Embassy of the United States of America

Manila, Philippines

27 February 2013

To : Prospective Quoters

Subject : Request for Quotation number SRP380-13-Q-0049

Enclosed is a Request for Quotation (RFQ) for the **Installation of Chiller Plant Manager System and Integration with BMS at the Chiller Plant Building, Chancery Compound, U.S. Embassy Manila**. If you would like to submit a quotation, follow the instructions in Section J of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 18 that follows this letter.

The U.S. Government (USG) intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by **13 March 2013, 4:00pm**. No quotation will be accepted after this time.

Request for access clearance must be submitted through fax no. 548-6762 at least two working days in advance prior to the submission of your quotation. Request should include the name of your company's representative, date/time of submission, vehicle type/color/plate number and name of driver if any. Access to USG facilities will not be permitted without prior access clearance.

A site visit will be held on 06 March 2013 at 9:30am at the American Embassy Manila, Chancery Compound, Ermita, Manila, with a pre-proposal conference immediately following. Prospective offerors/quoters are requested to assemble at 8:45am at the Roxas Boulevard Gate, Seafront Compound, Pasay City. To facilitate preparation of access clearance, submit the same information enumerated in the above paragraph no later than 10:00am of 04 March 2013. Submit any questions you may have concerning the solicitation document in writing to the Contracting Officer via fax no. 548-6762 on or before 04 March 2013 so that a response can be provided at the conference.

Sincerely,

NENITA V. WHITAKER
Contracting Officer

Enclosure: RFQ No. SRP380-13-Q-0049 41 pages

Review Clearance: NAGOcampo
Drafter: KCAlcantara

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ ☐ IS ☒ IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF PAGES 41
1. REQUEST NO. SRP380-13-Q-0049	2. DATE ISSUED 02/27/2013	3. REQUISITION/PURCHASE REQUEST NO. PR2337569	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1 ▶	RATING
5a. ISSUED BY GSO/Contracting & Procurement, Seafront Compound, Roxas Blvd., Pasay City			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY ☐ FOB DESTINATION ☐ OTHER (See Schedule)	
NAME: Kristine Grace C. Alcantara	TELEPHONE NUMBER: AREA CODE 632 / NUMBER 832-0826		9. DESTINATION	
8. TO:			a. NAME OF CONSIGNEE	
a. NAME	b. COMPANY		b. STREET ADDRESS	
c. STREET ADDRESS			c. CITY	
d. CITY	e. STATE	f. ZIP CODE	d. STATE	e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)	IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.
03/13/13, 4PM	

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Request for Quotation for the Installation of Chiller Plant Manager System and Integration with BMS at the Chiller Plant Building, Chancery Compound, US Embassy Manila. **APPROVALS:** **NAGO/~~CSM~~:** _____ **CO:** _____				

12. DISCOUNT FOR PROMPT PAYMENT ▶	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER	d. CALENDAR DAYS PERCENTAGE

NOTE: Additional provisions and representations ☒ are ☐ are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER				
b. STREET ADDRESS			16. SIGNER	
			a. NAME (Type or print)	b. TELEPHONE AREA CODE
c. COUNTY				
d. CITY	e. STATE	f. ZIP CODE	c. TITLE (Type or print)	NUMBER

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition not usable

STANDARD FORM 18 (REV. 6-95)
Prescribed by GSA-FAR (48 CFR) 53.215-1(a)

SF 18
cover sheet

TABLE OF CONTENTS

SF 18 cover sheet

A. Price
B. Scope of Work
C. Packaging and Marking
D. Inspection and Acceptance
E. Deliveries/Performance
F. Administrative Data
G. Special Requirements
H. Clauses
I. List of Attachments
J. Quotation Information
K. Evaluation Criteria
L. Representations, Certifications, and other Statements of Offerors or Quoters

Attachments

Attachment 1: Standard Form 25, "Performance and Guaranty Bond"
Attachment 2: Standard Form 25A, "Payment Bond"
Attachment 3: Sample Bank Letter of Guarantee
Attachment 4: Breakdown of Price by Divisions of Specifications
Attachment 5: Drawings
Attachment 6: Scope of Work/Specifications
Attachment 7: Holiday Schedule
Attachment 6: RSO Biographic Data Form

A. PRICE

The contractor shall complete all work, including furnishing all labor, material, equipment and services required under this purchase order for the following firm fixed price and within the time specified. This price shall include all labor, materials, overhead and profit.

