1178"><b><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></b></p> <ol style="list-style-type: none"> <li data-bbox="863 1218 1251 1249">1. Bid Form (Revised); and</li> <li data-bbox="863 1261 1513 1332">2. Annex B – List of Air Conditioning Parts and Consumables.</li> </ol> <p data-bbox="810 1373 1513 1480"><b><u>Attached for guidance of the bidders are the following documents which shall form part of the Bidding Documents:</u></b></p> <ol style="list-style-type: none"> <li data-bbox="863 1520 1513 1592">1. Annex “A” - Detailed Technical Specifications (Revised); and</li> <li data-bbox="863 1603 1198 1635">2. Annex A.1 (Revised).</li> </ol>				

**Other matters:**

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective November 12, 2024 right after the opening of bids.
- For guidance and information of all concerned.



Digitally signed by  
RAMON VICENTE B.  
ASUNCION

**RAMON VICENTE B. ASUNCION**

*Assistant Secretary*

*Vice Chairperson, DBM-BAC*

## Detailed Technical Specifications (Revised)

### 1. Title

Maintenance of Air Conditioning Systems

### 2. Objective

To ensure that all air conditioning units in the Central Office are clean and in good operational condition

### 3. Qualifications of the Service Provider

#### 3.1. Technical Parameters

- 3.1.1. The Service Provider shall have a DTI Accreditation on Refrigeration and Air Conditioning (AC) Repair and Service Enterprises
- 3.1.2. The Service Provider must have at least one (1) year of experience in AC maintenance and cleaning and/or decontamination, with emphasis on commercial AC systems.

#### 3.2. Licenses/Certifications

At the commencement of contract implementation, the Service Provider shall secure and maintain, at its own expense, all necessary registrations, licenses, and/or permits as required by laws, rules, and regulations. The Service Provider shall likewise comply with all pertinent laws, rules, and regulations.

#### 3.3. Maintenance Team

- 3.3.1. The Service Provider shall deliver the obligations arising from this contract through a Maintenance Team which shall include the employees having the following qualifications, as validated during contract implementation:
  - 3.3.1.1. **Registered Mechanical Engineer** – with valid Professional Regulation Commission license and at least two (2) years of experience in AC repair and maintenance;
  - 3.3.1.2. **Safety Officer** – with training certificate in Basic/Construction Occupational Safety and Health (BOSH/COSH SO2) from an accredited institution by the Department of Labor and Employment; and
  - 3.3.1.3. **Five (5) Air con Specialists/Technicians** – with valid NC II certificate from the Technical Education and Skills Development Authority and at least three (3) years of experience as Aircon Technician
    - Of the five (5) Specialists/Technicians, three (3) Specialists/Technicians shall be assigned in the DBM during the contract period. They shall regularly report to the DBM from Mondays to Saturdays, 8:00am to 5:00pm. However, in the performance of the obligations of the Service Provider, the services of said personnel may be extended beyond the stated working hours, including on Sundays, as deemed necessary by the DBM. The personnel's required experience shall be exclusive in the government.

In the deployment of personnel, the Service Provider shall give priority to applicants recommended by the Client, with proof of relevant qualifications and satisfactory performance

### **3.4. Accessories, Materials, Tools, Equipment, and Labor**

3.4.1. The Service Provider shall supply all accessories and materials during maintenance activities, at no additional cost to the DBM, such as but not limited to:

- Rags
- Cleaning chemicals for evaporator and condenser
- At least three (3) portable pressure washers
- At least two (2) sets of repair kits
- Flaring tools, 3/16" to 5/8"
- Ladders (4ft to 8ft)
- Full body harness
- Gauge manifold
- Thermometer laser gun
- Clamp meter
- Digital multi-tester
- Communication Radio, Min. 1km communication range 1 pair

3.4.2. All other materials, tools, equipment, and labor needed to deliver the obligations arising from this contract shall be on the account of the Service Provider.

## **4. Scope of Work**

### **4.1. Submission of Work Plan**

4.1.1. The Service Provider shall submit a work plan within fifteen (15) calendar days from receipt of the Notice to Proceed to the Administrative Service (AS), based on the initial assessment/inspection of the AC systems. The proposed work plan shall cover a twenty-four (24) month contract implementation, which shall contain, among others, details of the following:

- 4.1.1.1. Monthly, quarterly, semi-annually, and annually preventive maintenance activities as defined in item 4.2.3. hereof;
- 4.1.1.2. Defined preventive maintenance activities, checklist, and schedule;
- 4.1.1.3. Methodology/process to be undertaken, including cleaning chemicals/products to be used;
- 4.1.1.4. Composition of Maintenance Team assigned to the project, submitted together with the resume/information sheet, and copies of relevant license/certificate of each employee;
- 4.1.1.5. List of materials, tools, and equipment needed for the conduct of preventive maintenance activities; and
- 4.1.1.6. Safety plan.

