

September 27, 2019

**SUPPLY, INSTALLATION AND COMMISSIONING OF TWO (2) 20 TR AIR HANDLING UNIT (AHU)  
WITH TWO (2) AIR-COOLED CONDENSER UNITS (ACCU)  
AT THE 3<sup>RD</sup> AND 10<sup>TH</sup> FLOOR OF THE NDC BUILDING  
PROJECT REFERENCE NO.: MR19-08-145**

**SUPPLEMENTAL/BID BULLETIN NO. 1**

This **Supplemental/Bid Bulletin No. 1** is being issued in relation to matters arising from queries of prospective bidders during the Pre-Bid Conference conducted on September 19, 2019 and to modify and/or amend items in the Bid Documents. This shall form an integral part of the bidding documents.

**I. Queries During the Pre-Bid Conference:**

1. **Bidders Question:** Is it allowed to provide one (1) unit of 20TR instead of two (2) unit of 10TR?  
**Answer:** NDC prefer two (2) units of 10TR in one (1) Air handling Unit (AHU) with two (2) Air Cooled Condenser Unit (ACCU) to prevent total shutdown in case there will be a malfunction of unit.
2. **Bidders Question:** Is this a replacement unit? If so, is the cost of dismantling included in the contract?  
**Answer:** Yes, this is a replacement. Dismantling, installation and moving of old unit is part of the contract. It also has an existing ducting system that the new unit can use.
3. **Bidders Question:** What is the required filter efficiency?  
**Answer:** The filter efficiency should be at least 95%.
4. **Bidders Question:** On clause 12.1(a)(ii), who will issue and certify the Certificate of Completion?  
**Answer:** The end-user/the procuring entity will issue and certify the Certificate of Completion.
5. **Bidders Question:** What is the required refrigerant?  
**Answer:** The existing refrigerant is R22 and NDC preferred 407C. However, the bidder can offer other type of refrigerant with specifications higher/latest than 407C.
6. **Bidders Question:** After the installation, do we need to conduct a testing and balancing? If yes, is the cost of repair included in the contract price?  
**Answer:** Yes, testing and air balancing is part of the contract, however, if there are leaks for repair, it will be processed separately as additional work.
7. **Bidder Question:** Is it possible that the aircon units will be installed in whole assembly?  
**Answer:** It is not possible to be installed in whole assembly. Since the entry to the area of installation is too narrow, the installation is knocked-down delivery basis. Also, the previous aircon installation here at NDC Bldg. were always done by knocked-down delivery.

**II. Bid Data Sheet**

ITB Claus	Original	Amendment
29.2	Within a non-extendible period of five (5) calendar days from receipt by the bidder of	Within a non-extendible period of five (5) calendar days from receipt by the bidder of

	<p>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>1. Documents listed in "Annex A" of the Certificate of PhilGEPs registration;</li> <li>2. Latest Income and business tax returns filed and taxes paid through the BIR Electronic Filing and Payments System (eFPS) - within the last six (6) months preceding the date of bid submission; and</li> <li>3. An Undertaking duly signed by an authorized representative and notarized, stating to submit the appropriate licenses and permits as required by law.</li> </ol> <p>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.</p>	<p>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>1. Documents listed in "Annex A" of the Certificate of PhilGEPs registration;</li> <li>2. Latest Income and business tax returns filed and taxes paid through the BIR Electronic Filing and Payments System (eFPS) - within the last six (6) months preceding the date of bid submission; and</li> <li>3. An Undertaking duly signed by an authorized representative and notarized, stating to submit the appropriate licenses and permits as required by law.</li> <li>4. The Bidder shall submit Certified True Copy signed by the BIR-Officer with Documentary Stamps of the documentary requirements mentioned in ITB Clause Item 29.2.2 above, within seven (7) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the LCB.</li> </ol> <p>Failure to submit any of the above-mentioned post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.</p>
29.4	<p>In case of two or more bidders are determined and declared as the Lowest Calculated Responsive Bidder (LCRB) or Highest Rated Responsive Bidder (HRRB), the BAC will adopt the GPPB Circular No. 06-2005 dated August 5, 2005. The procuring entity shall use the "draw lots system" to break the tie.</p>	<p>In case of two or more bidders are determined and declared as the Lowest Calculated Responsive Bidder (LCRB) or Highest Rated Responsive Bidder (HRRB), the BAC will adopt the GPPB Circular No. 06-2005 dated August 5, 2005. The procuring entity shall use the "draw lots system" to break the tie.</p>

		The NDC draw lots system shall be done using the "two (2) dice roll scheme". Bidders are asked to roll both dice three times where combined scores from both die (rolled three times) are aggregated. Whoever gets the highest total shall be declared as the winner.
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### **III. CHECKLIST OF ELIGIBILITY, TECHNICAL AND FINANCIAL COMPONENTS**

The amended checklist of eligibility, technical and financial components is provided herein as **ANNEX A**.

