

# **PHILIPPINE INTERNATIONAL CONVENTION CENTER**



**PROJECT TITLE : SUPPLY AND INSTALLATION OF INVERTER-TYPE  
PACKAGED AIRCONDITIONERS AT THE FORUM**

**ABC : ₱3,134,014.00**

**Reference/s : PICC APP2025-MC-48**

**ITB-2025  
June 9, 2025**

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# ***Glossary of Terms, Abbreviations, and Acronyms***

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contractor** – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

**Foreign-funded Procurement or Foreign-Assisted Project** – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** – Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

## ***Section I. Invitation to Bid***



## **BIDS AND AWARDS COMMITTEE**

### **Invitation to Bid for the Supply and Installation of Inverter-Type Packaged Air-Conditioners at the Forum**

1. The *Philippine International Convention Center (PICC)*, through the *Approved Budget for CY 2025*, intends to apply the sum of **THREE MILLION ONE HUNDRED THIRTY FOUR THOUSAND FOURTEEN PESOS ONLY (₱ 3,134,014.00)**, **VAT Inclusive**, being the *Approved Budget* for the Contract (ABC) to payments under the contract for the **Supply and Installation of Inverter-Type Packaged Air-Conditioners at the Forum (APP No.2025-MC-48)**. Bids received in excess of ABC shall be automatically rejected at bid opening
2. The *PICC* now invites bids for the abovementioned requirement. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the abovementioned requirement. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Prospective Bidders may obtain further information from the *PICC-BAC* and inspect the Bidding Documents at the address given below during office hours.
5. A complete set of Bidding Documents may be acquired by prospective bidders starting **June 11, 2025** from the given address and website(s) below and *upon payment of a non-refundable fee in the amount of Four Thousand Pesos (₱4,000.00)*. A bidder shall present its proof of payment for the fees *by furnishing the PICC-BAC a copy of the Official Receipt*.
6. The *PICC-BAC* will hold a Pre-Bid Conference on **June 18, 2025** at **11:00 a.m.** at *West Wing Hall, Ground Floor, Secretariat Building, PICC* and/or through videoconferencing/webcasting *Via Zoom/Google Meet*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **July 2, 2025** at **10:30 am.**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **July 2, 2025** at **11:00 a.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *PICC* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

*BIDS AND AWARDS COMMITTEE  
PHILIPPINE INTERNATIONAL CONVENTION CENTER  
PICC Complex, Pasay City 1307  
87894759 and 87894760  
Telefax No. 87894761  
Email: [procurement@picc.gov.ph](mailto:procurement@picc.gov.ph)*

12. You may visit the following websites:

For downloading of Bidding Documents: [www.picc.gov.ph](http://www.picc.gov.ph)



**MELAN M. ESPELA**  
Chairman

## ***Section II. Instructions to Bidders***



## **1. Scope of Bid**

The Procuring Entity, *Philippine International Convention Center* wishes to receive Bids for the *Supply and Installation of Inverter-Type Packaged Air-Conditioners at the Forum* with identification numbers *PICC APP2025-MC-48*.

## **2. Funding Information**

- 2.1. The GOP through the source of funding as indicated below for 2024 in the total amount of Php 3,134,014.00.
- 2.2. The source of funding is:
  - a. GOCC and GFIs, the Corporate Operating Budget.

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last three (3) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly,

the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid one hundred twenty (120) calendar days from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

### **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 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 Lowest Calculated

Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

### ***III. Bid Data Sheet***

## Bid Data Sheet

ITB Clause	
5	<p>The following persons shall be eligible to participate in this bidding:</p> <ul style="list-style-type: none"> <li>a. Duly licensed Filipino citizens/sole proprietorships;</li> <li>b. Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;</li> <li>c. Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines; and</li> <li>d. Cooperatives duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines</li> <li>e. Must be engaged in business for the supply, installation, operation and/or repair of Inverter-Type, Packaged Air-conditioners and/or centralized air conditioning system for the last two years (2) years</li> </ul>
5.3	<p>For this purpose, similar contract shall refer to supply, installation operation and/or repair of Inverter-type Packaged Air conditioners.</p> <p>The Bidder must have completed within the last three (3) years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC.</p>
7.1	Sub-contracting is not allowed
8	The PICC will hold a pre-bid conference on <b>June 18, 2025</b> at <b>11:00 a.m.</b>
12	Not applicable
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. In the amount of not less than ₱62,680.28, or Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. Surety Bond in the amount of not less than ₱156,702.25.</li> </ul>
15	<p>Sealing and Marking of Bids</p> <p>Each Bidder shall submit the original and one (1) photo 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)</p>

