



**SOCIAL SECURITY SYSTEM**

**PHILIPPINE BIDDING DOCUMENTS**

**Sixth Edition**

# Procurement of GOODS

**THREE-YEAR CONTRACT OF PROPERTY  
MANAGEMENT SERVICES FOR  
INVESTMENT PROPERTY/ROPA  
PROPERTIES**

**ITB-SSS-GOODS-2022-039**

**MAY 2022**

**Government of the Republic of the Philippines**



**Cyrus Caesar D. Lozano**  
**TWG Chairperson**

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# ***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*. (2016 revised 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. (2016 revised 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. (2016 revised 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. (2016 revised 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. (2016 revised IRR, Section 5[b]).

**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. (2016 revised IRR, Section 5[r])

**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*. (2016 revised IRR, Section 5[u])

**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.

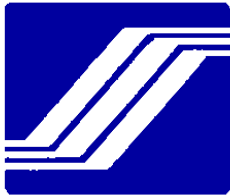
**SLCC** – Single Largest Completed Contract.

**SSS** – Social Security System

**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***



REPUBLIC OF THE PHILIPPINES  
**SOCIAL SECURITY SYSTEM**  
 East Avenue, Diliman, Quezon City  
 Tel. Nos. (632)8709-7198\*(632)8920-6446  
 E-mail: [member\\_relations@sss.gov.ph](mailto:member_relations@sss.gov.ph)\*Website <http://www.sss.gov.ph>

**Invitation to Bid**  
**ITB-SSS-Goods-2022-039**

**THREE-YEAR CONTRACT OF PROPERTY MANAGEMENT SERVICES  
 FOR INVESTMENT PROPERTY/ROPA PROPERTIES**

<i>Approved Budget for the Contract (ABC) &amp; Source of Fund</i>	<i>Delivery/ Completion Period</i>	<i>Price of Bid Documents (non- refundable)</i>	<i>Schedule of Activities Date/Time</i>	
			<i>Pre-bid Conference</i>	<i>Deadline of submission and receipt of bids</i>
<p style="text-align: center;"><b>₱ 43,701,071.74</b> Broken down as follows:</p> <p>Year 1 - ₱ 13,862,354.24 Year 2 - ₱ 14,555,471.95 Year 3 - ₱ 15,283,245.55</p> <p>Approved 2022 Budget for Investment Income – MOOE included in March SSC update with Code PAP 2022-004 of the Annual Procurement Plan (APP)</p>	<p>Services shall be rendered in three (3) calendar years upon receipt of Notice to Proceed and Signed Contract</p>	<p style="text-align: center;"><b>₱ 22,500.00</b></p>	<p style="text-align: center;"><i>June 9, 2022 (Thursday) 2:30pm</i></p>	<p style="text-align: center;"><i>June 30, 2022 (Thursday) 2:00pm</i></p>

1. The **SOCIAL SECURITY SYSTEM** now invites Bids for the above item. Delivery of the Goods is required within the period specified above. **Bidders should have completed within five (5) years prior to 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 - Instruction to Bidders.
2. Bids received in excess of the ABC shall be automatically rejected at bid opening.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act 9184 (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Interested bidders may obtain further information from the SSS and inspect the Bidding Documents at the address in the last item of the ITB from Monday to Friday, 8:00 a.m. to 5:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested bidders starting **30 May 2022 up to the scheduled submission & receipt of bids** from the address stated in the last item of the ITB and upon payment of the applicable fee for the Bidding Documents in the amount specified above.

The mode of payment will be on a cash basis payable at the SSS Cash Department, Ground Floor, SSS Main Bldg., upon accomplishment of SSS Form R-6. The Bidding Documents shall be received personally by the prospective Bidder or his authorized representative.

It may also be **downloaded free of charge** from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the SSS, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The SSS will hold a Pre-Bid Conference on the date and time specified above at the Bidding Room, 2<sup>nd</sup> Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City which shall be open to prospective bidders, but attendance shall not be mandatory. To ensure completeness and compliance of bids, bidders are advised to send their authorized technical and/or administrative representatives who will prepare the bid documents.

**The Pre-Bid Conference will be conducted through online conference using Microsoft Teams. Kindly e-mail us on or before 08 June 2022, through e-mail address [bac@sss.gov.ph](mailto:bac@sss.gov.ph), the following:**

- a. **Name of the representative and e-mail address; and**
  - b. **Technical and administrative queries.**
7. Bids must be duly received by the BAC Secretariat at the Bidding Room, 2<sup>nd</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City on the deadline specified above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the ITB Clause 14.  
  
Bid opening shall be on the date and time specified above at the Bidding Room, 2<sup>nd</sup> Floor, SSS Main Building, East Avenue, Diliman, Quezon City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.
  8. References to the dates and times shall be based on Philippine Standard time. Should any of the above dates fall on a holiday, the deadline shall be extended to the same time of the immediately succeeding business day in Quezon City.
  9. The SSS 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
  10. The SSS assumes no obligation to compensate or indemnify parties for any expense or loss that they may incur as a result of their participation in the procurement process, nor does SSS guarantee that an award will be made as a result of this invitation. Furthermore, the SSS reserves the right to waive any defects or formality in the responses to the eligibility requirements and to this invitation and reserves the right to accept the proposal most advantageous to the agency.
  11. For further information, please refer to:

**Bids & Awards Committee**

**The Secretariat**

2<sup>nd</sup> Flr., SSS Main Bldg., East Ave., Diliman, Q.C.  
Tel # (632) 8922-1070; 8709-7198 local 5492/6382  
Email – [bac@sss.gov.ph](mailto:bac@sss.gov.ph)

12. Bidding Documents may be downloaded from PROCUREMENT tab at [www.sss.gov.ph](http://www.sss.gov.ph) starting **30 May 2022**.

  
**THE CHAIRPERSON  
BIDS & AWARDS COMMITTEE**

ref.: itb-sss-goods-2022-039-Three Year PMS for IP/ROPA





## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, *Social Security System* wishes to receive Bids for the THREE-YEAR CONTRACT OF PROPERTY MANAGEMENT SERVICES FOR INVESTMENT PROEPRTY/ROPA PROPERTIES, with identification number *ITB-SSS-Goods-2022-039*.

The Procurement Project (referred to herein as “Project”) is composed of *a single lot*, 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 *CY2022* in the amount of Forty-Three Million Seven Hundred One Thousand Seventy-One Pesos and Seventy-four Centavos (₱ 43,701,071.74).

2.2. The source of funding is: Approved 2022 Budget for Investment Income – MOOE included in March SSC update with Code PAP 2022-004 of the Annual Procurement Plan (APP).

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals 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 Annex “I” of the 2016 revised IRR of RA No. 9184 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. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 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 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 **Bidding Room, 2nd Floor, SSS Main Bldg., East Avenue, Diliman, Quezon City and/or through online conference using Microsoft Teams** 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 *the last five (5) 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 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 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 31.2 of the 2016 revised IRR of RA No. 9184.

## 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 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 for *One Hundred Twenty (120) Calendar Days from the Date of the Bid 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 7 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 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 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 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring 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 32.2 of the 2016 revised IRR of RA No. 9184.

- 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 maybe. 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 23.4.2.6 of the 2016 revised IRR of RA No. 9184. 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 follows:
- 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 23.4.1.4 of the 2016 revised IRR of RA No. 9184, 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**

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. 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 Lowest Calculated 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**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause								
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. Contracts for Property Management Services</p> <p style="margin-left: 40px;">b. Completed within five (5) years prior to the deadline for the submission and opening of bids.</p>							
7.1	Not Applicable							
12	The price of the Goods shall be quoted DDP to the sites indicated in Section VI (Schedule of Requirements) for this Project.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="width: 100%; margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">Form of Bid Security</th> <th style="text-align: center;">Amount of Bid Security (Not less than the Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">                     Two percent (2%) or ₱ 874,021.43                 </td> </tr> <tr> <td style="padding: 5px;">Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</td> </tr> <tr> <td style="padding: 5px;">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td style="text-align: center; vertical-align: middle;">                     Five percent (5%) or ₱ 2,185,053.59                 </td> </tr> </tbody> </table> <p style="margin-left: 40px;">* Bank issued securities must be issued by a universal/commercial bank.</p> <p style="margin-left: 40px;">* Surety Bonds must be accompanied by a certification from Insurance Commission that issuer is authorized to issue such security.</p> <p style="margin-left: 40px;">* Bid Securing Declaration must be notarized by a duly commissioned Notary Public.</p>	Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or ₱ 874,021.43	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or ₱ 2,185,053.59
Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)							
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) or ₱ 874,021.43							
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.								
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) or ₱ 2,185,053.59							
19.3	<p>The ABC is ₱43,701,071.74, broken down as follows:</p> <p style="margin-left: 40px;">Year 1 - ₱ 13,862,354.24</p> <p style="margin-left: 40px;">Year 2 - ₱ 14,555,471.95</p> <p style="margin-left: 40px;">Year 3 - ₱ 15,283,245.55</p> <p>Any bid with a financial component exceeding the ABC per year as indicated above shall not be accepted.</p>							
20.1	Not Applicable							



20.2	<p>The lowest calculated bidder shall submit the following:</p> <ol style="list-style-type: none"> <li>1. Registration certificate from Securities and Exchange Commission (SEC) for corporation including Articles of Incorporation and General Information Sheets (GIS), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;</li> <li>2. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;</li> <li>3. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</li> <li>4. Latest Audited Financial Statements;</li> <li>5. Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS);</li> <li>6. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months filed electronically (EFPS);</li> </ol>
21.1	Not Applicable.

***Section IV. General 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. 9184 and its 2016 revised 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 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 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 Annex "D" of the revised 2016 IRR of RA No. 9184.

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 39 of the 2016 revised IRR of RA No. 9184.

## 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 62.1 of the 2016 revised IRR of RA No. 9184.

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*

# Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>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:</p> <p>The delivery terms applicable to this Contract are <b>delivered to the sites indicated in Annex A</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements.</p> <ol style="list-style-type: none"> <li>1. The deployed Property Manager can be changed within short notice, in terms of composition and number. The deployed manpower of each group can be assigned to the other groups to augment such repair and maintenance works or extra manpower can be deployed by the Property Management Company for short-term projects, and removed from the building/property once the project is completed without extra charges (labor) to the SSS;</li> <li>2. The Property Manager must provide a standby service vehicle/s, highly specialized tools &amp; equipment and technical (various engineering discipline) &amp; administrative support teams necessary for the general management and maintenance of the aforementioned SSS-owned property/ies;</li> <li>3. The Property Manager shall likewise provide office supplies and tools/equipment required in the performance of management services for the duration of the contract, as specified in details in Section VI Schedule of Requirements.</li> </ol> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>The Property Management Firm is required to submit a monthly accomplishment report to monitor the quality of the works/services rendered by the Service Provider. The EFMD shall be informed immediately in case of emergency or urgent repair job (minor &amp; major works) which may require the EFMD's consent or approval regarding but not limited to the structural repair/defect of the building or irregularities and any other abnormal condition affecting security and safety of the occupants/tenants of the building.</p> <p>Using the performance standards and performance appraisal form (form supplied) for evaluation of the Service Provider, the EFMD technical personnel, would monitor and evaluate the performance of the Service Provider as to its compliance or non-compliance in the agreed scope of services as described in <b>Annex A</b>. The Procuring Entity may terminate the contract with the Service Provider for failure to perform its obligations in accordance with the <b>2016 Revised Implementing Rules and Regulations (RIRR)</b> of</p>



**Republic Act 9184 (R.A. 9184)**, otherwise known as the “Government Procurement Reform Act”.

**Management Systems and Other Related Scope of Works -**

1. Conduct a comprehensive over-all building survey within the first twenty (20) days of PM takeover and submit a report and recommendations (matrix of plans and programs) thereon within 10 days after the building survey date.
2. Conduct a separate survey specifically focused on fire safety within thirty (30) days after PM takeover, and submits a report and recommendations thereon within 10 days after the fire survey date. The survey must be conducted by a qualified professional fire safety practitioner subject to prior approval by the SSS.
3. Prepare a documentation of the PM System (hereinafter referred to as the “PM Manual”), including procedures, work instructions, quality plans and flowcharts and forms and tables specifically formulated for the PROJECT.

**Management of the engineering, maintenance and repair services -**

1. Ensure that the grounds, buildings, services and facilities are in a fit condition for the purpose to which they are put and that they comply with all appropriate standards and health and safety requirements.
2. Take charge of the routine maintenance, repair and upkeep of facilities and equipment. All repair works (labor & materials) costing THIRTY THOUSAND PESOS (Php 30,000.00) and below shall be done in-house by the Property Management Firm. While repair works in excess of THIRTY THOUSAND PESOS (P30,000.00) is considered major repair works, the Property Management Firm shall then prepare scope of works, cost estimate and make appropriate specifications & methodology and submit to EFMD for procurement process.
3. Design and implement the preventive maintenance program for all equipment.
4. Maintain a register of all equipment showing repair and maintenance status.
5. Monitor and study the utilization of the basic utilities and recommend schemes for cost saving.
6. Conduct regular inspection of electrical and mechanical equipment. Recommend upgrading or improvements.
7. Evaluate pest control needs and recommend the best scheme.
8. Make appropriate recommendations, for major renovation or construction projects. To conduct engineering studies, prepare scope of works, prepare budget and assist in the bidding procedure.
9. Management of housekeeping services for the common areas and SSS utilized office spaces.
10. Supervise the work of the housekeeping staff (janitorial).