_____ **Total Price**

VALUE ADDED TAX

Value Added Tax (VAT) shall not be included in the firm fixed price as it is not applicable to this contract.

The US Government is exempt from payment of taxes as qualifying entity under Section 3 (b)(3) of Revenue Regulations No, 6-97 dated January 02, 1997. In accordance with this regulation, all sales made by the contractors or suppliers to the U.S. Government are subject to zero percent (0%) rate and are, therefore, not subject to the value added tax.

B. SCOPE OF WORK

The character and scope of the work are set forth in the contract. The Contractor shall furnish and install all materials required by this contract.

In case of differences between small and large-scale drawings, the latter will govern. Where a portion of the work is drawn in detail and the remainder of the work is indicated in outline, the parts drawn in detail shall apply also to all other portions of the work.

C. PACKAGING AND MARKING

Mark materials delivered to the site as follows:

AMERICAN EMBASSY
MANILA, PHILIPPINES
For: Contract No. (to be completed upon award)

D. INSPECTION AND ACCEPTANCE

The COR, or his/her authorized representatives, will inspect from time to time the services being performed and the supplies furnished to determine whether work is being performed in a satisfactory manner, and that all supplies are of acceptable quality and standards.

The Contractor shall be responsible for any countermeasures or corrective action, within the scope of this contract, which may be required by the Contracting Officer as a result of such inspection.

D.1 *Substantial Completion*

(a) "*Substantial Completion*" means the stage in the progress of the work as determined and certified by the Contracting Officer in writing to the Contractor, on which the work (or a portion designated by the Government) is sufficiently complete and satisfactory. Substantial completion means that the property may be occupied or used for the purpose for which it is intended, and only minor items such as touch-up, adjustments, and minor replacements or installations remain to be completed or corrected which:

(1) do not interfere with the intended occupancy or utilization of the work, and
(2) can be completed or corrected within the time period required for final completion.

(b) The "date of substantial completion" means the date determined by the Contracting Officer or authorized Government representative as of which substantial completion of the work has been achieved.

Use and Possession upon Substantial Completion - The Government shall have the right to take possession of and use the work upon substantial completion. Upon notice by the Contractor that the work is substantially complete (a Request for Substantial Completion) and an inspection by the Contracting Officer or an authorized Government representative (including any required tests), the Contracting Officer shall furnish the Contractor a Certificate of Substantial Completion. The certificate will be accompanied by a Schedule of Defects listing items of work remaining to be performed, completed or corrected before final completion and acceptance. Failure of the Contracting Officer to list any item of work shall not relieve the Contractor of responsibility for complying with the terms of the contract. The Government's possession or use upon substantial completion shall not be deemed an acceptance of any work under the contract.

D.2 *Final Completion and Acceptance*

D.2.1 "*Final completion and acceptance*" means the stage in the progress of the work as determined by the Contracting Officer and confirmed in writing to the Contractor, at which all work required under the contract has been completed in a satisfactory manner, subject to the discovery of defects after final completion, and except for items specifically excluded in the notice of final acceptance.

D.2.2 The "*date of final completion and acceptance*" means the date determined by the Contracting Officer when final completion of the work has been achieved, as indicated by written notice to the Contractor.

D.2.3 *Final Inspection and Tests* - The Contractor shall give the Contracting Officer at least five (5) days advance written notice of the date when the work will be fully completed and ready for final inspection and tests. Final inspection and tests will be started not later than the date specified in the notice unless the Contracting Officer determines that the work is not ready for final inspection and so informs the Contractor.