4.1.2. The Service Provider shall commence the preventive maintenance activities within five (5) working days after approval of the work plan.

## 4.2. Maintenance Activities

- 4.2.1. The Service Provider shall conduct the preventive maintenance, including inspection, examination, cleaning, and testing, of the AC systems in the DBM Central Office, bearing the following units:

TYPE OF AIRCON	QUANTITY
Window Type	14
Split Type (Wall Mounted)	72
Split Type (Floor Mounted)	25
Split Type (Ceiling Cassette)	1
Variable Refrigerant (VRF - Ceiling Cassette Type)	130
Variable Refrigerant (VRF - Wall Mounted)	208
ACCU - VRF	58
ACCU - Split	98

- 4.2.2. For units that are still under warranty, the Service Provider shall coordinate with the existing Supplier when conducting the cleaning and preventive maintenance activities so as not to void the warranty.

- 4.2.3. The Supplier shall conduct the following minimum maintenance activities:

4.2.3.1. Monthly

- Wash and clean the filters
- Wash and clean the front and inner panels of indoor units
- Wash and clean the panels of outdoor units
- Clean and re-align louver blades
- Clear dirt and remove debris from the condenser units
- Clean the area around the coil
- Remove visible surface contaminants and deposits within the AC system.
- Wipe and clean all external Automatic Voltage Regulators
- Inspect all drain lines and remove any element that will cause clogging
- Check and tighten all bolts, nuts, log screws, and other components with abnormal noise
- Inspect and rectify all electrical and electronic components for ground, short and open circuits
- Check and repair/replace electrical wirings and harnesses for loose connections and cable cuts
- Examine and correct all electrical controls, circuit boards, and control boards
- Check, inspect, and examine all abnormal sounds and vibrations
- Log applicable parameters to ensure continuous and proper operation such as voltage, amperage, temperature, humidity, sensitivity, operating pressures, and other needed criteria.
- Check and clean mechanical components such as evaporator and condenser motors, condenser coils, and fan units

4.2.3.2. Quarterly

- All activities indicated in Item 4.2.3.1
- Intensive cleaning of evaporator and condenser coils using pressure washer and with use of cleaning agents and/or non-corrosive chemicals

- Inspect the seal between the AC units and window frame to ensure contact with the case
  - Check the amount of refrigerant and conduct leak test if refrigerant is below required amount
  - Check for and seal duct leakage in central systems
  - Measure airflow through the evaporator coil
  - Inspect electric terminals, clean, and tighten connections, and apply a non-conductive coating if necessary
  - Check motors and inspect fans for tightness and wear
- 4.2.3.3. Semi-Annual
- All activities indicated in Item 4.2.3.2
  - Clean, examine, and replace the air filters
- 4.2.3.4. Annual
- All activities indicated in Item 4.2.3.3
  - Intensive cleaning of indoor and outdoor units with help of chemicals
  - Paint all steel flat forms (VRF, AVR, and flat forms for outdoor units).
- 4.2.3.5. As needed
- Inspect, measure high side, and low side pressures
  - Install back-up and/or temporary units
  - Inspect and repair leaks in the system
  - Refill freon to appropriate levels
- 4.2.4. The Service Provider shall regularly check, inspect, examine, clean, and test the following:
- Evaporator unit, air filter, and front grill assembly
  - Amperage and operating voltages, pressures, and temperature
  - Drain pans and pipe
  - Suction and discharge operating pressures
  - Fan belt tension
  - Oil swing vanes and swing vanes
  - Level of the equipment flat form
  - Condense water drain line and leakage
  - Indoor and outdoor aluminum fins
  - Refrigerant lines and fittings
  - Expansion valves
  - Printed circuit board and temperature sensors
- 4.2.5. The Service Provider shall ensure that debris/wastes removed during the cleaning and maintenance works shall be collected and properly disposed of.
- 4.2.6. The Service Provider shall employ measures to control odors and/or mist vapors during the cleaning process.
- 4.2.7. The Service Provider may remove and re-install ceiling sections to gain access to AC Systems during the cleaning and/or maintenance process
- 4.2.8. The Service Provider shall comply with all applicable Occupational Safety and Health Standards and other local and national requirements for protecting the safety of its employees including the use of personal protective equipment (PPE)

