



## BIDS AND AWARDS COMMITTEE

### **NOTICE OF NEGOTIATED PROCUREMENT**

The Philippine International Convention Center (PICC) announces that the Bids and Awards Committee (BAC) will conduct a Negotiated Procurement for the **SUPPLY AND INSTALLATION OF VENTILATION SYSTEM AT THE VARIOUS COMFORT ROOMS/AREAS OF PICC**. The total Approved Budget for Contract (ABC) for this requirement is **SIX HUNDRED SEVENTY-THREE THOUSAND SEVEN HUNDRED FOUR PESOS AND NINETY-NINE CENTAVOS (P673,704.99), VAT inclusive**.

This will be undertaken in accordance with Sec. 53.1, Two Failed Bids, of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 otherwise known as "The Government Procurement Reform Act".

A complete set of documents may be obtained by interested bidders from February 7, 2020 to on or before 5:00 p.m. of February 24, 2020.

Submission of proposals will be on or before 5:00 p.m. of February 24, 2020, at the BAC Secretariat Office, Ground Floor, Delegation Building, PICC Complex, 1307 Pasay City. Attached are the specifications for this particular procurement.

  
**MELPIN A. GONZAGA**  
Chairman

**BIDS AND AWARDS COMMITTEE (BAC)**

**NEGOTIATED PROCUREMENT**

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Sir:

We wish to inform you that the procurement of the **SUPPLY AND INSTALLATION OF VENTILATION SYSTEM AT THE VARIOUS COMFORT ROOMS/AREAS OF PICC**, will be done by way of Alternative Method of Procurement through Negotiated Procurement.

The total Approved Budget for Contract (ABC) for this project is **SIX HUNDRED SEVENTY-THREE THOUSAND SEVEN HUNDRED FOUR PESOS AND NINETY-NINE CENTAVOS (P673,704.99), VAT inclusive.**

Please submit your proposal on or before **5:00 p.m. of February 24, 2020** at the BAC Secretariat, Ground floor, Delegation Building, PICC together with the following:

**A. ELIGIBILITY DOCUMENTS:**

1. Certified photocopy of the valid and current PhilGEPS Certificate of Registration – Platinum Membership.

If any of the documents mentioned in Annex "A" is not current, the new document should be submitted.

2. Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, entered into within the last three (3) years from the date of submission and opening of bids, and whose value is at least fifty percent (50%) of the ABC. Attach to such statement the following;

- a. Certified photocopy of the SLCC; and
- b. Certificate of Acceptance or Official Receipt or Sales Invoice

4. Net Financial Contracting Capacity (NFCC):

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

NFCC = [(Current assets minus current liabilities) (15)] minus the 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.

or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

**B. TECHNICAL COMPONENT:**

1. Terms of Reference fully accomplished;
2. Notarized Omnibus Sworn Statement with attached;
  - a. For Corporations, the duly notarized Secretary's Certificate; or
  - b. For Sole Proprietorship, the notarized Special Power of Attorney.

**C. OTHER DOCUMENTARY REQUIREMENTS:**

1. Certified photocopy of the CY 2018 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);
2. Company Profile with Organizational Chart and sketch of office location;
3. Certification from PICC' Mechanical Services Division that the participating bidder has conducted ocular inspection of the subject requirement; and
4. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last three (3) years, if any.

Negotiation shall be made with the bidder who made the lowest offer; should the negotiation fail then the same shall be made with the second lowest offer.

Attached is the Terms of Reference and other requirements for the implementation of the abovementioned requirements.

PICC reserves the right to reject any offer or all quotations found to be disadvantageous to the government.

Very truly yours,

  
**MELPIN A. GONZAGA**  
Chairman 

\_\_\_\_\_  
Date

The Chairman  
Bids and Awards Committee (BAC)  
Philippine International Convention Center (PICC)

Dear Sir/Madam:

In response to your letter dated \_\_\_\_\_, 2020, I wish to submit our offer for the **SUPPLY AND INSTALLATION OF VENTILATION SYSTEM AT THE VARIOUS COMFORT ROOMS/AREAS OF PICC.**

Location	Amount
1. Plenary Hall Office Spaces Male, Female & PWD Toilets	P
2. G/F Secretariat Male & Female Toilet	P

**TOTAL AMOUNT:** INCLUSIVE OF VALUE ADDED TAX (VAT)

\_\_\_\_\_  
(Amount in Words) (P \_\_\_\_\_)  
(Amount in figures)

*Note: Attach the Bill of Quantities per location*

Very truly yours,

\_\_\_\_\_  
Signature of bidder over printed name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone/Fax No.

