



# University of the Philippines OPEN UNIVERSITY

## BIDS AND AWARDS COMMITTEE

06 April 2026

### SUPPLEMENTAL BID BULLETIN NO. 26-003

This Supplemental Bid Bulletin No. 26-003 is to amend or modify items in the Bid Documents and in response to the queries raised during the pre-bid conference conducted 31 March 2026 for the project "Preventive Maintenance Service for Fire Detection and Alarm System for CY 2026" to wit:

| Item                                                                                                                                                          | Update / Response/s                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |                                                                                                                                                                                                                                                                                                                                                                     |      |                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. On-call services duration                                                                                                                                  | With regard to the on-call services, it will be within the three (3)-month period on PMS workmanship. This period shall commence upon the end user's acceptance of the PMS report for each building.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |                                                                                                                                                                                                                                                                                                                                                                     |      |                                                                                                                                                                                                                                                                                                                                                  |
| 2. Brands of the existing FDAS and Sprinkler System                                                                                                           | Main Administration Building, CCDL and Learner's Hall - FDAS (Guardian Brand)<br>Teaching and Learning Hub - FDAS (Eaton Brand)<br>Academic Residences - AFSS (Goulds Brand)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      |                                                                                                                                                                                                                                                                                                                                                                     |      |                                                                                                                                                                                                                                                                                                                                                  |
| 3. Updates on the Checklist of Technical and Financial Documents, specifically letter (c) Statement of the bidder's Single Largest Completed Contract (SLCC). | <p><b>FROM:</b></p> <p>(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in <b>Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184</b>, within the relevant period as provided in the Bidding Documents. The SLCC should be at least 50% of the ABC;</p> <p><b>TO:</b></p> <p>(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in <b>Sections 52.4.1.3 and 52.4.2.4 of the IRR of RA 12009</b>, within the relevant period as provided in the Bidding Documents. The SLCC should be at least 50% of the ABC;</p>                                                                                                                                                        |      |                                                                                                                                                                                                                                                                                                                                                                     |      |                                                                                                                                                                                                                                                                                                                                                  |
