



PHILIPPINE BIDDING DOCUMENTS

MODERNIZATION OF ELEVATOR SYSTEM

Competitive Bidding No. 2025-23

(Multi-Year Contract)

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the Implementing Rules and Regulations of Republic Act No. 12009.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	11
1. Scope of Bid	12
2. Funding Information.....	12
3. Bidding Requirements	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	12
5. Eligible Bidders.....	13
6. Origin of Goods	13
7. Subcontracts	13
8. Pre-Bid Conference	14
9. Clarification and Amendment of Bidding Documents	14
10. Documents comprising the Bid: Eligibility and Technical Components	14
11. Documents comprising the Bid: Financial Component	14
12. Bid Prices	15
13. Bid and Payment Currencies	15
14. Bid Security	15
15. Sealing and Marking of Bids	16
16. Deadline for Submission of Bids	16
17. Opening and Preliminary Examination of Bids	16
18. Domestic Preference	16
19. Detailed Evaluation and Comparison of Bids	16
20. Post-Qualification	17
21. Signing of the Contract	17
Section III. Bid Data Sheet	18
Section IV. General Conditions of Contract	20
1. Scope of Contract	21
2. Advance Payment and Terms of Payment	21
3. Performance Security	21
4. Inspection and Tests	21
5. Warranty	22
6. Liability of the Supplier	22
Section V. Special Conditions of Contract	23
Section VI. Schedule of Requirements	28
Section VII. Technical Specifications	29
Section VIII. Checklist of Technical and Financial Documents	31

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement.

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (IRR, Section 5[n])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (IRR, Section 5[r])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 50.3 of the IRR of RA No. 12009.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

INVITATION TO BID FOR MODERNIZATION OF ELEVATOR SYSTEM

1. The Securities and Exchange Commission (SEC), through the multi-year appropriation for FYs 2025 and 2026 Annual Operating Budget of SEC (2 years), intends to apply the total sum of **Eighty Million Pesos (Php80,000,000.00)** being the ABC to payments under the contract for the Modernization of Elevator System under Competitive Bidding No. 2025-23. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The SEC now invites bids for the above Procurement Project. Delivery of the Goods and Services is required in FYs 2025 and FY 2026 as specified in Section VI (Schedule of Requirements) of this Bidding Document. Bidders should have completed, within ten (10) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the SEC-BAC Secretariat and inspect the Bidding Documents at the address given below during office hours 8:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 04 July 2025 from the given address and websites below and upon payment of the applicable fee/s for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount Php50,000.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.

It may be downloaded free of charge from the Philippines Government Electronic Procurement System (PhilGEPS) and SEC websites, provided that the bidders shall pay the applicable fee for the Bidding Document not later than the submission of their bids.

The prospective bidders are advised to send an email at fpbaluyot@sec.gov.ph to request for the Payment Assessment Form (PAF), which shall be used for the payment of the abovementioned applicable fee.

Payments should be done over the counter at any Landbank branch nationwide or online through eSPAYSEC.

For over the counter payment at LandBank:

- Print 2 copies of PAF:
 - 1 Client Copy
 - 1 LandBank Copy
- Accomplish the on-Coll Payment slip per fund account as indicated on the breakdown summary.
- Use the correct Fund Account and Account No. and provide the below information:
 - Reference Number 1 - PAF No.
 - Reference Number 2 - Name of Payor appearing on the PAF
- Present On-Coll Payment Slip, together with the PAF, to the LandBank Teller

For online payment:

- Access eSPAYSEC through the link below, enter PAF Reference Number, select your payment: <https://www.sec.gov.ph/sec-payment-portal>
- Enter PAF Reference Number
- Select preferred payment option:
 - Debit/Credit Card
 - Paymaya Wallet/GCash
- Enter email address and verification code
- Click proceed to payment

6. The SEC will hold a Pre-Bid Conference on **11 July 2025 (Friday), 11:00AM** at the 7F MSD Conference Room, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City 1209 and through video conferencing or webcasting via Zoom application, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below on or before **25 July 2025 (Friday), 11:00 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **25 July 2025 (Friday), 11:15 AM** at the given address. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidder.
11. For further information, please refer to:

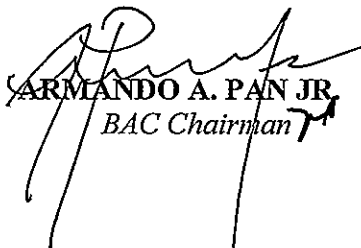
Procurement Unit
7F The SEC Headquarters
7907 Makati Ave., Salcedo Village

Brgy. Bel-Air, Makati City
Telephone No.: 8818-5330
Electronic mail: fpbaluyot@sec.gov.ph

12. You may also visit the following websites:

<https://www.sec.gov.ph>
<https://www.philgeps.gov.ph>

04 July 2025


ARMANDO A. PAN JR.
BAC Chairman

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Securities and Exchange Commission (SEC), wishes to receive Bids for the **Modernization of Elevator System under Competitive Bidding No. 2025-23.**

The Procurement Project (referred to herein as "Project") is composed of one (1) lot with 2 phases, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for FYs 2025 and 2026 Budget of SEC in the amount of **Eighty Million Pesos (Php80,000,000.00).**
- 2.2. The sources of funding are **FYs 2025 and FY 2026 Annual Operating Budget of SEC.**

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 12009 and its IRR, and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under the IRR of RA No. 12009 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2.1. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 12009 and its IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 52.4.1.3 of the IRR of RA No. 12009, the Bidder must have completed, within a period of ten (10) years from the submission of the bid, a combination of contracts with a total value of at least fifty percent (50%) of the ABC, provided that:

The bidder should have completed at least one (1) similar contract amounting to at least 25% of the ABC; and

The bidder should have completed other contracts, whether similar or not, with an aggregate amount of at least 25% of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 52.4 of the IRR of RA No. 12009.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under ITB Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

7.2. The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address MSD Conference Room, 7th Flr. The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Brgy Bel-Air, Makati City and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB Clause 5.3** should have been completed within ten (10) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 79.6 of the IRR of RA No. 12009.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 60.2 of the IRR of RA No. 12009.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

- 13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

- 14.2. The Bid and bid security shall be valid 120 calendar days from the date of opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 58.4 of the IRR of RA No. 12009 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 59 of the IRR of RA No. 12009.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 79 of the IRR of RA No. 12009.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 61.3 to 61.8 of the IRR of RA No. 12009.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 52.4.1.4 of the IRR of RA No. 12009. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 52.4.1.4 of the IRR of RA No. 12009, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Most Economically Advantageous Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

The documents required in Section 66.5 of the IRR of RA No. 12009 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be any contract similar to modernization of elevator/s completed within ten (10) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP, Makati, NCR or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than Php1,600,000.00 <i>[equivalent to two percent (2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check; or b. The amount of not less than Php4,000,000.00 <i>[equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond, bank draft/guarantee or irrevocable letter of credit.
15	Each Bidder shall submit one (1) originally signed certified true copy of the original documents and electronic copy of first and second components of bids shall be submitted upon instructions of the BAC thru the BAC Secretariat at any time after the opening of bids. Bidder must arrange each bid documents into sections with tabs properly labeled separating each document according to the provided checklist.
19.1	Most Economically Advantageous and Responsive Bid (MEARB) shall be used as award criteria. The price proposal shall have a corresponding weight of fifteen percent (15%), and the quality proposal shall have a corresponding weight of eighty-five percent (85%).
19.3	No further instructions.
20.1	The Bidder with the Most Economically Advantageous Bid shall submit ALL of the following post-qualification requirements: 1. All the eligibility documents supporting the PhilGEPS Certificate of Registration (Platinum Membership); 2. Latest Income Tax Returns filed and paid through the Electronic Filing and Payments System (EFPS); and 3. Quarterly VAT Returns (Form 2550Q) with proof of filing and/or payment within the last six (6) months preceding the date of bid submission.
21.2	<i>No further instructions.</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 12009 and its IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 112.1 and 112.2 of the IRR of RA No. 12009 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Section 71.1.5 of the IRR of RA No. 12009.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity 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 forms prescribed in Section 68 of the IRR of RA No. 12009.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 90.1 of the IRR of RA No. 12009.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	Delivery and Documents – For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: The delivery terms applicable to this Contract are delivered in Makati City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination. Delivery of the Goods and Services shall be made by the Service Provider in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause, the Procuring Entity’s Representative at the Project Site is <i>Engr. Judge Martin M. Maravilla</i>. Incidental Services – The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. Spare Parts – The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of 10 years.

Spare parts or components shall be supplied as promptly as possible, but in any case, within a month of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the Supplier

Contract Description

Final Destination

Gross weight

	Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging. Transportation – Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price. Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure. The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination. Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	Payment shall be made based on the schedule of deliverables/timeline of milestones as indicated in the Terms of Reference (Section VII. Technical Specifications), and after issuance of the Certificate of Completion by the End-

	User Department and submission of Certificate of No-Derogatory Information of the Supplier. For the final payment and settlement of contracts, the following will be required from supplier: • Tax Clearance Certificate for Final Settlement of Government Contracts (TCFG) • Certification of Collectible Final Payment (CCFP)
4	The inspections and tests will be conducted in accordance with Section VII. Technical Specifications.

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 No.	Description	Quantity	Delivered, Weeks/Months
1	Modernization of Elevator System	1 lot	Contract shall commence within fifteen (15) days upon issuance of Notice to Proceed or as indicated therein

Delivery Address: The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air Makati City.

I hereby certify to comply and deliver the above requirements immediately upon receipt of the Notice to Proceed.

Signature : _____
Printed Name of the Authorized Representative : _____
Company Name : _____
Date : _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

Technical Specifications

I. PROJECT TITLE

Modernization of Eight (8) Units of the Passenger Elevator System for the Securities and Exchange Commission Headquarters

II. INTENDED APPLICATION

The objective of this project is to modernize the SEC's elevator system by dismantling the old elevators and replacing them with the latest elevator technology for the convenience and safety of SEC employees.

III. EVALUATION PROCEDURE

The award criteria to be used for this project shall be Most Economically Advantageous and Responsive Bid (MEARB) with the following weights:

Criteria	Weight
Technical Approach and Quality • Quality and Technical Merit, including technical compliance and a credible • Aesthetic and functional design and characteristics, • Approach and methodology, • Accessibility • Tools and Equipment • Social environmental, economic, and innovative characteristics • Organization, qualification, and experience of employees or staff assigned to perform the contract; • Ongoing contracts and work commitments; • After-sales service and technical assistance • Delivery conditions, such as delivery period and delivery process; • Disposal measures	85%
Financial Proposal	15%
Total	100%

Prospective bidders shall:

- Ensure that all documentary requirements that support or prove the Technical proposal or capacity are submitted
- Highlight any innovative solutions or energy-saving features
- Include a comprehensive risk management plan.