## TERMS OF REFERENCE

### A. TECHNICAL SPECIFICATIONS

Item No.	Article /Description	COMPLIANCE
1	<p><b>SUPPLY AND INSTALLATION OF EXHAUST VENTILATION SYSTEM AT VARIOUS COMFORT ROOMS/AREA OF PICC</b></p> <p><b>1. PLENARY HALL OFFICE SPACES MALE, FEMALE &amp; PWD TOILET</b>  <b>2. G/F SECRETARIAT MALE &amp; FEMALE TOILET</b></p> <p><b>A. SPECIFIC SCOPE OF WORKS:</b></p> <p>Supply, delivery and installation of Exhaust Ventilation System at Toilets serving Plenary Hall Office Spaces and G/F Secretariat Lobby including Ductwork System (See attached drawings):</p> <p><b>1. Installation of New Exhaust Ventilation System at Toilets serving Plenary Hall Office Spaces:</b></p> <p>1.1. Supply deliver and install the following minimum requirement of exhaust ventilation units:</p> <p>1.1.1. Two (2) units Centrifugal In-Line Blower, Forward Blade with cabinet, B.I. materials ga.16 epoxy coated finish, statically and dynamically balanced 3,000cfm to 3,454cfm capacity, silent-type Exhaust Fan equipped with stainless metal mechanical adjuster. Noise level shall not exceed 45dB(A) measured at 1.5 meter below the center of the unit. 220-230 Volts, 1 phase, 60Hz, 3.0Hp motor, SP=1.5". Exhaust shall be complete with all necessary accessories to make it operational.</p> <p>1.1.1.1. All mechanical equipment shall be mounted on vibration isolators to prevent the transmission of vibration and mechanically transmitted sound to the building structure. Vibration isolators shall be selected in accordance with the weight distribution so as to produce reasonably uniform deflection. Isolator types and deflections shall be as noted on the equipment schedules.</p> <p>1.1.1.2. All centrifugal blowers shall be of silent-type and capacity indicated and constructed in accordance with <i>Air Movement and Control Association</i> (AMCA) Standards. Wheels shall be dynamically and statically balanced and free from vibrations and noise.</p> <p>1.1.1.3. Enclosed Circuit Breaker (ECB) shall be provided for each equipment by the mechanical contractor with nema 4x weather proof stainless enclosure (refer to equipment's technical data for specification)</p>	

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1.1.1.4. On and off (green and red) industrial control switch with pilot light indicator, wires and conduits, overload protectors, etc.

1.2. One (1) lot Ductwork shall be of galvanized iron sheet in gages conforming *American Society for Testing and Materials (ASTM) A527*, coating G90 "Apo Galfan". Duct construction shall be in accordance with *Sheet Metal and Air Conditioning Contractors National Association (SMACNA) low velocity duct manual* and *American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE) recommendation*.

1.2.1 Volume control damper, turning vanes & split dampers at all branches of exhaust air ducting shall be provided/installed at points/sections as necessary for proper air balancing.

1.2.2. Use semi rigid round flexible duct from duct to exhaust grille connection using a duct connector (DC150) and steel clamps (SC2150). Flexible duct shall not exceed 3m in length and is made from 0.1mm thick aluminum. AS1530.3 and S1668.1 compliant. Temp-rated from -20C to 150C.

1.2.3. Certified Reports: Submit testing, adjusting, and air balancing reports bearing the seal and/or signature of the Test and Balance Engineer. The reports shall be certified proof that the systems have been tested, adjusted, and balanced in accordance with the referenced standards; are an accurate representation of how the systems have been installed; are a true representation of how the systems are operating at the completion of the testing, adjusting, and air balancing procedures. These would also serve as an accurate record of all final quantities measured, to establish normal operating values of the systems.

1.2.4. Flexible connectors shall be made of an approved non-combustible material conforming to ASTM Standard D 1571.

1.2.5. All duct penetrations passing through a fire rated walls and floors partitions shall be provided with Intumescent Firestopping compound that have been tested and approved in accordance with ASTM E-814 and *Underwriters Laboratories (UL) 1479*.

