

SUPPLEMENTAL BID BULLETIN

**Republic of the Philippines
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, 1307 Pasay City
BIDS AND AWARDS COMMITTEE (BAC)**

February 20, 2025

**ONE (1) – YEAR CONTRACT FOR THE SEMI ANNUAL PREVENTIVE
MAINTENANCE SERVICE OF PICC PACKAGED AIR CONDITIONING UNITS AT
MAIN COMPLEX**

ADDENDUM NO. 01

This Addendum is issued to amend/revise certain provisions of the Bid Documents for the above-captioned procurement. Said amendments are as follows:

I. Section III- Bid Data Sheet have been revised to read as:

- ITB Clause 20.2
 - Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:
 - a. Certified Photocopy of the CY 2023 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);
 - b. Valid Tax Clearance;**
 - c. Sections III, and V of the bid documents, signed on each and every page by the bidder's authorized representative;**
 - d. List of at least three (3) maintenance and/or repair projects for centralized and/or packaged air conditioning system for the past three (3) years;
 - e. Resume of company's key officer who is a **mechanical engineer**, and at least **five (5) service technicians** detailing the skills and technical experience;
 - f. Certified photocopy of the valid registered/professional license of the mechanical engineer of the Contractor serving as service engineer, operation and maintenance engineer, service supervisor, or service manager;**
 - g. Certification from PICC' Mechanical Services Division that the participating bidder has conducted ocular inspection of the equipment that are included in the scope of work and the equipment' vicinity; and

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- h. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last five (5) years, if any.

II. Section VII- Technical Specifications have been revised to read as:

- **II. SPECIAL/ OTHER CONDITIONS OF THE CONTRACT**

- **2.** The Contractor must comply with the Republic Act No. 8495, The Philippine Mechanical Engineering Act of 1998, in the management, supervision, operation, servicing or maintenance of all the subject Packaged Air-conditioning units of the PICC Main Complex. As a requirement, the winning Contractor must have in its organization **and** assign at least one (1) licensed/registered mechanical engineer during the implementation of the project.

- **III. TERMINATION OF CONTRACT**

- One (1)-time failure to render services on any of **the eight hundred five (805)** air conditioning units under this scope of services.

The corrected copies are attached. Bidders are advised to replace their original copies with the corrected copies.

For guidance and information of all concerned.


ELIZABETH B. AGUILA
Vice-Chairperson

Received by:

(Signature over printed name)

Telephone/Fax No. _____

Date: _____

Name of Company: _____

15	Sealing and Marking of Bids Each Bidder shall submit the original and one (1) copy of the first and second components of its Bid. Technical and Financial documents must be placed in separate envelopes properly marked and sealed (please see attached Illustrations)
16.1	The address for submission of bids is: PICC-Bids and Awards Committee (BAC) Secretariat Ground floor, Delegation Building PICC Complex, 1307 Pasay City The deadline for submission of bids is March 3, 2025 at 10:30 a.m.
17.1	The place of bid BAC CONFERENCE ROOM Function Room B, 2nd Floor, Secretariat Building PICC Complex, 1307 Pasay City The date and time of bid opening is March 3, 2025 at 11:00 a.m. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and the opening of Bids shall be at 10:00 a.m. of the next working day.
19.3	Total ABC is THREE MILLION THREE HUNDRED FIFTEEN THOUSAND NINE HUNDRED SIX PESOS (PhP3,315,906.00), VAT Inclusive.
20.2	Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements: a. Certified Photocopy of the CY 2023 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); b. <i>Valid Tax Clearance</i> c. <i>Sections III, and V of the bid documents, signed on each and every page by the bidder's authorized representative;</i> d. List of at least three (3) maintenance and/or repair projects for centralized and/or packaged air conditioning system for the past three (3) years; e. Resume of company's key officer who is a <i>mechanical engineer</i>, and at least <i>five (5) service technicians</i> detailing the skills and technical experience; f. <i>Certified photocopy of the valid registered/professional license of the mechanical engineer of the Contractor serving as service engineer, operation and maintenance engineer, service supervisor, or service manager;</i> g. Certification from PICC' Mechanical Services Division that the participating bidder has conducted ocular inspection of the equipment

	that are included in the scope of work and the equipment' vicinity; and <i>h.</i> Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last five (5) years, if any.
21.2	No additional requirement

requirement, the winning Contractor must have in its organization *and* assign at least one (1) licensed/registered mechanical engineer during the implementation of the project.