11. Continuously monitor and implement the technical requirements under the terms and conditions of the Janitorial contract/agreement.
12. Recommend improvements in accordance with the terms and conditions of the Janitorial contract/agreement.
13. Continuously appraise the staff performance.
14. Review the reports of the staff, using these reports for improvement.

**Management of safety and security services -**

1. Implement the security programs recommended by the SSS Security Office/Department. Make recommendations for improvement in accordance with the terms and conditions of the Security Agreement/Contract.
2. Assist in the proper posting of security guards to be assigned by the security agency commissioned by the SSS. Continuously appraise the security personnel performance and submit to EFMD.
3. Organize a fire brigade and other disaster brigades. **(Except for SSS Urdaneta Village Properties & other IP/ROPA Properties)**
4. Prepare appropriate emergency evacuation and rescue plans. **(Except for SSS Urdaneta Village Properties & other IP/ROPA Properties)**
5. Provide continuous consultation in the formation and training of emergency groups. **(Except for SSS Urdaneta Village Properties & other IP/ROPA Properties)**
6. Organize a system in monitoring and reviewing the implementation of Health, Environment, Safety & Security (HESS) policies. **(Except for SSS Urdaneta Village Properties & other IP/ROPA Properties)**
7. Arrange for an annual risk assessment and survey. **(Except for SSS Urdaneta Village Properties & other IP/ROPA Properties)**

**Management of the administrative, finance and accounting services -**

1. Monitor the implementation of accounting systems and procedures.
2. Assist the EFMD in the preparation of the annual estimated expenses/budgets.
3. Prepare billings/statements of account to be reviewed by EFMD and approved by AMD for their distribution to tenants/ occupants.
4. Attend regular and special meetings with the SSS as needed.

**Effective implementation of Quality Management Systems (QMS) procedures -**

1. Provide training and guidance to PM employees with reference to the policies on health, safety, environment and security advocated by the SSS-Engineering and Facilities Management Department (EFMD).



	<ol style="list-style-type: none"> <li>2. Continuous analysis and evaluation of various aspects of property management to identify problem areas, initiate improvements and implement corrective and preventive actions. <b>(Except for SSS Urdaneta Village Properties &amp; other IP/ROPA Properties)</b></li> <li>3. <u>Conduct periodic audit on systems and procedures</u> that is expected to provide attainable recommendations or resolutions to correct any defects and/or inadequacies as a result of this comprehensive building audit in the above-mentioned aspects of the building, facilities, equipment, administration and operation. <b>(Except for SSS Urdaneta Village Properties &amp; other IP/ROPA Properties)</b></li> <li>4. Establish a system that would cover consistent inventory and monitoring of customer property; <b>(Except for SSS Urdaneta Village Properties &amp; other IP/ROPA Properties)</b></li> </ol> <p><b>Other Services:</b></p> <ol style="list-style-type: none"> <li>1. Represent the SSS in securing licenses/permits/clearances or similar transactions with other government/private agencies in connection with management of the SSS properties.</li> <li>2. Responsible in the evaluation of plans and specifications, coordination and monitoring of the implementation of tenant's propose repair/renovation works to ensure the projects conform with the standard engineering practices and the house rules &amp; regulations.</li> <li>3. The Property Management Firm shall assign a licensed mechanical engineer for the operation and maintenance services of the SSS MAKATI BUILDING's mechanical equipment and machinery in compliance with Republic Act No. 8495, An Act Regulating the Practice of Mechanical Engineering in the Philippines. The licensed mechanical engineer shall be deployed at the SSS MAKATI BUILDING to assist the Building Administrator in the implementation of the preventive maintenance for all the equipment of the aforementioned SSS - owned property/ies / building/s. (Except for SSS Hong Kong Sun Plaza Property and SSS Urdaneta Village Properties &amp; other IP/ROPA Properties)</li> </ol> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is the <i>Engineering and Facilities Management Department</i>.</p>
2.2	<p>The terms of payment shall be as follows:</p> <p>Monthly basis payable upon the service provider's submission of complete billing documents, which shall be credited to the LANDBANK or DBP account of the service provider.</p> <p>The list of documents to be submitted are as follows:</p> <ol style="list-style-type: none"> <li>a. Billing Request Letter</li> <li>b. Sales Invoice or Billing Statement</li> <li>c. Notarized affidavit that all salaries and wages due for employees are paid</li> <li>d. Monthly Accomplishment/Monitoring Report</li> <li>e. Time card and time sheet of employees</li> </ol> <p>The payment shall be subject to retention of Withholding Tax and other applicable taxes in accordance with existing Laws and BIR Rules and Regulations, to be remitted directly to the BIR by the SSS.</p> <p>Payment using Letter of Credit (LC) is not allowed.</p>

4	Not Applicable.
6	<p><b>Liability of the Supplier</b></p> <p>1. <b>CONFIDENTIALITY.</b> Neither party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information, acquired from an information holder in connection with the performance of this Contract, unless: (i) the information is known to the disclosing party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing party, (ii) the information is disclosed to the disclosing party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.</p> <p>The obligation of confidentiality by both parties, as provided herein, shall survive the termination of the Agreement.</p> <p>2. <b>MERGER AND CONSOLIDATION.</b> In case of merger, consolidation or change of ownership of the SUPPLIER with other company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under the Agreement.</p> <p>3. <b>FORCE MAJEURE.</b> SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.</p> <p>For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by SUPPLIER. Such events may include, but not limited to, acts of SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>If a force majeure situation arises, SUPPLIER shall promptly notify SSS in writing of such condition and the cause thereof. Unless otherwise directed by SSS in writing, SUPPLIER shall continue to perform its obligations under this Agreement as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure.</p> <p>4. <b>NON-ASSIGNMENT.</b> SUPPLIER shall not assign its rights or obligations under this Agreement, in whole or in part, except with SSS's prior written consent. SUPPLIER shall not subcontract in whole or in part the PROJECT and deliverables subject of this Agreement without the written consent of SSS.</p> <p>5. <b>WAIVER.</b> Failure by either party to insist upon the other strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the</p>

provisions of the Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.

6. **CUMULATIVE REMEDIES.** Any and all remedies granted to the parties under the applicable laws and the Contract shall be deemed cumulative and may therefore, at the sole option and discretion, be availed of by the aggrieved party simultaneously, successively, or independently.

7. **NO EMPLOYER-EMPLOYEE RELATIONSHIP.** It is expressly and manifestly understood and agreed upon that the employees of SUPPLIER assigned to perform the PROJECT are not employees of SSS. Neither is there an employer-employee relationship between SSS and SUPPLIER.

The Agreement does not create an employer-employee relationship between SSS and the SUPPLIER including its personnel; that the services rendered by the personnel assigned by SUPPLIER to SSS in the performance of its obligation under the contract do not represent government service and will not be credited as such; that its personnel assigned to SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by SSS to hire any person as an employee of the latter. Any instruction given by SSS or any of its personnel to SUPPLIER's employees are to be construed merely as a measure taken by the former to ensure and enhance the quality of project performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under the contract.

8. **PARTNERSHIP.** Nothing in the contract shall constitute a partnership between the parties. No party or its agents or employees shall be deemed to be the agent, employee or representative of any other party.

9. **COMPLIANCE WITH SS LAW.** SUPPLIER shall report all its employees to SSS for coverage and their contributions, as well as, all amortizations for salary/education/calamity and other SSS loans shall be updated. Should SUPPLIER fail to comply with its obligations under the provisions of the SS Law and Employees' Compensation Act, SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from SUPPLIER's receivables under this Agreement.

Further, prescription does not run against SSS for its failure to demand SS contributions or payments from SUPPLIER. Moreover, SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to SSS.

10. **COMPLIANCE WITH LABOR LAWS.** SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by SSS to SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all monies due to all its employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by SUPPLIER and that he/she assumed full responsibility thereof.

11. **COMPLIANCE WITH TAX LAWS.** SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to SSS within the duration of the Contract, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon. Failure by SUPPLIER to comply with the foregoing shall entitle SSS to suspend payment of the Contract Price.

As required under Executive Order (EO) 398, s. 2005, SUPPLIER shall submit income and business tax returns duly stamped and received by the BIR, before entering and during the duration of this Agreement. SUPPLIER, through its responsible officer, shall also certify under oath that it is free and clear of all tax liabilities to the government. SUPPLIER shall pay taxes in full and on time and that failure to do so will entitle SSS to suspend or terminate this Agreement.

12. **LIQUIDATED DAMAGES.** If SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.

13. **HOLD FREE and HARMLESS.** SUPPLIER agrees to defend, indemnify, and hold SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, SUPPLIER agrees to indemnify SSS for any damage as a result of said implementation.

SUPPLIER hereby assumes full responsibility for any injury, including death, loss or damage which may be caused to SSS' employees or property or third person due to SUPPLIER's employees' fault or negligence, and further binds itself to hold SSS free and harmless from any of such injury or damage. SSS shall not be responsible for any injury, loss or damage which SUPPLIER or any of its employees may sustain in the performance of SUPPLIER's obligations under this Agreement.

14. **SETTLEMENT OF DISPUTES.** If any dispute or difference of any kind whatsoever shall arise between SSS and SUPPLIER in connection with or arising out of this Agreement, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

If after thirty (30) days, the Parties have failed to resolve their dispute or difference by such mutual consultation, then either SSS or SUPPLIER may give notice to the other Party of its intention to commence arbitration, in accordance with RA No. 876, otherwise known as the "Arbitration Law" and RA No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004," in order to settle their disputes.

No arbitration in respect of this matter may be commenced unless such notice is given.

Notwithstanding any reference to arbitration herein, the Parties shall continue to perform their respective obligations under this Agreement unless they otherwise agree.

15. **VENUE OF ACTIONS.** In the event court action is necessary in order to promote Arbitration, such action shall be filed only before the proper courts of Quezon City, to the exclusion of all other venues.

16. **GOVERNING LAW.** The Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.

17. **AMENDMENTS.** This Agreement may be amended only in writing and executed by the parties or their duly authorized representatives.

18. **SEPARABILITY.** If any one or more of the provisions contained in the contract or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid illegal or unenforceable term of provision.

19. **BINDING EFFECT.** The Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.



## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
<b>Manpower Requirements</b>				
<b>A. SSS Makati Building</b>			<b>14</b>	Services shall be rendered in three (3) calendar years upon receipt of Notice to Proceed and Signed Contract
1.	Building Administrator	1		
2.	Admin/Accounting Assistant	1		
3.	Licensed Mechanical Engineer	1		
4.	Licensed Electrical Engineer	1		
5.	Lead Multi-Skilled Technician	1		
6.	Multi-Skilled Technician 1	3		
7.	Multi-Skilled Technician 2	3		
8.	Aircon Technician	3		
<b>B. SSS HK Sun Plaza</b>			<b>10</b>	
1.	Building Administrator	1		
2.	Admin/Accounting Assistant	1		
3.	Lead Multi-Skilled Technician	2		
4.	Multi-Skilled Technician 1	3		
5.	Multi-Skilled Technician 2	3		
<b>C. Urdaneta Village and Other Properties</b>			<b>6</b>	
1.	Lead Multi-Skilled Technician	2		
2.	Multi-Skilled Technician 1	2		
3.	Multi-Skilled Technician 2	2		
<b>TOTAL MANPOWER REQUIREMENTS</b>			<b>30</b>	
Scope of Services (Please refer to ANNEX A)				

### COVERAGE OF SERVICES

<p><b>A. SSS MAKATI BUILDING</b></p> <p><b>B. SSS HONG KONG SUN PLAZA PROPERTY</b></p> <p><b>C. SSS Urdaneta Village Properties &amp; other IP/ROPA Properties</b></p> <p>a. Urdaneta Village - 16 residential units in Makati City. 90% tenancy rate</p> <p>b. Bella Villa - 22 residential condominium units in Merville, Parañaque City</p> <p>c. Pioneer Highlands - 37 residential and 19 office condominium units in Mandaluyong City</p> <p>d. Renaissance Tower - 1 three storey residential condominium unit in Ortigas, Pasig City</p> <p>e. EGI-Rufino Tower - 4 office condominium units in Taft corner Gil Puyat Avenue, Makati City</p> <p>f. Pryce Center – 22 Commercial Building/Office units in Pasong Tamo cor. Bagtikan St., Makati City</p> <p>g. CyberOne Bldg. - 5 Commercial Building/Office units in Libis, Quezon City</p> <p>h. FCA 7.5 has. Property - 7.5 hectares vacant property in Diokno Boulevard, Pasay City</p> <p>i. Green Meadows Village - 2 Residential vacant lots in Murphy, Cubao, Quezon City</p> <p>j. Fort Bonifacio Property - 3 Commercial vacant lots in Mckinley St., Taguig City</p> <p>k. East Triangle Property – 4.0 has. Commercial vacant lot in East Ave. cor EDSA, Quezon City</p> <p>l. Manila Harbour - Commercial lots in North Harbour, Manila City</p>
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## ***Section VII. Technical Specifications***

