

**SUPPLEMENTAL BID BULLETIN**

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

May 13, 2024

**SUPPLY AND INSTALLATION OF NEW FREIGHT ELEVATOR AS REPLACEMENT  
OF THE OLD/EXISTING UNIT SERVING THE DELEGATION BUILDING**

**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 has been revised to read as follows:
  - ITB Clause 5
    - **e.** Must be engaged in business of supply, installation and repair maintenance of escalators and elevators with PCAB license, Category **C & D** and Size and Range **Small B**
  - ITB Clause 20.2
    - **g.** List of **elevator** projects within the last ten (10) years detailing the name of clients, completion dates and the contract price, contact person and the telephone numbers;
  
- II. Section V- Special Conditions of the Contract have been revised to read as follows:
  - GCC Clause 2.2
    - **6.)** Original Notarized copy of One (1)-Year Warranty Certificate for equipment/materials **issued by the Manufacturer** and workmanship by the Contractor.
  - GCC Clause 5
    - Warranty
      - One (1) year warranty for equipment/materials supplied and workmanship by the Contractor after final completion and acceptance of the project. This means that a part or

some parts, which will give-way within the warranty period, shall be repaired/replaced by the Contractor at no extra cost to the owner/PICC. The obligation for the warranty shall be covered by, at the Contractor's option, either retention money in an amount equivalent to **five percent (5%)** of every progress payment or **five percent (5%)** of the Contract amount, or **special bank guarantee (renewable)**, equivalent to at least **five percent (5%)** of the total contract amount. Said warranty obligation shall be released only after the expiration of warranty period, however, the same will be forfeited by PICC as part of payment for any damage of surrounding equipment components/parts attributable to contractor's negligence or poor workmanship during the repair implementation period.

As part of the one-year general warranty, the contractor must conduct monthly check-up and servicing of the subject elevator with proper service records and reports for submission to PICC-Mechanical Services Division.

III. Section VI- Schedule of Requirements have been changed to read as:

- Completion shall be within **Two Hundred Forty (240)** Calendar Days after receipt of Request for Services (R. S.)/Notice to Proceed for the required/agreed test periods.

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

- 1.3 Design, Manufacturer, supply and installation of Elevator shaft Air Pressurization System complete with electronic and electrical control system with auto/manual mode of operation based on standard elevator system serving **5** floor/storey building compliant to Fire Code and Ventilation Standards of the Philippines.
- 2. Miscellaneous Works (page 32)
  - 2.1 Supply and installation of new main circuit breaker for the **freight** elevator units.

V. Section VIII-Checklist of Technical and Financial Documents has been changed to read as:

- **FINANCIAL COMPONENT ENVELOPE**
  - (i) Original of duly signed and accomplished Financial Bid Form;
  - **(j) Bill of Quantities**

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

For guidance and information of all concerned.

  
**MELPIN A. GONZAGA**  
Chairman

Received by:

\_\_\_\_\_

(Signature over printed name)

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

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

Name of Company: \_\_\_\_\_

## 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 of the outstanding capital stock belongs to citizens of the Philippines;</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 of supply, installation and repair maintenance of escalators and elevators with PCAB license, Category <i>C &amp; D</i> and Size and Range <i>Small B</i>.</li> </ul>
5.3	<p>For this purpose, similar contract shall refer to one involving the supply and installation or repair and maintenance of elevators and/or escalators.</p> <p>The Bidder must have completed within the last ten (10) 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 May 8, 2024 at 10:00 a.m.
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 ₱226,000.00, 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 ₱565,000.00.</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.</p>
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>

	<ul style="list-style-type: none"> <li>g. List of <i>elevator</i> projects within the last ten (10) years detailing the name of clients, completion dates and the contract price, contact person and the telephone numbers;</li> <li>h. Certificate of ocular inspection issued by Mechanical Services Division; and</li> <li>i. 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

## Special Conditions of Contract

GCC Clause	
1	The Procuring Entity is <i>The Philippine International Convention Center (PICC)</i>
2.2	<p>Payment</p> <p>Payment shall be released in full within 3 to 4 weeks after final acceptance by PICC or its representative of the Contractor's completed work, and submission of billing and complete supporting documents by Contractor as follows:</p> <ol style="list-style-type: none"> <li>1.) Equipment delivery receipts along with its product testing certificate, certificate of origin, inspection certificate, etc</li> <li>2.) Certificate of Completion/Turn-over Report.</li> <li>3.) Invoice.</li> <li>4.) Equipment Testing and Commissioning Reports.</li> <li>5.) Two (2) sets of Equipment manuals as follows:               <ol style="list-style-type: none"> <li>5.1. equipment specifications catalog</li> <li>5.2. installation manual,</li> <li>5.3. operation and maintenance manual.</li> </ol> </li> <li>6.) Original Notarized copy of One (1)-Year Warranty Certificate for equipment/materials <i>issued by the Manufacturer</i> and workmanship by the Contractor.</li> <li>7.) Photocopy of Training Certificate issued by the Contractor to the PICC-TSD Personnel.</li> <li>8.) Contractor's Recommendation for:               <ol style="list-style-type: none"> <li>8.1. Proper maintenance forms for observations, monitoring and recording operational data and trouble.</li> <li>8.2. Proper periodic maintenance check-up activities and standard operating procedures on daily, weekly, monthly, quarterly and annual basis.</li> </ol> </li> </ol> <p>Further, payments at the option of the Contractor may be released within the same number of weeks as stated above in accordance with the following progress payment schedules and requirements:</p>