D.2.4 *Final Acceptance* - If the Contracting Officer is satisfied that the work under the contract is complete (with the exception of continuing obligations), the Contracting Officer shall issue to the Contractor a notice of final acceptance and make final payment upon:

- Satisfactory completion of all required tests,
- a final inspection that all items by the Contracting Officer listed in the Schedule of Defects have been completed or corrected and that the work is finally complete (subject to the discovery of defects after final completion), and
- submittal by the Contractor of all documents and other items required upon completion of the work, including a final request for payment (Request for Final Acceptance)

E. DELIVERIES OR PERFORMANCE

52.211-10 COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK
(APR 1984)

The Contractor shall be required to:

(a) commence work under this contract within **five (5) calendar days** after the date the Contractor receives the notice to proceed,
(b) prosecute the work diligently, and,
(c) complete the entire work ready for use not later than **forty-five (45) calendar days** after receipt of the Notice to Proceed (NTP).

The time stated for completion shall include final cleanup of the premises and completion of punch list items.

52.211-12 LIQUIDATED DAMAGES - CONSTRUCTION (SEP 2000)

(a) If the Contractor fails to complete the work within the time specified in the contract, or any extension, the Contractor shall pay liquidated damages to the Government in the amount of ***PhP 7,989.35*** for each calendar day of delay until the work is completed or accepted.

(b) If the Government terminates the Contractor's right to proceed, liquidated damages will continue to accrue until the work is completed. These liquidated damages are in addition to excess costs of repurchase under the Default clause.

CONTRACTOR'S SUBMISSION OF CONSTRUCTION SCHEDULES

(a) The time for submission of the schedules referenced in FAR 52.236-15, "Schedules for Construction Contracts", paragraph (a), is hereby modified to reflect the due date for submission as "***five (5) calendar days*** after receipt of an executed contract".

(b) These schedules shall include the time by which shop drawings, product data, samples and other submittals required by the contract will be submitted for approval.

(c) The Contractor shall revise such schedules (1) to account for the actual progress of the work, (2) to reflect approved adjustments in the performance schedule, and (3) as required by the Contracting Officer to achieve coordination with work by the Government and any separate contractors used by the Government. The Contractor shall submit a schedule, which sequences work so as to minimize disruption at the job site.

(d) All deliverables shall be in the English language and any system of dimensions (English or metric) shown shall be consistent with that used in the contract. No extension of time shall be allowed due to delay by the Government in approving such deliverables if the Contractor has failed to act promptly and responsively in submitting its deliverables. The contractor shall identify each deliverable as required by the contract.

(e) Acceptance of Schedule: When the Government has accepted any time schedule; it shall be binding upon the Contractor. The completion date is fixed and may be extended only by a written contract modification signed by the Contracting Officer. Acceptance or approval of any schedule or revision thereof by the Government shall not:

(1) Extend the completion date or obligate the Government to do so,
(2) Constitute acceptance or approval of any delay, or
(3) Excuse the Contractor from or relieve the Contractor of its obligation to maintain the progress of the work and achieve final completion by the established completion date.

Notice Of Delay - If the Contractor receives a notice of any change in the work, or if any other conditions arise which are likely to cause or are actually causing delays which the Contractor believes may result in late completion of the project, the Contractor shall notify the Contracting Officer. The Contractor's notice shall state the effect, if any, of such change or other conditions upon the approved schedule, and shall state in what respects, if any, the relevant schedule or the completion date should be revised. The Contractor shall give such notice promptly, not more than ten (10) days after the first event giving rise to the delay or prospective delay. Only the Contracting Officer may make revisions to the approved time schedule.

Notice to Proceed

(a) After receiving and accepting any bonds or evidence of insurance, the Contracting Officer will provide the Contractor a Notice to Proceed. The Contractor must then prosecute the work, commencing and completing performance not later than the time period established in the contract.

(b) It is possible that the Contracting Officer may elect to issue the Notice to Proceed before receipt and acceptance of any bonds or evidence of insurance. Issuance of a Notice to Proceed by the Government before receipt of the required bonds or insurance certificates or policies shall not be a waiver of the requirement to furnish these documents.

Working Hours - All work shall be performed during ***0730 hours to 1630 hours*** from ***Monday thru Friday, excluding Philippine and American holidays (Attachment 7)***. Other hours, if requested by the Contractor, may be approved by the Contracting Officer's Representative (COR). The Contractor shall give 24 hours in advance to COR who will consider any deviation from the hours identified above. Changes in work hours, initiated by the Contractor, will not be a cause for a price increase.