1.2.6 Exhaust Air Grille, fixed blade, 45 deg. Deflection steel construction, oven baked enamel paint finish

1.2.7. The widths of the sheet metal ducts and stiffeners shall be as follows:

TABLE 1. WIDTH AND GAUGE FOR DUCT METAL

G.I. DUCT WIDTH	GAUGE
0 to 300mm	Ga. 26 (0.5 mm thick)
325mm to 750mm	Ga. 24 (0.60 mm thick)
775mm to 1350mm	Ga. 22 (0.80 mm thick)
1375mm to 2100mm	Ga. 20 (1.00 mm thick)
Over 2100mm	Ga. 18 (1.20 mm thick)

TABLE 2. STIFFENERS FOR DUCTS

G.I. DUCT WIDTH	SIZE OF STIFFENER
Up to 450mm	1" x 1" x 1/8"
Over 475mm to 900mm	1" x 1" x 1/8"
Over 925mm to 1350mm	1 1/4" x 1 1/4" x 1/8"
Over 1375mm to 1800mm	1 1/2" x 1 1/2" x 3/16"
Over 1825mm to 2400mm	2" x 2" x 3/16"
Over 2425mm	2 1/2" x 2 1/2" x 1/4"

**2. Installation of New Exhaust Ventilation System at Male & Female Common Toilets serving Ground Floor Secretariat Building:**

2.1. Supply, deliver and install the following minimum requirement of exhaust ventilation units:

2.1.1. Two (2) units Centrifugal In-Line Blower, Forward Blade with cabinet, B.I. materials ga.16 epoxy coated finish, statically and dynamically balanced 2,300cfm to 2,415cfm capacity, silent-type Exhaust Fan equipped with stainless metal mechanical adjuster. Noise level shall not exceed 45dB(A) measured at 1.5 meter below the center of the unit. 220-230 Volts, 1 phase, 60Hz, 1.5Hp motor, SP=1.5". Exhaust shall be complete with all necessary accessories to make it operational.

2.1.1.1. All mechanical equipment shall be mounted on vibration isolators to prevent the transmission of vibration and mechanically transmitted sound to the building structure. Vibration isolators shall be selected in accordance with the weight distribution so as to produce reasonably uniform deflection. Isolator types and deflections shall be as noted on the equipment schedules.

2.1.1.2. All centrifugal blowers shall be of silent-type and capacity indicated and constructed in accordance with *Air Movement and Control Association* (AMCA) Standards. Wheels shall be dynamically and statically balanced and free from vibrations and noise.

2.1.1.3. Enclosed Circuit Breaker (ECB) shall be

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provided for each equipment by the mechanical contractor with nema 4x weather proof stainless enclosure (refer to equipment's technical data for specification)

2.1.1.4. On and off (green and red) industrial control switch with pilot light indicator, wires and conduits, overload protectors, etc.

2.2. One (1) lot Ductwork shall be of galvanized iron sheet in gages conforming *American Society for Testing and Materials (ASTM) A527*, coating G90 "Apo Galfan". Duct construction shall be in accordance with *Sheet Metal and Air Conditioning Contractors National Association (SMACNA) low velocity duct manual* and *American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE)* recommendation.

2.2.1 Volume control damper, turning vanes & split dampers at all branches of exhaust air ducting shall be provided/installed at points/sections as necessary for proper air balancing.

2.2.2. Use semi rigid round flexible duct from duct to exhaust grille connection using a duct connector (DC150) and steel clamps (SC2150). Flexible duct shall not exceed 3m in length and is made from 0.1mm thick aluminum. AS1530.3 and S1668.1 compliant. Temp-rated from - 20C to 150C.

2.2.3. Certified Reports: Submit testing, adjusting, and air balancing reports bearing the seal and/or signature of the Test and Balance Engineer. The reports shall be certified proof that the systems have been tested, adjusted, and balanced in accordance with the referenced standards; are an accurate representation of how the systems have been installed; are a true representation of how the systems are operating at the completion of the testing, adjusting, and air balancing procedures. These would also serve as an accurate record of all final quantities measured, to establish normal operating values of the systems.

2.2.4. Flexible connectors shall be made of an approved non-combustible material conforming to ASTM Standard D 1571.

2.2.5. All duct penetrations passing through a fire rated walls and floors partitions shall be provided with Intumescent Firestopping compound that have been tested and approved in accordance with ASTM E-814 and *Underwriters Laboratories (UL) 1479*.

2.2.6 Exhaust Air Grille, fixed blade, 45 deg. Deflection steel construction, oven baked enamel paint finish

2.2.7. The width of the sheet metal ducts and stiffeners shall be as follows:



**TABLE 1. WIDTH AND GAUGE FOR DUCT METAL**

G.I. DUCT WIDTH	GAUGE
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Over 2100mm	Ga. 18 (1.20 mm thick)

**TABLE 2. STIFFENERS FOR DUCTS**

G.I. DUCT WIDTH	SIZE OF STIFFENER
Up to 450mm	1" x 1" x 1/8"
Over 475mm to 900mm	1" x 1" x 1/8"
Over 925mm to 1350mm	1 1/4" x 1 1/4" x 1/8"
Over 1375mm to 1800mm	1 1/2" x 1 1/2" x 3/16"
Over 1825mm to 2400mm	2" x 2" x 3/16"
Over 2425mm	2 1/2" x 2 1/2" x 1/4"