*fr*



16.1	<p>The address for submission of bids is:</p> <p style="text-align: center;">PICC-Bids and Awards Committee (BAC) Secretariat Ground floor, Delegation Building PICC Complex, 1307 Pasay City</p> <p>The deadline for submission of bids is <b>July 2, 2025</b> at <b>10:30 a.m.</b></p>
17.1	<p>The place of bid</p> <p style="text-align: center;">BAC CONFERENCE ROOM West Wing Hall, Ground Floor, Secretariat Building PICC Complex, 1307 Pasay City</p> <p>The date and time of bid opening is <b>July 2, 2025</b> at <b>11:00 a.m.</b></p> <p>In the event that the Bids cannot be opened as scheduled due to justifiable reasons, and in the absence of prior BAC activities, the BAC will take custody of the submitted Bids, with the opening deferred to the next working day at the same time and venue. The BAC will issue a formal Notice to Bidders by posting it on the BAC Secretariat/Procurement Unit electronic bulletin board and the PICC website, providing the revised schedule.</p>
19.3	<p>Total ABC is <b>THREE MILLION ONE HUNDRED THIRTY FOUR THOUSAND FOURTEEN PESOS (P 3,134,014.00), VAT Inclusive.</b></p>
20.2	<p>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:</p> <ol style="list-style-type: none"> <li>a. CY 2024 Income and Business Tax Returns with proof of payment;</li> <li>b. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative;</li> <li>c. Valid Tax Clearance;</li> <li>d. List of at least two (2) projects for the supply and installation and/or repair and maintenance of Split-type, Inverter-Type Packaged Air-conditioners for the past two (2) years;</li> <li>e. Detailed Equipment Design Capacity and Distribution Plan (Schedule of Equipment) in tabulation format. Use standard long-size bond paper only;</li> <li>f. Certificate of authorized distributorship and service contractor for the last two (2) years signed by equipment manufacturer;</li> <li>g. Certification from manufacturer that the equipment to be installed is compliant to environmental Directive for Restriction of Hazardous Substances (RoHS) both for electrical and electronic equipment and devices. Such certification shall be treated as compliant to RA 6969/DENR Administrative Order No. 2005-05 (Toxic Chemical Substances for Issuance of Chemical Control Orders;</li> </ol>

	<ul style="list-style-type: none"> <li>h. Notarized Warranty Certificate for Compressors covering a five (5)-year period;</li> <li>i. Certification from PICC' Mechanical Services Division that the participating bidder has conducted ocular inspection of the Forum I, II &amp; III, location of outdoor units and panel boards, source of power supply and vicinity;</li> <li>j. Three (3) sets Installation plan and drawing using 30" by 40" size drawing sheet format – 1 set tracing paper and 2 sets blue prints;</li> <li>k. Three (3) sets Electrical Layout (single-line)/drawing using 30" by 40" size drawing sheet format – 1 set tracing paper and 2 sets blue print; and</li> <li>l. Certificate of Satisfactory Completion &amp; Acceptance of previous PICC projects undertaken within the last two (2) years, if any.</li> </ul>
21.2	No additional requirement

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## 5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

**6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	The Procuring Entity is The <b>Philippine International Convention Center (PICC)</b>
2.2	<p data-bbox="363 443 1378 544">Payment</p> <p data-bbox="363 450 1378 544">Payment shall be released in full 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:</p> <ol style="list-style-type: none"> <li data-bbox="517 577 810 607">1. Billing statement</li> <li data-bbox="517 640 847 669">2. Valid Tax Clearance</li> <li data-bbox="517 703 1198 732">3. Delivery receipts of equipment and materials.</li> <li data-bbox="517 766 1369 866">4. Receiving copy of delivery receipts of spare parts on drain pumps, indoor printed circuit boards and outdoor printed circuit boards;</li> <li data-bbox="517 900 1378 1001">5. Two (2) sets of Equipment Original manufacturer's copy of operation and maintenance manual for each indoor unit and outdoor unit.</li> <li data-bbox="517 1034 1353 1158">6. Three (3) sets Detailed As-built installation plans and three (3) sets electrical layout. One of the three (3) sets of each plan is the original drawing using tracing paper, 30"x40" sheet format. Others are in blue prints.</li> <li data-bbox="517 1191 1374 1352">7. Photocopy of Original copy of Certification from manufacturer that the equipment to be installed is environment-friendly compliant to Directive for Restriction of Hazardous Substance both for electrical and electronic equipment and devices.</li> <li data-bbox="517 1386 1257 1449">8. Original Notarized copy of Five (5)-Year Warranty Certificate for all compressors supplied</li> <li data-bbox="517 1482 1326 1545">9. Equipment/System Operation and Commissioning Test Data Report for each indoor and outdoor equipment</li> <li data-bbox="517 1579 1050 1608">10. Contractor's Recommendation for:               <ol style="list-style-type: none"> <li data-bbox="596 1659 1378 1760">10.1. Proper maintenance forms for observations, monitoring and recording operational data and trouble.</li> <li data-bbox="596 1771 1378 1872">10.2. Proper periodic maintenance check-up activities and standard operating procedures on daily, weekly, monthly, quarterly and annual basis.</li> </ol> </li> </ol>