3. The PICC shall supply the required materials, and spare parts for the proper operation and maintenance of the above-mentioned equipment/system in accordance with its policy and procedures.
4. The Contractor must respond within 24 hours upon receipt of call to trouble shoot and repair any minor trouble encountered by PICC' personnel. Minor repair will be free of charge such as replacement of owner-supplied thermistors, capacitor, contactor, relay, circuit breaker, PCB and fan motor.
5. The Contractor shall work together and harmoniously with the PICC personnel and other contractors in which works are affecting the air conditioning units being serviced.
6. The following services (labor only) shall be part of Contractor's responsibility:
 - 6.1 Charging additional refrigerant and compressor oil in case of undercharge conditions. PICC shall supply the refrigerant and compressor oil.
 - 6.2. Minor adjustment and calibration of electrical and electronic controls and other accessories.
 - 6.3. Installation of minor parts and accessories not requiring extensive dismantling and/or re-assembly.
 - 6.4. Minor leak testing (those not using nitrogen gas) for maintenance purposes only.
 - 6.5. Minor brazing, soldering, welding, painting and fabrication works.
 - 6.6. Replacement of bearings of blower and fans, and electric motor excluding compressor.
 - 6.7. Evaporator and condenser coil cleaning using contractor-supplied mild coil cleaner with appropriate corrosion inhibitor and/or mild detergent soap.

NOTE: Alkaline coil cleaner with pH of more than 9.5 must not be used to avoid weakening the aluminum fins. The PICC may require Contractor to apply phosphoric acid-based coil cleaner once to each unit for one (1) year to prevent corrosion attack, or restore the corroded/weakened aluminum fins if any.

7. The following services shall not be part of Contractor's responsibility:

4. One (1)-time incidence of loss of life or injury of any person within PICC premises occasioned by negligence or direct action of the contractor and/or its personnel.
5. One (1)-time stealing PICC properties or any properties of any entity/persons within PICC premises either caught in the act by any person or proven guilty by PICC security guard/police authorities/any competent court.
7. One (1)-time failure to render services on any of the *eight hundred five (805)* air conditioning units under this scope of services.
8. One (1)-time cancellation of any event resulting from any problems of air conditioning system or trouble made by the Contractor or its personnel.
9. Two (2) times consecutive/accumulated unsatisfactory performance based on semi-annual period performance rating given by Mechanical Services Division.

Commission of any of the following shall also be considered "unsatisfactory performance":

1. Non-completion of semi-annual services outlined under Specific Activities and Work Conditions. No partial payment for partial or incomplete services unless the fault or cause of partial accomplishment of the Contractor is due to action/in-action of PICC or its representatives.
2. Two (2) or more times observed unsafe practices which may results to damage of any PICC equipment and/or properties, and/or loss of life of any persons within PICC premises.
3. Two (2) or more times failure to respond from an emergency trouble call of PICC personnel within 24-hour from receipt of phone call within the semi-annual period or six (6)-month period.
4. Two (2) written warnings within one-semi-annual period/six (6)-month period from the Office of Mechanical Services due to unsatisfactory workmanship.
5. Total of three (3) written warnings within the two (2) semi-annual periods from the Office of Mechanical Services due to any action by the contractor or its personnel in violation of PICC security and safety rules.

Penalty:

- a. The Contract/Scope of Services shall be terminated by PICC if the Contractor committed/rendered poor/unsatisfactory performance as outline above.
- b. The Contractor shall not be paid for any rendition of semi-annual services below satisfactory performance rating. Non-completion of any services outlined in Specific