	<p>Contract amount, or <i>special bank guarantee (renewable)</i>, equivalent to at least <i>five percent (5%)</i> of the total Contract amount. Said warranty obligation shall be released only after the expiration of warranty period, however, the same will be forfeited by PICC as part of payment for any damage of surrounding equipment components/parts attributable to contractor's negligence or poor workmanship during the repair implementation period.</p> <p>As part of the one-year general warranty, the contractor must conduct monthly check-up and servicing of the subject elevator 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>

	<p>2.7 Photocopy of Training Certificate issued by the Contractor to the PICC-TSD Personnel.</p> <p>2.8 Contractor's Recommendation for:</p> <p>2.8.1. Proper maintenance forms for observations, monitoring and recording operational data and trouble.</p> <p>2.8.2. Proper periodic maintenance check-up activities and standard operating procedures on daily, weekly, monthly, quarterly and annual basis.</p> <p>Failure to submit bank guarantee certificate shall mean deduction of ten percent (10%) retention money as guarantee obligation for one (1) year warranty period. However, only ten percent (10%) retention money is acceptable for guarantee for the first and second progress billing. Bank guarantee shall be applied only after total completion of the awarded project. Therefore, it shall be posted only for the final billing and payment in lieu of ten percent (10%) money for the whole project.</p>								
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="408 1025 1358 1536"> <thead> <tr> <th data-bbox="408 1025 911 1133">Form of Performance Security</th> <th data-bbox="911 1025 1358 1133">Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th> </tr> </thead> <tbody> <tr> <td data-bbox="408 1133 911 1240">Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.</td> <td data-bbox="911 1133 1358 1240">Five percent (5%)</td> </tr> <tr> <td data-bbox="408 1240 911 1330">Bank draft/guarantee issued by a Universal or Commercial Bank</td> <td data-bbox="911 1240 1358 1330">Five percent (5%)</td> </tr> <tr> <td data-bbox="408 1330 911 1536">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="911 1330 1358 1536">Thirty percent (30%)</td> </tr> </tbody> </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%)
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5	<p>Warranty</p> <p>One (1) year warranty for equipment/materials supplied and workmanship by the Contractor after final completion and acceptance of the project. This means that a part or some parts, which will give-way within the warranty period, shall be repaired/replaced by the Contractor at no extra cost to the owner/PICC. The obligation for the warranty shall be covered by, at the Contractor's option, either retention money in an amount equivalent to <i>five</i> percent (5%) of every progress payment or <i>five</i> percent (5%) of the</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.

Item Number	Description	
I	Supply, Delivery and Installation of New Freight Elevator as Replacement of the Old/Existing Unit Serving the Delegation Building	Completion shall be within <i>Two Hundred Forty (240)</i> Calendar Days after receipt of Request for Services (R. S.)/Notice to Proceed for the required/agreed test periods.

Note:

The contractor shall be granted extension of completion time for additional work/s not covered herein due to any work delays attributable to PICC. In case of delay in the required completion time or delivery period, inclusive of duly granted time extensions if any, the Contractor shall be liable for damages for the delay and shall pay the PICC for liquidated damages an amount equivalent to 1/10th of one percent (1%) of the total value of the project for each day of delay until such time the project is finally completed and accepted by PICC. Said penalty on delay shall be charged to any amount due to the Contractor, or in the absence or insufficiency thereof, from the performance bond/security. In case of insufficiency of the bond, the Contractor shall pay the balance to PICC upon notice.

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

each elevator's status and operations by remote, using indicators and switches.

1.2.26. Emergency Bell

1.2.27. Voice announcer to announce the car direction and floor car's number.

1.3 Design, Manufacturer, supply and installation of Elevator shaft Air Pressurization System complete with electronic and electrical control system with auto/manual mode of operation based on standard elevator system serving 5 floor/storey building compliant to Fire Code and Ventilation Standards of the Philippines.

2. Miscellaneous Works

- 2.1. Supply and installation of new main circuit breaker for the *freight* elevator units.
- 2.2. Wiring and conduit works for main feeder lines and sub-feeders from main circuit breaker to the equipment.
- 2.3. Provide separate circuit breaker including wiring and conduit works and control system for lighting and fans of the elevator car and of the Air Pressurization system of the shaft.
- 2.4. Necessary masonry, marble repair/polishing, grouting and cementing door jambs, sills, buffers, bases and other parts.
- 2.5. Prepare elevator hoistway entrances and openings with the necessary anchorage suitable to accommodate landing doors.
- 2.6. Provide and/or cut necessary holes, set suspension hook, beams for hoisting elevator in place, chases and openings.
- 2.7. Supply and fix all support, intermediate beams and other members, reinforced concrete wall/slab, necessary for the installation of the traction machine/s and other machinery, guide rail brackets, door, buffer, bearing, plates, ducts / Air grilles and making concrete pad of the Air Pressurization / and Ventilation System.
- 2.8. Reinstatement of all damage to property back to the original condition, as a result and caused by its work during the dismantling and installation stage.
- 2.9. Clear daily the whole area of accumulated debris/trashes caused by the work. Upon completion of the project, the entire installation shall be properly cleaned.

# 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 (**Section "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**), which includes production/delivery schedule, manpower requirements, and/or after-sales/parts (**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) *Bill of Quantities*