#### **A. REMINDERS**

- The Deadline for Submission of Eligibility Requirements and Bids shall be on October 3, 2019 at 1:00 p.m. (7<sup>th</sup> Floor NDC Clock), at the 7<sup>th</sup> Floor, NDC Building.
- The Opening of Eligibility Requirements and Bids shall push through on October 3, 2019, at 2:00 p.m., at the ABB Hall, NDC Building.

For guidance and information of all concerned.

  
**AGM SATURNINO H. MEJIA**  
Chairperson, Bids and Awards Committee

**CHECKLIST OF ELIGIBILITY, TECHNICAL AND FINANCIAL COMPONENTS**

**SUPPLY, INSTALLATION AND COMMISSIONING OF TWO (2) 20TR PACKAGED AIR HANDLING UNIT (AHU)  
 WITH TWO (2) AIR-COOLED CONDENSER UNITS (ACCU) AT THE 3RD AND 10TH FLOOR OF THE NDC  
 BUILDING**

**PROJECT REFERENCE NO. MR19-08-145**

<b>TAB</b>	<b>Original Copy</b>	
	<b>Copy 1</b>	
	<b>Copy 2</b>	
<b>A</b>	<b>Eligibility Documents</b>	
	<b>Class "A" Documents:</b>	
	1	Valid PhilGEPS Certificate of Registration of Membership under Platinum category including "Annex A" - (Platinum Membership) in lieu of their Class "A" Documents uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184.
	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. <b>(Using the prescribed format in Section VIII. Bidding Forms of Bidding Documents)</b>
	3	Statement of <b>Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid, within the last five (5) years from the date of submission and receipt of bids, the value of which must be equivalent to at least fifty percent (50%) of the ABC. <b>(Using the prescribed format in Section VIII. Bidding Forms of Bidding Documents)</b>  The Bidder shall attach certified true copy of Certificate of Completion issued by the client or official receipt(s) for the SLCC listed in the Statement of SLCC. <b>(Bid Data Sheet ITB Clause 12.1(a)(ii) pp. 18-19)</b>
4	The Bidder shall submit the following:  4.1 <b>NFCC computation</b> in accordance with ITB Clause 5.5 and <b>2018 Audited Financial Statements</b> , showing, among others, the bidder's total and current assets and liabilities stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions; or  4.2 <b>A committed Line of Credit from a Universal or Commercial Bank</b> which must be at least equal to ten percent (10%) of the ABC to be bid or Three Hundred Forty Thousand Pesos (₱340,000.00). If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.	

	<b>Class "B" Documents:</b>		
5	If applicable, a valid Joint Venture Agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.		
TAB	<b>Original Copy</b>		
	<b>Copy 1</b>		
	<b>Copy 2</b>		
<b>B</b>	<b>Technical Documents</b>		
1	Bid security in any of the following forms:		
	A	B	C
	Bid Securing Declaration using the prescribed format in Section VIII. Bidding Forms	Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit in the amount of not less than <b>Sixty-Eight Thousand Pesos (P68,000.00)</b> (2% of ABC)	Surety Bond callable upon demand in the amount not less than One Hundred Seventy Thousand Pesos <b>(P170,000.00)</b> (5% of ABC)
2	Conformity with Schedule of Requirements and Technical Specifications as enumerated in Sections VI and VII of the Bidding Documents.  <b>Affidavit of Undertaking (notarized)</b> stating that upon receipt of the Notice to Proceed, winning bidder shall comply with the requirement/s stated in Section VI. Schedule of Requirements and Section VII. Technical Specifications.		
3	Omnibus Sworn Statement by the bidder or its duly authorized representative in the form prescribed in Section VIII.		
TAB	<b>Original Copy</b>		
	<b>Copy 1</b>		
	<b>Copy 2</b>		
<b>C</b>	<b>Financial Documents</b>		
1	Financial Bid Form, in accordance with the form prescribed in Section VIII. Bidding Forms.		
2	Detailed computation of bid using format in Section VIII. Bidding Forms/Detailed Financial Bid for the Supply, Installation and Commissioning of Two (2) 20TR Packaged Air Handling Unit		

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PROJECT REFERENCE NO. MR19-08-145  
SUPPLEMENTAL/BID BULLETIN NO. 1

6 | Page

	(AHU) with Two (2) Air-cooled Condenser Units (ACCU) at the 3 <sup>rd</sup> and 10th Floor of the NDC Building.
3	Bidders must also provide a soft copy of the Detailed Financial Bid in Microsoft Excel Format <b><u>showing the formula used</u></b> in the computation of the costs. CD or flash disk containing the soft copy of the detailed financial bid should be enclosed in the Financial Component envelope.

**Reminder:**

**This checklist serves only as a guide to the bidders. It is still the responsibility of each bidder to make sure it complies with the requirements.**