# Technical Specifications

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

Item	Specifications	Statement of Compliance	Annex															
<b>1</b>	<p>The Property Management Firm shall provide general management services for the aforementioned SSS-owned properties/buildings including management system and other related works, engineering/maintenance and repair, housekeeping, safety and security, administrative and accounting. The PM company shall also employ qualified and experienced Personnel (various engineering disciplines) as required to support all the deployed staff in carrying out the Services. The PM company shall submit the list of personnel to be assigned to the contract to be bid, with their complete qualification and experience data including copies of PRC identification card, and board certificate of professional personnel. All professional should be PRC-registered engineers / architects in good standing. The deployed PM Team can be changed within short notice, in terms of composition and number. The deployed manpower of each group can be assigned to the other groups to augment such repair and maintenance works. In other words, extra manpower can be deployed by the Property Management Company for short-term projects, and removed from the building/property once the project is completed without extra charges (labor) to the System.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%; text-align: center;">Personnel</th> <th style="width: 45%; text-align: center;">Description/Qualification</th> <th style="width: 30%; text-align: center;">Supporting Documents (Authenticated copies)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>1st Shift</b></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Building Administrator</td> <td>Licensed Civil Engineer or Electrical Engineer or Mechanical Engineer with at least 3 years related work experience (knowledgeable in facility management of high-rise buildings)</td> <td> <ol style="list-style-type: none"> <li>1. <b>Valid</b> PRC Professional ID Card</li> <li>2. PRC Board Certificate</li> <li>3. PRC Board Rating</li> <li>4. Certificate of Employment</li> <li>5. Curriculum Vitae</li> </ol> </td> </tr> <tr> <td style="text-align: center;">Admin./Accounting Assistant</td> <td>Bachelor’s Degree. At least 2 years work experience in office environment, computer literate with at least 3 years related work experience</td> <td> <ol style="list-style-type: none"> <li>1. Diploma</li> <li>2. Transcript of Records</li> <li>3. Certificate of Employment</li> <li>4. Curriculum Vitae</li> </ol> </td> </tr> <tr> <td style="text-align: center;">Lead Multi-Skilled Technician</td> <td>Knowledgeable in all aspects of building facilities and equipment maintenance; expert in civil, electrical, mechanical works with at least 3 years related work experience</td> <td> <ol style="list-style-type: none"> <li>1. With at least 2 TESDA NC II Certificates</li> <li>2. Certificate of Employment</li> <li>3. Curriculum Vitae</li> </ol> </td> </tr> </tbody> </table>	Personnel	Description/Qualification	Supporting Documents (Authenticated copies)	<b>1st Shift</b>			Building Administrator	Licensed Civil Engineer or Electrical Engineer or Mechanical Engineer with at least 3 years related work experience (knowledgeable in facility management of high-rise buildings)	<ol style="list-style-type: none"> <li>1. <b>Valid</b> PRC Professional ID Card</li> <li>2. PRC Board Certificate</li> <li>3. PRC Board Rating</li> <li>4. Certificate of Employment</li> <li>5. Curriculum Vitae</li> </ol>	Admin./Accounting Assistant	Bachelor’s Degree. At least 2 years work experience in office environment, computer literate with at least 3 years related work experience	<ol style="list-style-type: none"> <li>1. Diploma</li> <li>2. Transcript of Records</li> <li>3. Certificate of Employment</li> <li>4. Curriculum Vitae</li> </ol>	Lead Multi-Skilled Technician	Knowledgeable in all aspects of building facilities and equipment maintenance; expert in civil, electrical, mechanical works with at least 3 years related work experience	<ol style="list-style-type: none"> <li>1. With at least 2 TESDA NC II Certificates</li> <li>2. Certificate of Employment</li> <li>3. Curriculum Vitae</li> </ol>		
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Admin./Accounting Assistant	Bachelor’s Degree. At least 2 years work experience in office environment, computer literate with at least 3 years related work experience	<ol style="list-style-type: none"> <li>1. Diploma</li> <li>2. Transcript of Records</li> <li>3. Certificate of Employment</li> <li>4. Curriculum Vitae</li> </ol>																
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Item	Specifications			Statement of Compliance	Annex
	<p align="center"><b>Personnel</b></p>	<p align="center"><b>Description/Qualification</b></p>	<p align="center"><b>Supporting Documents</b> 1. (Authenticated copies)</p>		
Aircon Technician	With expertise in maintenance of building centralized air-conditioning and stand-alone air-conditioning unit with at least 3 years related work experience	2. TESDA NC II Certificate for Aircon Technician 3. Certificate of Employment 4. Curriculum Vitae			
Multi-Skilled Technician	Knowledgeable in building facility/equipment maintenance; expert in civil, mechanical and electrical works with at least 3 years related work experience	1. With at least TESDA NC II Certificate 2. Certificate of Employment 3. Curriculum Vitae			
<i>2<sup>nd</sup> Shift</i>					
Electrical/Mechanical Engineer	Licensed Electrical Engineer or Mechanical Engineer with at least 3 years related work experience (knowledgeable in facility management of high-rise buildings)	1. Valid PRC Professional ID Card 2. PRC Board Certificate 3. PRC Board Rating 4. Certificate of Employment 5. Curriculum Vitae			
Lead Multi-Skilled Technician	Knowledgeable in all aspects of building facilities and equipment maintenance; expert in civil, electrical, mechanical works with at least 3 years related work experience	1. With at least 2 TESDA NC II Certificates 2. Certificate of Employment 3. Curriculum Vitae			
Aircon Technician	With expertise in maintenance of building centralized air-conditioning and standalone air-conditioning unit with at least 3 years related work experience	1. TESDA NC II Certificate for Aircon Technician 2. Certificate of Employment 3. Curriculum Vitae			
Multi-Skilled Technician	Knowledgeable in building facility/equipment maintenance; expert in civil, mechanical and electrical works with at least 3 years related work experience	1. With at least TESDA NC II Certificate 2. Certificate of Employment 3. Curriculum Vitae			

Item	Specifications			Statement of Compliance	Annex
	<b>Personnel</b>	<b>Description/Qualification</b>	<b>Supporting Documents (Authenticated copies)</b>		
	<i>3<sup>rd</sup> Shift</i>				
	Electrical/Mechanical Engineer	Licensed Electrical Engineer or Mechanical Engineer with at least 3 years related work experience (knowledgeable in facility management of high-rise buildings)	<ol style="list-style-type: none"> <li>1. Valid PRC Professional ID Card</li> <li>2. PRC Board Certificate</li> <li>3. PRC Board Rating</li> <li>4. Certificate of Employment</li> <li>5. Curriculum Vitae</li> </ol>		
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***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); if non- Platinum members, submit the following:
- (b) PhilGEPS Registration, and
  - (c) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**And**
- (d) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**And**
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (f) 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**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within five (5) years period prior to the submission and opening of Bids; **and**
- (h) Original copy of Bid Security (Cash, Letter of Credit, Surety Bond). 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**
- (i) Conformity with the Schedule of Requirements (Section VI) and Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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 and copy Authority to Notarize issued to the Notary Public by the Regional Trial Court.

#### Other documentary requirements under RA No. 9184 (as applicable)

For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos:

- (k) Copy of Treaty, International or Executive Agreement; **or**
- (l) Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

### *Class "B" Documents*

- (n) 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.

Financial Documents

- (o) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (p) 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.

**II. FINANCIAL COMPONENT ENVELOPE**

- (q) Original of duly signed and accomplished Financial Bid Form; **and**
- (r) Original of duly signed and accomplished Price Schedule(s)/Bid Breakdown.

**IMPORTANT REMINDERS**

- A) Each and every page of the **Bid Forms/Price Schedule(s)/Bid Breakdown**, under Section VIII: Checklist of Technical and Financial Documents hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.
- B) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.
- C) Bid documents shall be compiled in a folder/binder with the Annexes properly labeled with tabs/separators.
- D) Bidders shall submit their bids through their duly authorized representative enclosed in separate sealed envelopes, which shall be submitted simultaneously:
  - a) The first three individually sealed envelopes shall contain the folder/binder of the Eligibility Requirements and Technical Component of the bid; prepared in three copies labeled as follows:
    - Envelop (1): ORIGINAL – Eligibility Requirements and Technical Component
    - Envelop (2): COPY1 – Eligibility Requirements and Technical Component
    - Envelop (3): COPY2 – Eligibility Requirements and Technical Component
  - b) The next three individually sealed envelopes shall contain the folder/binder of the Financial Component of the bid; prepared in three copies labeled as follows:
    - Envelop (4): ORIGINAL – Financial Component
    - Envelop (5): COPY1 – Financial Component
    - Envelop (6): COPY2 – Financial Component

- c) Bidders shall enclose, seal and mark the following:
- Envelop (7): Envelope (1) and Envelope (4) enclosed in one sealed envelope marked “ORIGINAL–BID”
- Envelop (8): Envelope (2) and Envelope (5) enclosed in one sealed envelope marked “COPY1–BID”
- Envelop (9): Envelope (3) and Envelope (6) enclosed in one sealed envelope marked “COPY2–BID”
- d) Envelopes (7) to (9) shall then be enclosed in a single sealed, signed final/outer envelope/package/box
- e) All envelopes (Envelopes (1) to (9) and the final/outer envelope/package/box) shall indicate the following:
- addressed to the Procuring Entity’s BAC
  - name and address of the Bidder in capital letters
  - name of the contract/project to be bid in capital letters
  - bear the specific identification/reference code of this bidding process
  - bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids

<p><b>THE CHAIRPERSON</b>  <b>BIDS AND AWARDS COMMITTEE</b>  <b>2<sup>ND</sup> FLOOR, SSS MAIN BUILDING</b>  <b>EAST AVENUE, DILIMAN, QUEZON CITY</b></p> <p>NAME OF BIDDER : _____  ADDRESS : _____</p> <p>NAME OF PROJECT: _____  ITB REFERENCE NUMBER: _____</p> <p style="text-align: center; margin-top: 20px;"><b>DO NOT OPEN BEFORE</b>  (the date and time for the opening of bids)</p>
---

- E) Bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.
- F) Bidders shall submit a copy of the Authority to Notarize issued by the Regional Trial Court to the Notarial Public.



# FORMS

**Bid Form for the Procurement of Goods**

**BID FORM**

**Three-Year Contract of Property Management Services  
for Investment Property/ROPA Properties**

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

Project Identification No.: \_\_\_\_\_

To: **SOCIAL SECURITY SYSTEM**  
East Avenue, Diliman, Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* Three-Year Contract of Property Management Services for Investment Property/ROPA Properties in conformity with the said PBDs for the sum of ***[total Bid amount in words and figures]*** or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount of Commission or gratuity	Purpose of
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None") ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.





The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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



Price Schedule(s)/Bid Breakdown

Name of Bidder \_\_\_\_\_

Invitation to Bid Number \_\_\_\_\_

Project Name		: 3-Year Contract of Property Management Services for Investment Property/ROPA Properties							
		TOTAL	POSITION						
			Bldg. Adm.	AA Staff	Lead MS Tech	Aircon Tech	MS Tech 1	MS Tech 2	Mech./Elec.
<b>Place of Work</b>		<b>SSS MAKATI BUILDING</b>							
Manpower Complement		14	1	1	1	3	3	3	2
Applicable Daily Rate (ADR)			1,586.26	843.28	776.28	754.03	754.03	754.03	1,458.87
Number of Working Days (313)									
<b>I. Amount Due to Employee</b>									
Equivalent Monthly Rate (EMR = ADR x 313 / 12)			41,374.95	21,995.55	20,247.97	19,667.62	19,667.62	19,667.62	38,052.19
13 <sup>th</sup> Month Pay (EMR / 12months)			3,447.91	1,832.96	1,687.33	1,638.97	1,638.97	1,638.97	3,171.02
5-Day Service Incentive Leave (ADR * 5/12)			660.94	351.37	323.45	314.18	314.18	314.18	607.86
Total Amount Due to Employee per month			45,483.80	24,179.88	22,258.75	21,620.77	21,620.77	21,620.77	41,831.07
Total Amount Due to Employees per month		<b>370,171.50</b>	45,483.80	24,179.88	22,258.75	64,862.31	64,862.31	64,862.31	83,662.14
<b>II. Amount Due to Government Agencies</b>									
SSS			2,125.00	1,912.50	1,742.50	1,700.00	1,700.00	1,700.00	2,125.00
ECC			30.00	30.00	30.00	30.00	30.00	30.00	30.00
Philhealth			827.49	439.91	404.95	393.35	393.35	393.35	761.04
HDMF			100.00	100.00	100.00	100.00	100.00	100.00	100.00
Amount Due to government Agencies per Employee			3,082.49	2,482.41	2,277.45	2,223.35	2,223.35	2,223.35	3,016.04
Total Amount Due to Government Agencies		<b>33,884.58</b>	3,082.49	2,482.41	2,277.45	6,670.05	6,670.05	6,670.05	6,032.08

III.	Overhead Cost (___% x I)									
IV.	Management Fee (___% x I, II & III)									
V.	Total Service Costs (I + II + III + IV)									
VI.	VAT (12% of I, III & IV)									
VII.	Monthly Contract Cost									
	Multiplied by 12 months									
VIII	Total Annual PM Fee									
IX.	<b>TOTAL CONTRACT PRICE (ONE YEAR)</b>									