Preconstruction Conference

A preconstruction conference will be held 10 days after contract award at the U.S. Embassy Manila, Seafront Compound to discuss the schedule, submittals, notice to proceed, mobilization and other important issues that effect construction progress. See FAR 52.236-26, Preconstruction Conference.

Deliverables - The following items shall be delivered under this contract:

Description	Quantity	Delivery Date	Deliver to
Section G. Securities/Insurance	1	10 days after award	CO
Section E. Construction Schedule	1	10 days after award	COR
Section E Preconstruction Conference	1	10 days after award	CO/COR
Section G. Personnel Biographies	1	10 days after award	COR
Section F. Payment Request	1	last calendar day of each month	COR
Section D. Request for Substantial Completion	1	15 days before inspection	COR
Section D. Request for Final Acceptance	1	5 days before inspection	COR

F. ADMINISTRATIVE DATA

652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (AUG 1999)

(a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.

(b) The COR for this contract is the ***Facility Manager.***

Payment: The Contractor's attention is directed to Section H, 52.232-5, "Payments Under Fixed-Price Construction Contracts". The following elaborates on the information contained in that clause.

Requests for payment, may be made no more frequently than monthly. Payment requests shall cover the value of labor and materials completed and in place, including a prorated portion of overhead and profit.

After receipt of the Contractor's request for payment, and on the basis of an inspection of the work, the Contracting Officer shall make a determination as to the amount, which is then due. If the Contracting Officer does not approve payment of the full amount applied for, less the retainage allowed by in 52.232-5, the Contracting Officer shall advise the Contractor as to the reasons.

Under the authority of 52.232-27(a), the 14 day period identified in FAR 52.232-27(a)(1)(i)(A) is hereby changed to 30 days.

FINANCIAL MANAGEMENT CENTER (FMC)
American Embassy Manila
Chancery Compound, 1201 Roxas Boulevard
Ermita, Manila

G. SPECIAL REQUIREMENTS

G.1.0 Performance/Payment Protection - The Contractor shall furnish (1) a performance and guaranty bond and a payment bond on forms provided by and from sureties acceptable to the Government, each in the amount of 50% of the contract price.

G.1.1 The Contractor shall provide the information required by the paragraph above within ten (10) calendar days after award. Failure to timely submit the required security may result in rescinding or termination of the contract by the Government. If the contract is terminated, the contractor will be liable for those costs as described in FAR 52.249-10, Default (Fixed-Price Construction), which is included in this purchase order.

G.1.2 The bonds or alternate performance security shall guarantee the Contractor's execution and completion of the work within the contract time. This security shall also guarantee the correction of any defects after completion, the payment of all wages and other amounts payable by the Contractor under its subcontracts or for labor and materials, and the satisfaction or removal of any liens or encumbrances placed on the work.

G.1.3 The required securities shall remain in effect in the full amount required until final acceptance of the project by the Government. Upon final acceptance, the penal sum of the performance security shall be reduced to 10% of the contract price. The security shall remain in effect for one year after the date of final completion and acceptance, and the Contractor shall pay any premium required for the entire period of coverage.

G.2.0 Insurance - The Contractor is required by FAR 52.228-5, "Insurance - Work on a Government Installation" to provide whatever insurance is legally necessary. The Contractor shall at its own expense provide and maintain during the entire performance period the following insurance amounts:

G.2.1 General Liability (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury)

1. Bodily Injury on or off the site in Philippine Currency:

Per Occurrence	***PhP 50,000.00***
Cumulative	***PhP 100,000.00***

2. Property Damage on or off the site in Philippine Currency:

Per Occurrence	***PhP 50,000.00***
Cumulative	***PhP 100,000.00***

G.2.2 The foregoing types and amounts of insurance are the minimums required. The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.

G.2.3 The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to any property of the Contractor, its officers, agents, servants, and employees, or any other person, arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising therefrom, except in the instance of gross negligence on the part of the Government.

G.2.4 The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.

G.2.5 The general liability policy required of the Contractor shall name "the United States of America, acting by and through the Department of State", as an additional insured with respect to operations performed under this contract.

