



**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)**
Financial Center, Pasay City, Metro Manila 1308

**NOTICE OF CONDUCT OF
NEGOTIATED PROCUREMENT**

PROCUREMENT OF VARIOUS AIR CONDITIONING UNITS, LOT 1 (LUZON)

The Government Service Insurance System (GSIS) is conducting Negotiated Procurement, under Two Failed Biddings, for the Procurement of Various Air Conditioning Units, with an Approved Budget for the Contract (ABC) amounting to **Nine Million Pesos (Php9,000,000.00)**.

In view of this, the GSIS now invites prospective bidders for a Negotiation to be conducted on **04 January 2016, 10:00AM** at the GBAC Conference Room, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City. Attached are the Schedule of Requirements (**Annex A**) and Technical Specifications (**Annex B**), which will be discussed in the said Negotiation.

Thereafter, the GSIS will send an Invitation to prospective bidders to submit their Best and Final Offers.

The opening of Best and Final Offers will be held on **18 January 2016, 9:00AM**. However, it may be reset to another date as may be agreed upon by the GSIS Bids and Awards Committee and the prospective bidders.

The bidder with the Lowest Calculated Bid or Single Calculated Bid shall be required to submit the additional documents stated in the Checklist of Additional Requirements (**Annex C**).

Thank you.

(SGD.) JONATHAN C. PINEDA
Chairperson
GSIS Bids and Awards Committee for Goods,
Services, and Consultancy (Cluster I)

ANNEX A

Item No.	Description	Qty	Total	Delivery (Weeks/ Months)	Statement of Compliance
1	Lot 1 - LUZON BRANCH OFFICES				Within one hundred forty (140) calendar days from the receipt of the Notice to Proceed
	GSIS Office	Air Conditioning Units / Location			
	Bataan BO San Ramon, Dinalupihan, Bataan	2 units - 2.5 hp wall mounted, (2) – IT Room, 2 nd flr	2	9	
		1 unit - 2.0 hp wall mounted, (2 nd flr)	1		
		6 units - 1.5 hp window-type, [(4) – 1 st flr; (2) – 2 nd flr]	6		
	Batangas BO Alangilan, Batangas City, Batangas	2 units - 2.5 hp wall mounted, (2) – IT Room, 2 nd flr	2	10	
		6 units - 2.0 hp window-type, [(1) – 1 st flr; (3) – 2 nd flr; (2) – Calapan EO]	6		
		2 units - 1.5 hp window-type, [(2) – 1 st flr]	2		
	Bayombong BO NVSU Compound, Don Domingo Maddela, Bayombong, Nueva Vizcaya	4 units - 3 TR floor mounted, [(2) – 1 st flr; (2) – 2 nd flr]	4	4	
	Cauayan BO Tagaran, Cauayan City, Isabela	2 units - 3 TR floor mounted, [(1) – 2 nd flr; (1) – 3 rd flr]	2	5	
2 units - 2.5 hp wall mounted, (2) – IT Room, 2 nd flr		2			
1 unit - 2.0 hp window-type, (1 st flr)		1			
Central Office Financial Center, Pasay City, Metro Manila	7 units - 5 TR floor mounted, [(4) – 3 rd flr; (1) – 6 th flr; (2) – 8 th flr]	7	18		
	2 units - 3 TR floor mounted, (2) – 2 nd flr	2			
	2 units - 2.5 hp ceiling mounted, (2) – 7 th flr	2			
	3 units - 2.5 hp wall mounted, [(2) – Data Center, 5 th flr; (1) – 3 rd flr]	3			
Iba BO PEO Compound, Sitio Balili, Bgy Palanginan, Iba, Zambales	4 units - 2.0 hp wall mounted, [(2) – 1 st flr; (2) – 2 nd flr]	4	1		
	1 unit - 2.5 hp wall mounted, (1 st flr)	1			
La Union BO Bugayong Bldg., Quezon Ave., San Fernando City, La Union	5 units - 2.0 hp wall mounted, [(4) – 2 nd flr; (1) – 3 rd flr]	5	14		
	9 units - 2.0 hp window-type, [(1) – 1 st flr; (5) – 2 nd flr; (3) – 3 rd flr]	9			
Lucena BO Maharlika Highway, Brgy. Isabang, Lucena City, Quezon	2 units - 2.5 hp wall mounted, (2) – IT Room, 2 nd flr	2	2		