**Price Schedule(s)/Bid Breakdown**

Name of Bidder \_\_\_\_\_

Invitation to Bid Number \_\_\_\_\_

<b>Project Name</b>		<b>: 3-Year Contract of Property Management Services for Investment Property/ROPA Properties</b>					
		<b>TOTAL</b>	<b>POSITION</b>				
			Bldg. Adm.	AA Staff	Lead MS Tech	MS Tech 1	MS Tech 2
<b>Place of Work</b>		<b>HONG KONG SUN PLAZA</b>					
	Manpower Complement	<b>10</b>	1	1	2	3	3
	Applicable Daily Rate (ADR)		1,586.26	843.28	776.28	754.03	754.03
	Number of Working Days (313)						
<b>I.</b>	<b>Amount Due to Employee</b>						
	Equivalent Monthly Rate (EMR = ADR x 313/12)		41,374.95	21,995.55	20,247.97	19,667.62	19,667.62
	13 <sup>th</sup> Month Pay (EMR / 12months)		3,447.91	1,832.96	1,687.33	1,638.97	1,638.97
	5-Day Service Incentive Leave (ADR * 5/12)		660.94	351.37	323.45	314.18	314.18
	Total Amount Due to Employee		45,483.80	24,179.88	22,258.75	21,620.77	21,620.77
	Total Amount Due to Employees	<b>243,905.80</b>	45,483.80	24,179.88	44,517.50	64,862.31	64,862.31
<b>II.</b>	<b>Amount Due to Government Agencies</b>						
	SSS		2,125.00	1,912.50	1,742.50	1,700.00	1,700.00
	ECC		30.00	30.00	30.00	30.00	30.00
	Philhealth		827.49	439.91	404.95	393.35	393.35
	HDMF		100.00	100.00	100.00	100.00	100.00
	Amount Due to government Agencies per Employee		3,802.49	2,482.41	2,277.45	2,223.35	2,223.35
	Total Amount Due to Government Agencies	<b>24,179.90</b>	3,802.49	2,482.41	4,554.90	6,670.05	6,670.05
<b>III.</b>	Overhead Cost (___% x I)						
<b>IV.</b>	Management Fee (___% x I, II & III)						
<b>V.</b>	Total Service Costs (I + II + III + IV)						

<b>VI.</b>	VAT (12% of I, III & IV)							
<b>VII.</b>	Monthly Contract Cost							
	Multiplied by 12 months							
<b>VIII.</b>	Total Annual PM Fee							
<b>IX.</b>	<b>TOTAL CONTRACT PRICE (ONE YEAR)</b>							

**Price Schedule(s)/Bid Breakdown**

Name of Bidder \_\_\_\_\_

Invitation to Bid Number \_\_\_\_\_

<b>Project Name</b>		<b>: 3-Year Contract of Property Management Services for Investment Property/ROPA Properties</b>			
		<b>TOTAL</b>	<b>POSITION</b>		
			Lead MS Tech	MS Tech 1	MS Tech 2
<b>Place of Work</b>		<b>Urdaneta Village &amp; Other SSS Properties</b>			
Manpower Complement		<b>6</b>	2	2	2
Applicable Daily Rate (ADR)			776.28	754.03	754.03
Number of Working Days (313)					
<b>I. Amount Due to Employee</b>					
Equivalent Monthly Rate (EMR = ADR x 313 / 12)			20,247.97	19,667.62	19,667.62
13 <sup>th</sup> Month Pay (EMR / 12months)			1,687.33	1,638.97	1,638.97
5-Day Service Incentive Leave (ADR * 5/12)			323.45	314.18	314.18
Total Amount Due to Employee			22,258.75	21,620.77	21,620.77
Total Amount Due to Employees		<b>131,000.58</b>	44,517.50	43,241.54	43,241.54
<b>II. Amount Due to Government Agencies</b>					
SSS			1,742.50	1,700.00	1,700.00
ECC			30.00	30.00	30.00
Philhealth			404.95	393.35	393.35
HDMF			100.00	100.00	100.00
Amount Due to government Agencies per Employee			2,277.45	2,223.35	2,223.35
Total Amount Due to Government Agencies		<b>13,448.30</b>	4,554.90	4,446.70	4,446.70
<b>III.</b> Overhead Cost (___% x I)					
<b>IV.</b> Management Fee (___% x I, II & III)					
<b>V.</b> Total Service Costs (I + II + III + IV)					

<b>VI.</b>	VAT (12% of I, III & IV)					
<b>VII.</b>	Monthly Contract Cost					
	Multiplied by 12 months					
<b>VIII</b> .	Total Annual PM Fee					
<b>IX.</b>	<b>TOTAL CONTRACT PRICE (ONE YEAR)</b>					

**Price Schedule(s)/Bid Breakdown**

Name of Bidder \_\_\_\_\_

Invitation to Bid Number \_\_\_\_\_

**Project Name : Three-Year Contract of Property Management Services for Investment Property/ROPA Properties**

Contract Price for the 1 <sup>st</sup> Year	₱
Contract Price for the 2nd Year (1st year x %)	₱
Contract Price for the 3rd Year (2nd year x %)	₱
<b>TOTAL CONTRACT PRICE</b>	₱

**Notes:**

- Any bid exceeding the ABC per year below shall not be accepted.  
Year 1 - ₱ 13,862,354.24  
Year 2 - ₱ 14,555,471.95  
Year 3 - ₱ 15,283,245.55
- Fill up all required items/field in the bid breakdown. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-Responsive.
  - If the item is given for free, indicate dash (-), zero (0) or free
  - If the item is not applicable, indicate N/A
- Please use the softcopy of the Bid Breakdown provided to the bidders.
- All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- Bid proposal must be inclusive of all applicable taxes.
- Warranty requirement is at no cost to SSS.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_





**Formula in the Computation of NFCC**

\_\_\_\_\_  
 NAME OF PROJECT  
 \_\_\_\_\_

\_\_\_\_\_  
 NAME OF COMPANY

NFCC = 15 (Current Assets – Current Liabilities) – Value of All Outstanding Works under On-going Contracts including Awarded Contracts yet to be started)

YEAR	CURRENT ASSETS	CURRENT LIABILITIES
TOTAL		

**Value of Outstanding Works under On-going Contracts:**

CONTRACT DESCRIPTION	TOTAL CONTRACT AMOUNT AT AWARD	PERCENTAGE OF PLANNED AND ACTUAL ACCOMPLISHMENT	ESTIMATED COMPLETION TIME
<b>TOTAL</b>			

Use additional sheet/s, if necessary

FORMULA:

$$15 \left( \frac{\text{Current Assets}}{\text{Current Assets}} - \frac{\text{Current Liabilities}}{\text{Current Liabilities}} \right) - \frac{\text{Total Outstanding Works}}{\text{Total Outstanding Works}} = \text{NFCC}$$

$P \frac{\text{NFCC}}{\text{NFCC}}$
-------------------------------------

Prepared and Submitted by:

\_\_\_\_\_  
 Signature over Printed Name



(Name of Bank)

**COMMITTED LINE OF CREDIT CERTIFICATE**

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

**Social Security System (SSS)**  
SSS Main Building, East Avenue  
Diliman, Quezon City

CONTRACT PROJECT	:	_____
COMPANY/FIRM	:	_____
ADDRESS	:	_____
BANK/FINANCING	:	_____
INSTITUTION	:	_____
ADDRESS	:	_____
AMOUNT	:	_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance by the Social Security System.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

The committed line of credit cannot be terminated or cancelled without the prior written approval of Social Security System.

\_\_\_\_\_  
Name and Signature of Authorized Financing Institution Office

\_\_\_\_\_  
Office Designation

Concurred by:

\_\_\_\_\_  
Name & Signature of (Supplier/Distributor/Manufacturer/Contractor) Authorized Representative

\_\_\_\_\_  
Official Designation

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ Philippines, Affiant exhibited to me his/her competent Evidence of Identity (as defines by the 2004 Rules on Notarial Practice \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

NOTARY PUBLIC

Doc No. : \_\_\_\_\_  
Page No. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Series of : \_\_\_\_\_

**(Note: The amount committed should be machine validated in the Certificate itself)**



**STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS  
[INCLUDING PROJECTS WITH NON-DISCLOSURE AGREEMENT (NDA)]**

NAME OF CONTRACT	DATE OF CONTRACT	CONTRACT DURATION	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT



**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT TO BE BID EQUIVALENT TO AT LEAST 50% OF THE ABC WITH ATTACHED SUPPORTING DOCUMENTS (i.e. P.O/CONTRACTS)**

NAME OF CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	CONTACT PERSON, CONTACT NO., ADDRESS, AND EMAIL ADDRESS



**Bid Securing Declaration Form**

REPUBLIC OF THE PHILIPPINES) CITY OF  
\_\_\_\_\_ ) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: [Insert number]**

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]*  
*[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*  
*[Insert signatory's legal capacity]* Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

*GPPB Resolution No. 16-2020, dated 16 September 2020*



**Contract Agreement Form for the Procurement of Goods (Revised)**

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

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**CONTRACT AGREEMENT**

**Three-Year Contract of Property Management Services  
for Investment Property/ROPA Properties**

ITB-SSS-Goods-2022-\_\_\_\_

THIS AGREEMENT made between:

SOCIAL SECURITY SYSTEM, a government-owned and controlled corporation created pursuant to Republic Act No. 11199, with principal office address at SSS Building, East Avenue, Diliman, Quezon City, represented herein by its Approving Authority and (Position of Approving Authority), (Name of Approving Authority) and (Position of Signatory), (Name of signatory), duly authorized pursuant to Administrative Order \_\_\_\_\_, \_\_\_\_\_ (pertaining to Approving Authority) (Annex “A”) and Office Order \_\_\_\_\_, \_\_\_\_\_ (Annex “B”) (pertaining to signatories), hereinafter referred to as the “SSS”;

- a n d -

(NAME OF SUPPLIER), of legal age, Filipino, single/married, with principal address at \_\_\_\_\_, hereinafter referred to as the “Supplier”.

**If corporation**

(NAME OF SUPPLIER), a corporation duly created and existing pursuant to the laws of the Republic of the Philippines, with principal office address at \_\_\_\_\_, represented herein by its (Position of Signatory), (Name of Signatory), duly authorized pursuant to \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as the “Supplier”.

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] (PROJECT) and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures in specified currency] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - a. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and



- iv. Supplemental or Bid Bulletins, if any
  - b. Supplier's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - c. Performance Security;
  - d. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
  4. SSS agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the date and place indicated in their respective acknowledgments.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Position of Signatory]*

*[Insert Position of Signatory]*

for:

for:

SSS

*[Insert Name of Supplier]*



(In case of double acknowledgment which is usually used by the SSS)

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

(Name of Certifying officer as to availability of funds)

(Position of Certifying Officer)

(Department/Office of Certifying Officer)

FUNDS AVAILABLE:

APP No.: \_\_\_\_\_

FIRST ACKNOWLEDGMENT

Republic of the Philippines )  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, on this \_\_\_\_\_ day of \_\_\_\_\_ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of \_\_\_\_\_ (\_\_\_) pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed as well as the free and voluntary act and deed of the principal he/she /they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_.





SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

SECOND ACKNOWLEDGMENT

Republic of the Philippines )  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, on this \_\_\_\_\_  
day of \_\_\_\_\_ personally appeared:

Name	Competent Evidence of Identity	Date/Place of Issue

known to me to be the same person who executed the foregoing Agreement, consisting of \_\_\_\_\_ ( ) pages, including this page and excluding annexes, and he/she/they acknowledged to me that the same is his/her/their free and voluntary act and deed (if corporation to include succeeding phrase) as well as the free and voluntary act and deed of the principal he/she/they represent/s in this instance.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_.



**Omnibus Sworn Statement (Revised)**

REPUBLIC OF THE PHILIPPINES)  
 CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

GPPB Resolution No. 16-2020, dated 16 September 2020



**Performance Securing Declaration (Revised)**

[As alternative performance security to be submitted by the winning bidder within ten (10) days from receipt of Notice of Award]

---

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**  
*[Format shall be based on the latest Rules on Notarial Practice]*



# ANNEX

## ANNEX A

<b>I. Maintenance Tools and Equipment</b>			
<b>A. Electrical Tools</b>		Quantity	Frequency
1.	Pliers	12	Daily
2.	Electrical Side Cutter	3	Daily
3.	Long Nose Cutter	12	Daily
4.	Screwdriver Set	3	Daily
5.	Test Light	3	Daily
6.	Heavy Duty Cutting Knife	3	Daily
7.	Soldering Iron	3	Daily
8.	Digital Multi-tester	3	Daily
9.	Digital Clamp Meter	3	Daily
10.	Megger Tester (Insulation Resistance Tester)	1	Daily
11.	Electric Drill with drill bits (different sizes)	3	Daily
12.	Electric Grinder	3	Daily
13.	Grinder Cutting Disk (as needed)	1	Daily
14.	Pressure Washer	2	Daily
15.	Trouble Lights	2	Daily
16.	Air Compressor	1	Daily
17.	Thermal Tester	2	Daily
<b>B. Plumbing Tools</b>			
1.	Pipe Wrench (Sets) different sizes	2	Daily
2.	Vise Grip	6	Daily
3.	High capacity auger machine (50meters)	1	Daily
4.	Sewer Rod (50meters)	3	Daily
<b>C. Mechanical Tools</b>			
1.	Open Wrench Set	2	Daily
2.	Adjustable Wrench Set	2	Daily
3.	Allen Wrench Set	2	Daily
4.	Socket Wrench set	2	Daily
5.	Puller	1	Daily
6.	Combination Wrench	2	Daily
7.	Ratchet	1	Daily
8.	Acetylene Regulator Set	1	Daily
9.	Gauge Manifold	1	Daily
10.	Grease Gun	2	Daily
11.	Flaring Tools	1	Daily
12.	Tube Cutter	1	Daily
13.	Portable Welding Machine	1	Daily
14.	Ballpein Hammer	1	Daily
15.	Hacksaw	1	Daily
16.	Sling Psychrometer	1	Daily
<b>D. Carpentry Tools</b>			
1.	Claw Hammer	3	Daily
2.	Chisel Set, Assorted	2	Daily
3.	Cross Cut Saw	2	Daily
4.	Meter Scale	2	Daily
5.	Level	2	Daily
6.	Riveter	3	Daily
7.	Sealant Gun	3	Daily
8.	Wood File Set, Assorted	2	Daily
9.	“Squala” 90deg	2	Daily
10.	Plain Shovel	3	Daily
<b>E. Personal Protective Equipment</b>			
1.	Uniforms	30	Daily
2.	Protective/Safety Gadgets	30	Daily
3.	Safety Shoes	30	Daily
4.	Rubber Gloves/Rags	30	Daily
5.	Dark Glass	3	Daily
6.	Eye Goggles	3	Daily
<b>F. Office Equipment</b>			
1.	Desk top Computer	3 sets	Daily
2.	Printer	3 Units	Daily
3.	Scanner	3 Units	Daily