IV. QUALIFICATIONS OF PROSPECTIVE CONTRACTOR/MANUFACTURER AND SUPPLIER

- The Installer/Contractor must be engaged in business of supply, installation and repair maintenance of escalators and elevators with PCAB license of at least Category B and Range Medium A.

- b. The passenger elevator brand offered must have a minimum of twenty (20) years of continuous operation in the Philippine market/Industry.
- c. The passenger elevator brand offered has been certified by Liftinstituut. Liftinstituut is a Notified Body (NoBo) that certifies lifts and safety components according to EU safety codes and standards. An Accredited Elevator/Escalator Certification Organization (AECO) that certifies elevators, escalators and components according to code ASME A17.7 - 2007/CSA B44.7.

V. GENERAL NOTES AND CONDITIONS

- a. The Contractor shall provide a detailed final design layout plan subject to SEC's approval (such as but not limited to: interior floor design, wall, ceiling, lighting, and finishes). The shop drawings for all component parts of the project for mechanical, electrical, civil, electronics, and other specialty works which shall be signed and sealed by Professional Licensed Engineers.
- b. The Contractor shall provide complete technical services and supervision for the entire project in the supply, design, manufacture, delivery, installation, testing and commissioning of eight (8) units of passenger elevator system and the dismantling of existing elevator system at the SEC Headquarters.
- c. The Contractor shall implement the project total replacement activities until its completion in accordance with the approved final detailed design layout plan and shop drawings, specification, scope of work and work schedule as provided in the contract.
- d. The Contractor must closely coordinate with the General Services Division (GSD) personnel, SEC Headquarters. In case of discrepancy between the plan/shop drawing and actual condition, the Contractor shall submit a revised plan/detailed shop drawing to the SEC, as the end user through the Facilities Management Unit, GSD, for recommendation/approval prior to the execution of the said works.
- e. The Contractor must submit, in writing, any proposed revisions/changes and additional works to include corresponding comparative cost estimate, time schedule, and other pertinent documents within three (3) to five (5) working days to the GSD for review and evaluation prior to the approval of the Management Services Department (MSD) Director.
- f. The Contractor shall comply with all laws, decrees, and regulations of the Philippines including those of the localities where the proposed project shall be implemented, for the total replacement and upgrading of the whole elevator system that may affect or apply in their operations and activities.
- g. The Contractor shall ensure that Project Manager and Project Engineers from his/her organization are assigned exclusively for the project and shall be posted on-site on full-time basis. They shall be licensed Engineers by qualification and have a minimum of five (5) years of accumulated experience in this type of installation.

The Contractor shall appoint one (1) DOLE-certified Safety Officer with a minimum of five (5) years accumulated experience and shall be posted at the site on full-time basis. Safety Officer shall be responsible for all Health, Safety and Environment (HSE) matters on the project site.

- h. Prior to the commencement of the project, the Contractor shall submit a Project Implementation Plan (PIP), Safety Health Programs and Construction Method/Procedures, Detailed Work Plan (WP) with the time, manpower, and equipment schedule for the design and complete installation activities, including the final detailed design layout plan/engineering plans and shop drawings for all component parts of the project, to the MSD-Director for his approval, through the GSD, within twenty-one (21) calendar days upon receipt of Notice to Proceed.
- i. The Contractor shall be solely responsible for providing all materials, labor, equipment, tools, and instruments needed.
- j. Work completed shall ensure compliance with the approved Technical Specifications and TOR to the satisfaction of the SEC, as the end-user.
- k. The Contractor shall comply with all pertinent safety rules and regulations which are not limited to enclosures, shieldings, coverings, warning devices, off-limits signs, and other safety measures.
- l. The best quality of materials to be used shall be in accordance with the industry standards specification and parameters.
- m. If the proposed materials are not available, the Contractor shall immediately submit, in writing, the acceptable alternatives not later than three (3) working days before the start of each activity to the MSD Director for his approval, through the GSD.
- n. The Contractor shall conduct a pre-inspection on the project location and contiguous areas on which this work is, in any way, dependent for perfect workmanship according to the intent of the scope of work and specifications. The Contractor shall report any conditions which will prevent it from performing the work according to requirements.
- o. All payment and fees as part of testing and commissioning prior to the final acceptance, including fees assessed by the local government unit and other regulating agency/bureau for the clearances and permit, shall be on account of the Contractor.
- p. For the purpose of monitoring the actual progress of the work/installation, monthly and weekly technical accomplishment reports on the project must be submitted by the Contractor, with respect to the time schedule and cost for the actual utilization of materials, labor, and equipment, including safety measures implemented on the site/project. The reports must be supported by photographs. The reports/document will serve as a basis for the progress billing for approval of the MSD Director, through the GSD.

- q. The Contractor shall be fully responsible for the erroneous interpretations of any data that will be reported to SEC.
- r. Once the project reaches an overall accomplishment of ninety-five percent (95%), the SEC Headquarters inspectorate team, which is composed of personnel from the Facilities Management Unit, GSD and members of the Inspection and Acceptance Committee, will undertake site inspection and submit a punch-list report of rectifications, if any, to the Contractor within five (5) working days after the said activity. Rectifications shall be made by the Contractor prior to final turnover/issuance of Certificate of Completion.
- s. After completion of the project, there shall be a three (3) years minimum warranty/retention or defects liability period for the rectification works by the Contractor.

VI. SCOPE OF WORKS

a. Documentations

- i. The Contractor shall facilitate the processing and submission of the required documents/permits needed in the dismantling, hauling, installation including statutory clearances for the commissioning of new elevator units from the competent authorities (Mechanical Permit and Permit to Operate), with concerned government agencies and/or local government units. As such, payment of all necessary fees shall be on the account of the Contractor.
- ii. Post-installation documents such as Certificate of Completion, Final Inspection and other related documents as may be required by local government units and/or regulating agencies shall be submitted within fifteen (15) working days from the completion of the project, as follows:
 - 1. Certificate of Warranty;
 - 2. Three (3) sets of As-Built Plans (size 20" x 30"), duly signed and sealed by registered/professional engineers.
 - 3. Operations, Maintenance and Safety Manuals, Control Diagram, Manufacturer's Printed Data Sheet including, but not limited to, associated diagrams in clear concise drawings, technical data for the efficient operation and maintenance of the elevator, equipment descriptions, schedules for comprehensive maintenance frequency and procedures, safe trouble shooting assembly, repair and re-assembly, name and address of the manufacturer and suppliers of items of equipment installed together with the catalogues list number and other standard forms. Manuals shall be bookbinded, with hard covers, and each shall be indexed and titled.

b. Design Performance and Submittals

- i. Design, fabrication, and performance shall comply with all the latest applicable provisions of the codes, standards, and recommendations of the legal entities.
- ii. Work in this project shall comply with all governing local codes, laws, and cited reference standards.
- iii. Elevator equipment and components shall be designed, constructed, installed, and adjusted to secure performance in accordance with the current applicable codes and within the original manufacturer's design standards with respect to smooth, quiet, convenient and efficient operation, durability, economy of maintenance and operations, and standards of safety.
- iv. Fabrication Plan and Shop Drawings: Before beginning fabrication or other work, Contractor shall prepare drawings showing the extent and arrangement of elevator equipment to reflect the following:
 1. Complete details/dimensioned layout of the elevator installation, all reflected in the fabrication plan and shop drawing, showing its elevation, the power unit, controller, jack unit, car sling and platform, supporting beams, guide rails, buffers, reactions at points of support, weights of principal parts, top and bottom clearances and over-travel of the car, location and sizes of conduits, junction boxes and cabinets for electrical control equipment.
 2. Complete drawings of the elevator hoistway entrance and doors showing their method of operation, details of construction, and method of fastening to the structural members of the building.
 3. Complete fabrication plan/shop drawings of the elevator, which shows the details of construction, and the location of the car equipment, etc.
 4. Cuts of drawings showing details of signal and car equipment.
 5. Name of manufacturer, type or style designation of power, HP and RPM of power unit.
 6. Name of manufacturer, type or style designation of controller.
 7. Name of manufacturer, type, or style designation of hoistway door interlocks and electrical contacts.
 8. Name of manufacturer and type or style designation of electric power door operators.

- v. Submission of construction plan and drawings/shop drawings/as built drawings to include electronic files (in CAD format) of elevator to the MSD Director, through the GSD, for approval before commencement of work at site/fabrication/manufacture, and upon its completion. Such drawings shall be based on the requirements laid down in the specifications and as per site conditions. The manufacture of equipment shall commence only after the drawings are approved by SEC.

c. Mobilization

- i. The Contractor shall conduct pre-inspection and measurement to ensure satisfactory completion of the job.
- ii. The Contractor shall provide all the required site personnel, necessary materials, and equipment needed during the duration of the contract, and shall be placed only at the area designated by SEC.
- iii. Prior to the commencement of the project, the Contractor shall undertake a thorough examination of the area to avoid difficulties in the implementation of the project that would adversely affect the operation of SEC.
- iv. The Contractor shall secure necessary Access/Work Permit from the SEC HQ Building Administrator/ GSD Assistant Director, through the Facilities Management Unit prior to the commencement of the project/work.

d. Protection of Person and Property

- i. The Contractor must exercise and provide such safety precautionary measures as needed by the project on the various work items to the satisfaction of the SEC. The Contractor shall provide all necessary personal protective equipment (PPE). As such, the Contractor shall provide and maintain, during the entire contract period, all temporary safety measures necessary for the protection of people, building, structures, facilities, and the like on the site or adjacent properties. The Contractor shall be solely responsible for any damage to life and property as a cause of not having taken adequate precautions against such damage.
- ii. Furthermore, provide safety enclosures, shielding, coverings, Keep-Off limits sign, etc. upon the start of the project to ensure protection of the employees and the general public, and damage to properties due to falling debris, including general housekeeping and regular hauling of construction waste as work progresses.
- iii. At all times, barricade the open casing occurring as part of this work and post with warning lights. Operate warning lights during dismantling of existing old elevator and during installation of new elevator, from dusk to dawn each day or as otherwise required.

e. Dismantling and Hauling Work

- i. The Contractor shall dismantle the existing elevator cars including hoisting motor, electrical controls and cables, car rails, doors, door jambs, counterweights, hoisting ropes, accessories, and all other components.
- ii. The Contractor shall haul all dismantled parts/components to designated area within the premises of the building and provide an enclosure if necessary, with the supervision of the SEC HQ Building Administrator, through the Facilities Management Unit, GSD. All parts and components shall be properly identified, marked, properly labelled, and listed in the inventory for disposal to be submitted to the MSD-GSD representative.

f. Supply and Installation of Brand-New Elevators

Minimum Technical Specifications and Other Requirements

Passenger Elevator (A-B)