- 4.2.9. The Service Provider shall ensure that all furniture, flooring, computers, photocopiers, and other equipment should be covered with clean protective coverings before beginning the work.
- 4.2.10. The Service Provider shall avoid stepping on any DBM furniture during maintenance. If unavoidable due to the location of the units, the service personnel shall remove their shoes when stepping and ensure to clean the furniture after use.
- 4.2.11. Biocidal agents and coatings shall only be applied if active fungal growth is suspected, or fungal contamination has been verified through testing. When used, it shall be applied in strict accordance with manufacturer recommendation.
- 4.2.12. The Service Provider shall rectify/correct all faults and defects found on all the AC systems of the DBM Central Office, at no additional cost to the DBM.
- 4.2.13. Every fault and defect determined on any AC system shall require the service provider to submit a service report that includes all relevant information, including the model of the unit, location, and source of the problem along with their recommendation.

The Service Provider must notify the AS for materials needed for replacement. The AS shall examine and approve the replacement before any action shall be taken by the Service Provider.

- 4.2.14. In case of repair, replacement, and maintenance, the Service Provider shall supply and deliver the following fast-moving parts and supplies indicated in Annex A.1, as approved by the AS. The quantity of indicated parts and supplies are for bidding purposes only. During contract implementation, the AS may adjust the quantity of the items as needed, but not to exceed the contingency amount of the contract.

Installation of any of the air conditioning parts mentioned in Annex A.1 shall be done by the Service Provider, at no additional cost to the DBM. Only the cost component or price of the material shall be paid by the DBM.

- 4.2.15. The air conditioning parts listed in Annex A.1 are only included for budgetary purposes and are part of a contingency; any air conditioning parts/supplies that are not mentioned in ANNEX A.1 but are deemed necessary, as determined by the AS, shall also be charged against the contingency budget.
- 4.2.16. In case of a unit failure and a need to install backup unit/s, the installation and materials needed for the operation of the said unit/s shall be provided by the Service Provider, at no additional cost to the DBM. The standby unit/s shall be provided by the DBM.

#### **4.3. Submission of Accomplishment Report**

Within five (5) working days after the conduct of each maintenance activity, the Service Provider shall submit the following to the AS-GSD:

- Accomplishment report covering all activities done by the Service Provider, including a detailed description of possible defects/malfunction of the AC systems, and, if any, the recommended repairs/replacement of parts;
- Completed preventive maintenance checklist; and
- Monthly Certificate of Testing to attest that each unit of the air conditioning system is in satisfactory and operational condition.

The foregoing reports shall serve as the supporting documents to the monthly invoice/billing during contract implementation.

#### **4.4. Technical Support**

The Service Provider shall assign the five (5) Specialists/Technicians in the DBM during the contract implementation period, who shall regularly check, monitor, and report the status or conditions of the existing AC system. Kindly refer to Item 3.3.1.3 of this DTS. Said personnel shall be available anytime should there be any problem that arises in the system or in cases when immediate action is necessary.

In addition, the Service Provider shall provide an on-time response to emergency calls from the DBM. Response time for, i.e., to initiate action on DBM requests for technical assistance/support, or due to system/unit failure, shall not be later than four (4) hours upon receipt of written/verbal notice from AS.

#### **4.5. Service Standards and Condition**

- 4.5.1. The Service Provider's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices.
- 4.5.2. When a service provider changes out assigned personnel, they must notify the AS-GSD within five days and ensure that the replacement personnel has undergone a good handover from the outgoing personnel.
- 4.5.3. The Service Provider shall be responsible and liable for:
  - 4.5.3.1. The cost of repair/replacement due to damage caused by its own staff to the air conditioning system or any DBM property while conducting its maintenance work.
  - 4.5.3.2. Any work-related accident or illness inflicted by and to their own personnel or any DBM employee during contract implementation.

#### **4.6. Payment Details**

The reports identified under Item 4.3 of the Detailed Technical Specifications shall serve as the supporting documents to the monthly invoice/billing during contract implementation. Processing of payment, on a monthly basis, shall be made upon submission of complete documentary requirements by the Service Provider.