Palawan BO Brgy. San Miguel, Puerto Princesa City, Palawan	2 units - 2.5 hp wall mounted, (2) – IT Room, 1 st flr	2	2		
Pampanga BO Sindalan, San Fernando, Pampanga	2 units - 5 TR floor mounted, [(1) – 2 nd flr; (1) – 3 rd flr] 3 units - 3 TR floor mounted, [(2) – 1 st flr; (1) – 2 nd flr] 1 unit – 1.5 hp window-type, (Manager’s Residence)	2 3 1	6		
Tarlac BO Urquico Oval, San Roque, Tarlac City, Tarlac	1 unit - 5 TR floor mounted, (1 st flr) 2 units - 2.5 hp wall mounted, (2) – IT Room, 1 st flr	1 2	3		
Tuguegarao BO Carig, Tuguegarao City, Cagayan	3 units - 5 TR floor mounted, [(2) – 1 st flr; (1) – 3 rd flr]	3	3		
DESCRIPTION					
Supply, Deliver, Installation and Commissioning for the Optimum Operation of the Inverter Air Conditioning Units complete with appropriate accessories, controls, copper pipes and fittings, insulation, platform, consumables and Electrical Feeders with appropriate circuit breakers, wires, conduits, accessories and consumables					
		QTY.	UNIT		
1.1 BATAAN BO					
a.	Two (2) units 2.5 hp inverter wall mounted air conditioning units	2.0	sets		
b.	One (1) unit 2.0 hp inverter wall mounted air conditioning unit	1.0	set		
c.	Six (6) units 1.5 hp inverter window type air conditioning unit	6.0	units		
1.2 BATANGAS BO					
a.	Two (2) units 2.5 hp inverter wall mounted air conditioning units	2.0	sets		
b.	Six (6) units 2.0 hp inverter window type air conditioning units	6.0	units		
c.	Two (2) units 1.5 hp inverter window type air conditioning units	2.0	units		

1.3 BAYOMBONG							
a.	Four (4) units 3 TR inverter floor mounted air conditioning units	4.0	sets				
1.4 CAUAYAN BO							
a.	Two (2) units 3 TR inverter floor mounted air conditioning units	2.0	sets				
b.	Two (2) units 2.5 hp inverter wall mounted air conditioning units	2.0	sets				
c.	One (1) unit 2.0 hp inverter window type air conditioning unit	1.0	unit				
1.5 CENTRAL OFFICE							
a.	Seven (7) units 5 TR inverter floor mounted air conditioning units	7.0	sets				
b.	Two (2) units 3 TR inverter floor mounted air conditioning units	2.0	sets				
c.	Two (2) units 2.5 hp inverter ceiling mounted air conditioning units	2.0	sets				
d.	Three (3) units 2.5 hp inverter wall mounted air conditioning units	3.0	sets				
e.	Four (4) units 2.0 hp inverter wall mounted air conditioning units	4.0	sets				
1.6 IBA BO							
a.	One (1) unit 2.5 hp inverter wall mounted air conditioning units	1.0	set				
1.7 LA UNION BO							
a.	Five (5) units 2.0 hp inverter wall mounted air conditioning units	5.0	sets				
b.	Nine (9) units 2.0 hp inverter window type air conditioning units	9.0	units				
1.8 LUCENA BO							
a.	Two (2) units 2.5 hp inverter wall mounted air conditioning units	2.0	sets				