<u>General</u>	Type	: Passenger
	No. of Units	: 2
	Capacity	: 1150 kg (10 persons)
	Speed	: 2.5 m/s (minimum)
	No. of Entrances	: One (Front)
	No. of Floors	: 20 (B), 19 (A)
	Rise	: 71 meters
	Machine	: Permanent Magnet (PM) gearless machine
	Drive	: Regenerative drive
	Belt	: Polyurethane (PU) coated steel belt
	Controller	: Microprocessor
	Control Operation	: 2-Car Group, Full collective
	Door Type	: 2 panel, center opening
	Door Width	: 1000 mm
	Door Height	: 2000 mm

<u>Elevator Car</u>	Car Size : 1700 mm (W) x 1500 mm (D) (Nominal) Finished Ceiling Height : 2,400 mm (Nominal) Main Car Operating Panel (COP) Location : Right Center Car Position Indicator (CPI, main COP only) : TFT-LCD 7-inch COP Buttons : With Braille, Finish: Hairline Stainless Steel COP Finish : Steel Door Protection Device : Hairline Stainless Steel : Light Curtain Door Protection
<u>Car Finishes</u>	Refer to "Annex A" of this Terms of Reference
<u>Entrance Finishes</u>	Door and Jamb : Hairline stainless steel Jamb Type : Wide Hall Position Indicator : TFT-LCD 4.3-inch Hall Buttons : With Braille, Finish: Hairline Stainless Steel HPI/HB Finish : Steel Sill : Hairline Stainless Steel : Extruded Aluminum
<u>Hoistway</u>	Size : 2535 mm (W) x 2400 mm (D) Pit Depth : 2600 mm Overhead Clearance : 7940 mm
<u>Machine Room</u>	Size : (Existing) Location : Above the hoistway
<u>Electrical</u>	Building Power Supply : 480V, 3-Phase, 60 Hertz Building Lighting Supply : 220V, 1-Phase, 60 Hertz
<u>Features</u>	Attendant service operation : CCTV cable (inside hoistway & car) Automatic rescue device : Emergency power operation Fire emergency operation : Earthquake emergency operation

	Fireman's service	UPS
	Independent	BMS Ready
	Speech synthesizer	Resistance Based Inspection (for belts)

Passenger Elevator (C-D-E)

<u>General</u>	Type	: Passenger
	No. of Units	: 3
	Capacity	: 1150 kg
	Speed	: 2.5 m/s (minimum)
	No. of Entrances	: One Front
	No. of Floors	: 17
	Rise	: 61.70 meters
	Machine	: Permanent Magnet (PM) gearless machine
	Drive	: Regenerative drive
	Belt	: Polyurethane (PU) coated steel belt
	Controller	: Microprocessor
	Control Operation	: 3-Car Group, Full collective
	Door Type	: 2 panel, center opening
	Door Width	: 1000 mm
	Door Height	: 2000 mm
<u>Elevator Car</u>	Car Size	: 1700 mm (W) x 1500 mm (D) (Nominal)
	Finished Ceiling Height	: 2,400 mm (Nominal)
	Main Car Operating Panel (COP) Location	: Right Center
	Car Position Indicator (CPI, main COP only)	: TFT-LCD 7-inch
	COP Buttons	: With Braille, Finish: Hairline Stainless
	COP Finish	Steel
	Door Protection Device	: Hair Line Stainless Steel : Light Curtain Door Protection
<u>Car Finishes</u>	Refer to "Annex A" of this Terms of Reference	

<u>Entrance Finishes</u>	Door and Jamb	: Hairline stainless steel
	Jamb Type	: Wide
	Hall Position Indicator	: TFT-LCD 4.3-inch
	Hall Buttons	: With Braille, Finish: Hairline Stainless
	HPI/HB Finish	Steel
	Sill	: Hair Line Stainless Steel : Extruded aluminum
<u>Hoistway</u>	Size	: 2540 mm (W) x 2090 mm (D)
	Pit Depth	: 2600 mm
	Overhead Clearance	: 7940 mm
<u>Machine Room</u>	Size	: (Existing)
	Location	: Above the hoistway
<u>Electrical</u>	Building Power Supply	: 480V, 3-Phase, 60 Hertz
	Building Lighting Supply	: 220V, 1-Phase, 60 Hertz
<u>Features</u>	Attendant service operation	CCTV cable (inside hoistway & car)
	Automatic rescue device	Emergency power operation
	Fire emergency operation	Earthquake emergency operation
	Fireman's service	Automatic Voltage Regulator
	Independent	BMS Ready
	Speech synthesizer	Resistance Based Inspection (for belts)

Executive Elevator (F)

<u>General</u>	Type	: Passenger
	No. of Units	: 1
	Capacity	: 1000 kg
	Speed	: 2.5 m/s (minimum)
	No. of Entrances	: One Front
	No. of Floors	: 19
	Rise	: 71.72 meters
	Machine	: Permanent Magnet (PM) gearless machine
	Drive	: Regenerative drive
	Belt	: Polyurethane (PU) coated steel belt
	Controller	: Microprocessor
	Control Operation	: Simplex, Full collective
	Door Type	: 2 panel, center opening
	Door Width	: 1100 mm
	Door Height	: 2100 mm

<u>Elevator Car</u>	Car Size : 1600 mm (W) x 1500 mm (D) (Nominal) Finished Ceiling Height : 2400 mm (Nominal) Main Car Operating Panel (COP) Location : Right Front Car Position Indicator (CPI, main COP only) : TFT-LCD 7-inch COP Buttons : Finish: Hair Line Stainless Steel COP Finish : Hair Line Stainless Steel Door Protection Device : Light Curtain Door Protection
<u>Car Finishes</u>	Refer to “Annex B” of this Terms of Reference
<u>Entrance Finishes</u>	Door and Jamb : 16th: Painted Steel (Pearl Gold) Other Floors: Hairline stainless steel Jamb Type : Wide Hall Position Indicator : TFT-LCD 4.3-inch Hall Buttons : With Braille, Finish: Hairline Stainless Steel HPI/HB Finish : Steel Sill : Hairline Stainless Steel : Extruded Aluminum
<u>Hoistway</u>	Size : 2400 mm (W) x 2520 mm (D) Pit Depth : 2620 mm Overhead Clearance : 7060 mm
<u>Machine Room</u>	Size : (Existing) Location : Above the hoistway
<u>Electrical</u>	Building Power Supply : 480V, 3-Phase, 60 Hertz Building Lighting Supply : 220V, 1-Phase, 60 Hertz
<u>Features</u>	Attendant service operation : CCTV cable (inside hoistway & car) Automatic rescue device : Emergency power operation

	Fire emergency operation	Earthquake emergency operation
	Fireman's service	Automatic Voltage Regulator
	Independent	BMS Ready
	Speech synthesizer	Resistance Based Inspection (for belts)
	Access Control	RFID or approved equivalent

Service Elevator (SE1)

<u>General</u>	Type : Passenger No. of Units : 1 Capacity : 1350 kg Speed : 2.5 m/s (minimum) No. of Entrances : One Front No. of Floors : 20 Rise : 75.87 meters Machine : Permanent Magnet (PM) gearless machine Drive : Regenerative drive Belt : Polyurethane (PU) coated steel belt Controller : Microprocessor Control Operation : Simplex, Full collective Door Type : 2 panel, center opening Door Width : 1100 mm Door Height : 2000 mm
<u>Elevator Car</u>	Car Size : 1800 mm (W) x 1600 mm (D) (Nominal) Finished Ceiling Height : 2400 mm (Nominal) Main Car Operating Panel (COP) Location : Right Front Car Position Indicator (CPI, main COP only) : TFT-LCD 7-inch COP Buttons : Hair Line Stainless Steel COP Finish : Hairline Stainless Steel Door Protection Device : Light Curtain Door Protection
<u>Car Finishes</u>	Refer to "Annex A" of this Terms of Reference

<u>Entrance Finishes</u>	Door and Jamb	: Hairline stainless steel
	Jamb Type	: Wide
	Hall Position Indicator	: TFT-LCD 4.3-inch
	Hall Buttons	: With Braille, Finish: Hairline Stainless
	HPI/HB Finish	Steel
	Sill	: Hairline Stainless Steel : Extruded Aluminum
<u>Hoistway</u>	Size	: 2545 mm (W) x 2245 mm (D)
	Pit Depth	: 2620 mm
	Overhead Clearance	: 7170 mm
<u>Machine Room</u>	Size	: (Existing)
	Location	: Above the hoistway
<u>Electrical</u>	Building Power Supply	: 480V, 3-Phase, 60 Hertz
	Building Lighting Supply	: 220V, 1-Phase, 60 Hertz
<u>Features</u>	Attendant service operation	CCTV cable (inside hoistway & car)
	Automatic rescue device	Emergency power operation
	Fire emergency operation	Earthquake emergency operation
	Fireman's service	Automatic Voltage Regulator
	Independent	BMS Ready
	Speech synthesizer	Resistance Based Inspection (for belts)

Service Elevator (SE2)

<u>General</u>	Type	: Passenger
	No. of Units	: 1
	Capacity	: 1000 kg
	Speed	: 2.5 m/s (minimum)
	No. of Entrances	: One Front
	No. of Floors	: 18
	Rise	: 71.72 meters
	Machine	: Permanent Magnet (PM) gearless machine
	Drive	: Regenerative drive
	Belt	: Polyurethane coated steel belt
	Controller	: Microprocessor
	Control Operation	: Simplex, Full collective
	Door Type	: 2 panel, center opening
	Door Width	: 1100 mm
	Door Height	: 2000 mm

<u>Elevator Car</u>	Car Size : 1600 mm (W) x 1500 mm (D) (Nominal) Finished Ceiling Height : 2400 mm (Nominal) Main Car Operating Panel (COP) Location : Right Front Car Position Indicator (CPI, main COP only) : TFT-LCD 7-inch COP Buttons : Hairline Stainless Steel COP Finish : Hairline Stainless Steel Door Protection Device : Light Curtain Door Protection
<u>Car Finishes</u>	Refer to "Annex A" of this Terms of Reference
<u>Entrance Finishes</u>	Door and Jamb : Hairline stainless steel Jamb Type : Wide Hall Position Indicator : TFT-LCD 4.3-inch Hall Buttons : With Braille, Finish: Hairline Stainless Steel HPI/HB Finish : Steel Sill : Hairline Stainless Steel : Extruded Aluminum
<u>Hoistway</u>	Size : 2540 mm (W) x 2235 mm (D) Pit Depth : 2185 mm Overhead Clearance : 7995 mm
<u>Machine Room</u>	Size : (Existing) Location : Above the hoistway
<u>Electrical</u>	Building Power Supply : 480V, 3-Phase, 60 Hertz Building Lighting Supply : 220V, 1-Phase, 60 Hertz
<u>Features</u>	Attendant service operation : CCTV cable (inside hoistway & car) Automatic rescue device : Emergency power operation Fire emergency operation : Earthquake emergency operation

Fireman's service	Automatic Voltage Regulator
Independent	BMS Ready
Speech synthesizer	Resistance Based Inspection (for belts)

i. Standard Features

1. Floor "Deselect" Function – cancel selection of a floor that has been pressed by mistake.
2. Mischievous Call Cancellation – when a large number of calls have been registered for a small number of passengers, the calls are determined to be mischievous and are automatically cancelled upon responding to the next call.
3. Automatic Turn-off of Car Light and Fan – when there is no current floor selection, the light ventilation fan in the car will automatically turn off to conserve energy.
4. Automatic Door Time Adjustment – the time taken for the doors to remain open is automatically tailored to current usage conditions, substantially improving operational efficiency.
5. Communication System – an interphone system (from elevator car to the machine room, and from elevator car to the CCTV room) will be provided for emergency communication.
6. Car Emergency Lighting – an emergency light will be activated automatically when power failure occurs.
7. Maintenance Operation – operates at lower speed during maintenance.
8. Door Safety – multi-beam sensors with mechanical safety door edge installed at the edge of the elevator that will keep the doors open when sensor path is obstructed.
9. Automatic Return Function – after all the calls have been served, the car returns to the start floor for standby.
10. Micro-levelling Operation – corrects the cage floor landing level to account for passengers.
11. Attendant Operation – the stop floor is set manually by the operator.