Moreover, pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate to the AS-General Services Division, as the End-user Unit, prior to the final payment of the contract. Failure to present a valid and updated Tax Clearance shall entitle the DBM to suspend the final payment due to the Supplier.

Qty	Unit	Item Description
20	pcs	Access Valve 1/4"
30	pcs	Aero Tape 2" Wide White
25	pcs	Aluminum Duct Tape 2" Width
10	can	Flux, Aluminum
30	tank	Freon R-32
40	tank	Freon R-410A
20	can	Grease, High Temperature, For Bearing, 250g/can
30	pcs	MAPP Gas 400Grms
5	tank	Nitrogen Gas with Regulator 20 lbs
20	pcs	Polyethylene Tape 4" Wide White
150	pcs	Silver Rod (Standard Size)
20	can	System Cleaner 141B
20	pcs	Thermal Grease (Thermal Conductivity >1.90 W/M-K Thermal Resistance <0/225C-In/W), 8 MI Per Tube
10	pcs	Vacuum Oil
5	Pcs	Fan Motor Indoor 220V 20w
5	Pcs	Fan Motor Outdoor 220V 20w
10	Pcs	Ceiling cassette aircon 17126000000383 – MAIN BOARD
3	Roll	Refrigeration tube dehydrated ½'' O.D x 0.59mm wall 15.24m coil
3	Roll	Refrigeration tube dehydrated 5/8'' O.D x 0.59mm wall 15.24m coil
3	Roll	Refrigeration tube dehydrated 3/8'' O.D x 0.59mm wall 15.24m coil
3	Roll	Refrigeration tube dehydrated 1/4'' O.D x 0.59mm wall 15.24m coil
5	carton	Rubber insulation tube 1/2'' ID x 1/2'' tk
5	carton	Rubber insulation tube 3/8'' ID x 3/4'' tk
3	carton	Rubber insulation tube 1 1/8'' ID x 3/4'' tk
5	Pcs	Pipe Sensor for Indoor
2	pcs	Drain pump for Split type

Qty	Unit	Item Description
2	pcs	Centrifugal pump 6.5W Part (MP30700) for Ceiling Cassette
5	pcs	Capacitor 3.5uf
5	pcs	Capacitor 50uf
20	pcs	Copper elbow ½
20	pcs	Copper elbow 5/8
5	roll	Copper tube ½
5	roll	Copper tube 3/8
5	roll	Copper tube 1/4
5	roll	Flexible hose ½ x 50mtrs
20	pcs	Copper coupling 1/2
20	pcs	Copper coupling 3/8
20	pcs	Copper coupling 1/4
50	pcs	Electrical tape
10	pcs	Glass tube fuse 3amp
10	pcs	Glass tube fuse 5amp
10	pcs	Circuit breaker 30amp
10	pcs	Circuit breaker 40amp
10	pcs	Circuit breaker 50amp
5	pcs	Circuit breaker 60amp
1	pc	Air Temperature Sensor Indoor OUTDOOR MODEL (Brand: EVEREST) <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- EVX-500WV2DN1</li> </ul> OUTDOOR MODEL (Brand: TOSOT) <ul style="list-style-type: none"> <li>- TMV-615WM/B-F</li> <li>- TMV-335WM/B-F</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> </ul> OUTDOOR MODEL (Brand: LG) <ul style="list-style-type: none"> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> </ul>
1	pc	PCB Board Receiver (Indoor) OUTDOOR MODEL (Brand: EVEREST) <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- EVX-500WV2DN1</li> </ul> OUTDOOR MODEL (Brand: TOSOT) <ul style="list-style-type: none"> <li>- TMV-615WM/B-F</li> <li>- TMV-335WM/B-F</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> </ul> OUTDOOR MODEL (Brand: LG) <ul style="list-style-type: none"> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> </ul>

Qty	Unit	Item Description
1	pc	IPM Board (Outdoor) MODEL (Brand: EVEREST) <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- EVX-500WV2DN1</li> </ul> MODEL (Brand: TOSOT) <ul style="list-style-type: none"> <li>- TMV-615WM/B-F</li> <li>- TMV-335WM/B-F</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> </ul> MODEL (Brand: LG) <ul style="list-style-type: none"> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> </ul>
1	pc	MOTHER BOARD AVR MODEL (Brand: ZHENGXI) <ul style="list-style-type: none"> <li>- TNS6-60KVA</li> <li>- TNS6-80KVA</li> </ul>

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

**BID FORM**

(Revised)

Date : \_\_\_\_\_

Project Identification No. : **DBM-2025-04-EPA**

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Maintenance of Air-conditioning Systems** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the details provided herein and made part of this Bid. The total bid price includes the cost of all taxes.