1.9 PALAWAN BO							
a.	Two (2) units 2.5 hp inverter wall mounted air conditioning units	2.0	sets				
1.10 PAMPANGA BO							
a.	Two (2) units 5 TR inverter floor mounted air conditioning units	2.0	sets				
b.	Three (3) units 3 TR inverter floor mounted air conditioning units	3.0	sets				
c.	One (1) unit 1.5 hp inverter window type air conditioning unit	1.0	unit				
1.11 TARLAC BO							
a.	One (1) unit 5 TR inverter floor mounted air conditioning units	1.0	set				
b.	Two (2) units 2.5 hp inverter wall mounted air conditioning units	2.0	sets				
1.12 TUGUEGARAO BO							
a.	Three (3) units 5 TR inverter floor mounted air conditioning units	3.0	sets				

ANNEX B

Item	Specification	Statement of Compliance																
	<p>GENERAL SPECIFICATION</p> <p>Provision of all labor, supervision, equipment and materials for the Supply, Delivery, Installation and Commissioning of various brand new inverter split-type air conditioning units with brand new and appropriate refrigerant pipes including fittings, clamps and other accessories, new electrical feeder including circuit breakers, appropriate wires, conduits, fittings, clamps and other accessories; and brand new inverter window-type air conditioning units for the GSIS Central and Branch Offices:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="text-align: center;">Description / Minimum Specifications</th> </tr> </thead> <tbody> <tr> <td>5 TR floor mounted</td> <td>Cooling capacity not less than 63,300 kJ/hr or 60,000 BTU/hr; 230 V / Three-Phase / 60 Hz; R410A</td> </tr> <tr> <td>3 TR floor mounted</td> <td>Cooling capacity from 20,000 - 36,000 kJ/hr; 230 V / Single-Phase / 60 Hz; R410A</td> </tr> <tr> <td>2.5 hp wall / ceiling mounted</td> <td>Cooling capacity from 10,780 - 23,000 kJ/hr; 230 V / Single-Phase / 60 Hz; R410A</td> </tr> <tr> <td>2.0 hp wall mounted</td> <td>Cooling capacity from 8,565 - 17,500 kJ/hr; 230 V / Single-Phase / 60 Hz; R410A</td> </tr> <tr> <td>2.0 hp window type</td> <td>Nominal cooling capacity not less than 18,600 kJ/hr; 230 V / Single-Phase / 60 Hz; R410A</td> </tr> <tr> <td>1.5 hp window type</td> <td>Nominal cooling capacity not less than 13,000 kJ/hr; 230 V / Single-Phase / 60 Hz; R410A</td> </tr> <tr> <td>Refrigerant Pipe and Rubber Insulation</td> <td> <p>Refrigerant Pipes shall be Hard Drawn type M copper pipes from the fan coil unit (Indoor Unit) to the AC condensing unit (Outdoor Unit). Fittings, connectors and other accessories suitable for copper pipes are to be used.</p> <p>Rubber insulation with appropriate inner diameter and 1/2" thickness are to be used to insulate the refrigerant pipes and wrapped with polyethylene tape.</p> </td> </tr> </tbody> </table>		Description / Minimum Specifications	5 TR floor mounted	Cooling capacity not less than 63,300 kJ/hr or 60,000 BTU/hr; 230 V / Three-Phase / 60 Hz; R410A	3 TR floor mounted	Cooling capacity from 20,000 - 36,000 kJ/hr; 230 V / Single-Phase / 60 Hz; R410A	2.5 hp wall / ceiling mounted	Cooling capacity from 10,780 - 23,000 kJ/hr; 230 V / Single-Phase / 60 Hz; R410A	2.0 hp wall mounted	Cooling capacity from 8,565 - 17,500 kJ/hr; 230 V / Single-Phase / 60 Hz; R410A	2.0 hp window type	Nominal cooling capacity not less than 18,600 kJ/hr; 230 V / Single-Phase / 60 Hz; R410A	1.5 hp window type	Nominal cooling capacity not less than 13,000 kJ/hr; 230 V / Single-Phase / 60 Hz; R410A	Refrigerant Pipe and Rubber Insulation	<p>Refrigerant Pipes shall be Hard Drawn type M copper pipes from the fan coil unit (Indoor Unit) to the AC condensing unit (Outdoor Unit). Fittings, connectors and other accessories suitable for copper pipes are to be used.</p> <p>Rubber insulation with appropriate inner diameter and 1/2" thickness are to be used to insulate the refrigerant pipes and wrapped with polyethylene tape.</p>	
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<p>Electrical Feeder and Enclosure</p>	<p>Wires shall be insulated with PVC (polyvinyl chloride), nylon jacket type THHN rated at 90°C (dry) and 75°C (wet), maximum of 600 volts AC application and shall comply with the Philippine Standards.</p> <p>ECB enclosure shall be of NEMA-3R swinging dead-front-type with covers.</p>
<p>Electrical Conduit</p>	<p>Metallic flexible conduits shall be used to connect from the AC condensing units and should not exceed one (1) meter in length to the Intermediate Metallic Conduit (IMC). IMC shall be used from the Metallic Flexible Conduit to the point of entrance to the building. Polyvinyl Chloride (PVC) conduits may be used from the point of entrance of the building to the distribution panel of the appropriate circuit breaker and to the fan coil unit. Fittings, connectors and other accessories suitable for the electrical conduits specified above are to be used.</p>