12. Independent Operation – this operation system is used when there is a need to serve special passengers. In this operation mode, no other people are allowed to use the car from the hall call and the car is meant for exclusive use.
13. Door Nudging Feature – if the doors remain open longer than the preset period, an override alarm alerts the passenger that the doors will close.
14. Door Open Prolong Button – when this button on the car operation board is pressed, the elevator door stays open for a certain period of time.
15. Automatic Bypass Operation – when the car is fully loaded, it will respond to the car bypassing the hall calls.
16. Overload Holding Stops – The elevator buzzer rings to indicate the car is overloaded.
17. Arrival Chime – signals the arrival of the elevator car.
18. Over/Under Voltage Detection – by detection of abnormal increase/decrease in voltage supply to the elevator, the power supply will be cut off to prevent damages to the elevator equipment.
19. Phase Failure Detection with Alarm – when there is loss of single phase or reverse of phase, the power supply will be cut off to prevent damage to the elevator equipment.
20. Overloading Detection and Protection – when the car exceeds the maximum load capacity, the car will automatically make an alarm and/or signal informing the passengers of the overload condition of the elevator.
21. Rescue Operation – when the elevator stops out of the open door zone, it will move to the nearest floor at low speed to rescue passengers.
22. Nearest Landing Operation – in the unlikely event of temporary trouble during operation, the elevator automatically goes to the nearest floor at low speed to prevent passengers from being trapped inside.
23. Fire Emergency Operation – in the event of fire, the elevator will travel automatically to the designated evacuation floor, away from

the location of fire and/or on the ground floor where it remains inoperative for passenger safety.

24. Emergency Landing Device – in the event of power failure, a car equipped with this function moves automatically and stops at the nearest floor using a rechargeable battery, and the doors open to ensure passenger safety.
25. Emergency Power Supply – in the event of power failure, the car activates the emergency power supply to move to the specified floor, where the doors open to facilitate the safe evacuation of passengers. After the car has arrived at the floor, normal operation will be available.
26. Earthquake Emergency Return – upon activation of primary and/or secondary wave seismic sensors, all cars stop at the nearest floor, and park there with the doors open to facilitate safe evacuation of passengers.
27. Voice announcer to announce the car direction and floor number.
28. (Additional) Display Panel (min. size: 293.8mm x 162.4mm) – a panel installed inside the elevator car, which displays the announcements/advisories of the client, can upload files through the USB port.

ii. Miscellaneous Works

1. Waterproofing of elevator shaft pits.
2. Supply and installation of new main circuit breaker for the passenger elevator units.
3. Wiring and conduit works for main feeder lines and sub-feeders from main circuit breaker to the equipment.
4. Provide a separate circuit breaker, including wiring and conduit works for lighting and fans of the elevator.
5. Necessary masonry, marble repair/polishing, grouting and cementing door jambs, sills, buffers, bases and other parts.
6. Prepare elevator hoistway entrances and openings with the necessary anchorage suitable to accommodate landing doors.

7. Provide and/or cut necessary holes, set suspension hook, beams for hoisting elevator in place, chases and openings.
8. 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, etc.
9. Reinstatement of all damage to property back to the original condition, as a result and caused by its work during installation.
10. Clear daily the whole area of accumulated debris/trash caused by the work. Upon completion of the project, the entire installation shall be made clean to the satisfaction of the SEC.

g. Delivery, Storage and Handling

- i. Work preparation and submission of required documents/submittals shall commence immediately upon receipt of the Notice to Proceed, SEC will continue its operation during work execution, and the Contractor shall cooperate with SEC in scheduling the work. The Contractor shall carry on its work in such a way that it will not cause work disruption and/or interference with SEC operations.
- ii. Materials, parts, and accessories delivered on project location shall be in the approved manufacturer's original and unopened containers and packaging and bear the label as to the type of materials, brand name and manufacturer's name, and shall be ready for use.
- iii. Materials, parts, and accessories shall be stored under cover in a dry, clean, and secured location designated by SEC. Delivered materials that are damaged or otherwise not suitable for installation shall be removed and replaced with acceptable materials at no additional cost to the SEC.

h. Orientation and Familiarization

Upon completion of testing and commissioning of the elevator units, the Contractor shall conduct with a minimum of twenty four (24) hours of in-house orientation/familiarization to selected personnel of the SEC MSD representatives, SEC security, and maintenance personnel on the operation of the new elevator units.

i. Project Phase and Duration

Please see "Annex C" of this Terms of Reference.

Project completion and turnover within **Seven Hundred Thirty Days (730)** calendar days upon receipt of Notice to Proceed (NTP).

The Contractor shall consider that the dismantling of the old/existing elevators and the installation of new elevators shall be phased so that, at any one time, there will be four (4) elevators working and operational. These shall be included accordingly in the Project Implementation Plan (PIP) and work plan schedule for the timing, delivery and installation of the new passenger car elevator system.

j. Acceptance, Inspection and Test

- i. The Contractor upon completion of the installation work for the elevators, performs all the required acceptance tests with the SEC and Contractor representatives.
- ii. All malfunctions and deficiencies revealed/observed because of the test shall be corrected by the Contractor at no additional cost to SEC.
- iii. All safety devices shall be tested for proper operation.
- iv. The Contractor shall undertake all system's run tests and commissioning.

k. Post Installation Service Warranty

- i. The Contractor shall resolve, (indicate matrix) any problem/system trouble and/or malfunction that was brought to their attention by SEC. The prescribed response time shall commence from the time the Facilities Management Unit, GSD initially reported the incident to the Contractor. Resolution, likewise, refers to a condition wherein the reported problem is resolved by the Contractor to the satisfaction of SEC.

	Email Support Request	Phone Support Request	On-site Support Request
Coverage	Everyday	Everyday	Everyday
Response Time	Within 8 hours, reply is expected.	Within 15 minutes, call back response is expected	Within three (3) hours, onsite Engineer is expected to arrive at the SEC Headquarters.

Resolution time	Within 24 hours.	Resolution of problems within the given period of time depending on the nature thereof: a. Hardware components of the project (Parts replacement) - Replacement of part(s) within eight (8) hours after callback response. b. Application / Operating / Programming System-Related Problems Resolution (from Non-operational to Operational) within 8 hours after callback response. c. Unidentified Problems - Resolution time to be agreed upon after the problem is fully identified.
-----------------	------------------	--

- ii. The Contractor shall provide a Certification that the Elevator's spare parts are available in the local market for at least ten (10) years from the date of complete installation.
- iii. The Contractor, within the full parts and labor warranty period of three (3) years from the date of acceptance, shall replace the defective component parts/accessories of the same brand, features, quality and functionalities within the allowable resolution time at no additional cost to SEC. Mandatory replacement of defective parts, if beyond repair, with brand new parts shall be within three (3) working days.
- iv. The Contractor, within the warranty period, shall make available on-call engineers/technicians to provide technical support services, and render service of eight (8) hours a day and seven (7) days a week, including holidays.
- v. The Contractor shall include in the warranty scope of services for three (3) years from the date of acceptance, the once a month regular and systematic examination of the entire passenger car elevator system. Its report will be submitted to SEC, through GSD, upon completion of each regular service.

VII. DELIVERABLES

The pertinent documents to be submitted shall be certified true copy, signed and sealed by the Professional Engineer/Safety Officer and by the Contractor, but not limited to, the following:

- a. The Contractor shall submit complete documents with the corresponding hard and soft copies of the as-built plans and material specifications relative to the project.
- b. Three (3) sets of Safety Measures/Construction Methodology.
- c. Three (3) sets of Bill of Quantities, Work Plans and Construction Schedule.
- d. Technical Support during Construction Phase
 - i. Three (3) sets of Monthly and Weekly Progress Reports
 - ii. Response to Request for Action (RFA) and Request for Information (RFI) as needed.
 - iii. The Contractor, upon completion of the project, shall submit all other pertinent documents such as Mechanical Certificate, Permit to Operate, Manuals, Equipment Test Reports, MSDS, Data Sheets, Brochures, Guarantees, Warranties and Other Certificates.

VIII. WARRANTIES OF THE CONTRACTOR

- a. The Contractor warrants that it shall conform strictly to the Terms and Conditions of this Terms of Reference (TOR).
- b. The Contractor warrants, represents, and undertakes the reliability of the service and that their manpower complements are hardworking, qualified/reliable, and dedicated to do the service required and to the satisfaction of SEC. It shall employ well behaved and honest employees with IDs displayed conspicuously while working within the building premises. It shall not employ SEC personnel to work in any category whatsoever.
- c. The Contractor, in the performance of its services, shall secure and maintain, at its own expense, all registration, licenses, permits and/or tests as required by national or local laws and shall comply with the rules, regulations and directives of Regulatory Authorities and Commissions. The Contractor undertakes to pay all fees or charges payable to any instrumentality of government or to any other duly constituted authority relating to the installation project.
- d. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at/or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices.

- e. The Contractor shall be liable for any loss, damage, or injury that may be incurred due to negligence or fault of its personnel. It shall assume responsibility thereof and the SEC shall be specifically released from any responsibility arising therefrom.
- f. The Contractor shall coordinate with the SEC MSD-GSD authorized representative in the performance of their jobs.