3	<p>Performance Security</p> <p>Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:</p> <table border="1" data-bbox="363 331 1369 824"> <tr> <th data-bbox="363 331 895 432">Form of Performance Security</th><th data-bbox="895 331 1369 432">Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th></tr> <tr> <td data-bbox="363 432 895 533">Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.</td><td data-bbox="895 432 1369 533">Five percent (5%)</td></tr> <tr> <td data-bbox="363 533 895 633">Bank draft/guarantee issued by a Universal or Commercial Bank</td><td data-bbox="895 533 1369 633">Five percent (5%)</td></tr> <tr> <td data-bbox="363 633 895 824">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td data-bbox="895 633 1369 824">Thirty percent (30%)</td></tr> </table>	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%)
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%)								
5	<p>Warranty</p> <p>The Air Conditioning Units shall be covered by:</p> <ol style="list-style-type: none"> <li>1. One (1) year warranty on parts and labor.</li> <li>2. Five (5) years warranty on compressor.</li> </ol> <p>Said warranties shall include travel time and expense and provision of on-site service and labor.</p> <p>The obligation for the warranty shall be covered by a retention money or an amount equivalent to five percent (5%) of the Contract amount. Said warranty obligation shall be released only after the expiration of general warranty period of one (1) year, however, the same will be forfeited by PICC as part of payment for any damage of supplied equipment and surrounding equipment components/parts attributable to contractor's negligence or poor workmanship during the installation and/or test operation period.</p> <p>As part of the one-year general warranty, the contractor must conduct monthly check-up and servicing of the indoor and outdoor units with proper service records and reports for submission to PICC-Mechanical Services Division.</p>								
6	<p>The period for correction of defects is seven (7) calendar days upon receipt of notice from PICC project-in-charge.</p>								



## ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	
1	Supply and Installation of Inverter-Type Packaged Airconditioners at the Forum	Completion shall be within one hundred twenty (120) Calendar Days after receipt of 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

*Handwritten mark*

## ***Section VII. Technical Specifications***

**(REFER TO THE PICC TECHNICAL  
SPECIFICATIONS)**

## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### ***Class "A" Documents***

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR. If any of the documents in Annex "A" has expired, the updated document shall be submitted during post-qualification;**

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing 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 **(Annex "A"); and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents **(Annex "B"); and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration **(Annex C"); and**
- (e) Conformity with the Technical Specifications **(Section VII – signed on each and every page, including the drawings)**, and Schedule of Requirements **(Section VI)**, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder **(Annex "D").**

#### Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **(Annex "E") or A** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### ***Class "B" Documents***

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form;
- (j) Original of duly signed and accomplished Bill of Quantities.

**List of all Ongoing Government & Private Contracts including contracts awarded but not yet started**

Submitted by	_____
Designation	_____
Date	_____
	(Printed Name & Signature)

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all its on-going, completed, and awarded but not yet started contracts.

**Single Largest Completed Contract which is similar to the Contract to be Bid**

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

[illegible]

**Note:** This statement shall be supported with:

- 1 Contract
- 2 Certificate of Completion and Acceptance or Official Receipt/s or Sales Invoice Issued for the Contract

Note: The Single Largest Completed Contract shall be completed within the last three (3) years from the date of submission and receipt of bids, that is similar Contract to be bid, the amount of which shall be at least fifty percent (50%) of the ABC.

Submitted by	_____
Designation	_____
Date	_____
	(Printed Name & Signature)

**Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government*

identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_



**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards

Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by

me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

*PHILIPPINE INTERNATIONAL CONVENTION CENTER*

*Name of the Project: **Supply and Installation of Inverter-Type Packaged Airconditioners at the Forum***

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	
7.	Value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

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

NFCC = P \_\_\_\_\_

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR.

or

A committed Line of Credit, in an amount to at least ten percent (10%) of the ABC, issued by a Universal of Commercial Bank.

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

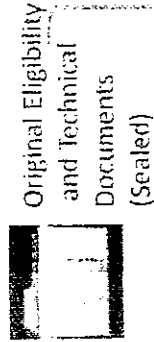
\_\_\_\_\_  
Signature of Authorized Representative

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

Note:

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

# SEALING AND MARKING OF BIDS



Original Eligibility  
and Technical  
Documents  
(Sealed)



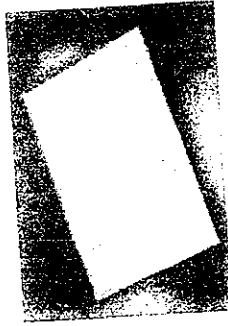
Original Financial  
Documents  
(Sealed)



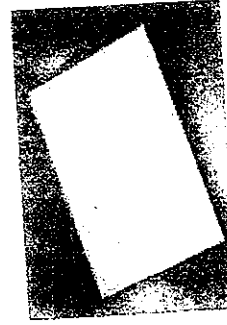
Copy 1 of Eligibility  
and Technical  
Documents (Sealed)



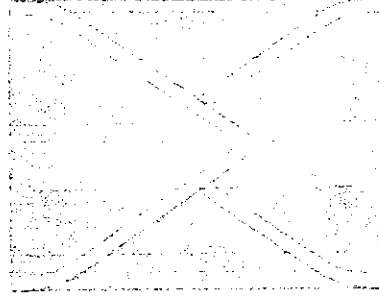
Copy 1 of Financial  
Documents  
(Sealed)



ORIGINAL BID (Sealed)



COPY 1 (Sealed)



MAIN ENVELOPE (Sealed)

NAME OF CONTRACT TO BE BID

NAME AND ADDRESS OF BIDDER

BAC/PROCURING ENTITY

DO NOT OPEN BEFORE

## BID FORM

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

Project Identification No.: APP2025-MC-48

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 to **Supply and Installation of Inverter-Type Packaged Air-conditioners at the Forum** the sum of:

TOTAL AMOUNT OF BIDS IN WORDS \_\_\_\_\_  
\_\_\_\_\_ (P \_\_\_\_\_) VAT Inclusive

or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules (see attached),

If our Bid is accepted, we undertake:

- a. to deliver the services in accordance with the schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- 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, including the attached Schedule of Prices, 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: \_\_\_\_\_



**TECHNICAL SERVICES DEPARTMENT**  
**Mechanical Service Division**

**Technical Specifications** for the Supply and  
Installation of Inverter-Type Packaged Air-Conditioners  
at the Forum

APP No.: PICC APP2025-MC-48

Date: June 9, 2025

End-User :

  
\_\_\_\_\_  
MARIO B. MACANAS  
Mechanical Service Division, TSD

# Technical Specifications

Specification	Statement of Compliance
<p><b>I. SUPPLY AND INSTALLATION OF INVERTER-TYPE, PACKAGED AIRCONDITIONERS AT THE FORUM</b></p> <p><b>II. APPROVED BUDGET FOR THE CONTRACT (ABC): P3,134,014.00</b></p> <p><b>III. SCOPE OF WORKS:</b></p> <p>Supply, delivery and installation of VRV/VRV Inverter-type, Air-conditioners at the Forum to include, but not limited to the following:</p> <p>1.0 Supply and deliver the following minimum requirement multi-split, inverter type packaged-type air conditioning units:</p> <p>1.1. Five (5) units, 28kW (10Hp) Cooling Capacity, Fan Coil Unit (FCU), Floor Standing, free-blow with very low or low noise/sound level –High:53-55dB(A) measured at 1.5 meter away from the unit, Airflow rate –High: 2,450-2,850cfm, 220-230 Volts, 3 Phase, 60Hz using environment-friendly refrigerant, R-410A or R32; with portable wireless remote control and fixed wired remote control on-off switch. The fixed remote control on-off switch shall be installed to the body of the Fan Coil Unit accessible to the operator at all times; each unit must be complete of necessary control devices, temperature and humidity sensors, air filter, drain pump, automatic refrigerant shut-off valves, piping, piping kit/branch joints/headers and accessories, with inverter-inverter or inverter-slave scroll compressor combination for outdoor units which should be available in the local market</p> <p>1.2. Five (5) units – Modular Air Cooled Condensing Units (ACCUs) with cooling capacity appropriately-designed by participating contractor for the total capacity of above indoor units, 220-230 Volts, 3 phase, 60 Hz using environment-friendly refrigerant R410A or R32 and electronics/electrical parts compliant with the Directive for restriction of hazardous substance (RoHS), equipped with inverter-compressor, complete of necessary control devices, sensors, shut-off valves, piping, piping kits, and accessories for complete and normal operating condition with the indoor unit. Compressor (inverter-type) should be available in the local market. Outdoor unit shall operate at maximum 48°C ambient operational condition. If the outdoor unit is 380V or 440-480V, the Contractor shall provide a step-down transformer.</p> <p><b>. Note: PICC shall provide 220-230Volts power supply for Airconditioning Equipment Installation</b></p> <p>1.3. Various Electrical Materials:</p> <p>1.3.1. One (1) lot Panelboards and Electrical Wires:</p> <p>a. From Distribution Panelboard/Transformer (Tapping point at the Forum Electrical Room) to outside NEMA 3R Panel Board</p> <ul style="list-style-type: none"> <li>• Replace the existing Electrical Panel Board (NEMA 3R) with Weather Proof/NEMA 4X Panelboard.</li> </ul>	



- Provide Enclosed Circuit Breaker (Main Circuit Breaker) 125AT/AF, Molded Case Circuit Breaker, 3-poles, 60Hz, or what is being recommended by the manufacturer for each unit installed

b. From Panelboard to aircon unit (Outdoor and Indoor Units)

- Provide Enclosed Circuit Breaker (Branches Circuit Breakers) 60AT/AF, Molded Case Circuit Breaker, 3-poles, 60Hz, or what is being recommended by the manufacturer for each airconditioning unit installed

Note: If the panelboard has another existing circuit breaker, replace the circuit breaker as well to match/adopt with the new busbar (verify at site).

- Wires and Conduits: 3 x 14mm<sup>2</sup>/6awg THHN Copper wire + 1 x 5.5mm<sup>2</sup>/10awg THHN (ground) complete with IMC conduits

Note: Sizes of conductor and conduit will depend on the actual capacity of airconditioning units and/or as recommended by the manufacturer

1.3.2. One (1) lot hangers and support

1.3.3. One (1) lot digital electrical watt-hour meter, 3-phase, 3 wires, 230 volts, compatible with Building Management System (BMS) connection for the proper monitoring of the total power consumption of the air conditioning units/system to be installed.

1.4. Hard-drawn copper tubes (type L) and fittings with 1-inch thick closed-cell insulation, aeroflex or equivalent, polyethylene white tape, clamps, supports and other materials necessary for the proper and complete installation of the above units.

1.5. Condensate Drain Pipe (Neltex, Moldex, Atlanta or its approved equivalent), Polyvinyl Chloride (PVC) pipe and fittings with 1-inch thick closed-cell insulation wrapped with polyethylene blue tape and its hanger & support system.