Note: The range for the Cooling Capacity should be equalled or exceeded to satisfy GSIS requirement. The minimum range value should be equal or numerically lower and the maximum range value should be equal or numerically higher than the indicated minimum specifications stated above for both to be satisfied by the specified air conditioning.

GENERAL SPECIFICATIONS

1. The minimum length of refrigerant pipe per air conditioning unit installation is 4.5 meters.
2. The contractor shall dismantle existing air conditioning units that are to be replaced.
3. The supplier shall flush the system (new refrigerant pipes and fittings) with Nitrogen; ensure that the refrigerant oil is sufficient considering the refrigerant pipe lengths; vacuum the system; and charge with the appropriate refrigerant and quantity.
4. The supplier shall leak test all the split-type air conditioning units.
5. The supplier shall test the cooling of all the air conditioning units and ensure that all are in perfect working condition prior to turnover to the GSIS. Temperature reading at 0.30m from the supply grills

	<p>shall be taken and recorded on all units after one (1) hour of operation.</p> <ol style="list-style-type: none"> 6. The supplier shall provide electrical feeder from the electrical room to the air conditioning units including circuit breakers at the electrical room panel board and all the outdoor air conditioning units. 7. The supplier shall close / restore all openings for the efficient functioning of the air conditioning units. 8. The supplier shall restore to its original condition all affected areas during the installation and commissioning of the air conditioning units. 9. The supplier shall thoroughly clean the project site including all areas disturbed by installation of the air conditioning units for the duration of the project to the full satisfaction of the GSIS. 10. All materials / equipment supplied and execution of all works will be subject to the inspection and acceptance by the GSIS authorized representative/s. 11. Any damage to the building's equipment / facilities, directly or indirectly caused by the contractor or its personnel shall immediately be repaired / replaced or restored by the contractor on its account. 12. The supplier must submit to the GSIS signed and sealed as-built plans with soft-copy upon completion of installation and commissioning of the air conditioning units. 13. The supplier must submit a certification from ISO 9001 certifying agency stating that the manufacturer of the air conditioning units to be supplied is ISO 9001 certified. 14. The manufacturer should have toll-free lines for service support with 24/7 capability (on stand-by to receive calls for service issues). The bidder must submit a certification from the manufacturer indicating toll-free numbers for service support with 24/7 capability (on stand-by to receive calls for service issues) and response time of 48 Hours after receipt of call. 15. The supplier shall submit a Lump Sum Bid (Unit and Installation Costs) with detailed Lump Sum per Branches (Unit and Installation Costs). The winning 	
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	supplier shall submit the Detailed Costs/Bill of Quantities (BOQ) before contract signing and issuance of the Notice to Proceed (NTP).	
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ANNEX C

CHECKLIST OF ADDITIONAL REQUIREMENTS

Legal Documents

1. Appropriate Registration Certificate from the:
 - Securities and Exchange Commission (SEC), for corporation

For registration certificate from the Securities and Exchange Commission (SEC), any of the following may be submitted:

 - For Corporation
Registration Certificate; **OR** Certificate of Incorporation; **OR** Latest Certificate of Filing of Amended Articles of Incorporation.
 - For Partnership:
Certificate of Registration; **OR** Certificate of Partnership; **OR** Certificate of Amended Articles of Partnership.
 - Department of Trade and Industry (DTI), for sole proprietorship
 - Cooperative Development Authority (CDA), for cooperatives
2. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR Copy of the 2015 Mayor's Permit and copy of filling of renewal and Official Receipt
3. Valid Tax Clearance per Executive Order 398 (s. 2005), as finally reviewed and approved by the BIR. (GPPB Resolution No. 21-2013 dated 30 July 2013)
4. Valid PhilGEPS Registration Certificate
5. Valid joint venture agreement. *Note: All parties to the Joint Venture shall submit all the **Legal Documents**.*

Technical Document

6. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature to the Project, within the past five (5) years from the submission and receipt of bids.

Financial Documents

7. Audited financial statements for CY 2014, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

8. The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC) at least equal to the approved budget for the contract to be bid. (Note: GPPB Resolution No. 20-2013, 30 July 2013)

Other Documents

9. Omnibus Sworn Statement in accordance with Section 25.2(a)(iv) of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms. (GPPB Resolution No. 22-2013 dated 30 July 2013)

10. Certificate of Good Standing, Completion, **AND** Acceptance from GSIS for the latest completed project. Said Certification must be issued within the past twelve (12) months from bid submission. *(This is applicable only to prospective bidders with previous contracts and completed projects with the GSIS entered into within the past three (3) years from the submission and receipt of bids);*

OR

Certificate of Good Standing, Completion, **OR** Acceptance from at least one (1) previous client as stated in the List of Completed Contracts. *(This is applicable only to prospective bidders without previous contracts and completed projects with the GSIS)*

11. Latest Income Tax Return within the last six months (for monthly or quarterly tax remittance) **or** Annual Income Tax for CY 2014. *(Only tax returns filed and taxes paid through the BIR EFPS shall be accepted)*
12. Business tax (Percentage tax or VAT) returns within the last six months. *(Only tax returns filed and taxes paid through the BIR EFPS shall be accepted)*
13. The Supplier must be a manufacturer/ reseller/ distributor of the goods to be supplied.
- a. If the bidder is a manufacturer, it must submit a **Certification** stating that the bidder is the manufacturer of the goods to be supplied and the goods to be supplied are intended for Philippine market.
- The certification must be on stationery bearing the letterhead of the manufacturer and must be signed by an authorized person or officer of the manufacturer of the goods to be supplied.
- b. If the bidder is a distributor, it must submit a **Certification** stating that the bidder is an authorized distributor of the manufacturer and the goods to be supplied are intended for Philippine market.
- The certification must be on stationery bearing the letterhead of the manufacturer and must be signed by an authorized person or officer of the manufacturer of the goods to be supplied.

If the certification is issued by a foreign counterpart/manufacturer must have an English translation and must bear a seal of the Philippine embassy in the country of origin.

- c. If the bidder is a reseller, it must submit a **Certification** on stationery bearing the letterhead of the manufacturer or distributor stating that the bidder is an authorized reseller, partner or dealer of the manufacturer or distributor; and goods to be supplied are intended for Philippine market.

The certification must be signed by an authorized person or officer of the manufacturer or distributor of the goods to be supplied.

If the certification will be issued by a distributor, the bidder must also submit a certification to be signed by the authorized person or officer of the manufacturer stating that the distributor is the authorized distributor of the manufacturer.

If the certification is issued by a foreign counterpart/manufacturer must have an English translation and must bear a seal of the Philippine embassy in the country of origin.

14. Product Brochure (Manufacturer's Brochure)

15. List of owned or authorized service centers signed by the manufacturer/distributor. Service center must be located in Metro Manila and main islands of Luzon for the service and after sales support.

The list of service center/s to be submitted must indicate the locations covered by each service center that will include the locality of the GSIS Branch Offices included for each lot.