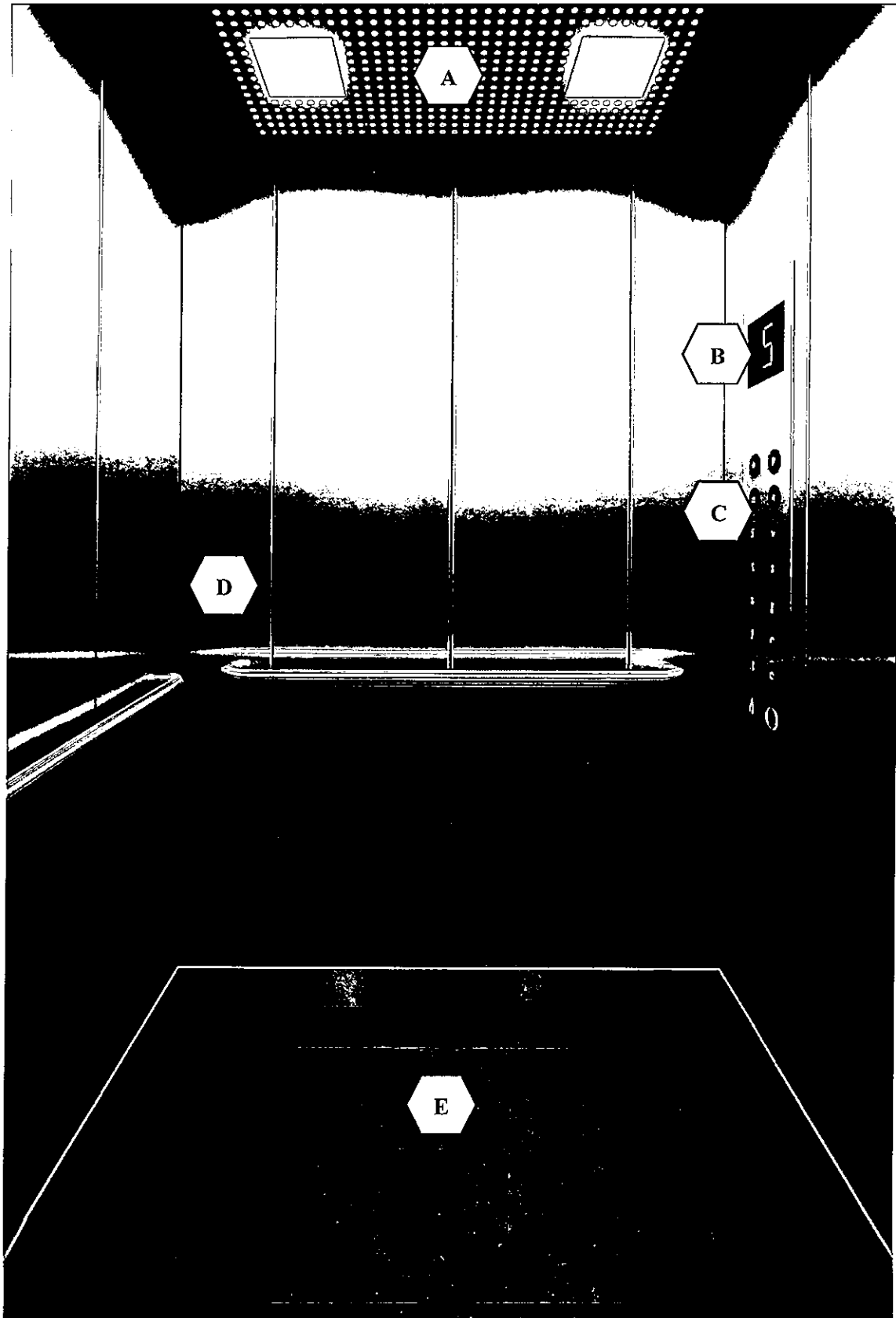
IX. TERMS OF PAYMENT

- a. The Contractor shall collect payment on progress billings based on the percentage work accomplishment together with the submission of all the required documents, subject to review, evaluation, and approval by SEC within a reasonable time.

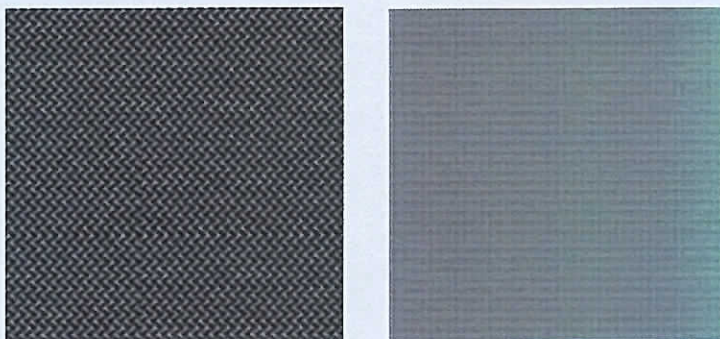
Timeline	PROJECT PHASE/DELIVERY	PAYMENT
1st Year	Mobilization (Program of Works, Submission of Drawings and Plans)	15% advance payment
	Complete delivery of all major component parts on site	40%
	Dismantling and Installation of Four (4) Elevator A, C, E, SE2	
	Testing, Commissioning, and Acceptance	
2nd Year	Complete delivery of all major component parts on site	45%
	Dismantling and Installation of Four (4) Elevators B, D, F, SE1	
	Testing, Commissioning, and Acceptance	

- b. The retention fund shall be released only upon issuance of the Final Inspection and Acceptance Certificate issued by SEC and submission of the required Post Construction Documents by the Contractor.

ANNEX A – SERVICE AND PASSENGER ELEVATOR INTERIOR DESIGNS



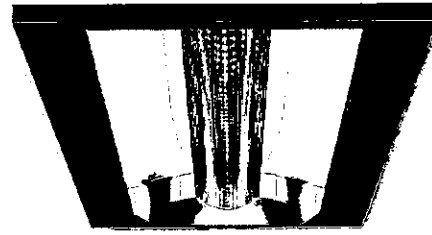
SERVICE ELEVATOR (SE1 AND SE2) INTERIOR DESIGN	
A. CEILING - Painted Steel Grey - White - With Emergency Exit EEC - Led panel lights	
B. FLOOR INDICATOR - LCD7 TFT display - Location: Right front panel when you are inside the elevator car facing the door	
C. CAR OPERATING PANEL AND BUTTONS - Finish: Hairline stainless steel - Buttons with braille and hairline finish stainless steel	

D. HANDRAILS - Finish: Hairline Stainless steel - Location: 3 sided	
E. FLOORING - Finish: Steel or Rubber	
F. FRONT, REAR, AND SIDE WALL - High-Pressure Laminate panel board - Or Powder-Coated Metal Panels (matte finish)	

PASSENGER ELEVATOR (A-E) INTERIOR DESIGN 1

G. CEILING

- Hairline/ Mirror
- With Emergency Exit EEC
- Led panel lights



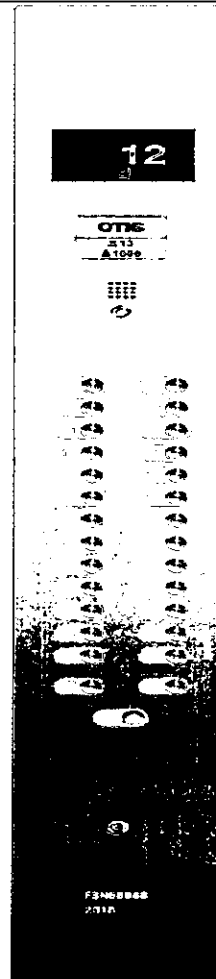
H. FLOOR INDICATOR

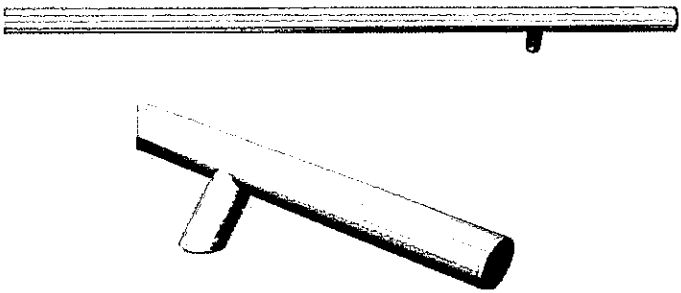
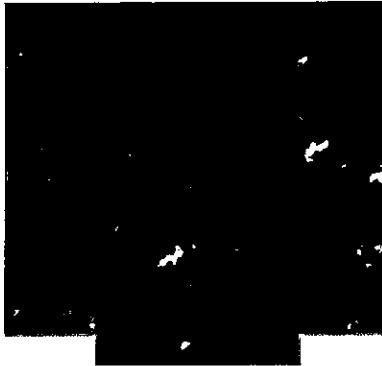
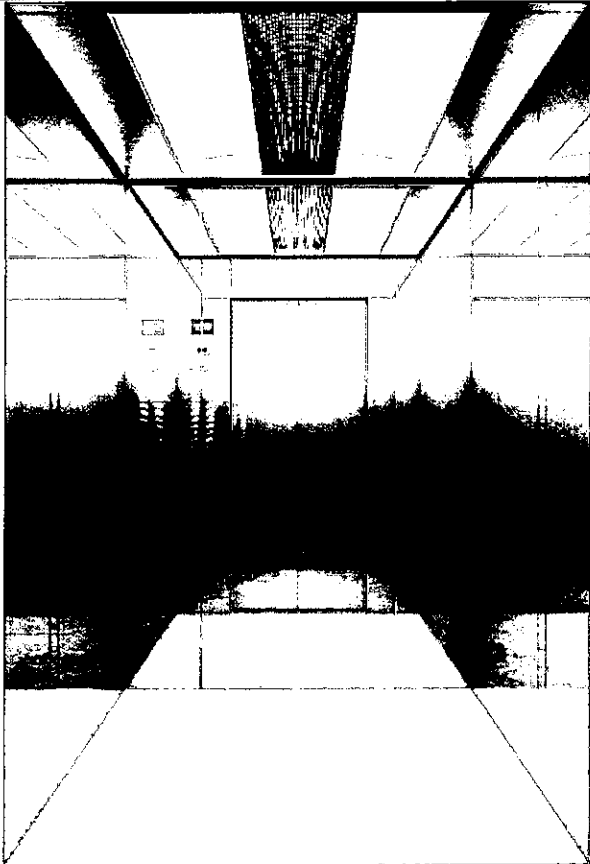
- LCD Type: LED
- Location: Right front panel when you are inside the elevator car facing the door



I. CAR OPERATING PANEL AND BUTTONS

- Finish: Hairline stainless steel
- Buttons with braille and hairline finish stainless steel
- Display: LED



J. HANDRAILS - Finish: Hairline Stainless Steel - Location: 3 sided	
K. FLOORING - Finish: Tile - Kind/Type: Porcelain	
L. FRONT, REAR, AND SIDE WALL - Side Wall: Mirror Stainless Steel - Front Wall: Mirror Stainless Steel - Rear Wall: Mirror Stainless Steel	