1.6. Indoor Unit Printed Circuit Board (IU-PCB). One (1) extra or spare of complete set of PCB must be provided/delivered for each model of PCB installed in each indoor unit. It means, one (1) complete set IU-PCB for 10TR capacity Indoor Unit.

1.7. Outdoor Unit printed circuit board (OU-PCB). One (1) extra or spare of complete set of PCB must be provided/delivered for each model of PCB installed in each different capacity outdoor units. It means, one (1) complete set OU-PCB for 10TR capacity Outdoor Unit.

1.8. Panel (front)/signal receiver, wired remote controller and branch piping header/joints or ref-net joints and other devices and accessories necessary for complete installation and accessories.

Note: Aside from the wired remote, provide a wireless remote control

1.9. Environment-friendly system refrigerant R410A or R32.

1.10. Environment-friendly cleaning agent, R-141B for flushing.

1.11. Nitrogen gas for flushing and cleaning the pipe line.

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- 1.12. Oxygen-acetylene gas for cutting and welding works.
- 1.13. Silver rods and other miscellaneous materials and supplies
- 1.14. Angle bars, flat bars 3/16" thick for steel base of fan coil units and air-cooled condensing units, 1/8" thick for supports. Use only engineering standard thickness (no commercial standard)
- 1.15. Epoxy primer, enamel paints and other materials necessary for the completion of painting works.
- 1.16. Civil works materials for concrete base platform (sand, gravel, cement, formworks wood/lumber, nails, etc.)
- 1.17. Miscellaneous materials and accessories necessary for the completion of works and other restoration works.

## 2.0 Mobilization and Preliminaries

- 3.0 Dismantle with care the previous metal framers/supports and other installations/accessories of the aircon units that are for replacement which will obstruct the installation of the new FCU and ACCU at the locations indicated in the approved drawing.
- 4.0 Install Indoor Unit at the location indicated in the approved plans. Exact locations as approved, may vary during actual installation [+ or – one (1) meter] of equipment if necessity warrants. Provide vibration isolators. Fabricate/provide a well-designed FCU base to ensure safe and reliable system operations.
- 5.0 Install Outdoor Units at approved areas along the Side Garden Area adjacent to the Forum (verify at site). Exact locations as approved, may vary during actual installation [+ or – one (1) meter] of equipment if necessity warrants. Fabricate angular metal, (2inches x 2inches x 1/4 inches) base/stand and metal support brackets with footings embedded on a concrete base, 5ft(L) x 3 ft (W)x 5 inches (T).
- 6.0 Re-route or relocate air duct, electrical conduits and other materials inside the installation area obstructing the installation of the indoor unit or fan coil unit. Free the installation area of any obstruction and restore the functionality of those re-routed facilities or building/system attachment.
- 7.0 Perform pipe laying (Hard-drawn copper tubes, type "L") and system interconnectivities/welding works.
- 8.0 Install Condensate Drain Pipe (PVC Pipe, 1-inch thick close-cell insulation, Polyethylene Tape) and its hanger & support system. Tap to the nearest approved drain line.
- 9.0 Conduct electrical installations using appropriate electrical breakers, wires, conduits, watt-hour meter and other electrical materials to ensure safe and reliable system operations.
- 10.0 Conduct leak testing
- 11.0 Insulate the refrigerant suction lines and condensate drain lines by 1-inch thick close-cell insulation, aeroflex or approved equivalent complete with aluminum cladding once it passed the leak testing
- 12.0 Vacuum individual system.
- 13.0 Break vacuum and charge initial R410A or R32 refrigerant.

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- 14.0 Perform flushing of each of the Split-Type Packaged A/C Systems installed at the subject areas
- 15.0 Recharge system to full-charge condition with R410A or R32.
- 16.0 Operate systems and take operating data to serve as a guide for needed re-calibration and/or corrective service/s.
- 17.0 Conduct final testing and commissioning of all the supplied, and installed Split-type, Inverter-type Air-conditioning Units in the presence of PICC's Project-in-Charge or his authorized representative.
- 18.0 Clean the area and properly dispose/haul waste materials and debris out of the PICC premises.
- 19.0 Restoration cost on damaged equipment or any property due to contractor's poor workmanships or negligence must be borne by the Contractor
- 20.0 Project turnover and acceptance
- 21.0 Demobilization

