



University of the Philippines **OPEN UNIVERSITY**

BIDS AND AWARDS COMMITTEE

26 January 2026

SUPPLEMENTAL BID BULLETIN NO. 26-001

This Supplemental Bid Bulletin No. 26-001 is to amend or modify items in the Bid Documents and in response to the queries raised during the pre-bid conference conducted 22 January 2026 for the project “Preventive maintenance and services for Generator Sets for CY 2026” to wit:

Item	Update
1. Changes in Section VII. Technical Specifications and Section VIII. Checklist of Technical and Financial Documents	Updated Section VII. Technical Specification, and Personnel should be read as: a. Mechanical Engineer (with valid license) - Minimum 5 yrs. of experience on generator set servicing b. Genset Technician (minimum of NC2 for automotive servicing or diesel power plant operation and maintenance) OR Mechanical Engineer (with valid license) - Minimum 5 yrs of experience on generator set servicing c. Electrician (minimum of NC2) for electrical installation and maintenance) OR Electrical Engineer (with valid license) - Minimum 5 yrs of experience on generator set servicing Updated Section VII. Technical Specification and Section VIII. Checklist of Technical and Financial Documents are attached.

Note: Please use the updated Section VII. Technical Specification in your bid submission.

For the guidance and information of all concerned bidders.


FINAMOR F. TAYLAN, DProfSt.
Chair, BAC

Received by the Bidder:

_____ Date: _____

Signature over printed name

Los Baños, Laguna 4031 Philippines

Tel Nos. +63(49) 536-6001 to 06 local 210 Telefax +63(49) 536-5991 Email: bac@upou.edu.ph

Section VII. Technical Specifications

Item	Specification	Statement of Compliance																																												
	Notes: <i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i>																																													
1	A. SUMMARY OF GENERATOR SETS <table><tr><th>ITEM NO.</th><th>DESCRIPTION</th><th>LOCATION</th><th>QTY</th></tr><tr><td>1</td><td>125 KVA - AKSA</td><td>Community Hub</td><td>1</td></tr><tr><td>2</td><td>250 KVA - Onis</td><td>Administration Building</td><td>1</td></tr><tr><td>3</td><td>150 KVA - Lovol</td><td>Administration Building (Mobile)</td><td>1</td></tr><tr><td>4</td><td>125 KVA – FG Wilson</td><td>Teaching and Learning Hub</td><td>1</td></tr><tr><td>5</td><td>112 KVA – Lovol</td><td>Annex Building</td><td>1</td></tr><tr><td>6</td><td>40 KVA – Yangzhou</td><td>CCDL</td><td>1</td></tr><tr><td>7</td><td>350 KVA - Powercity</td><td>Academic Residence</td><td>1</td></tr><tr><td>8</td><td>500 KVA JP438 - Perkins</td><td>International Convention Center</td><td>1</td></tr><tr><td>9</td><td>250 KVA - Powercity</td><td>International Convention Center</td><td>1</td></tr><tr><td>10</td><td>150 KVA – Vast [Cummins (Engine)]</td><td>World Class Multimedia Production Building</td><td>1</td></tr></table>	ITEM NO.	DESCRIPTION	LOCATION	QTY	1	125 KVA - AKSA	Community Hub	1	2	250 KVA - Onis	Administration Building	1	3	150 KVA - Lovol	Administration Building (Mobile)	1	4	125 KVA – FG Wilson	Teaching and Learning Hub	1	5	112 KVA – Lovol	Annex Building	1	6	40 KVA – Yangzhou	CCDL	1	7	350 KVA - Powercity	Academic Residence	1	8	500 KVA JP438 - Perkins	International Convention Center	1	9	250 KVA - Powercity	International Convention Center	1	10	150 KVA – Vast [Cummins (Engine)]	World Class Multimedia Production Building	1	
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	B. SCOPE OF WORKS 1. COOLING SYSTEM a. Check radiator water level b. Check water leaks (if any) c. Check all radiator hoses d. Replacement of radiator coolant 2. CHECK FUEL SYSTEM a. Check fuel level b. Check leakage at the fuel lines c. Replacement of fuel filters 3. AIR INDUCTION & EXHAUST SYSTEM a. Replacement of air filters b. Check muffler system 4. LUBE OIL SYSTEM a. Replacement of oil b. Check oil leaks (if any) 5. STARTING SYSTEM a. Check battery cables and connections b. Check battery fluid and terminals c. Check fan belts d. Check alternator belts 6. CONTROL PANEL a. Check PBC and module b. Check all fuses c. Check all electrical connections d. Check meters and gauges 7. SANITATION a. Check cleanliness 8. MEGGER TEST a. Insulation 9. TEST WITHOUT LOAD (at least 15 minutes) a. Voltage b. Frequency / rpm c. Oil pressure d. Water temperature e. Running hour meter f. Battery voltage 10. TEST WITH LOAD a. Voltage b. Frequency / rpm	
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	c. Current d. Oil pressure e. Water temperature f. Test AVR & exciter 11. POWER GENERATOR a. Check exciter stator windings b. Check armature windings c. Check main rotor d. Check main stator e. Check rectifier assembly f. Check AVR and its connection g. Check power cable connections at - g.1 the main alternator box and circuit - g.2 breaker panel h. Simulate protective devices. Simulation test result must be submitted - h.1 Low oil pressure shutdown - h.2 High water temperature shutdown - h.3 Over speed shutdown (if any) - h.4 Over crank shutdown (if any) 12. CONTROL PANEL a. Check governor/injection pump (adjust if necessary) b. Check starter motor c. Check battery condition d. Check tightness at the flywheel e. Check turbocharger (if fitted), provide report on the condition/testing f. Check and clean engine breather g. Check fuel lines (leaks of pipe), rectify if leaks occur C. REPORT PREPARATION AND SUBMITTALS a. Report preparations. b. Submission of reports (progress report and test results) and warranty certificate. c. Conduct orientation on operations and maintenance of the installed units. D. RESTORATION Restoration of walls, windows, ceiling and all finishes including painting and other related damage due to the preventive maintenance of genset. E. QUALITY ASSURANCE PROVISION All works related to the above project shall be assured of its quality/above par workmanship acceptable to UPOU. Any defects/flaws discovered shall be rectified the soonest possible time by the Contractor. Certification thereof shall be submitted duly signed and sealed by the manager or the authorized representative.	
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	F. THIS SCOPE SHALL BE DONE SEMI-ANNUALLY G. PERSONNEL a. Mechanical Engineer (with valid license) - Minimum 5 yrs. of experience on generator set servicing b. Genset Technician (minimum of NC2 for automotive servicing or diesel power plant operation and maintenance) OR Mechanical Engineer (with valid license) - Minimum 5 yrs of experience on generator set servicing c. Electrician (minimum of NC2) for electrical installation and maintenance) OR Electrical Engineer (with valid license) - Minimum 5 yrs of experience on generator set servicing	
2	Conformity with and submission of the following: 1) Schedule of Requirements (Section VI)/Production/Delivery Schedule; 2) Bio-Data for the following: a. Mechanical Engineer (with valid license) - Minimum 5 yrs. of experience on generator set servicing b. Genset Technician (minimum of NC2 for automotive servicing or diesel power plant operation and maintenance) OR Mechanical Engineer (with valid license) - Minimum 5 yrs of experience on generator set servicing c. Electrician (minimum of NC2) for electrical installation and maintenance) OR Electrical Engineer (with valid license) - Minimum 5 yrs of experience on generator set servicing	