PASSENGER ELEVATOR (A-E) INTERIOR DESIGN 2

A. CEILING

- Hairline/ Mirror
- With Emergency Exit EEC
- Led panel lights



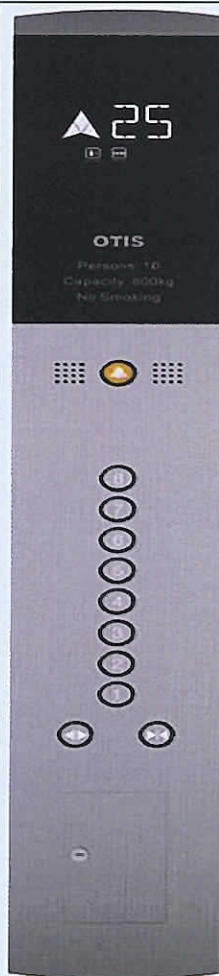
B. FLOOR INDICATOR

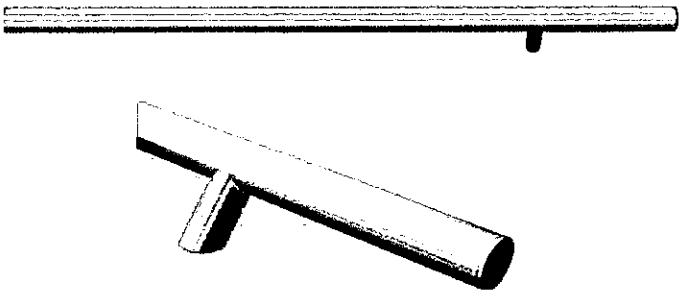
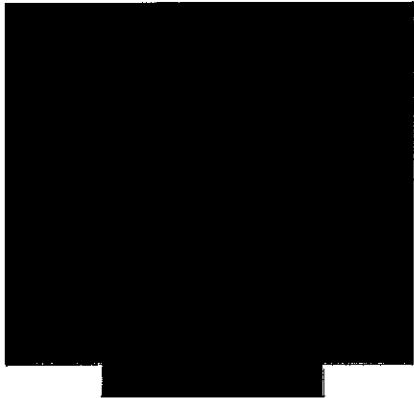
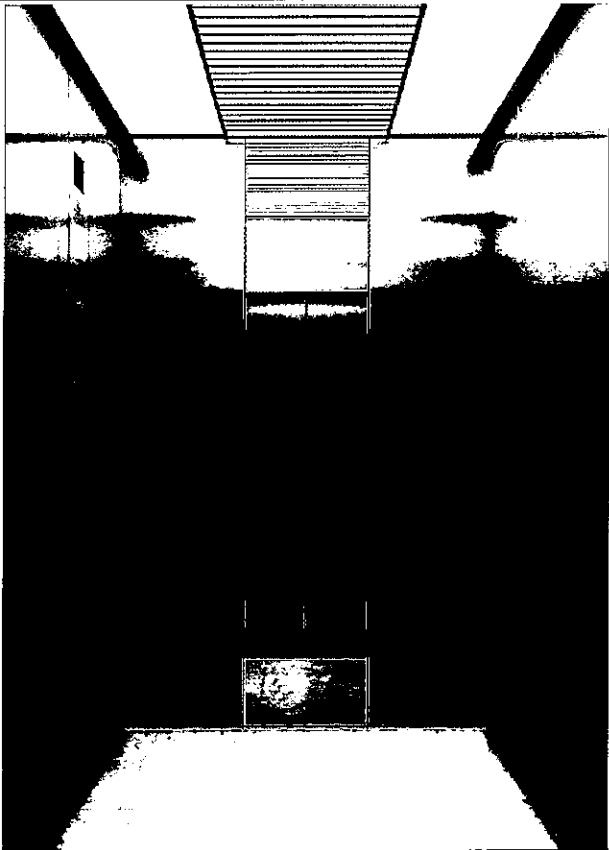
- LCD Type: LED
- Location: Right front panel when you are inside the elevator car facing the door



C. CAR OPERATING PANEL AND BUTTONS

- Finish: Hairline stainless steel
- Buttons with braille and hairline finish stainless steel
- Display: LED



D. HANDRAILS - Finish: Hairline Stainless Steel - Location: 3 sided	
E. FLOORING - Finish: Tile - Kind/Type: Porcelain	
F. FRONT, REAR, AND SIDE WALL - Side Wall: Hairline Stainless Steel - Front Wall: Hairline Stainless Steel - Rear Wall: Hairline Stainless Steel, Mirror Stainless Steel, Hairline Stainless Steel	

PASSENGER ELEVATOR (A-E) INTERIOR DESIGN 3

A. CEILING

- Hairline Stainless Steel
- With Emergency Exit EEC
- Led panel lights
- Painted Steel Grey White



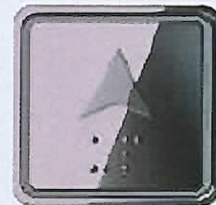
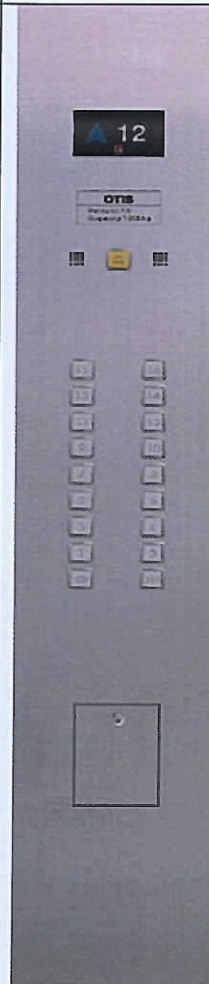
B. FLOOR INDICATOR

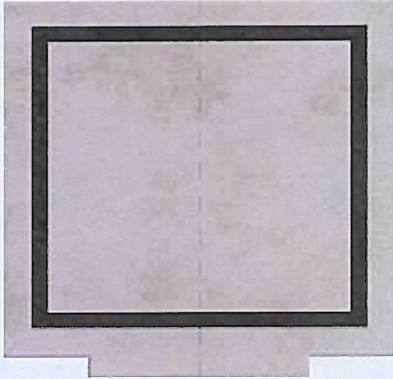
- LCD Type: LCD7 TFT display
- Location: Right front panel when you are inside the elevator car facing the door



C. CAR OPERATING PANEL AND BUTTONS

- Finish: Hairline stainless steel
- Buttons with braille and hairline finish stainless steel
- Display: LED

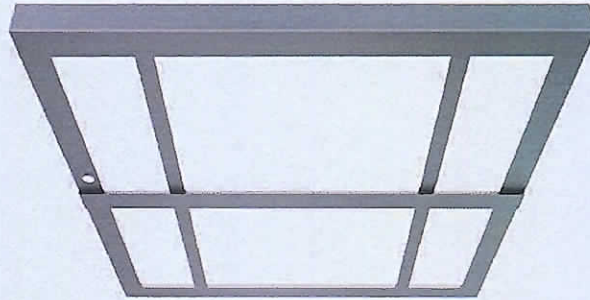


D. HANDRAILS - Finish: Hairline Stainless Steel - Location: 3 sided	
E. FLOORING - Finish: Tile - Kind/Type: Porcelain	
F. FRONT, REAR, AND SIDE WALL - Side Wall: Hairline Stainless Steel - Front Wall: Hairline Stainless Steel - Rear Wall: Hairline Stainless Steel	

PASSENGER ELEVATOR (A-E) INTERIOR DESIGN 4

A. CEILING

- Hairline/ Mirror/ Titanium Mirror
- With Emergency Exit EEC
- Led panel lights



B. FLOOR INDICATOR

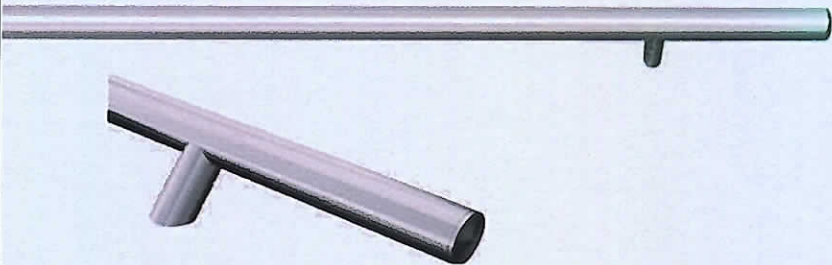
- LCD7 TFT display
- Location: Right front panel when you are inside the elevator car facing the door