Air-conditioning Units	No. of Units	Maintenance Cost per Unit (inclusive of cleaning service)	No. of Period/s	Total (Inclusive of VAT)
a	b	c	d	e=(b*c * d)
<b>I. MONTHLY MAINTENANCE (inclusive of cleaning service)</b>				
Window Type	14		8	
Split Type (Wall Mounted)	72		8	
Split Type (Floor Mounted)	25		8	
Split Type (Ceiling Cassette)	1		8	
Variable Refrigerant (VRF - Ceiling Cassette Type)	130		8	
Variable Refrigerant (VRF - Wall Mounted)	208		8	
ACCU - VRF	58		8	
ACCU - Split	98		8	
<b>Sub-total</b>				
<b>II. QUARTERLY MAINTENANCE (inclusive of cleaning service)</b>				
Window Type	14		2	
Split Type (Wall Mounted)	72		2	
Split Type (Floor Mounted)	25		2	
Split Type (Ceiling Cassette)	1		2	
Variable Refrigerant (VRF - Ceiling Cassette Type)	130		2	
Variable Refrigerant (VRF - Wall Mounted)	208		2	
ACCU - VRF	58		2	
ACCU - Split	98		2	
<b>Sub-total</b>				

Signature of Authorized Signatory: \_\_\_\_\_

Air-conditioning Units	No. of Units	Maintenance Cost per Unit (inclusive of cleaning service)	No. of Period/s	Total (Inclusive of VAT)
a	b	c	d	e=(b*c * d)
<b>III. SEMI-ANNUAL MAINTENANCE (inclusive of cleaning service)</b>				
Window Type	14		1	
Split Type (Wall Mounted)	72		1	
Split Type (Floor Mounted)	25		1	
Split Type (Ceiling Cassette)	1		1	
Variable Refrigerant (VRF - Ceiling Cassette Type)	130		1	
Variable Refrigerant (VRF - Wall Mounted)	208		1	
ACCU - VRF	58		1	
ACCU - Split	98		1	
<b>Sub-total</b>				
<b>IV. ANNUAL MAINTENANCE (inclusive of cleaning service)</b>				
Window Type	14		1	
Split Type (Wall Mounted)	72		1	
Split Type (Floor Mounted)	25		1	
Split Type (Ceiling Cassette)	1		1	
Variable Refrigerant (VRF - Ceiling Cassette Type)	130		1	
Variable Refrigerant (VRF - Wall Mounted)	208		1	
ACCU - VRF	58		1	
ACCU - Split	98		1	
<b>Sub-total</b>				
<b>V. Contingency (to cover the cost of air-conditioning supplies and materials (accomplish Annex B)<sup>1</sup></b>				<b>P1,363,460.00</b>
<b>TOTAL ANNUAL REQUIREMENTS (I + II + III + IV + V)</b>				<b>P</b>
<b>MULTIPLY BY 2 YEARS</b>				
<b>TOTAL REQUIREMENTS FOR FYS 2025 AND 2026</b>				<b>P</b>

If our Bid is accepted, we undertake:

- to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

**Signature of Authorized Signatory:** \_\_\_\_\_

<sup>1</sup> The Contingency amount shall form part of the total bid price and cover the cost of provision of AC supplies and materials, as determined by the Administrative Service – General Services Division (AS-GSD). The amount is a fixed and essential part of the bid which should be included in the bid to be submitted by the bidder, but will only be utilized when necessary, upon the determination of the AS-GSD

- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us 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 pursuant to the PBDs.

*The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].*

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

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Authorized Signatory:** \_\_\_\_\_