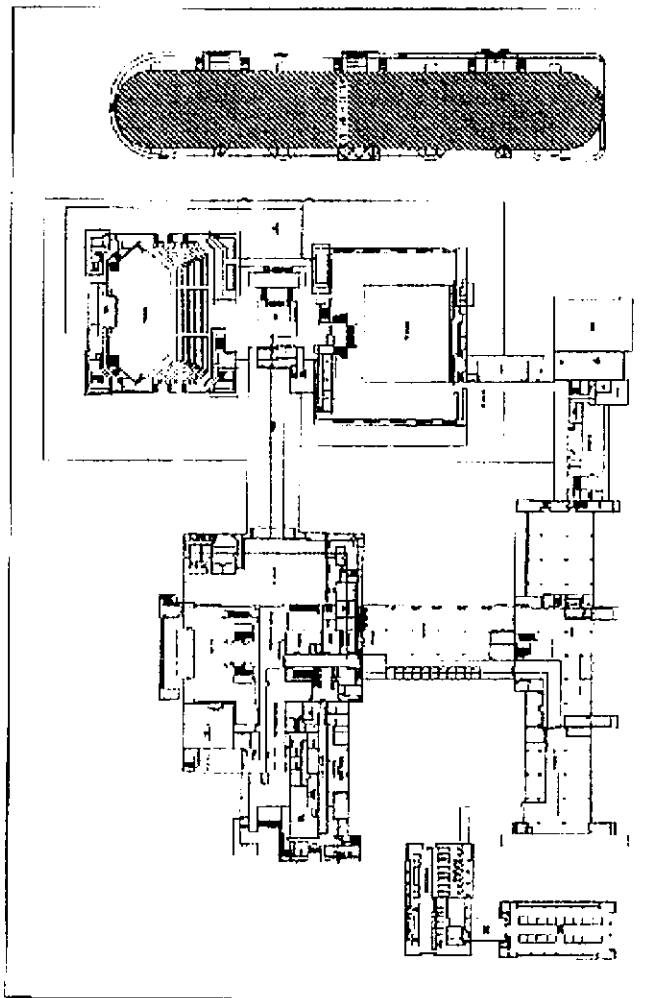
**A. GENERAL CONDITIONS:**

1. The contractor must conduct site survey and inspection.
2. The Contractor shall provide safety personnel/officer for the duration of the work. Safety personnel shall monitor the Contractor's personnel as they carry out the work and be responsible for hazard assessment, first aid, safety watch, spotter duties, gas monitoring, hot works monitoring, fall protection and etc. Assigned personnel shall wear their Contractor-supplied Personnel Protective Equipment (PPEs), and comply other Health/Safety Regulations while performing scheduled activities at project site.
3. The Contractor shall install safety signs and/or devices and display it in designated and/or conspicuous areas for public information and general safety.
4. "Hot works" will be carried-out by a highly skilled welder along with his/her safety watcher and that a personal fire extinguisher/s should always be stationed in the area for emergency purpose.
5. Welding works or any "hot work" requirement of the project must be coordinated with the Project-in-Charge. A hot work permit signed by the Contractor's Safety Officer, MSD Assistant Director and the TSD Director for approval will be issued then, prior to the start of work.
6. The Contractor, shall be responsible for supervising and directing the work, using the best highly skilled technicians and mechanics. All works and inspections shall be conducted by the Contractor's skilled personnel and engineers and will be accompanied by the PICC Assistant Director of Mechanical Services Division or his representative.
7. The Contractor shall ensure that all deliveries and materials to be used in the project are all brand new and presented first to the PICC for prior approval before its actual installation.
8. 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.

<ol style="list-style-type: none"> <li>9. As a requirement, the contractor must assign personnel, a licensed/registered mechanical engineer personnel during the implementation of the project.</li> <li>10. The Contractor shall provide sub watt-hour meter and water sub-meter for the purpose of monitoring its consumption. The water/power consumption costs will be charged to the Contractor.</li> <li>11. Upon request by the Contractor, a designated area for temporary facility (temfacil) for the contractor's personnel shall be provided by PICC. Said temfacil shall be constructed, installed, with portable toilet of which maintenance of the same shall be of the contractor's responsibility.</li> <li>12. All electrical works, size of wires, circuit breakers, wirings, safety gadgets and controllers must conform with the standard practice in the industry and in accordance with the latest edition of the Electrical Code of the Philippines for safety.</li> <li>13. All units/system must be in full charge of appropriate compressor oil and Refrigerant to ensure efficiency, and reliability on operation.</li> <li>14. The contractor must submit the equipment final test operation result/test data.</li> <li>15. All metal supports, hangers, brackets, clamps and bases of the A/C units/equipment must be painted with epoxy primer gray, one (1) coat and two (2) coats epoxy paint gray finish.</li> <li>16. The Contractor must submit NBI or Barangay Clearance of its personnel to be assigned at the PICC.</li> <li>17. Contractor's personnel must be in their company uniform and ID while inside the PICC premises.</li> <li>18. The Contractor shall ensure that its assigned personnel shall comply with, and submit to the rules and regulations of the PICC on security, sanitation, safety/health, other environmental compliance as well as on the use of gender-fair language while inside PICC premises.</li> <li>19. The Contractor shall undertake full responsibility and liability for any damage or loss of property or death of personnel, which may occur in the PICC premises arising from the fault or negligence of any of its personnel.</li> </ol>	
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## ***Drawings***