4.	Fax	2 Units	Daily
5.	Filing Cabinets (4 drawers)	3 Units	Daily
6.	Stapler	3 Units	Daily
7.	Punchers	3 Units	Daily
8.	Calculator	3 Units	Daily
<b>G. Office Supplies</b>			
1.	Toner (for printer)		As needed
2.	Toner (for fax machines)		As needed
3.	Drum (for printer)		As needed
4.	Bond paper, long		As needed
5.	Bond paper, short		As needed
6.	Waste baskets		As needed
7.	Ball pens		As needed
8.	Paper clips		As needed
9.	Rubber band		As needed
10.	Paste		As needed
11.	Marking pens, permanent		As needed
12.	Marking pens, white board		As needed
13.	Staple wires		As needed
14.	Staple remover		As needed
15.	Fasteners		As needed
16.	Highlighter		As needed
17.	Pencil		As needed
18.	Record book		As needed
19.	Folder, long		As needed
20.	Envelope, expanding w/ flap & tie		As needed

**PROJECT SITES:****Group A - SSS MAKATI BUILDING**

The SSS Makati Building is a 13-storey office/commercial reinforced concrete building built on a 5,881 sq.m. lot located at Ayala Avenue corner Rufino Street, Makati City. It has a gross floor area of about 21,664.09 square meters and an average area per floor of 1,468.65 sq.m.

Currently leased to various offices, the building has an occupancy rate of about 90%.

**A. CHILLER UNITS**

	<b>Methodology</b>	<b>Frequency</b>
1	Check OptiView Control Center displays.	Daily
2	If the compressor is in operation, check the bearing oil pressure by pressing "OIL SUMP" key to read the display on the Control Center. Check the oil level in the oil reservoir. Drain or add oil if necessary.	Daily
3	Check entering and leaving condenser water pressure and temperatures for comparison with job design condition.	Daily
4	Check the entering and leaving chilled liquid temperatures and evaporator pressure for comparison with job design conditions.	Daily
5	Check the condenser saturation temperature.	Daily
6	Check the compressor discharge temperature. During normal operation discharge temperature should not exceed 220 deg F.	Daily
7	Check the compressor motor voltage and current at E-M starter or on the OptiView Control Center.	Daily
8	Check for any signs of dirty or fouled condenser tubes. The temperature difference between water leaving condenser and liquid refrigerant leaving the condenser should not exceed the difference recorded for a new unit by 4 deg F.	Daily
9	Verify proper water treatment.	Daily
10	Monitor Graphic Display for Warning Messages.	Daily
11	Change the purge unit dehydrator at least quarterly or more often if required.	Quarterly
12	Clean purge foul gas strainer.	Quarterly
13	Perform chemical analysis of oil.	Quarterly
14	Change and inspect compressor oil filter element.	Semi-Annually
15	Oil Return System; a) Change dehydrator; b) Check nozzle of eductor for foreign particles	Semi-Annually
16	Check controls and safety cutouts.	Semi-Annually
17	Drain and replace the oil in the compressor oil sump	Annually
18	Cooler and Condenser 18.1 Inspect and clean water strainers. 18.2 Inspect and clean tubes as required. 18.3 Inspect end sheets	Annually
19	Compressor Drive Motor 19.1 Clean air passages and windings per manufacturer instruction 19.2 Meg motor windings 19.3 Re-lubricate ball bearings.	Annually
20	Purge Unit 20.1 Clean and inspect all valves. 20.2 Drain and flush purge shell. 20.3 Clean orifices.	Annually
21	Inspect and service electrical components as necessary.	Annually
22	Perform chemical analysis of system.	Annually



**B. AIR HANDLING UNITS**

	<b>Methodology</b>	<b>Frequency</b>
1	Cleaning of air filters.	Monthly
2	Check for noise and worn bearings.	Monthly
3	Check system of refrigerant leak. Check for any water leak around the AHU and drainpipes.	Monthly
4	Inspect contacts of starter, relays & ensure that these are clean.	Monthly
5	Lubricate bearings, bushing of blower motor, fans of AHU.	Monthly
6	Check pulley alignment and conditions of belt and adjust tension if necessary.	Monthly
7	Check all panels and ensure that these are properly secured.	Monthly
8	Check/get ampere and voltage reading of the motor.	Monthly
9	Test and check for noise and vibration.	Monthly
10	Test insulation resistance of motors.	Monthly
11	Check operation of all electrical controls. Check light inside the room.	Quarterly
12	Inspect and clean starter contacts and wiring connections. Tighten all terminal of contactors, motors and circuit breakers.	Quarterly
13	Check condition of bearing.	Quarterly
14	Calibrate all pressure actuated controls.	Quarterly
15	Tighten mounting bolts of motors and compressors and all hold bolts and screws.	Quarterly
16	Cleaning of AHU evaporator coils/filters with pressure washer including drain pan.	Semi-Annually
17	Combing of cooling fins.	Semi-Annually
18	Inspect the unit duct connector to ensure they are physically sound and sealed to the unit casing.	Semi-Annually

**C. COOLING TOWERS**

	<b>Methodology</b>	<b>Frequency</b>
1	Check water temperature entering cooling tower, should be 32 deg C, correct if temperature is higher	Daily
2	Check leaks, correct if any	Daily
3	Check float valve if functioning properly	Daily
4	Check water pressure	Daily
5	Overall visual inspection of the cooling tower to be sure that all equipment is operating and safety systems are in place.	Weekly
6	Check fan motor condition.	Weekly
7	Clean suction screen.	Weekly
8	Operate make-up water float switch to ensure proper operation.	Weekly
9	Check excessive vibration in motors and fans.	Weekly
10	Check tower structure. Reinforce support if necessary	Weekly
11	Cleaning of catch basin and spray nozzles	Weekly
12	Test water samples for proper concentrations of dissolved solids, and chemistry. Adjust chemicals as necessary.	Monthly
13	Check bearing lubrication.	Monthly
14	Check motor supports and fan blade for excessive wear and secure fastening.	Monthly
15	Check motor alignment.	Monthly
16	Maintain the required water parameters	Monthly
17	Check for motor overheating, casing heat should be tolerable with bare hand	Monthly
18	Check conditions of belt, replace and adjust tension if necessary	Monthly
19	Weld deteriorated and weak steel supports and braces.	Monthly
20	Inspect and re-tighten all screws, holding, mounting nuts and bolts	Quarterly
21	Lubricate moving parts (bearing, etc.) if necessary	Quarterly
22	Inspect nozzles for clogging.	Annually
23	Remove all dust, scale, and algae from tower basin, fill and spray nozzles.	Annually
24	Inspect bearings for wear and vibration. Repair or replace as necessary.	Annually
25	Check motor condition.	Annually
26	Re-painting of cooling tower flooring	Annually
27	Re-painting of pipes	Annually

**D. CHILLED WATER PUMPS & CONDENSER WATER PUMPS**

	<b>Methodology</b>	<b>Frequency</b>
1	Visually inspect pumps, valves and all mechanical joints	Weekly
2	Test water for proper concentrations of dissolved solids and chemistry. Adjust chemicals if necessary	Monthly
3	Check bearing lubrication	Monthly
4	Check packing for wear and repack as necessary	Monthly
5	Check mechanical seals	Monthly
6	Get ampere and voltage reading of the motor	Monthly
7	Clean and remove dirt of the pump and motor	Monthly
8	Clean motor control and electrical panels	Monthly
9	Check for pump overheating	Monthly
10	Test insulation resistance of motors	Monthly
11	Inspect and re-tighten all screws, holding, mounting nuts and bolts	Quarterly
12	Lubricate moving parts (bearing, etc.)	Quarterly
13	Inspect and service all electrical controllers and components, re-tightens screws of circuit breakers and controls	Quarterly
14	Apply and spray cleaner to all contact surfaces	Quarterly
15	Check for rust, repaint if necessary and applicable	Quarterly
16	Test and check for noise and vibration	Quarterly
17	Check motor running amps against nameplate	Semi-Annually
18	Lubricate motors.	Semi-Annually
19	Inspect and clean starter contacts and wiring connections.	Semi-Annually
20	Check motor/pump alignment	Annually
21	Check pump/motor mountings	Annually
22	Inspect bearings for wear. Adjust, repair or replace as necessary	Annually
23	Check strainers	Annually
24	Check expansion tanks	Annually
25	Inspect heating and cooling heat exchangers	Annually
26	Cycle valves. Observe the valves moving through their full range from close to 100% open	Annually
27	Check motor condition through temperature or vibration	Annually

**E. WINDOW AND SPLIT TYPE AIRCON (5TR OR LESS) FOR SSS OCCUPIED/UTILIZED SPACES**

	<b>Methodology</b>	<b>Frequency</b>
1	Clean air filters	Monthly
2	Check ampere reading (should be slightly lower than full load rating)	Monthly
3	Pressure washing of condenser and evaporator coils. Use descaling chemical if needed	Semi-Annually
4	Check for leaks and defects, repair if necessary.	Semi-Annually

**F. GENERATOR SET**

	<b>Methodology</b>	<b>Frequency</b>
1	<b>Starting System</b>	Daily
	1.1 Check battery charger and voltage output	Daily
	1.2 Check battery water level and viscosity	Daily
2	<b>Lubricating System</b>	Daily
	2.1 Check lube oil level, fill if needed – <i>never operate an engine in a low level</i>	Daily
	2.2 Check for leaks	Daily
	2.3 Check oil quality (viscosity and scent). Thin viscosity and with fuel like will mean fuel dilution- <i>don't operate the engine when fuel is positive</i> . Very thick viscosity will mean water dilution or presence of water. Either of the two is harmful to your lubrication system	Daily
3	<b>Fuel System</b>	
	3.1 Check day tank fuel level, should be at minimum of 8 hrs operation capacity – see manufacturer's fuel consumption table	Daily
	3.2 Check for leaks	Daily

	Methodology	Frequency
4	<b>Cooling System</b>	
	4.1 Check radiator water level, refill if needed, and investigate for coolant loss	Daily
	4.2 Check for leaks. – <i>never operate the engine if leak is too heavy</i>	Daily
	4.3 Make sure that radiator cover is tight before leaving	Daily
	4.4 Test run for at least 10mins 3x a week. Check breaker terminals after test run	Daily
	4.5 Check unusual engine noises	Daily
	4.6 Check for excessive smoke	Daily
	4.7 Check for abnormal water, oil and coolant temperature	Daily
5	Check air inlet filter	Weekly
6	Check cooling system coolant level	Weekly
7	Check electrical connections	Weekly
8	Inspect engine air cleaner service indicator	Weekly
9	Clean engine air precleaner	Weekly
10	Check engine oil level	Weekly
11	Drain fuel system water separator	Weekly
12	Drain Fuel tank Water and sediment	Weekly
13	Inspect Generator	Weekly
14	Measure/record generator bearing temperature	Weekly
15	Check generator lead (flat braided cable)	Weekly
16	Check generator load	Weekly
17	Check jacket water heater	Weekly
18	Check power factor	Weekly
19	Check space heater	Weekly
20	Obtain cooling system coolant sample	Weekly
21	Measure/Record stator winding temperature	Weekly
22	Check voltage and frequency	Weekly
23	Check operator reports for any abnormalities	Monthly
24	Daily inspection and testing	Monthly
25	Drain day tank sediments. Drain approximately 1 pint of fuel to remove water and sediment	Monthly
26	Check radiator belt tension and alignment, adjust if necessary	Monthly
27	Remove all breather obstruction	Monthly
28	Conduct daily and monthly inspection and testing	Quarterly
29	Air filter cleaning	Quarterly
30	Fuel filter cleaning	Quarterly
31	Oil filter cleaning	Quarterly
32	Conduct testing with load by simulating normal power source failure for at least 1 hour. Record all operating parameter every 5 minutes	Quarterly
33	Lubricate all moving parts as required, i.e. starter, turbocharger, fan, pump	Quarterly
34	Check air piping, turbocharger connections and manifolds – tighten parts as necessary to insure an air tight intake system	Quarterly
35	Check room ventilation	Quarterly
36	Take lube oil sample for laboratory analysis (before the simulation or at least 1 hour after the run test)	Semi-Annually
37	Check generator lead (round cable)	Semi-Annually
38	Obtain cooling system coolant sample	Semi-Annually
39	Clean/Test aftercooler core	Annually
40	Inspect alternator	Annually
41	Inspect/adjust/replace alternator and fan belts	Annually
42	Check crankshaft vibration damper	Annually
43	Clean engine	Annually
44	Clean/Replace engine air cleaner element (Dual element)	Annually
45	Clean/Replace engine air cleaner element (Single element)	Annually
46	Clean engine crankcase breather	Annually
47	Check engine mounts	Annually
48	Obtain engine oil sample	Annually
49	Change engine oil and filter as required	Annually
50	Test engine performance	Annually