## List of Air conditioning Parts and Consumables

Item Description	Unit Price
Access Valve 1/4"	
Aero Tape 2" Wide White	
Aluminum Duct Tape 2" Width	
Flux, Aluminum	
Freon R-32	
Freon R-410A	
Grease, High Temperature, For Bearing, 250g/can	
MAPP Gas 400Grms	
Nitrogen Gas with Regulator 20 lbs	
Polyethylene Tape 4" Wide White	
Silver Rod (Standard Size)	
System Cleaner 141B	
Thermal Grease (Thermal Conductivity >1.90 W/M-K Thermal Resistance <0/225C-In/W), 8 MI Per Tube	
Vacuum Oil	
Fan Motor Indoor 220V 20w	
Fan Motor Outdoor 220V 20w	
Ceiling cassette aircon 17126000000383 – MAIN BOARD	
Refrigeration tube dehydrated ½" O.D x 0.59mm wall 15.24m coil	
Refrigeration tube dehydrated 5/8" O.D x 0.59mm wall 15.24m coil	
Refrigeration tube dehydrated 3/8" O.D x 0.59mm wall 15.24m coil	
Refrigeration tube dehydrated 1/4" O.D x 0.59mm wall 15.24m coil	
Rubber insulation tube 1/2" ID x 1/2" tk	
Rubber insulation tube 3/8" ID x 3/4" tk	
Rubber insulation tube 1 1/8" ID x 3/4" tk	
Pipe Sensor for Indoor	

Item Description	Unit Price
Drain pump for Split type	
Centrifugal pump 6.5W Part (MP30700) for Ceiling Cassette	
Capacitor 3.5uf	
Capacitor 50uf	
Copper elbow ½	
Copper elbow 5/8	
Copper tube ½	
Copper tube 3/8	
Copper tube 1/4	
Flexible hose ½ x 50mtrs	
Copper coupling 1/2	
Copper coupling 3/8	
Copper coupling 1/4	
Electrical tape	
Glass tube fuse 3amp	
Glass tube fuse 5amp	
Circuit breaker 30amp	
Circuit breaker 40amp	
Circuit breaker 50amp	
Circuit breaker 60amp	
Air Temperature Sensor Indoor OUTDOOR MODEL	
<ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- TMV-615WM/B-F</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- TMV-335WM/B-F</li> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> <li>- EVX-500WV2DN1</li> </ul>	

Item Description	Unit Price
PCB Board Receiver (Indoor) OUTDOOR MODEL <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- TMV-615WM/B-F</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- TMV-335WM/B-F</li> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> <li>- EVX-500WV2DN1</li> </ul>	
IPM Board (Outdoor) MODEL <ul style="list-style-type: none"> <li>- EVC-615WV2WN1</li> <li>- EVC-850WV2WN1</li> <li>- TMV-615WM/B-F</li> <li>- EVX-560WV2DN1</li> <li>- EVX-450WV2DN1</li> <li>- TMV-335WM/B-F</li> <li>- ARUV200BTS4</li> <li>- ARUV140BTS4</li> <li>- TMV-224WM/B-F</li> <li>- TMV-560WM1B-F</li> <li>- EVX-500WV2DN1</li> </ul>	
MOTHER BOARD AVR MODEL <ul style="list-style-type: none"> <li>- TNS6-60KVA</li> <li>- TNS6-80KVA</li> </ul>	

**Note: the indicated unit price herein shall be fixed for the whole duration of the contract**



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 5, 2024 for **Project ID No. DBM-2025-03-EPA, “Subscription to Online Learning Platform for One (1) Year,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
<p style="text-align: center;"><b>Annex “A”</b></p> <p style="text-align: center;"><b>Detailed Technical Specifications</b></p> <p style="text-align: center;"><b>xxx</b></p> <p>1.2.1 Unlimited access for one (1) year to a comprehensive collection of online courses corresponding to the priority competencies<sup>1</sup> of the DBM.</p> <p><sup>1</sup> Based on the approved Learning and Development Plan</p>	<p style="text-align: center;"><b>Annex “A”</b></p> <p style="text-align: center;"><b>Detailed Technical Specifications (REVISED)</b></p> <p style="text-align: center;"><b>xxx</b></p> <p><del>1.2.1</del> <b>1.3.1</b> Unlimited access for one (1) year to a comprehensive collection of online courses corresponding to the priority competencies<sup>1</sup> of the DBM.</p> <p><sup>1</sup> Based on the approved Learning and Development Plan <b>DBM COMPETENCY DICTIONARY</b></p> <p><b>Note: subsequent numbering has been adjusted accordingly</b></p>
<p><b>Queries:</b></p> <p>a. What specific priority competencies are you referring in Item 1.2.1 of the Annex A “Detailed Technical Specifications”?</p>	<p><b>Clarifications:</b></p> <p>a. The Priority Competencies include, but are not limited to, the following competency groups:</p> <ol style="list-style-type: none"> <li>1. Civil Service Commission and Career Executive Service Board Leadership Competencies</li> <li>2. Analytical Thinking</li> <li>3. Policy Interpretation</li> <li>4. Attention to Detail</li> <li>5. Service Delivery</li> <li>6. Strategic Agility</li> <li>7. Data Management</li> <li>8. Achievement Orientation</li> <li>9. Compensation, Benefits and Welfare Management</li> <li>10. Competency Assessment and Management</li> <li>11. Competency Development and Enhancement</li> </ol>

