



University of the Philippines OPEN UNIVERSITY

BIDS AND AWARDS COMMITTEE

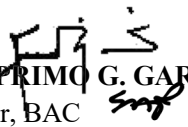
22 November 2023

SUPPLEMENTAL BID BULLETIN NO. 23-010

This Supplemental Bid Bulletin No. 23-010 is to amend or modify items in the Bid Documents and in response to the queries raised during the pre-bid conference conducted on 17 November 2023 for the “Preventive maintenance of Airconditioning Units from 02 January to 31 December 2024” to wit:

Reference/Specific Section	Amended Provision/Changes Made				
Section VII. Technical Specifications	<p>Section VII. Technical Specifications:</p> <table border="1"> <thead> <tr> <th>FROM</th> <th>TO</th> </tr> </thead> <tbody> <tr> <td> <p>Warranty:</p> <p>Any parts and components provided by the CONTRACTOR should be warranted against abnormalities in workmanship and materials within a 90-day period after the date on which the respective part or component was installed.</p> </td> <td> <p>Warranty:</p> <p>Any parts and components provided for by the CONTRACTOR should be warranted against abnormalities in workmanship and materials within a 90-day period after the date on which the respective part or component was installed. Otherwise, only a service warranty is required if the parts are sourced out.</p> </td> </tr> </tbody> </table> <p>See attached updated Section VII. Technical Specifications</p> <p>Note: Please use the updated Section VII. Technical Specifications in your bid submission</p>	FROM	TO	<p>Warranty:</p> <p>Any parts and components provided by the CONTRACTOR should be warranted against abnormalities in workmanship and materials within a 90-day period after the date on which the respective part or component was installed.</p>	<p>Warranty:</p> <p>Any parts and components provided for by the CONTRACTOR should be warranted against abnormalities in workmanship and materials within a 90-day period after the date on which the respective part or component was installed. Otherwise, only a service warranty is required if the parts are sourced out.</p>
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Net Financial Contracting Capacity (NFCC) Form	<p>See attached updated Net Financial Contracting Capacity (NFCC) Form</p> <p>Note: Please use the updated Net Financial Contracting Capacity (NFCC) Form in your bid submission</p>				

For the guidance and information of all concerned bidders.

Dr.  G. GARCIA
Chair, BAC

Received by the Bidder:

_____ Date: _____

Signature over printed name

Los Baños, Laguna 4031 Philippines

Tel Nos. +63(49) 536-6001 to 06 local 210 Telefax +63(49) 536-5991 Email: bac@upou.edu.ph

Section VII. Technical Specifications

Item	Specification	Statement of Compliance																																																																																								
1	<p>I. The total number of Aircon Units included in the contract are One Hundred Ninety (190) airconditioning units located in the UPOU offices in the Central Administration Building and UPOU offices in UP Diliman (the "Aircons").</p> <p><i>UPOU reserves the right to reduce and/or add the number of airconditioning units subject to repeat order limit (25% of the total).</i></p>																																																																																									
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	Wall Mounted (Main Bldg. 1 st Flr)	7			
	Ceiling Mounted (Main Bldg. 1 st Flr)	2			
	Floor Mounted (Main Bldg. 1 st Flr)	2			
	Window Type (Academic Res)	45			
2	<p>II. SCOPE OF WORK</p> <p>The CONTRACTOR's services consisting of the performance of triannual and on-call check-ups and servicing all aircon units of UP Open University installed in Los Banos and Diliman shall be inclusive of all labor, tools and testing equipment and transport necessary and pertinent to constantly maintain the Aircons in serviceable condition throughout the contract period.</p> <p>A. SPECIFIC TASKS</p> <p>Preventive maintenance inspection shall be scheduled quarterly and performed as specified below:</p> <ol style="list-style-type: none"> 1. Cleaning of condenser and evaporator fins with a pressure washer and aluminum cleaner. 2. Relubrication/replacement of fan motor bearings. (Labor only) 3. Check up on the work condition of all electrical components. 4. Check up on the noise levels of both indoor and outdoor units. 5. Check up on all system's freon level and topping up with R22 should the need arise. 6. Cleaning of indoor units including return air filter, cooling fins, and check-up of fan motor. 7. Cleaning of outdoor units, tightening of fan motor bolt to the base. 8. Check up on the compressor's load current. 				