	<b>Methodology</b>	<b>Frequency</b>
51	Check engine protective devices	Annually
52	Inspect/Adjust engine valve lash	Annually
53	Inspect engine valve rotators	Annually
54	Inspect exhaust piping	Annually
55	Lubricate fan drive bearing	Annually
56	Test/Exchange fuel injection nozzles	Annually
57	Replace fuel system primary filter element	Annually
58	Replace fuel system secondary filter	Annually
59	Lubricate generator bearing	Annually
60	Test generator set	Annually
61	Inspect generator set vibration	Annually
62	Inspect/Replace hoses and clamps	Annually
63	Test insulation	Annually
64	Clean/Replace magnetic pickups	Annually
65	Clean radiator	Annually
66	Check rotating rectifier	Annually
67	Inspect starting motor	Annually
68	Check stator lead	Annually
69	Inspect turbocharger	Annually
70	Inspect water pump	Annually

**G. EXTRACT FAN**

	<b>Methodology</b>	<b>Frequency</b>
1	Check bearings for excessive vibration and overheating	Monthly
2	Clean/remove dust and grease build up on the bearing or motor	Monthly
3	Inspect and clean starter contacts and wiring connections	Monthly
4	Check fan bearings for lubrication	Monthly
5	Clean dirt accumulation on the wheel or in the housing	Monthly
6	Check fan belt tension. Adjust if necessary	Quarterly
7	Inspect unit mounting to ensure safety and integrity	Quarterly
8	Check motor running amps against nameplate	Quarterly
9	Inspect fan impeller and housing for fatigue, corrosion, or wear	Quarterly
10	Inspect the unit duct connector to ensure they are physically sound and sealed to the unit casing	Quarterly
11	Check isolation bases for freedom of movement	Quarterly
12	Check fan alignment	Quarterly
13	Lubricate motors	Quarterly

**H. EXHAUST BLOWER**

	<b>Methodology</b>	<b>Frequency</b>
1	Clean and dust-off the unit	Monthly
2	Check alignment of belt	Monthly
3	Check and clean fan blade	Monthly
4	Re-tension of belt (if necessary). Apply belt dressing.	Monthly
5	Change belt (if necessary)	Monthly
6	Check motor	Monthly
7	Check electrical control. Tighten terminal	Monthly
8	Clean contacts of magnetic contactor	Monthly
9	Check and repair canvass connector	Monthly
10	Check for vibration	Monthly
11	Grease bearings	Monthly
12	Check for loose bolt	Monthly
13	Check air-duct hangers	Monthly
14	Dust off the equipment. Clean thoroughly de-rust and repaint	Monthly
15	Inspect and service all electrical controllers & components	Monthly
16	Retighten setscrews of circuit breakers and controls	Monthly
17	Test insulation resistance of motors	Monthly
18	Get ampere and voltage reading of the motor	Monthly

**I. FIRE PUMP**

	<b>Methodology</b>	<b>Frequency</b>
1	INSPECTION	
	1.1 Pump room with proper temperature	Weekly
	1.2 Ventilating louvers free to operate	Weekly
	1.3 Suction, discharge and bypass valves open	Weekly
	1.4 Piping free from leaks	Weekly
	1.5 Suction and discharge pressure gauges normal	Weekly
	1.6 Suction reservoir is full	Weekly
	1.7 Electrical Systems:	Weekly
	1.7.1 Controller indicating power on	Weekly
	1.7.2 Transfer switch indicating normal situation	Weekly
	1.7.3 Isolation switch closed	Weekly
	1.7.4 Reverse phase indicator off or normal phase rotation indicator on	Weekly
2	TESTING	
	2.1 Pump started automatically	Monthly
	2.2 Record starting pressure in PSI	Monthly
	2.3 Electric motor driven pump run for 10 minutes	Monthly
	2.4 Record suction and discharge pressure while pump is running: Suction _____ PSI, Discharge _____ PSI	Monthly
	2.5 Packing gland showing slight discharge (Adjust if necessary).	Monthly
	2.6 Packing boxes, bearings and pump casing free from overheating	Monthly
	2.7 Time for motor to reach full speed	Monthly
	2.8 For automatic stop controllers, record time pump runs after starting:	Monthly
	2.9 Electric motor driven pumps with reduced voltage or reduced starting current, record the time the controller is in the first step.	Monthly
	2.10 Annual pump test was run using the following method (select one)	Annually
	2.10.1 Method A - Discharge of water through flow streams. Flow reading taken at each hose stream.	Annually
	2.10.2 Method B - Discharge water through bypass flow meter to drain to suction reservoir. Flow readings taken by flow meter.	Annually
	2.10.3 Method C - Discharge through bypass flow meter directly returned to pump suction. Flow readings taken by flow meter.	Annually
	2.11 Pump Test result shall be acceptable	Annually
	2.12 No-flow test run for 30 minutes	Annually
	2.13 Circulation and pressure relief valves operated properly during all flow test	Annually
	2.14 No alarm indicators or other visible abnormalities observed during No-Flow Test	Annually
	2.15 Suction screen cleaned after flow test	Annually
	2.16 All alarm conditions simulated	Annually
	2.17 All alarms operated	Annually
3	MAINTENANCE - A maintenance schedule must be established in accordance with the manufacturer's instructions, in the absence of such a schedule, the following can be used.	
	3.1 Isolation switch and circuit breaker exercised	Monthly
	3.2 Electrical systems free of wire chafing	Quarterly
	3.3 Maintain emergency manual starting procedure without power	Semi-Annually
	3.4 Changed pump bearing lubrication	Annually
	3.5 Transmission coupling, right angle gear drive and mechanical moving parts to be lubricated	Annually
	3.6 Circuit breakers passed trip test	Annually
	3.7 Maintain emergency manual starting procedure without power	Annually
	3.8 Check electrical connection and secure properly	Annually
	3.9 Pressure switch setting to be calibrated	Annually
	3.10 Motor bearings to re-grease	Annually
	3.11 Check all Control and power wiring must be tightly secured	Annually

**J. JOCKEY PUMP**

	<b>Methodology</b>	<b>Frequency</b>
1	INSPECTION	
	1.1 Piping must be free from leaks	Weekly
	1.2 Suction and discharge pressure gauges must be normal	Weekly
	1.3 Electrical Systems:	Weekly
	1.3.1 Inspect cleanliness of controller	
	1.3.2 Check for leaks in pressure switch piping	
	1.4 Inspect controller for any evidence of corrosion	Quarterly
	1.5 Inspect controller relays, contactors, and timers for any evidence of damage	Quarterly
	1.6 Inspect tightness of all connections and terminal jumpers	Quarterly
2	TESTING	
	2.1 Pump started automatically	Monthly
	2.2 Record starting pressure in PSI	Monthly
	2.3 Pump run for 10 minutes	Monthly
	2.4 Record suction and discharge pressure while pump is running: Suction      PSI, Discharge      PSI	Monthly
3	MAINTENANCE	
	3.1 Isolation switch and circuit breaker exercised	Monthly
	3.2 Electrical systems shall be free of wire chafing	Quarterly
	3.3 Electrical connections shall be secured	Annually
	3.4 Calibrate pressure switch setting	Annually
	3.5 Grease motor bearings	Annually
	3.6 Control and power wiring tightened	Annually

**K. WET PIPE SPRINKLER SYSTEM**

	<b>Methodology</b>	<b>Frequency</b>
1	INSPECTION	
	1.1 Weekly inspection and testing. Water draining, to test operation of jockey and fire pumps. Isolation valve should be turn off before draining.	Weekly
	1.2 Inspect all control valves. Visually inspect the valves to ensure they are in the fully open position	Monthly
	1.3 All control valves should have locks or electrical supervision	Monthly
	1.4 All control valves should be opened and closed to exercise its mechanism	Monthly
	1.5 Check for leaks in pressure switch and piping	Monthly
	1.6 Control valves provided with appropriate wrenches and appropriate identification	Monthly
	1.7 Gauges on system should be in good condition and showing normal water supply pressure	Monthly
	1.8 Alarm valve free from physical damage, trim in correct (open or closed) position and no leakage from retarding chamber or drain	Monthly
	1.9 Perform a water-flow-alarm test using the alarm test valve. Alarms should sound within 10-20 seconds of opening the valve. Prior notify all parties that will be affected by the alarm. Test valve should be piped to a suitable drain.	Monthly
	1.10 Ensure fire department connections visible, accessible, couplings and swivel not damaged, gaskets in place and in good condition, identification signs in place, check valve is not leaking, clapper and automatic drain valve in place and operating properly.	Quarterly
	1.11 Water flow alarm devices free from physical damaged	Quarterly
	1.12 Hydraulic nameplate (calculated system) securely attached to riser and legible	Quarterly
	1.13 Inspect sprinklers for damage, corrosion or accumulations of grease, paint, or other deposits and shall be replaced where such conditions would impair the operation of the sprinkler system	Annually
	1.14 Proper number and type of spare sprinklers	Annually

	<b>Methodology</b>	<b>Frequency</b>
	1.15 Check visible sprinklers for: 1.15.1 Proper position (upright, pendent, sidewall) 1.15.2 Free of corrosion and physical damage 1.15.3 Proper clearance below sprinklers 1.15.4 Liquid in all glass bulb sprinklers	Annually
	1.16 Check visible pipes: 1.16.1 In good condition, no external corrosion 1.16.2 No mechanical damage or leaks 1.16.3 No external loads	Annually
	1.17 Alarm valves and associated strainers, filters and restricted orifices passed internal inspection	Annually
	1.18 Check valves internally inspected, all parts operate properly and in good condition	Annually
2	TESTING	
	2.1 Mechanical water flow alarm devices passed tests by opening the inspector's test connection with alarms actuating and flow observed	Quarterly
	2.2 Post indicating valves opened until spring or torsion felt in the rod then closed back 1/4 turn	Quarterly
	2.3 Main drain test for system downstream of back-flow device: 2.3.1 Record Static pressure _____ PSI, Residual pressure _____ PSI 2.3.2 Flow observed 2.3.3 Results comparable to previous tests	Quarterly
	2.4 Valve supervisory switches shall indicate movement	Semi-Annually
	2.5 Electrical water flow alarm devices passed tests by opening the inspector's test connection with alarms actuating and flow observed.	Semi-Annually
	2.6 Main drain test for systems not tested quarterly: 2.6.1 Record Static Pressure _____ PSI, Residual Pressure _____ PSI 2.6.2 Flow observed 2.6.3 Results comparable to previous tests	Annually
	2.7 All control valves operated through full range and returned to normal position	Annually
	2.8 Backflow devices passed back flow test and forward test	Annually
	2.9 Sprinklers above high temperature tested	Annually
	2.10 Gauges checked by calibrated gauge or replaced	Annually
	2.11 Pressure reducing valves passed full flow test	Annually
3	MAINTENANCE	
	3.1 Replaced sprinklers subject to recall	Annually
	3.2 Sprinklers and spray nozzles protecting commercial cooking equipment and ventilating systems replaced except for bulb-type which show no signs of grease build up.	Annually
	3.3 Controller Maintenance: 3.3.1 Clean controller 3.3.2 Inspect tightness of terminal jumpers 3.3.3 Inspect for corrosion, correct if any 3.3.4 Check door alignment	Annually
	3.4 Clean smoke detectors using a vacuum cleaner to remove dust and cobwebs. If possible carefully vacuum inside the unit as well.	Annually

**L. STANDPIPE AND HOSE SYSTEM**

	<b>Methodology</b>	<b>Frequency</b>
1	INSPECTION	
	1.1 Inspect all valves to verify if they are in the normal open or closed positions	Weekly
	1.2 Accessible. Provided with correct wrenches	Weekly
	1.3 Free from external leaks	Weekly
	1.4 Provided with applicable identification	Weekly

	<b>Methodology</b>	<b>Frequency</b>
	1.5 Inspect hose connection to verify the following: 1.5.1 Hand-wheel is not broken or missing 1.5.2 The outlet hose threads are not damaged 1.5.3 No leaks are present 1.5.4 The reducer and the cap are not missing	Monthly
	1.6 Check cabinet overall condition for corroded or damaged parts	Monthly
	1.7 Inspect hose to determine that coupling, any nozzles have not been vandalized, free of debris, exhibit no evidence of mildew, or damage by chemicals, cut, and abrasion.	Monthly
	1.8 Check hose storage device operation, obstruction, damaged	Monthly
2	TESTING	
	2.1 Hose storage device	Annually
	2.2 Service test hose to confirm its continued use	Annually
3	MAINTENANCE	
	3.1 Maintain hose connection as a result of monthly inspection	Monthly
	3.2 Maintain hose storage device as a result of monthly inspection	Monthly
	3.3 Lubricate operating stem of OS & Y valves	Annually