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
	12. Confidentiality 13. Conflict Management 14. Corporate Communications 15. Creating Shared Vision and Strategy 16. Creativity 17. Data Analytics 18. Database Management 19. Development Planning 20. Digital Learning Facilitation 21. Digital Media And Visualization 22. Events Management 23. Facilitation Skills 24. First Aid Skills 25. Formulating and Integrating Development Plans 26. Fostering Innovation 27. Generating Reports, Correspondences, And Documentation 28. Health and Wellness Systems 29. Human Resource Framework 30. Information and Communications Technology (ICT) Project Management 31. Influencing and Building Relationships 32. Information, Education and Communication (IEC) Materials Development 33. Interpersonal Skills 34. Knowledge Management 35. Learning and Development Planning 36. Learning Facilitation 37. Monitoring and Evaluation 38. Networks, Telecommunications, Wireless and Mobility Knowledge 39. News Gathering 40. Occupational Safety Hazards 41. Office Administration 42. Organizational Acumen 43. Organizational Development 44. Organizational Diagnosis 45. Organizational Dynamics 46. Performance Management 47. Policy Formulation 48. Political Savvy 49. Presentation Skills

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
	50. Principles of Information Technology (IT) 51. Problem Solving 52. Process Management 53. Program / Course Delivery and Administration 54. Program / Course Design and Development 55. Project Monitoring and Evaluation 56. Public Relations 57. Recruitment, Selection and Placement 58. Respecting and Caring for Patients 59. Rewards and Recognition 60. Risk Analysis 61. Risk Assessment and Management 62. Risk Management, Security and Information Assurance 63. Social Media Savvy 64. Strategic Alignment 65. Strategic and Corporate Planning 66. Succession Planning and Management 67. Systems Development and Management 68. Technical Writing 69. Total Quality Management 70. User and Customer Support
b. What kind of cloud-based platform do you expect in the required service application mentioned in Item 1.3.1 of the Annex A “Detailed Technical Specifications”?	b. The cloud-based platform mentioned in Item 1.3.1 of the Annex “A” - “Detailed Technical Specifications” shall refer to the following capabilities:  1. Domain Housing 2. Database Housing 3. Storage Housing
	<b>Note:</b>  <u><b>Attached for guidance of the bidders is the Annex “A” - Detailed Technical Specifications (Revised) which shall form part of the Bidding Documents.</b></u>

**Other matters:**

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective November 12, 2024 right after the opening of bids.
- For guidance and information of all concerned.



Digitally signed by Ramon  
Vicente B. Asuncion

**RAMON VICENTE B. ASUNCION**

*Assistant Secretary*

*Vice Chairperson, DBM-BAC*

## Detailed Technical Specifications (Revised)

### 1.0 SCOPE OF SERVICES

- 1.1 Provision of subscriptions to an online learning platform for six hundred (600) learners
- 1.2 Provision of Training Program for System Administrator

The learning service provider shall deliver a comprehensive training program designed to equip the system administrators with knowledge and skills necessary to implement, manage, and navigate the learning platform within seven (7) calendar days upon request by the Administrative Service-Human Resource Development Division.

The training shall cover key areas including but not limited to: navigating the learning portal, performance monitoring, cybersecurity protocols, troubleshooting, and emerging technologies like cloud networking. The training shall be a blend of theoretical knowledge, hands-on lab, and case studies to enable the participants to effectively manage the learning platform.

#### 1.3 Online Learning Content

- 1.3.1 Unlimited access for one (1) year to a comprehensive collection of online courses corresponding to the priority competencies<sup>1</sup> of the DBM.
- 1.3.2 An online platform composed of asynchronous learning courses.
- 1.3.3 The Course Design shall adhere to the following principles:
  - i. learning objectives are learner-centered;
  - ii. contents directly aligned to and sufficiently covers learning objectives;
  - iii. methodologies are appropriate to content and follow andragogy principle;
  - iv. with course outline and with sufficient detail;
  - v. content consists of a sound balance between theory and practice; and
  - vi. with evaluation instruments for learning effectiveness.
- 1.3.4 The quality of programs, as evidenced by the result of learner's evaluation, shall cover the following standards:
  - i. engaging;
  - ii. not obsolete;
  - iii. addresses the required competencies in the new normal;
  - iv. diversified and developed by subject matter experts (SMEs) worldwide; and

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<sup>1</sup> Based on the DBM Competency Dictionary

- v. learner evaluation result is above average.