# LOCATION: PICC FORUM



## GENERAL NOTES:

1. TO USE EXISTING FEEDER LINE POWER SUPPLY FOR ADDL. REPLACEMENT NECESSARY.
2. TO PROVIDE 200/230V VOLTAGE PHASE-BALANCED POWER SUPPLY FOR THE INSTALLATION OF INVERTER TYPE AIR CONDITIONING UNITS.
3. CONTRACTOR TO PROVIDE SET-UP POWER TRANSFORMER PROTECTION HOUSING AND MACHINE FOUNDATION FOR 220-240V TO 380V SUPPLIED EQUIPMENT. A. SOLELY TECHNICAL SPECIFICATIONS FOR APPROVAL.
4. CONTRACTOR TO PROVIDE SUPPLY MINIMUM CHAMBER FOR THE SUPPLY AIR DEFLECTION OF INDOOR UNITS.
5. ACTUAL LOCATION OF FCU AND ACU MAY ADJUST ACCORDING TO ACTUAL SITE CONDITION.
6. CONTRACTOR TO VERIFY AT SITE ALL LOCATION OF EQUIPMENT, POWER SUPPLY TAPPING POINTS, PIPE ROUTINGS, ETC. SUBMIT SHOP DRAWINGS TO TENDERS PRIOR TO ACTUAL INSTALLATION.
7. CONDENSATE DRAIN TO BE TAPPED TO NEAREST DRAIN LINE OR APPROVED LOCATION.
8. CONTRACTOR TO PROVIDE A NAVIGATIONAL TYPE REMOTE CONTROLLER OF THE INDOOR UNIT.
9. ACTUAL LOCATION OF WIRE REMOTE CONTROLLER, TRANSFORMER, POWER SUPPLY TAPPING POINT MAY ADJUST ACCORDING TO ACTUAL SITE CONDITION (VERIFY AT SITE).

## PROJECT LOCATION PLAN, GENERAL NOTES

SCALE: 1:100











NITE



DATE	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
12/04/2025	12/04/2025	ENGR. WILLIAM DELLOS REYES	ENGR. WILLIAM DELLOS REYES	ATTY. NICOLETTE ANN P. CRUZ
LOCATION	REVISION	CHECKED BY	ENGR. WILLIAM DELLOS REYES	GENERAL MANAGER
PICC COMPLEX, PASAY CITY	00	ENGR. MARIO MACABALOS	ENGR. WILLIAM DELLOS REYES	
		ASSISTANT MANAGER		