#### **M. PORTABLE FIRE EXTINGUISHERS**

	<b>Methodology</b>	<b>Frequency</b>
1	INSPECTION	
	1.1 Inspect extinguishers to ensure it is fully charged and operable.	Monthly
	1.2 Location in designated place	Monthly
	1.3 No obstruction to access or visibility	Monthly
	1.4 Operating instructions on nameplate legible and facing outward	Monthly
	1.5 Safety seals and tamper indicators not broken or missing	Monthly
	1.5 Fullness determined by weighing or "hefting"	Monthly
	1.6 Examine for physical damage, corrosion, leakage or clogged nozzle.	Monthly
	1.7 Pressure gauge reading or indicator in the operable range	Monthly
	1.8 Label in place	Monthly
2	MAINTENANCE	
	2.1 Maintenance shall include a thorough examination of the three basic elements of a fire extinguisher: 2.1.1 Mechanical parts 2.1.2 Extinguishing agent 2.1.3 Expelling means	Monthly
	2.2 All rechargeable-type fire extinguishers shall be recharged after any use or as indicated by an inspection or when performing maintenance.	As needed

#### **N. SUMP PUMP**

	<b>Methodology</b>	<b>Frequency</b>
1	Visually inspect control panel wiring for obvious signs of electrical problems such as, burned wiring, wire off terminal, and burn spots on cabinet. Repair if necessary.	Weekly
2	Ensure all breakers are on	Weekly
3	Operate pump in MANUAL mode. Check wet well for unusual noise and check for leaks.	Monthly
4	Check that water is flowing from the discharge line.	Monthly
5	After the pump has been tested, turn off pump and place back in AUTO mode.	Monthly
6	Check and clean electrical control. Tighten terminals	Monthly
7	Remove solid and pieces of paper floating on the surface	Monthly
8	Check for vibration and noise	Monthly
9	Get ampere and voltage reading of the motor	Monthly
10	Test insulation resistance of motors	Monthly
11	Check wet well for grease and debris.	Quarterly
12	Tilt and hold the high level float upside down for 30 seconds, then lower the float to normal position.	Quarterly
13	Exercise all gate valves by closing 90% and then reopen.	Quarterly
14	Change bearing motor	Annually
15	Change coupling if necessary	Annually
16	Check bushing and impeller	Annually



**O. WATER TRANSFER PUMP**

	<b>Methodology</b>	<b>Frequency</b>
1	Visually inspect control panel wiring for obvious signs of electrical problems such as, burnt wiring, wire off terminal, and burn spots on cabinet.	Weekly
2	Ensure all breakers are on	Weekly
3	Operate pump in MANUAL mode. Check wet well for unusual noise and check for leaks.	Monthly
4	After the pump has been tested, turn off pump and place back in AUTO mode.	Monthly
5	Check and clean electrical control. Tighten terminals	Monthly
6	Check for vibration and noise	Monthly
7	Get ampere and voltage reading of the motor	Monthly
8	Test insulation resistance of motors	Monthly
9	Tilt and hold the high level float upside down for 30 seconds.	Quarterly
10	Then lower the float to normal position.	Quarterly
11	Exercise all gate valves by closing 90% and then reopen.	Quarterly
12	Check motor/pump alignment.	Annually
13	Check pump/motor mountings	Annually
14	Inspect bearings for wear. Adjust, repair or replace as necessary.	Annually
15	Check strainers.	Annually

**P. TRANSFORMER**

	<b>Methodology</b>	<b>Frequency</b>
1	Conduct weekly	Monthly
2	Check for abnormal temperature and strong hum, correct immediately if any. Winding temperature should not exceed 100° C for dry type.	Monthly
3	Leak check for liquid filled transformer	Monthly
4	Abnormal findings should be corrected immediately	Monthly
5	Conduct monthly	Quarterly
6	Re-tightening of contact terminals. Loose contact contributes to burnt wires and bus bars	Quarterly
7	Check load, should be not more than 80% of its rated capacity	Quarterly
8	Conduct Quarterly	Annually
9	Cleaning of windings and core using vacuum cleaner	Annually
10	Wipe all insulating surfaces with clean and dry cloth. Avoid using solvents; they may deteriorate the insulation	Annually
11	Apply insulation resistance test	Annually
12	Should be sheltered from dusts and fumes. Dust settling on the windings, core and enclosing case reduces heat dissipation. For proper ventilation, should be 1 foot off walls	Annually

**Q. SWITCH GEAR AND PANEL BOARD ROOM**

	<b>Methodology</b>	<b>Frequency</b>
1	Breakers 1.1 Exercise its mechanism by turning “on” and “off” the switch 1.2 Check for abnormal heat, correct if needed 1.3 Check terminal lugs tightness, correct if needed 1.4 Dusting off 1.5 Inform office about utilization of spare breakers	Monthly
2	Electrical / Telephone Room 2.1 Check for illegal tapping 2.2 Terminal cabinet dusting off 2.3 General housekeeping, check door, lights, remove all stored item 2.4 Check for water leaks, correct if any 2.5 Check all connections 2.6 Check if properly ventilated, room temperature should not exceed 40 degrees Celsius	Monthly
3	Re-tightening of contact terminals	Quarterly
4	Load Balancing- to maintain load distribution in three-phase systems Note: <i>Load Balancing should be done monthly, if there is a consistent addition of tenants or load</i>	Quarterly

	<b>Methodology</b>	<b>Frequency</b>
	<b>Monitor PM Services by Others</b>	
1	Check and test of all metering equipment (voltmeter, ammeter, KWH meter, KVAR meter, frequency meter etc), calibrate if needed. Check for busted fuse diodes, pilot lamps, defective selector	Annually
2	<p>Check and test all motorized circuit breakers, automatic transfer switch, relays etc., calibrate if needed.</p> <p>2.1 Test and calibrate all trip-sensing and time-delay functions in the switchgear</p> <p>2.2 Vacuum the accumulated dust from the switchgear and accessory panels</p> <p>2.3 Inspect for moisture or signs of previous wetness or dripping</p> <p>2.4 Clean grime with an approved solvent</p> <p>2.5 Inspect all parts for cracks or discoloration due to excessive heat or by infrared scanning</p> <p>2.6 Inspect all main arcing contacts for excessive erosion</p> <p>2.7 Inspect all main current-carrying contacts for pitting and discoloration due to excessive heat</p> <p>2.8 Check fuse, pilot lights and control wirings</p> <p>2.9 Manually operate the main transfer movement to check proper contact alignment, deflection gap, and wiping action</p> <p>2.10 Check all cable and control wire connections to the transfer switch control and sensing panel and other system components and tighten if necessary</p> <p>2.11 Re-energize the switch gear and conduct a test by simulating a normal source failure</p> <p>2.12 Cable / bus bar / bus bar gutter</p> <p>2.13 Check termination temperature by thermal scanning. Abnormal findings should be corrected immediately</p> <p>2.14 Apply insulation resistance test</p> <p>2.15 Check for discoloration and re-tighten all terminals as per manufacturer's required torque</p>	Annually

**R. SEWERAGE SYSTEM AND WATERLINES**

	<b>Methodology</b>	<b>Frequency</b>
1	Check for any leaks in all exposed sewer pipes/rough-ins and waterlines at all floors. Repair or replace as needed.	Monthly
2	Check for deterioration and corrosion, repair as needed. Apply anti-rust paint.	Monthly
3	Regular de-clogging of sewer pipes (rough-ins, riser and main sewer) using auger machine to prevent clogging.	Monthly

**S. MAINTENANCE OF COMMON AREAS**

	<b>Methodology</b>	<b>Frequency</b>
1	<b>SSS OCCUPIED OFFICE SPACES</b>	
	1.1 Maintenance of window and split type aircon as shown in <b>Item E</b>	Monthly
	1.2 Inspect and monitor room temperature, adjust damper and air diffuser to attain normal temperature if necessary.	Monthly
	1.3 Check for busted lights, remove and replace.	Monthly
	1.4 Check for faulty wiring and electrical fixtures, repair/replace if necessary.	Monthly
	1.5 Check for occurrence of water leaks on ceiling and walls, repair and repaint if any.	Monthly
	<p>1.6 Attend to the needs of SSS employees when it comes to repair of other items as follows:</p> <ul style="list-style-type: none"> <li>- Filing cabinets / shelves</li> <li>- Chairs and tables</li> <li>- Doors and windows</li> <li>- Floor and wall finishings</li> <li>- Other office furniture and equipment</li> </ul>	As needed

	Methodology	Frequency
2	LEASED PREMISES	
	2.1 Routine inspection of the following components inside the leased premises as part of common areas: - Aircon duct, dampers and diffuser - Electrical wires, conduits and cables - Doors and windows - Sewerage pipes and water lines - Telephone wires - Other installations for utility services	Quarterly
	2.2 Repair and/or replace defective components as needed	As Required
	2.3 Attend to the needs of tenants when it comes to common areas	As Required
3	COMFORT ROOMS	
	3.1 Conduct regular inspection, check for leaks and defective T&B fixtures/pipes. Repair or replace.	Weekly
	3.2 Check for busted lights and faulty wiring, repair or replace.	Weekly
	3.3 Does other routine maintenance/repair works.	Weekly
4	LOBBY & STAIRWAYS	
	4.1 Conduct regular inspection, check for busted lights, replace if necessary.	Weekly
	4.2 Check wiring and electrical fixtures, repair/replace if necessary.	Monthly
	4.3 Check for spalled/broken floor tiles/vinyl tiles, remove and replace.	As Required
	4.4 Inspect stair nosing, repair or replace defective nosing.	Weekly
	4.5 Check for occurrence of water leaks on ceiling and walls, repair and repaint if any.	Weekly
5	CHAPEL & CANTEEN	
	5.1 Inspect and check canteen facility/equipment. Check for leaks in LPG pipe lines, repair if necessary.	Weekly
	5.2 Maintenance of window and split type aircon as shown in <b>Item E</b>	Monthly
	5.3 Inspect and monitor room temperature, adjust damper and air diffuser to attain normal temperature if necessary	Monthly
	5.4 Check for busted lights, remove and replace	Weekly
	5.5 Check for faulty wiring and electrical fixtures, repair/replace if necessary.	Monthly
	5.6 Check for occurrence of water leaks on ceiling and walls, repair and repaint if any.	Monthly
	5.7 Check for defective ceiling boards, replace and repaint	Monthly
	5.8 Inspect doors and windows, repair defective parts if any	Monthly
	5.9 Check for spalled/broken floor tiles/vinyl tiles, remove and replace.	Monthly
6	POWERHOUSE, CHILLER ROOM AND BASEMENT	
	6.1 Ensure cleanliness of these areas.	Weekly
	6.2 Remove obstruction. Store waste materials in storage areas.	Weekly
	6.3 Check for occurrence of water leaks on ceiling and walls, repair and repaint if necessary.	Monthly
	6.4 Check for busted lights, remove and replace	Weekly
	6.5 Check for faulty wiring and electrical fixtures, repair/replace if necessary.	Monthly
	6.6 Inspect doors and windows, repair defective parts if any	Monthly
	6.7 Ensure proper ventilation of these areas	Weekly
7	PARKING AREAS, COVERED WALKWAYS AND DRIVEWAYS	
	7.1 Ensure cleanliness of these areas.	Weekly
	7.2 Remove obstruction. Store waste materials in storage areas.	Weekly
	7.3 Check for water leaks on ceiling, repair and repaint if necessary.	Weekly
	7.4 Check for busted lights, remove and replace.	Weekly
	7.5 Check for faulty wiring and electrical fixtures, repair/replace if necessary.	Monthly
	7.6 Inspect walkways and driveways, remove any harmful protrusion/pointed objects.	Weekly
	7.7 Cement patching of any craters/cavities on pavement.	Monthly
	7.8 Inspect parking roof, repair any infested or deteriorated wood frame. Replace rusted roof cover.	Weekly

	<b>Methodology</b>	<b>Frequency</b>
8	<b>ROOF DECK</b>	
	8.1 Ensure cleanliness of roofdeck.	Weekly
	8.2 Remove obstruction/waste materials.	Weekly
	8.3 Check for leaks. Waterproofing membranes must be firmly attached and free from bulging. Repair if necessary.	Monthly
9	<b>GI LONGSPAN COLOROOF</b>	
	9.1 Ensure cleanliness of roof cover.	Monthly
	9.2 Check for leaks. Patch holes if any.	Monthly
10	<b>FIRE EXIT STAIRS</b>	
	10.1 Inspection of fire exit stairs. Check for corroded steel railings and chipped-off portion of concrete steps and landings.	Monthly
	10.2 Reinforce weak railings by welding and repainting works.	Monthly
	10.3 Cement patching of the chipped-off portion of concrete.	Monthly
11	<b>OTHERS</b>	
	11.1 Regular maintenance/upkeep of other equipment/facility not specifically mentioned in this preventive maintenance program but form part of the building's common areas.	Monthly

### Group B - HK SUN PLAZA

A five (5) hectares commercial lot located in Roxas Boulevard, Pasay City. The lot is improved with a 44,000 square meter warehouse presently leased to several establishments. Major facility is Sewerage Treatment Plant (STP).