| 4. Updates on Section III. Bid Data Sheet. ITB Clause 16.1. Bid Security                                                                                      | <p><b>FROM</b></p> <table border="1"> <tr> <td>16.1</td><td>The Bid Security shall be in the form of a Bid Securing Declaration, or any of the following:<br/>1) The amount of not less than ₱13,000.00 [2% of ABC], if bid security is in cash or cashier's or manager's check;<br/>2) The amount of not less than ₱32,500.00 [5% of ABC] if bid security is bank draft, guarantee, irrevocable Letter of Credit or Surety Bond.</td></tr> </table> <p><b>TO</b></p> <table border="1"> <tr> <td>16.1</td><td>The Bid Security shall be in the form of a Bid Securing Declaration, OR any of the following:<br/>1) The amount of not less than ₱13,000.00 [2% of ABC], if bid security is in cash;<br/>2) The amount of not less than ₱32,500.00 [5% of ABC], if bid security is Surety Bond and submit also a certification issued by the Insurance Commission.</td></tr> </table> | 16.1 | The Bid Security shall be in the form of a Bid Securing Declaration, or any of the following:<br>1) The amount of not less than ₱13,000.00 [2% of ABC], if bid security is in cash or cashier's or manager's check;<br>2) The amount of not less than ₱32,500.00 [5% of ABC] if bid security is bank draft, guarantee, irrevocable Letter of Credit or Surety Bond. | 16.1 | The Bid Security shall be in the form of a Bid Securing Declaration, OR any of the following:<br>1) The amount of not less than ₱13,000.00 [2% of ABC], if bid security is in cash;<br>2) The amount of not less than ₱32,500.00 [5% of ABC], if bid security is Surety Bond and submit also a certification issued by the Insurance Commission. |
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| <p>5. Updates on Section III. Bid Data Sheet. ITB Clause 31.3. Performance Security</p>                                                                                  | <p><b>FROM</b></p> <table border="1"> <tr> <td data-bbox="708 69 797 877">31.3</td><td data-bbox="803 69 1440 877"> <p>The Performance Security shall be in the form:</p> <table border="1"> <tr> <td data-bbox="813 111 1149 258">Form of Performance Security</td><td data-bbox="1156 111 1433 258">Amount of Performance Security<br/>(Equal to Percentage of the Total Contract Price)</td></tr> <tr> <td data-bbox="813 266 1149 384">(a) Cash or Cashier's or Manager's check issued by a bank.</td><td data-bbox="1156 266 1433 384" rowspan="2">Five percent (5%)</td></tr> <tr> <td data-bbox="813 392 1149 615">(b) Bank draft or guarantee or irrevocable Letter of Credit issued by a local bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank.</td></tr> <tr> <td data-bbox="813 623 1149 869">(c) 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="1156 623 1433 869">Thirty percent (30%)</td></tr> </table> </td></tr> </table> <p><b>TO</b></p> <table border="1"> <tr> <td data-bbox="708 951 797 1098">31.3</td><td data-bbox="803 951 1440 1098"> <p>The Performance Security shall be in the form of <b>Surety Bond</b> in the amount of not less than <b>thirty percent (30%) of the total contract price and also submit a certification issued by the Insurance Commission.</b></p> </td></tr> </table> | 31.3                         | <p>The Performance Security shall be in the form:</p> <table border="1"> <tr> <td data-bbox="813 111 1149 258">Form of Performance Security</td><td data-bbox="1156 111 1433 258">Amount of Performance Security<br/>(Equal to Percentage of the Total Contract Price)</td></tr> <tr> <td data-bbox="813 266 1149 384">(a) Cash or Cashier's or Manager's check issued by a bank.</td><td data-bbox="1156 266 1433 384" rowspan="2">Five percent (5%)</td></tr> <tr> <td data-bbox="813 392 1149 615">(b) Bank draft or guarantee or irrevocable Letter of Credit issued by a local bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank.</td></tr> <tr> <td data-bbox="813 623 1149 869">(c) 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="1156 623 1433 869">Thirty percent (30%)</td></tr> </table> | Form of Performance Security                               | Amount of Performance Security<br>(Equal to Percentage of the Total Contract Price) | (a) Cash or Cashier's or Manager's check issued by a bank.                                                                                                               | Five percent (5%) | (b) Bank draft or guarantee or irrevocable Letter of Credit issued by a local bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank. | (c) 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%) | 31.3 | <p>The Performance Security shall be in the form of <b>Surety Bond</b> in the amount of not less than <b>thirty percent (30%) of the total contract price and also submit a certification issued by the Insurance Commission.</b></p> |
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| <p>6. Updates on the Section VII. Technical Specifications</p>                                                                                                           | <p><b>Added:</b><br/> <b>Letter E. PARTS OR EQUIPMENT FOR REPLACEMENT</b><br/> For the defective FDAS/AFSS parts or equipment, UPOU shall separately procure the supply, delivery and installation of the required components, including the corresponding testing and commissioning.</p> <p>- Updated Section VII. Technical Specifications are attached.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                            |                                                                                     |                                                                                                                                                                          |                   |                                                                                                                                                                          |                                                                                                                                                               |                      |      |                                                                                                                                                                                                                                       |