## EQUIPMENT SCHEDULE :

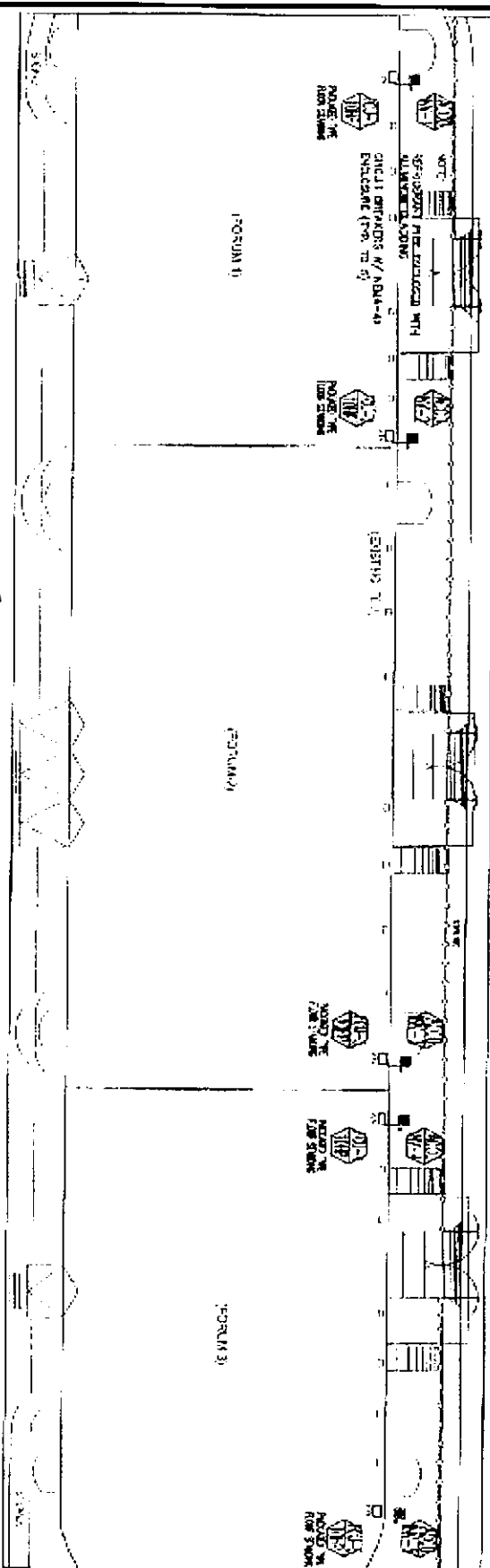
REFLECT TYPE AIR-CONDITIONING UNITS

UNIT	QTY	CAPACITY KW (HP)	CELL	AREA/ROOMS (SQM)	REFRIGERANT	INDOOR UNIT DATA					OUTDOOR UNIT DATA					POWER CONSUMPTION (KW)		
						FCU	QTY	COOLING CAP kW (HP)	TYPE	AIR FLOW (CMH/CM)	WEIGHT (KG)	TYPE	COMPRESSOR (CM OUTPUT)	ELECTRICAL DATA	WEIGHT (KG)			
	1	28 (10)	3RD FLOOR	FORUM-1	R-410A R-32		1	28 (10)	PACKAGED FLOOR STANDING	4800/2400	180	FRONT LIFT UPWARD BLAST	2.8	220-230	3	50	185	0.13+0.30
	1	28 (10)	GRD FLOOR		R-410A R-32		1	28 (10)	PACKAGED FLOOR STANDING	4800/2400	180	FRONT LIFT UPWARD BLAST	2.8	220-230	3	50	165	0.13+0.60
	1	28 (10)	GRD FLOOR	FORUM-2	R-410A R-32		1	28 (10)	PACKAGED FLOOR STANDING	4800/2400	180	FRONT LIFT UPWARD BLAST	2.8	220-230	3	50	185	0.13+0.40
	1	28 (10)	GRD FLOOR	FORUM-3	R-410A R-32		1	28 (10)	PACKAGED FLOOR STANDING	4800/2400	180	FRONT LIFT UPWARD BLAST	2.8	220-230	3	50	185	0.13+0.30
	1	28 (10)	GRD FLOOR		R-410A R-32		1	28 (10)	PACKAGED FLOOR STANDING	4800/2400	180	FRONT LIFT UPWARD BLAST	2.8	220-230	3	50	185	0.13+0.30

## EQUIPMENT SCHEDULE A/C LAYOUT

(A) SCALE:

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PICC  
Philippine International  
Convention Center

PROPOSED INVERTER-TYPE PACKAGED  
A/C SYSTEM AT THE FORUM

LOCATION: PICC COMPLEX, PASAY CITY

DESIGNED BY: [Signature]  
CHECKED BY: [Signature]  
REVISION: [Signature]

RECOMMENDED FOR APPROVAL

ENGR. WILLIAM B. DE LOS REYES  
DIRECTOR

APPROVED BY: [Signature]  
ATTY. MICHAEL ANN P. CRUZ  
GENERAL COUNSEL

## ***BOQ (BILL OF QUANTITIES)***



**PHILIPPINE INTERNATIONAL CONVENTION CENTER**  
**Technical Services Department**  
**Mechanical Services Department**

**BILL OF QUANTITIES**

**Project Title: Supply, Delivery & Installation of Inverter-type, Packaged Airconditioners at the Forum**

**Location : Forum 1, 2 & 3**

**Date:**

ITEM NO.	ITEM	QTY	UNIT	UNIT COST	TOTAL
	<b>MECHANICAL WORKS</b>				
<b>1.0</b>	<b>Direct Cost</b>				
1.1	28kW (10HP), Floor Standing Type, Fan Coil Unit	5	unit/s		
1.2	28kW (10HP), Inverter Outdoor Units, 220V/3PH/60Hz	5	unit/s		
1.3	Wired Remote Controller for 28kW (10HP) Floor Standing Type, Fan Coil Unit	5	unit/s		
1.4	Wireless Remote Controller for 28kW (10HP) Floor Standing Type, Fan Coil Unit	5	unit/s		
1.5	Indoor Printed Circuit Board for 28kW (10HP) Floor Standing Type, Fan Coil Unit	1	unit/s		
1.6	Spare Outdoor Noise Filter - Printed Circuit Board for 28kW (10HP) Capacity	1	unit/s		
1.7	Spare Outdoor Fan Driver - Printed Circuit Board for 28kW (10HP) Capacity	1	unit/s		
1.8	Spare Outdoor Inverter - Printed Circuit Board for 28kW (10HP) Capacity	1	unit/s		
1.9	Spare Outdoor Main - Printed Circuit Board for 28kW (10HP) Capacity	1	unit/s		
1.10	Watt-hour Meter and other related items	1	lot		
1.11	Hard drawn copper pipes (Type L) and fittings, Closed-cell rubber insulation including hangers and support and other related consumable items	1	lot		
1.12	Condensate Drain Pipes and fittings, Closed-cell rubber insulation including hangers and support and other related consumable items	1	lot		
1.13	Electrical Wires, Circuit Breakers, Panel Boards including hangers and support and other related electrical consumable items	1	lot		
1.14	Refrigerant R410A or R32	1	lot		
1.15	Environment-friendly cleaning agent R-141B	1	lot		
1.16	Nitrogen gas for flushing and cleaning of pipes	1	lot		
1.17	Oxygen-acetylene gas for cutting and welding works	1	lot		
1.18	Silver rods and other miscellaneous materials	1	lot		
1.19	Angle bar, flat bar 3/16" thk for base of fcu 1/8" for supports	1	lot		
1.20	Epoxy primer, enamel paints and other parts materials	1	lot		
1.21	Civil Works Materials for concrete base platform (sand, gravel, cement, formworks wood/lumber, nails, etc.)	1	lot		
1.22	Restoration Works Affected by Installation, relocation of lighting fixtures, provision of access manhole, etc.	1	lot		
1.23	Testing & Commissioning	1	lot		
	<b>Total Direct Cost</b>				
<b>2.0</b>	<b>Indirect Cost</b>				
2.1	Overhead, Contingency & Miscellaneous Cost (5% of Direct Cost)	1	lot		
2.2	Contractor's Profit, (10% of Direct Cost)	1	lot		
2.3	VAT [12% of (Direct & Indirect Cost)]	1	lot		
	<b>Total Indirect Cost</b>				
	<b>GRAND TOTAL (Supply &amp; Installation of Inverter-type, PACUs at Forum)</b>				

**Prepared by:**

\_\_\_\_\_  
Name / Signature

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