#### A. SEWERAGE TREATMENT PLANT

	Methodology	Frequency
1	Monitor the STP equipment performance every hour of each shift to ensure its optimum performance. This is usually done by actual inspection of the whole area of the STP.	Daily
2	Detect any unusual sound of pumps, blowers and other equipments including accessories such as control panel. Investigate immediately and make the necessary corrective measures to prevent the abnormality from becoming a major problem.	Daily
3	Detect any unusual level and overflows of tanks and piping system	Daily
4	Fill up the operation log sheet and logbook provided for every shift. Make sure to log down all abnormalities.	Daily
5	Monitor level of treatment chemical tanks, usually when its volume is below 30 % of the total volume.	Daily
6	Monitor the quality of effluent waste water from source. This is best done during visual and sound inspection.	Daily
7	Clean the sides and floor of the treatment plant. Usually the sides of the tanks will be accumulated with sludge that needs proper scrapping and cleaning.	Daily
8	Check oil level daily	Daily
9	Check voltage and ensure reading at 440V	Daily
10	Monitor weekly activities of Preventive Maintenance Service provider contracted by SSS in accordance with preventive Maintenance Manual.	Weekly
11	Upkeep of the STP and its immediate surroundings.	Weekly
12	Regular check-up on the operation of the STP, equipment and appurtenance.	Weekly
13	Monitor contractor's operation-tending of sludge de-watering facility and coordinate with SSS designated representative for the hauling disposal of sludge cake.	Weekly
14	Technical recording of the operation of the STP.	Weekly
15	Monitor supply of required chemicals for maintenance dose.	Weekly
16	Monitor monthly activities of Preventive Maintenance Service provider contracted by SSS in accordance with preventive Maintenance Manual.	Monthly
17	Monitor compliance of pollution control installations to water quality standards.	Monthly
18	Monitor monthly affluent sampling and analysis of waste water to ensure standard compliance with following parameters: BOD; COD; oil & Grease; pH, Color and TSS.	Monthly
19	Check/stimulate timer of blower controls.	Monthly
20	PM to provide waste minimization program and pollution prevention seminar upon commencement of operation and maintenance contract.	Monthly

#### B. PORTABLE FIRE EXTINGUISHERS

	Methodology	Frequency
1	INSPECTION	
	1.1 Inspect extinguishers to ensure it is fully charged and operable.	Monthly
	1.2 Location in designated place	Monthly
	1.3 No obstruction to access or visibility	Monthly
	1.4 Operating instructions on nameplate legible and facing outward	Monthly
	1.5 Safety seals and tamper indicators not broken or missing	Monthly
	1.6 Fullness determined by weighing or "hefting"	Monthly
	1.7 Examine for physical damage, corrosion, leakage or clogged nozzle.	Monthly
	1.8 Pressure gauge reading or indicator in the operable range	Monthly
	1.9 Label in place	Monthly

	<b>Methodology</b>	<b>Frequency</b>
2	<b>MAINTENANCE</b>	
	2.1 Maintenance shall include a thorough examination of the three basic elements of a fire extinguisher: 2.1.1 Mechanical parts 2.1.2 Extinguishing agent 2.1.3 Expelling means	Monthly
	2.2 All rechargeable-type fire extinguishers shall be recharged after any use or as indicated by an inspection or when performing maintenance.	As needed

**C. 1.5 KVA SUBSTATION FACILITY**

	<b>Methodology</b>	<b>Frequency</b>
1	Check-up/clean and remove carbon deposits and dirt on all mechanism and transformer, apply suitable cleaning chemicals and lubricants.	Daily
2	Monitor and check for any defects and leaks on all mechanisms, coordinate with Contractor for servicing.	Daily
3	Implement emergency/corrective repairs/restorations in case of power failure due to defects in mechanism.	Daily
4	Re-tightening of contact terminals. Check load.	Quarterly
5	Monitor scheduled activities of Contractor hired by SSS for the servicing of sub-station in accordance with approved scope of work.	Annually

**D. SEWERAGE SYSTEM AND WATERLINES**

	<b>Methodology</b>	<b>Frequency</b>
1	Check for any leaks in sewer pipes/rough-ins and waterlines. Repair or replace as needed.	Weekly
2	Regular de-clogging of sewer pipes (rough-ins, riser and main sewer) using auger machine and/or declogging tape to prevent clogging.	Daily

**E. MAINTENANCE OF COMMON AREAS**

	<b>Methodology</b>	<b>Frequency</b>
1	<b>LEASED PREMISES</b>	
	1.1 Check for roof leaks, repair as needed.	Monthly
	1.2 Attend to the needs of tenants when it comes to repair of existing electrical wiring system.	As Required
2	<b>COMFORT ROOMS</b>	
	2.1 Ensure cleanliness.	Daily
	2.2 Conduct regular inspection, check for leaks and defective T&B fixtures/pipes. Repair or replace.	Weekly
	2.3 Check for faulty wiring, defective electrical fixtures and busted lights, repair or replace.	Weekly
	2.4 Does other routine maintenance/repair works.	Weekly
3	<b>PARKING AREAS AND DRIVEWAYS</b>	
	3.1 Ensure cleanliness of these areas.	Weekly
	3.2 Remove obstruction. Store waste materials in storage areas.	Weekly
	3.3 Inspect walkways and driveways, remove any harmful protrusion/pointed objects.	Weekly
	3.4 Cement patching of any craters/cavities on pavement.	Weekly
	3.5 Inspect lamp posts, repair any defective electrical components. Replace busted light bulbs.	Weekly
4	<b>GI LONGSPAN COLOROOF</b>	
	4.1 Ensure cleanliness of roof cover.	Monthly
	4.2 Check for leaks. Patch holes if any.	Monthly
5	<b>SSS BRANCH OFFICE</b>	
	5.1 Attend to the needs of SSS Branch Office when it comes to emergency repair works.	As Needed
6	<b>OTHERS</b>	
	6.1 Regular maintenance/upkeep and repair of other equipment/facility not specifically mentioned in this preventive maintenance program but form part of the building's common areas.	As Needed

**Group C - URDANETA VILLAGE & OTHER PROPERTIES**

<b>Urdaneta Village</b>	-	16 residential units in Makati City. 90% tenancy rat
<b>Bella Villa</b>	-	22 residential condominium units in Merville, Parañaque City
<b>Pioneer Highlands</b>	-	37 residential and 19 office condominium units in Mandaluyong City
<b>Renaissance Tower</b>	-	1 three storey residential condominium unit in Ortigas, Pasig City
<b>EGI-Rufino Tower</b>	-	4 office condominium units in Taft Avenue corner Gil Puyat Avenue, Makati City
<b>Pryce Center</b>	-	Commercial Building/ Office units in Pasong Tamo corner Bagtikan Street, Makati City
<b>Cyber One Building</b>	-	Commercial Building/ Office units in Eastwood City, Libis, Quezon City
<b>FCA 7.5 has. Property</b>	-	7.5 hectares vacant property in Diokno Boulevard, Pasay City
<b>Green Meadows Village</b>	-	2 Residential vacant lots in Murphy, Cubao, Quezon City
<b>Fort Bonifacio property</b>	-	3 Commercial vacant lots in Mckinley Street, Taguig City
<b>East Triangle property</b>	-	Commercial vacant lot in East Avenue corner EDSA, Quezon City
<b>Manila Harbour</b>	-	Commercial lots in North Harbour, Manila City

	<b>Methodology</b>	<b>Frequency</b>
<b>A</b>	<b>For HOUSE AND LOTS/CONDOMINIUM UNITS</b>	
1	Periodic inspection of these properties and monitor their condition.	Monthly
2	Maintenance/repair of defects on subject SSS owned office/residential condominium units and houses on an “on-call basis” which involves the following building components: 2.1 Electrical wirings and lights/power outlets 2.2 Ceiling 2.3 Doors and windows 2.4 Plumbing rough-ins, sewers, water lines and supply pipes 2.5 Kitchen counter top and cabinets 2.6 T&B fixtures 2.7 Bedroom closets 2.8 Floor and wall finishing (parquet, tiles, vinyl etc.)	Monthly
3	Repair and/or replace defective components as needed	As Required
<b>B</b>	<b>For VACANT LOTS</b>	
1	Periodic inspection of these properties and monitor their condition.	As the Need Arises
<b>C</b>	<b>SSS OCCUPIED OFFICE SPACES</b>	
1	Inspect and monitor room temperature, adjust damper and air diffuser to attain normal temperature if necessary.	Monthly
2	Check for busted lights, remove and replace.	Monthly
3	Check for faulty wiring and electrical fixtures, repair/replace if necessary.	Monthly
4	Check for occurrence of water leaks on ceiling and walls, repair and repaint if any.	Monthly
5	Attend to the needs of Tenants when it comes to repair of other items as follows: (a) Doors and windows (b) Floor and wall finishings (c) Other office furniture and equipment	As needed



	<b>Methodology</b>	<b>Frequency</b>
<b>D</b>	<b>PARKING AREAS, COVERED WALKWAYS AND DRIVEWAYS</b>	
1	Ensure cleanliness of these areas.	Weekly
2	Remove obstruction. Store waste materials in storage areas.	As needed
3	Check for water leaks on ceiling, repair and repaint if necessary.	Weekly
4	Check for busted lights, remove and replace.	Weekly
5	Check for faulty wiring and electrical fixtures, repair/replace if necessary.	Monthly
6	Inspect walkways and driveways, remove any harmful protrusion/pointed objects.	Daily
7	Cement patching of any craters/cavities on pavement.	Monthly
8	Inspect parking roof, repair any infested or deteriorated wood frame. Replace rusted roof cover.	Weekly
<b>E</b>	<b>ROOF DECK</b>	
1	Ensure cleanliness of roofdeck.	Weekly
2	Remove obstruction/waste materials.	As needed
3	Check for leaks. Waterproofing membranes must be firmly attached and free from bulging. Repair if necessary.	Monthly
4	Waterproofing of roofdecks	Every 10 years or As needed
<b>F</b>	<b>GI ROOFING</b>	
1	Ensure cleanliness of roof cover.	Monthly
2	Check for leaks. Patch holes if any.	Monthly
3	Repainting of roofing sheets, gutter & other accessories	Every 10 years or As needed
4	Replacement of dilapidated roof	As needed
<b>G</b>	<b>MONITORING OF OUTSOURCED SERVICE PROVIDER</b>	
1	Pest Control Service Provider	Monthly
2	Security Service Provider	Daily
<b>H</b>	<b>MAINTENANCE OF COMMON AREAS</b>	
1	Cleaning and Sweeping of dries leaves	Daily
2	Trimming of trees	As needed
3	Exterior Repainting of units	As needed
<b>I</b>	<b>MAINTENANCE OF SWIMMING POOL</b>	
1	Checking the water level and topping	Weekly
2	Cleaning the filter/s	Monthly
3	Skimming and Vacuuming	Weekly
4	Brushing the wall and the floor of the pool	Annually
5	Cleaning the area around the pool terrace	Daily
6	Checking of pH levels and adjusting the water balance if necessary	Weekly
7	Replacement of broken tiles	As needed
8	Replacement of Pumps	As needed
9	Replacement of filters	2-4 years



## **OTHER REQUIREMENTS: For All Groups**

### **1. SERVICES AND FACILITIES TO BE PROVIDED BY SSS**

- (a) The SSS shall provide the Property Management Firm and its personnel with all the available information and documents as necessary in the performance of their services.
- (b) The SSS shall provide the Property Management Firm with an office space. Allow the use of all SSS equipment/tools available in the building for the performance of their maintenance services.
- (c) The SSS through its Engineering and Facilities Management Department (EFMD) shall be responsible in directly supervising and monitoring the conduct of the property management services to be employed for SSS subject properties.

### **2. SUBMITTALS**

- (a) Manual of Procedures for the Property Management (PM) System shall be submitted to the EFMD within ten (10) days upon PM take over.
- (b) Inventory of Supplies, Equipment, Tools, Furniture and other properties owned by the SSS shall be submitted by the PM Firm to the EFMD within the first 30 days of PM takeover.
- (c) Compilation of Reports on all Inventories, Maintenance Works, Repair Works and Purchases electronic files and hard copies shall be submitted by the PM Firm to the EFMD at the end of the contract.

### **3. REPORTS AND TIME SCHEDULE**

- (a) The Property Manager is required to submit a monthly accomplishment report to monitor the quality of the work/services rendered by the Service Provider and as a requirement for the monthly billing. The Owner shall be informed immediately in case of emergency or urgent repair job which may require the owner's consent or approval regarding but not limited to the structural repair/defect of the building or irregularities and any other abnormal condition affecting security and safety of the tenants of the building.
- (b) Key personnel, Building Administrator, Licensed Mechanical Engineer, Licensed Electrical Engineer and Administrative Assistant, are required to report to SSS Makati Office and HK Sun Plaza six (6) times a week.
- (c) Property management services, specifically maintenance, shall be provided for the SSS Makati Building and HK Sun Plaza on a 24/7 operation.
- (d) Property Management Firm for Group C shall assign one (1) lead multi-skilled technician and three (3) multi-skilled technicians who shall report in Urdaneta Village from 8:00 am until 5:00 pm to cover maintenance services from Monday to Sunday. The six (6) maintenance staff shall be under the supervision of the SSS Makati Building Administrator. Any repair works at the SSS *other properties* herein described shall be attended by them on an "on call basis". However, the Property Management Firm shall assign two (2) of the six (6) maintenance staff for the regular housekeeping works at the SSS *other properties* herein described.
- (e) Technical evaluation report for any proposed rehabilitation projects for SSS properties shall be submitted to the EFMD on time so as not to delay implementation of projects.

The entire scope of the Property Management Services Services shall be rendered in three (3) calendar years upon receipt of Notice to Proceed and Signed Contract.