| Item                                                                                                                           | Clarification                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Regarding the SLCC, can we use the project for installation of AFSS or FDAS, not necessarily preventive maintenance?</p> | <p>It should be similar to the project to be bid - preventive maintenance, a single completed project with a contract cost of at least 50% of the ABC.</p> |

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

For the guidance and information of all concerned bidders.

  
**FINAFLOOR 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

## Technical Specifications

**Bidders must state “Comply” or “Not Comply” for each specification and provide the corresponding performance parameters for offered equipment.** Each response must be supported by a clear documentary support in the bid and properly cross-referenced. Acceptable evidence includes unaltered manufacturer sales brochures, official specification sheets, product samples, independent test results, and similar documents.

Claims should be backed by documentary support. If the evidence contradicts the claim, the bid may be rejected. Any false statement—whether in the compliance form or supporting documents—found during evaluation, post-qualification, or contract implementation may be considered fraudulent in accordance with ITB Clause 3.1(a)(ii) and without prejudice to the imposition of appropriate administrative, civil, and criminal penalty in accordance with law.

| Item | Specification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Statement of Compliance |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1    | <p><b>SCOPE OF WORKS</b></p> <p>One-Time Preventive Maintenance of Fire Detection and Alarm System and Automatic Fire Sprinkler System including inspection, testing, cleaning, and servicing of all system components to ensure optimal performance and compliance with relevant safety standards.</p> <p><b>A. SCOPE OF WORKS</b></p> <p><b>1. Fire Alarm Control Panel</b></p> <ul style="list-style-type: none"> <li>a. Check all modules and terminals.</li> <li>b. Check all switches of control panel</li> <li>c. Check and clean terminal lug of all back up batteries</li> <li>d. Check all terminal lugs and wirings for field devices.</li> <li>e. Check and inspect for any unusual appearance or condition, and make necessary corrections if necessary</li> <li>f. Control panel function testing, minor programming adjustments and resetting trouble signals.</li> <li>g. Troubleshoot and repair if necessary</li> </ul> <p><b>2. Manual Pull Station</b></p> <ul style="list-style-type: none"> <li>a. Check terminals lug on manual release stations.</li> <li>b. Clean lever or button for normal operation and repair if necessary.</li> <li>c. Inspect all manual release station for broken, crack, dirt, distortion and or any signs of physical damage</li> <li>d. Activation of all manual release stations.</li> <li>e. Troubleshoot and repair if necessary</li> </ul> <p><b>3. Horn Strobe</b></p> <ul style="list-style-type: none"> <li>a. Check all the audible signals of horns &amp; flashing strobes</li> <li>b. Cleaning of all horns &amp; flashing strobes</li> <li>c. Inspect all horn &amp; flashing strobe for any signs of physical damage</li> <li>d. Activation of all fire alarm bells using back up battery operation</li> </ul> |                         |

- e. Troubleshoot and repair if necessary

#### **4. Smoke and Heat Detectors**

- a. Cleaning of all the smoke/heat detectors
- b. Check and clean terminal lug of smoke detector base
- c. Testing of smoke/heat detectors
- d. Troubleshoot and repair if necessary

#### **5. Line to ground testing of system wiring for possible grounded or resistance leak**

- a. Conduct grounding check within the system for control panels down to peripherals and fire alarm devices connected to the system
- b. Check wiring connections inside terminal box/panels for open or loose connections
- c. Check terminal box or pull boxes of protective plate covers is in place

#### **6. Fire Sprinkler Systems**

- a. Check sprinkler heads for obstruction, corrosion, leaks, damage, or paint
- b. Inspect piping, hangers, fittings, and joints for leaks, corrosion, or physical damage.
- c. Verify valves (control, alarm, test, drain) for proper position and accessibility.
- d. Check gauges, alarm devices, and tamper switches for accuracy and operability.
- e. Check lock valves to verify that all components operate properly, move freely, and are in good condition.
- f. Check fire department pumper connection for the following:
  - f.1 Verify that connection is always both visible and accessible
  - f.2 Verify that caps and plugs are in place and threads are in good condition
  - f.3 Verify that waterway is free of all foreign material
- g. Conduct main drain test to record static and residual pressure
- h. Test flow alarms, water motor gongs, and waterflow switches.
- i. Simulate operation of supervisory and tamper switches.
- j. Verify proper signal transmission to Fire Alarm Control Panel
- k. Clean sprinkler heads and escutcheons (dust, dirt, debris).
- l. Lubricating valves and moving parts if necessary.
- m. Flush system lines or drain valves if necessary.
- n. Submit deficiency report with recommendations for corrective actions or part replacements.