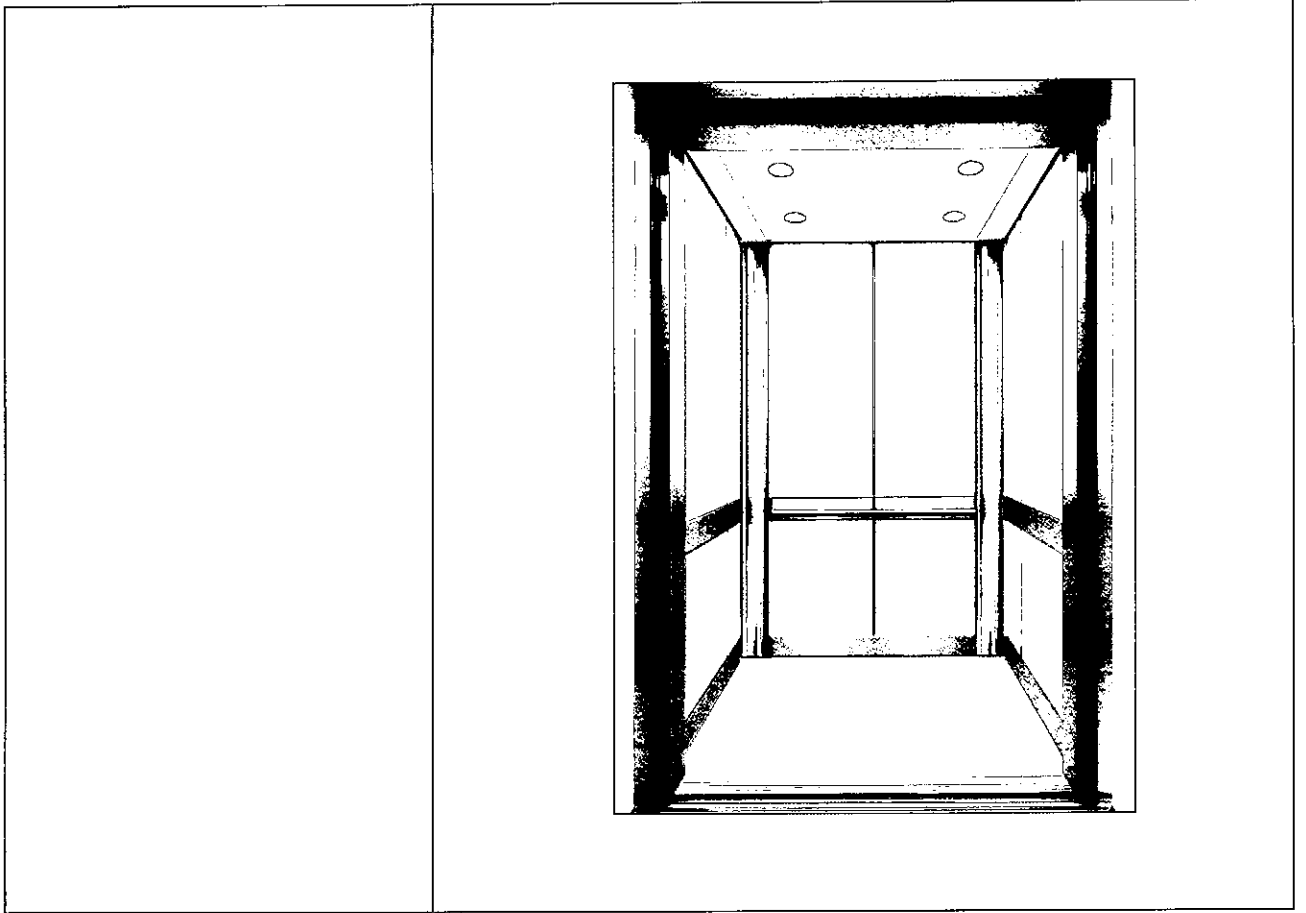


C. CAR OPERATING PANEL AND BUTTONS

- Finish: Hairline stainless steel
- Buttons with braille and hairline finish stainless steel



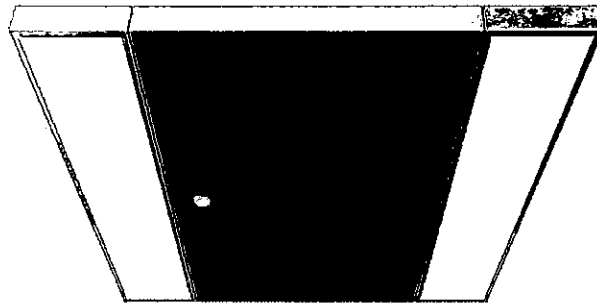
D. HANDRAILS - Finish: Hairline Stainless steel - Location: 3 sided	
E. FLOORING - Finish: Tiles - Kind/Type: Porcelain	
F. FRONT, REAR, AND SIDE WALL - High-Pressure Laminate panel board - Or Powder-Coated Metal Panels (matte finish) - Color: beige	



PASSENGER ELEVATOR (A-E) INTERIOR DESIGN 5

A. CEILING

- Hairline/ Mirror/ Titanium Mirror
- With Emergency Exit EEC
- Led panel lights



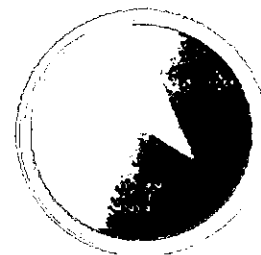
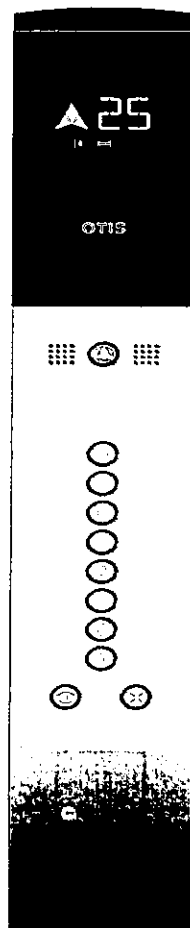
B. FLOOR INDICATOR

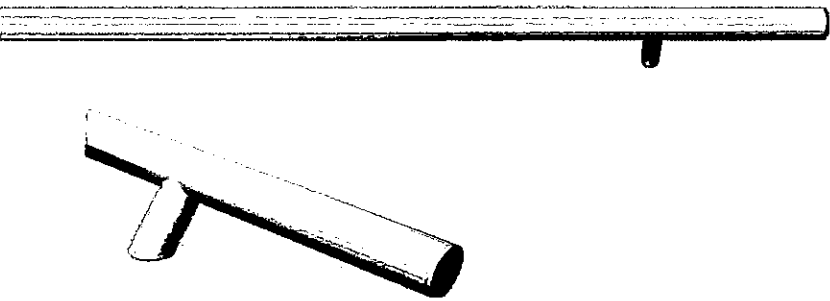
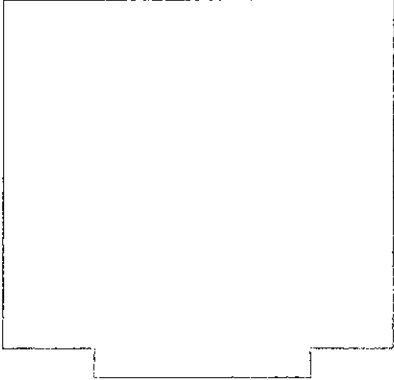
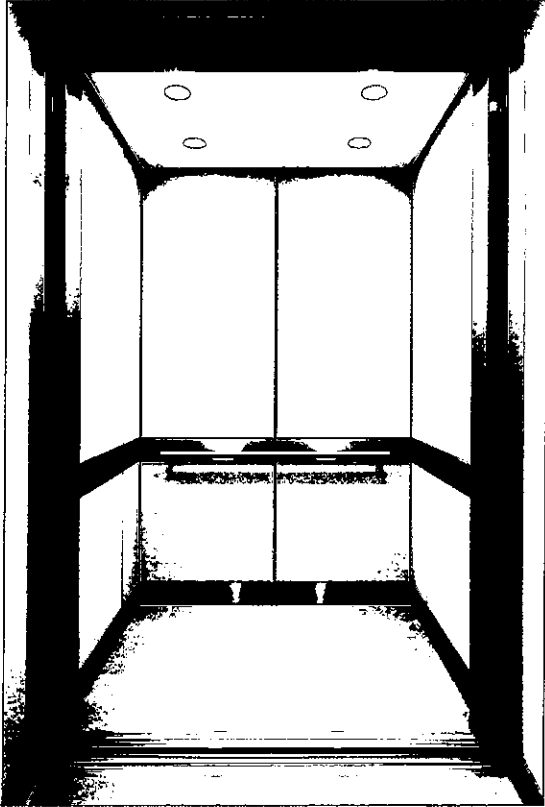
- LCD Type: LED7.2
- Location: Right front panel when you are inside the elevator car facing the door



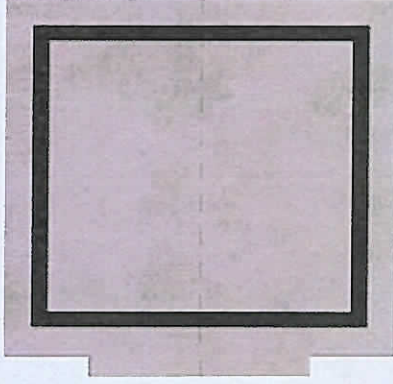
C. CAR OPERATING PANEL AND BUTTONS

- Finish: Hairline stainless steel
- Buttons with braille and hairline finish stainless steel



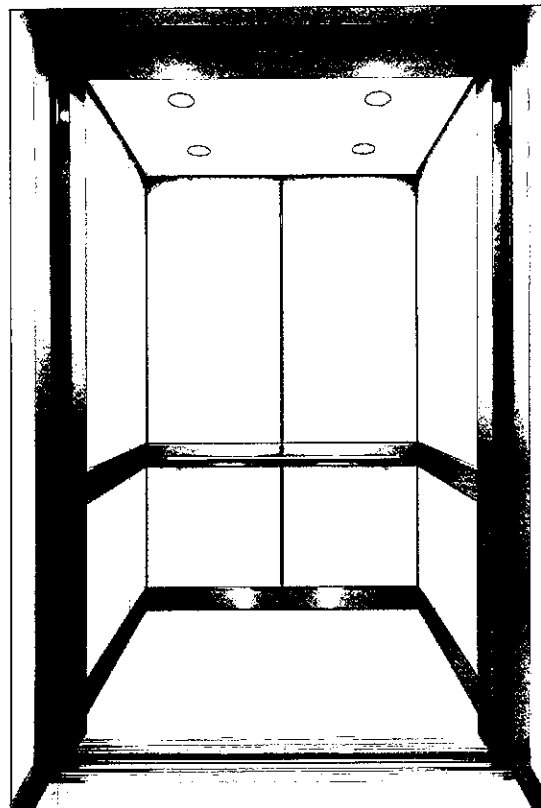
D. HANDRAILS - Finish: Hairline Stainless steel - Location: 3 sided	
E. FLOORING - Finish: Tile - Kind/Type: Porcelain	
F. FRONT, REAR, AND SIDE WALL - High-Pressure Laminate panel board - Or Powder-Coated Metal Panels (matte finish)Color: beige	

PASSENGER ELEVATOR (A-E) INTERIOR DESIGN 6	
A. CEILING - Hairline/ Mirror/ Titanium Mirror - With Emergency Exit EEC - Led panel lights	
B. FLOOR INDICATOR - LCD7 TFT display - Location: Right front panel when you are inside the elevator car facing the door	

C. CAR OPERATING PANEL AND BUTTONS - Finish: Hairline stainless steel - Buttons with braille and hairline finish stainless steel	
D. HANDRAILS - Finish: Hairline Stainless steel - Location: 3 sided	
E. FLOORING - Finish: Tile - Kind/Type: Porcelain	

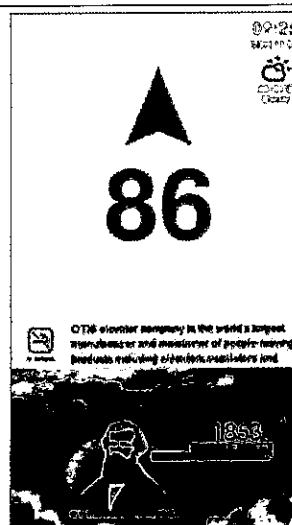
**F. FRONT, REAR, AND
SIDE WALL**

- High-Pressure
Laminate panel
board
- Or Powder-Coated
Metal Panels (matte
finish)
- Color: beige