**B. WARRANTY**

One (1) year warranty for workmanship and materials/equipment supplied by the Contractor. The obligation for the warranty shall be covered by, at the Contractor's option, either retention money in an amount equivalent to ten (10) percent of every progress payment or 10 percent of the Contract amount, or a bank guarantee equivalent to ten (10) percent of the total Contract amount. Said warranty obligation shall be released only after the expiration of warranty period, however, the same will be forfeited by PICC as part of payment for any damage of exhaust fans or accessories if the contractor refuses or fails to restore/repair the damaged components/parts attributable to contractor's negligence or poor workmanship during the installation period.

**C. SPECIAL/OTHER CONDITIONS OF THE CONTRACT**

1. The contractor must conduct site survey and inspection.
2. Any work that may affect the operation and security measures of PICC shall be coordinated properly and shall be done in accordance with the PICC' approved schedule.
3. Thickness of the above-mentioned materials to be used in the actual fabrication could be thicker than the required but it must not be thinner.
4. "Hot works" can only be done in a designated area and that a personal fire extinguisher/s should always be stationed in the area for emergency purpose.
5. Submit materials sample for approval prior to start of fabrication.
6. Conduct final testing and commissioning, air balancing test of all the supplied, and installed Ventilation Units in the presence of PICC's Project-in-Charge or his authorized representative and

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submit final report.

7. Contractor must submit individual Barangay clearance for the personnel to be assigned and that they must be in uniform with IDs throughout the duration of the project.
8. The Contractor must assign the following key personnel with general experience for the project.

<b>Key Personnel</b>	<b>General Experience</b>
<b>Site Mechanical Engineer</b> Must be a licensed Mechanical Engineer	With at least 5 years work experience in installation of ventilation system, testing and commissioning
<b>Site Mechanical Foreman</b> Mechanical or any Engineering Course undergraduate or Vocational Graduate of AC Technology	With at least 5 years work experience in supervising installation of ventilation system, testing and commissioning
<b>Site Mechanical Leadman</b> Vocational Graduate or Undergraduate of AC Technology	With at least 3 years work experience in supervising installation of ventilation system, testing and commissioning
<b>Safety Officer</b>	Must have at least two (2) years work experience as Safety Officer or has undergone Basic Occupational Safety and Health/Construction Occupational Safety and Health (BOSH/COSH) training by Occupational Safety and Health Authority (OSHA) and/or any DOLE accredited Training Centers.

9. The Contractor must submit list of the following minimum required major equipment for the Project.

<b>Item No.</b>	<b>Number of units required</b>	<b>Description of Equipment</b>
1	2	Welding Machine
2	2	Oxygen Tanks
3	2	Acetylene Tanks
4	1	Oxy-acetylene cutting/welding outfits (complete set)
5	1	Drilling Machine (Power Tools)
6	2	Grinding Machine (Power Tools)
7	1	Box/Open wrench and other mechanical tools (complete set)
8	2	Foldable Ladder
9	1	Balometer

10. Restoration cost of any damage/s due to negligence/poor workmanship shall be borne by the Contractor

	<p>11.The Contractor should free the PICC and its personnel from and against all liabilities arising from injuries or liabilities to persons or damages to property occasioned by any act or omissions by the Contractor including any and all expenses, legal or otherwise which may be incurred by PICC and its personnel in the defense of any claim, action or suit.</p>	
<p align="center"><b>Statement of Compliance</b></p> <p>Offerors 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.</p>		

**D. Performance Bond**

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

**E. PAYMENT**

Payment shall be released in full within 4 weeks after final acceptance by PICC or its representative of the Contractor's completed work, and submission of billing and complete supporting documents by Contractor as follows:

- 1.) Completion/Turn-over Report
- 2.) Invoice
- 3.) Copy of delivery receipt for the return of replaced parts/materials, if any.
- 4.) Payment shall be subject to five percent (5%) retention money to cover the warranty obligation. Said warranty obligation shall be released only after the expiration of warranty period.

**F. Schedule of Requirements**

Item No.	Description	Contract Period
1	Supply and Installation of Exhaust Ventilation System at the Various Comfort Rooms/Areas of PICC  1. PLENARY HALL OFFICE SPACES MALE, FEMALE & PWD TOILET 2. G/F SECRETARIAT MALE & FEMALE TOILET	Work shall be completed within sixty (60) calendar days after the receipt of the Notice to Proceed.

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Signature over printed Name of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