9. Replacement of all worn-out bearings of fan motor units.
(Labor only)
10. Cleaning of blower wheels of all units.
11. Testing of work performance of all units.
12. Other activities not stated but necessary in the ACU maintenance/cleaning.
13. Labor services.

Note: The Standard Operating Procedure (SOP) of the CONTRACTOR on cleaning each evaporator coil should be done with pressurized Nitrogen Gas apart from a pressure washer to ensure a dirt-free system.

Warranty:

Any parts and components provided for by the CONTRACTOR should be warranted against abnormalities in workmanship and materials within a 90-day period after the date on which the respective part or component was installed. Otherwise, only a service warranty is required if the parts are sourced out.

B. EXCLUSIONS

Unless due to its fault or negligence, the CONTRACTOR'S services under this Agreement does not include:

1. The cost of materials, spare parts, and fabrication jobs used or needed in either major or minor repairs unless due to their fault and negligence.
2. Other major/minor trouble that includes the following:
 - (i) Repair of a leak in the sealed refrigerant system;
 - (ii) Replacement components such as compressor, fan motors, filter drier, expansion valve, thermostat switches, safety devices, and other related materials, and
 - (iii) Replacement of Freon (R-22).

All part(s) furnished and installed by the CONTRACTOR, if any, shall be genuine replacement part(s) recognized by the equipment manufacturer as equal to or exceeding the quality of the part(s) that were incorporated into the Aircons on the date of its manufacture. The CONTRACTOR shall at all times ensure that parts suitable for reuse shall be used before resorting to new parts.

The services enumerated under the exclusions shall be subject to a different charge which shall first be agreed upon by the parties, should UPOU request the CONTRACTOR to provide the said services.

3	<p>III. Hours of Operation</p> <p>The CONTRACTOR shall render maintenance and on-call services to UPOU during office hours from 9:00am to 5:00 pm, Mondays to Fridays, or during Saturdays and Sundays upon the request of the end-user.</p>	
4	<p>IV. Personnel</p> <ol style="list-style-type: none"> 1. The CONTRACTOR's technicians, while on service calls, shall at all times wear proper uniforms and exhibit an identification card, with both the company and employee's name clearly shown thereon. 2. The contractor shall submit the list of regular technicians who will be performing the preventive maintenance services in UPOU. No substitutes or Trainee shall be allowed to perform the preventive maintenance at UPOU. 3. There shall strictly be no employer-employee relationship between UPOU and the CONTRACTOR's technicians, employees, agents, representatives, and other personnel, whether or not directly or indirectly assigned to perform the maintenance services agreed upon herein. 	
5	<p>V. Quality of Workmanship</p> <ol style="list-style-type: none"> 1. In performing the services hereunder, the CONTRACTOR shall strictly follow the maintenance instructions of the equipment manufacturer as published in maintenance manuals. 2. The CONTRACTOR's personnel shall not leave equipment in a partially disassembled condition pending full repair when responding to a service call. 3. Poor quality workmanship and/or replacement parts or improvements or failure to render repair services to the satisfaction of the end-user of the particular office being serviced, despite notice to the CONTRACTOR shall constitute grounds for breach of this contract. 	

Notes: *[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]*

I hereby verify to comply with all the above requirements.

Signature over printed name of the authorized representative

Company name

Date

NET FINANCIAL CONTRACTING CAPACITY

The computation of a prospective bidder's Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC to be bid (PhP600,000.00), calculated as follows:

ABC: PhP600,000.00	Year 20__
Current Assets	
Minus: Current Liabilities	
Sub Total	
Multiplied by value of K	
Sub Total	
Minus: Value of outstanding services under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid	
NFCC	

NFCC = [(current asset minus current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid.

NFCC = PhP _____

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.