I hereby verify to comply with all the above requirements.

Signature over printed name of the authorized representative

Company name

Date

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE (Original and Copy 1)

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (**all pages**) in accordance with Section 8.5.2 of the IRR;

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 (UPOU BAC FORM No. 1); 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 (UPOU BAC FORM No. 2). The SLCC should be at least 50% of the ABC;
- (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 (UPOU BAC FORM No. 3); and
- (e) Conformity with the Technical Specifications, Bidders must state under Statement of Compliance either “Comply” or “Not Comply” against each of the individual parameters of each specification (UPOU BAC FORM No. 4), which should include the following:
 - 1) Schedule of Requirements (Section VI)/Production/Delivery Schedule;
 - 2) Bio-Data for the following:
 - a. Mechanical Engineer (with valid license) - Minimum 5 yrs. of experience on generator set servicing
 - b. Genset Technician (minimum of NC2 for automotive servicing or diesel power plant operation and maintenance) **OR** Mechanical Engineer (with valid license) - Minimum 5 yrs of experience on generator set servicing
 - c. Electrician (minimum of NC2) for electrical installation and maintenance) **OR** Electrical Engineer (with valid license) - Minimum 5 yrs of experience on generator set servicing

- (f) Original duly signed Omnibus Sworn Statement (OSS) (UPOU BAC FORM No. 5);
and if applicable, Original Notarized Secretary's Certificate (UPOU BAC FORM No. 6) in case of a corporation, partnership, or cooperative; **or** Original Special Power of Attorney (UPOU BAC FORM No. 7) 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; and

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (UPOU BAC FORM No. 8);
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. (UPOU BAC FORM No. 9)
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 (Original and Copy 1)

- (a) Original of duly signed and accomplished Financial Bid Form (UPOU BAC FORM No. 10) which **should include *Secretary's Certificate or Special Power of Attorney, if applicable; and***
- (b) Original of duly signed and accomplished Price Schedule(s) (UPOU BAC FORM No. 11b);.

Note:

The prescribed documents in the checklist are mandatory to be submitted in the Bid.