#### **B. THIS SCOPE SHALL BE DONE ONE-TIME BY JULY OR AUGUST 2026**

#### **C. SUMMARY OF FIRE DETECTION AND ALARM SYSTEM AND FIRE SPRINKLER SYSTEM**

| ITEM NO. | DESCRIPTION                           | LOCATION | QUANTIT Y |
|----------|---------------------------------------|----------|-----------|
| 1        | Conventional Fire Alarm Control Panel |          | 1         |
| 2        | Smoke Detector                        |          | 84        |

|    |                                       |                           |     |
|----|---------------------------------------|---------------------------|-----|
| 3  | Manual Call Point                     | Administration Building   | 6   |
| 4  | Horn Strobe                           | Building                  | 6   |
| 5  | Smoke Detector                        | CCDL Building             | 17  |
| 6  | Manual Call Point                     |                           | 2   |
| 7  | Horn Strobe                           |                           | 2   |
| 8  | Conventional Fire Alarm Control Panel | Learners Hall             | 1   |
| 9  | Smoke Detector                        |                           | 12  |
| 10 | Manual Call Point                     |                           | 2   |
| 11 | Horn Strobe                           |                           | 2   |
| 12 | Conventional Fire Alarm Control Panel | Teaching and Learning Hub | 1   |
| 13 | Smoke Detector                        |                           | 69  |
| 14 | Heat Detector                         |                           | 8   |
| 15 | Manual Call Point                     |                           | 5   |
| 16 | Horn Strobe                           |                           | 5   |
| 17 | Sprinkler Heads                       | Academic Residence        | 441 |
| 18 | Fire Hose Cabinet                     |                           | 9   |
| 19 | Diesel Pump and Jockey Pump           |                           | 1   |
| 20 | Manual Pull                           |                           | 6   |
| 21 | Bell                                  |                           | 6   |

#### **D. EXCLUSIONS**

Unless due to its fault or negligence, the CONTRACTOR'S services under this agreement does not include the cost of spare parts needed in either major or minor repairs unless due to their fault and negligence.

#### **E. PARTS OR EQUIPMENT FOR REPLACEMENT**

For the defective FDAS/AFSS parts or equipment, UPOU shall separately procure the supply and installation of the required components, including the corresponding testing and commissioning.

#### **F. HOURS OF OPERATION**

The CONTRACTOR shall render maintenance and on-call services to UPOU during office hours from 9:00 a.m. to 5:00 p.m., Mondays to Fridays, or during Saturdays and Sundays upon the request of the end-user.

#### **G. PERSONNEL**

1. The CONTRACTOR's technicians, while on service calls, shall always wear proper uniforms and exhibit an identification card, with both the company and employee's name clearly shown thereon.
2. The CONTRACTOR shall submit the list of regular technicians who will be performing the preventive maintenance service in UPOU. No substitutes or trainees shall be allowed to perform the preventive maintenance at UPOU.
3. There shall strictly be no employer-employee relationship between UPOU and the CONTRACTOR's technicians, employees, agents, representatives, and other personnel, whether directly or indirectly assigned to perform the maintenance services agreed upon herein.
4. For the PMS of Fire Detection and Alarm System & Fire Sprinkler System, the work shall be supervised by a Mechanical Engineer or Electrical/Electronic Engineer.

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|   | <b>H. QUALITY OF WORKMANSHIP</b> <ol style="list-style-type: none"> <li>1. In performing the services here under, the CONTRACTOR shall strictly follow the maintenance instructions of the equipment manufacturer as published in maintenance manuals.</li> <li>2. The CONTRACTOR's personnel shall not leave equipment in a partially disassembled condition pending full repair, when responding to a service call.</li> <li>3. Poor quality workmanship or improvements or failure to render repair services to the satisfaction of the end-user of the office being serviced, despite notice to the CONTRACTOR shall constitute grounds for breach of this contract</li> </ol> |  |
| 2 | <b>Conformity with and submission of the following:</b> <ol style="list-style-type: none"> <li>1. Biodata of the Key Personnel: <ol style="list-style-type: none"> <li>a. Mechanical Engineer with valid PRC license – Minimum of 5 years' experience</li> <li>b. Electronics Engineer OR Electrical Engineer with valid PRC license – Minimum of 5 years' experience</li> </ol> </li> <li>2. Schedule of Requirements (Section VI)/Production/Delivery Schedule;</li> <li>3. Human Resources/Manpower requirements;</li> </ol>                                                                                                                                                    |  |

I hereby verify to comply with all the above requirements.

\_\_\_\_\_  
Signature over printed name of the authorized representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Date