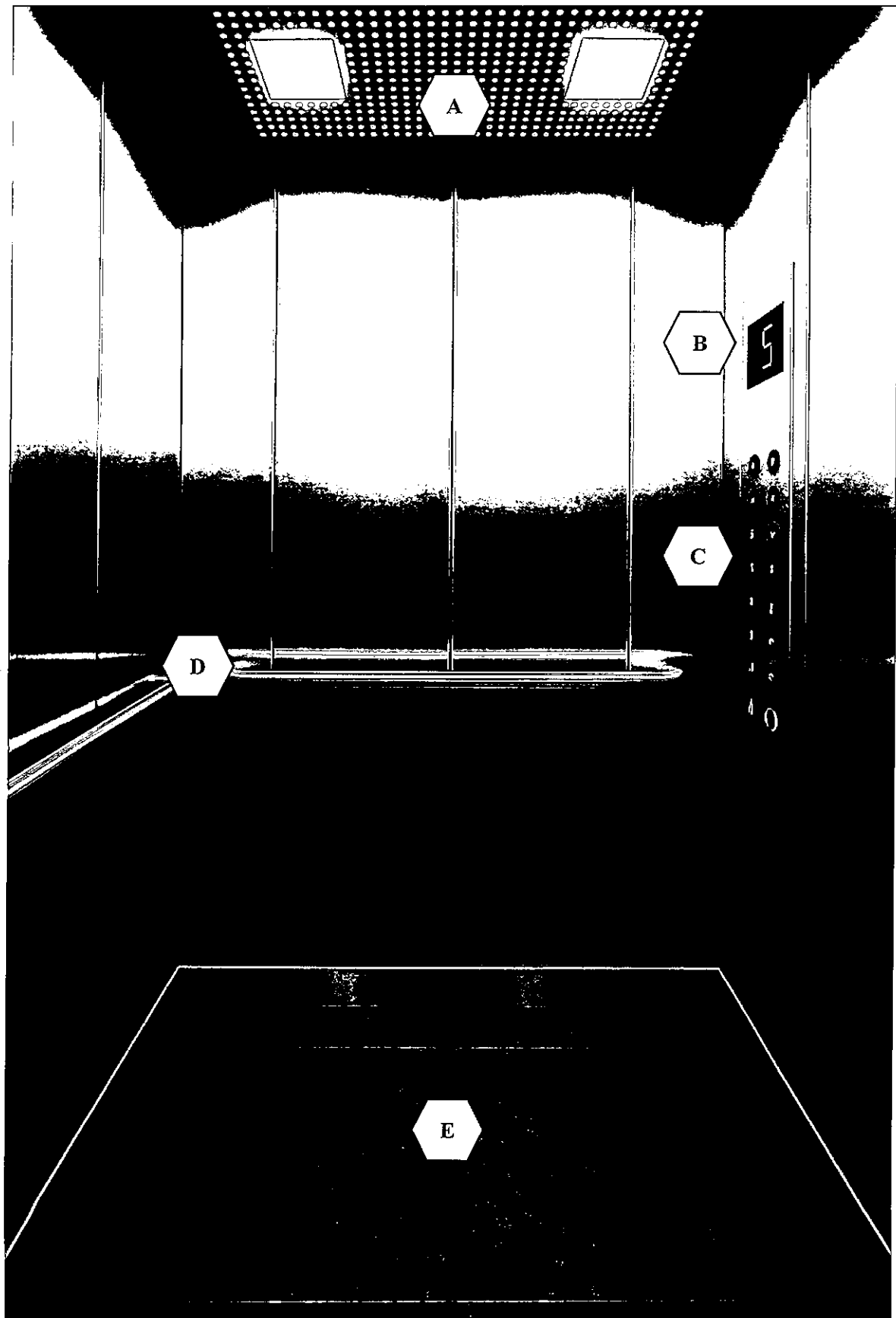


ADDITIONAL DISPLAY

- Display (min):
293.8mm×162.4mm
- Location: Right side
Wall OR Left Front
panel when you are
inside the elevator
car facing the car
door



ANNEX B – EXECUTIVE ELEVATOR INTERIOR DESIGNS



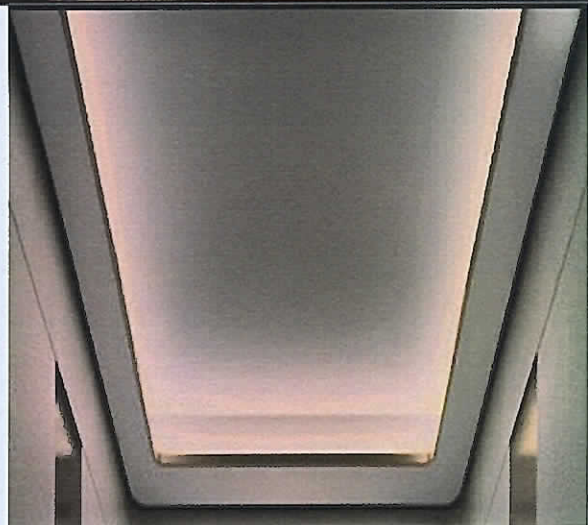
EXECUTIVE ELEVATOR (F) INTERIOR DESIGN 1

INTERIOR DESIGN 1



A. CEILING

- **Type:** Floating ceiling with recessed perimeter lighting
 - **Material:** Brushed stainless steel trim and satin acrylic light diffuser
- Lighting:**
- o **Type:** Warm white LED strip (2700–3000K)
 - o **Lumen Output:** ~1000 lumens per side
- **Ventilation:** Hidden linear vents for cabin air circulation



B. FLOOR INDICATOR

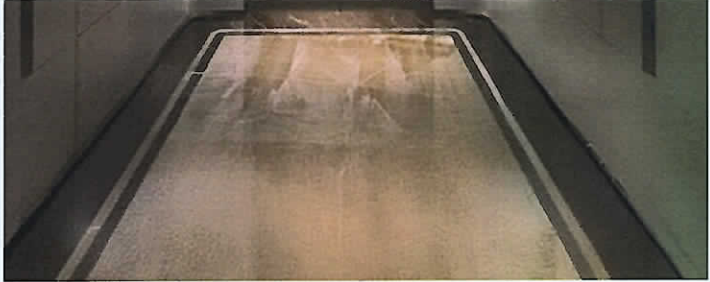
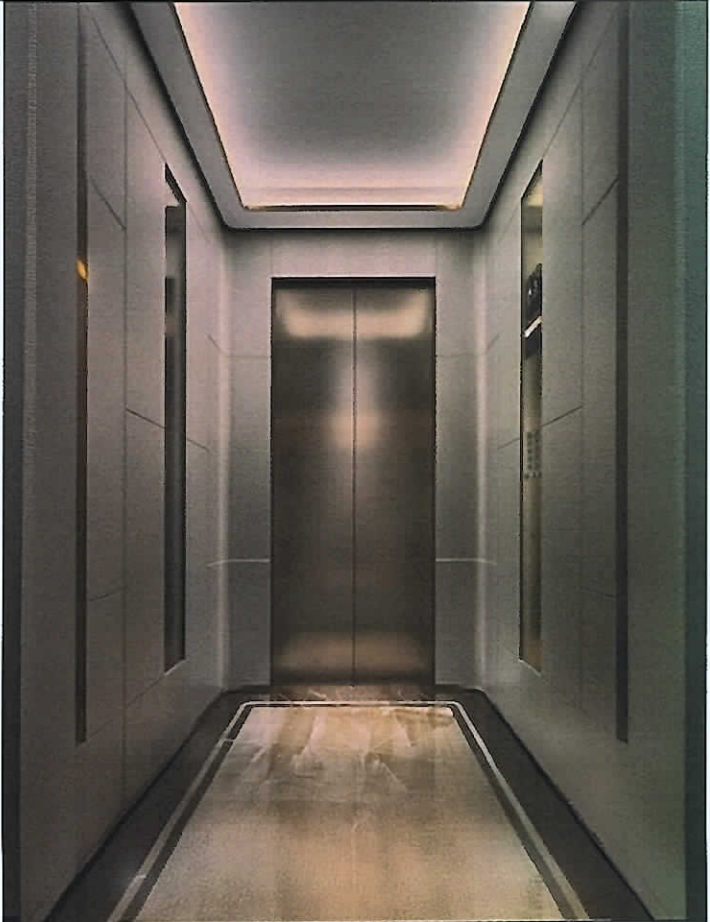
- Display Type
 - Type: TFT LCD / OLED / LED Dot Matrix (commonly used in executive models)
 - Orientation: Vertical or horizontal, flush-mounted on the control pane
- Display Features
 - Color: Full color (TFT/OLED) or amber/white monochrome (LED)
 - Backlight: LED, with dimming support



C. CAR OPERATING PANEL AND BUTTONS

- Finish: Hairline stainless steel
- Buttons with braille and hairline finish stainless steel



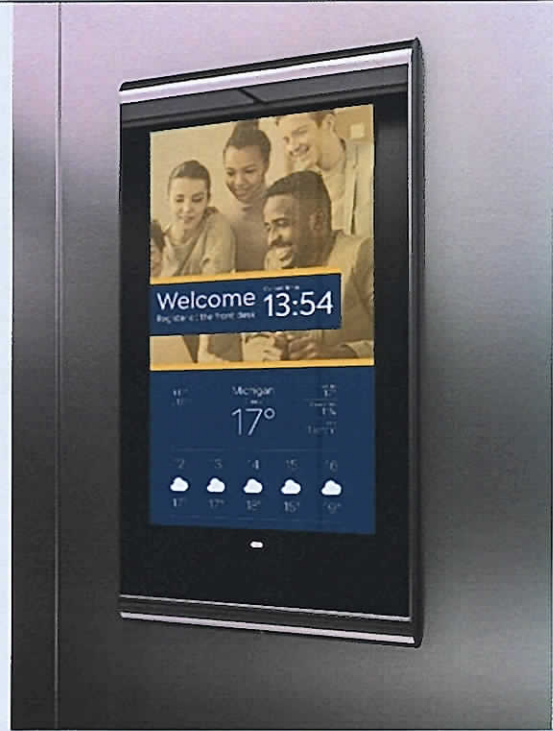
D. HANDRAILS - Finish: Gold Mirror Finish - Location: 3 sided	
E. FLOORING - Material: Polished natural marble (beige with white/golden veining) - Design: Central marble slab framed with a dual-tone border (light inner, dark outer) - Anti-slip treatment: Micro-etching or anti-slip coating	
F. FRONT, REAR, AND SIDE WALL - Material: Composite steel panels clad in faux leather or brushed stainless steel laminate - Finish: Light taupe/grey textured finish for a modern executive look - Construction: Modular panels with concealed seams for noise reduction and easy replacement - Acoustic Rating: High-density sound-absorbing backing (Class B sound insulation)	

G. ADDITIONAL FEATURE

a. Elevator Digital Signage

- i. 18 Inches
- ii. Full Color

b. Air Purifier



Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 59 of the IRR of RA No. 12009.

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 20.2.9.1 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; **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 52.4.1.3 and 52.4.2.4 of the IRR of RA No. 12009, within the relevant period as provided in the Bidding Documents; **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; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, 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.

Financial Documents

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **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; **and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 12009 (as applicable)

- ☐ (k) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in

Republic of the Philippines



Government Procurement Policy Board