#### 1.4 Minimum System Requirements

- 1.4.1 Cloud-based platform on a Software as a Service Application;
- 1.4.2 With administrative system to:
  - i. view dashboard, track progress, generate reports and other monitoring features;
  - ii. provide real-time learning analytics and insights on learner's activity;
  - iii. provide recommended/suggested course to learners; and
  - iv. manage enterprise-wide licenses.
- 1.4.3 With available learning tools consisting of but not limited to: learning assignment, learning paths, custom categories, learning playbooks and other similar features;
- 1.4.4 With micro-features including but not limited to time-stamped notes and video speed adjustment;
- 1.4.5 With course builder;
- 1.4.6 With Learner's Assessment;
- 1.4.7 Allow integration with another online platform such as tracking/monitoring of learner's progress and earned certificates;
- 1.4.8 Allow learner to post comments and review the course;
- 1.4.9 Allow downloading of Learning resources (course outline, notes, and other resources);
- 1.4.10 Allow downloading of Level 1 Course Evaluation Report;
- 1.4.11 Allow interactive Q&A directly to the instructors;
- 1.4.12 Allow 24/7 access to all devices including laptop, desktop, or any android or IOS devices;
- 1.4.13 With AI-driven personalization which can recommend learning materials and courses based on learner interest and online activity;
- 1.4.14 With re-engagement notification which automatically sends email to learners who has been inactive for 30-days or more;
- 1.4.15 Allow learner to monitor their progress through a digital tracker;
- 1.4.16 Allow learner to download or share digital certificates indicating the name, course title, and number of training hours earned;
- 1.4.17 Allow learner to pause and pick up where they left off when ready to continue; and
- 1.4.18 Easy curation of courses through an imbedded filtering mechanism. Filters courses by language, course ratings, video duration, topic, level (basic, intermediate, expert), and subtitles.

## 2.0 SUPPORT SERVICE AND QUARTERLY REPORT

- 2.1 The Learning Service Provider shall set-up the DBM corporate account according to the specification.
- 2.2 The Learning Service Provider conduct a briefing/orientation session for the DBM learners and administrators.

- 2.3 The Learning Service Provider shall provide a dedicated customer manager/account officer to assist the DBM administrators and learners.
- 2.4 The Learning Service Provider shall provide a 24/7 help-desk technical support to resolve technical issues and/or system failures within twenty-four (24) hours from verbal or written notification.
- 2.5 The Learning Service Provider shall provide support to the DBM administrators on the management, administration, and evaluation that will ensure optimize learners' engagement.
- 2.6 The Learning Service Provider shall provide a quarterly report which should include visual dashboard/statistics of the individual and group learning activity, and real-time analytics. The following quarterly report shall be delivered on its corresponding schedule:

Q1 Report – April 5, 2025  
Q2 Report – July 5, 2025  
Q3 Report – October 5, 2025  
Q4 Report – December 31, 2025

### **3.0 OTHER REQUIREMENTS**

- 3.1 The Learning Service Provider must be an established learning institution which may be corporations, partnerships, associations that is compliant with the Civil Service Commission Resolution No. 2100220 dated 02 March 2021.

*Note: Proof of compliance shall be submitted during the post-qualification stage.*

- 3.2 At least three (3) years of existence in the market providing similar requirements/services.

*Note: The Bureau of Internal Revenue (BIR) Certificate of Registration (COR) Form 2303 will be submitted during the post-qualification stage.*

- 3.3 Must have security protocols in place to keep individual account secure.

### **4.0 PAYMENT DETAILS**

One-time payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations.

- a. Certification by the Learning Service Provider that a Webpage is up and running;
- b. Certification by the Learning Service Provider that the 600 subscriptions are credited and ready for activation;
- c. Certification by the Learning Service Provider that the training for the administrators is completed;
- d. Valid and updated Tax Clearance Certificate; and

e. Non-Disclosure Agreement.

## **5.0 PROJECT TIMELINE**

The contract implementation for the project will commence on March 3, 2025 until March 2, 2026.