G.3.0 Document Descriptions

G.3.1 Supplemental Documents: The Contracting Officer shall furnish from time to time such detailed drawings and other information as is considered necessary, in the opinion of the Contracting Officer, to interpret, clarify, supplement, or correct inconsistencies, errors or omissions in the Contract documents, or to describe minor changes in the work not involving an increase in the contract price or extension of the contract time. The Contractor shall comply with the requirements of the supplemental documents, and unless prompt objection is made by the Contractor within 20 days, their issuance shall not provide for any claim for an increase in the Contract price or an extension of contract time.

G.3.1.1 Record Documents. The Contractor shall maintain at the project site:

(1) a current marked set of Contract drawings and specifications indicating all interpretations and clarification, contract modifications, change orders, or any other departure from the contract requirements approved by the Contracting Officer; and,
(2) a complete set of record shop drawings, product data, samples and other submittals as approved by the Contracting Officer.

G.3.1.2 "As-Built" Documents: After final completion of the work, but before final acceptance thereof, the Contractor shall provide:

(1) a complete set of "as-built" drawings, based upon the record set of drawings, marked to show the details of construction as actually accomplished; and,
(2) record shop drawings and other submittals, in the number and form as required by the specifications.

G.4.0 Laws and Regulations - The Contractor shall, without additional expense to the Government, be responsible for complying with all laws, codes, ordinances, and regulations applicable to the performance of the work, including those of the host country, and with the lawful orders of any governmental authority

having jurisdiction. Host country authorities may not enter the construction site without the permission of the Contracting Officer. Unless otherwise directed by the Contracting Officer, the Contractor shall comply with the more stringent of the requirements of such laws, regulations and orders and of the contract. In the event of a conflict between the contract and such laws, regulations and orders, the Contractor shall promptly advise the Contracting Officer of the conflict and of the Contractor's proposed course of action for resolution by the Contracting Officer.

G.4.1 The Contractor shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety, and similar matters, to the extent that such compliance is not inconsistent with the requirements of this contract.

G.4.2 The Contractor shall give written assurance to the Contracting Officer that all subcontractors and others performing work on or for the project have obtained all requisite licenses and permits.

G.4.3 The Contractor shall submit proper documentation and evidence satisfactory to the Contracting Officer of compliance with this clause.

G.5.0 Construction Personnel - The Contractor shall maintain discipline at the site and at all times take all reasonable precautions to prevent any unlawful, riotous, or disorderly conduct by or among those employed at the site. The contractor shall ensure the preservation of peace and protection of persons and property in the neighborhood of the project against such action. The Contracting Officer may require, in writing, that the Contractor remove from the work any employee that the Contracting Officer deems incompetent, careless, insubordinate or otherwise objectionable, or whose continued employment on the project is deemed by the Contracting Officer to be contrary to the Government's interests.

G.5.1 If the Contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this contract, the Contractor shall immediately give notice, including all relevant information, to the Contracting Officer.

G.5.2 After award, the Contractor has ten calendar days to submit to the Contracting Officer a list of workers and supervisors assigned to this project for the Government to conduct all necessary security checks. It is anticipated that security checks will take 21 days to perform. For each individual the list shall include:

Full Name
Place and Date of Birth
Current Address
Identification number
Completed RSO biographic data form for each personnel **(Attachment 8 under Section J)**
3 pcs. 2"x2" colored ID picture
Local Police Clearance
Barangay Clearance
Original copy of NBI clearance (not more than 6 months old)

Failure to provide any of the above information may be considered grounds for rejection and/or resubmittal of the application. Once the Government has completed the security screening and approved the applicants a badge will be provided to the individual for access to the site. This badge may be revoked

at any time due to the falsification of data, or misconduct on site.

G.5.3 The Contractor shall provide an English speaking supervisor on site at all times. This position is considered as key personnel under this purchase order.

G.6.0 Materials and Equipment - All materials and equipment incorporated into the work shall be new and for the purpose intended, unless otherwise specified. All workmanship shall be of good quality and performed in a skillful manner that will withstand inspection by the Contracting Officer.

G.7.0 Special Warranties

G.7.1 Any special warranties that may be required under the contract shall be subject to the stipulations set forth in 52.246-21, "Warranty of Construction", as long as they are not in conflict.

G.7.2 The Contractor shall obtain and furnish to the Government all information required to make any subcontractor's, manufacturer's, or supplier's guarantee or warranty legally binding and effective. The contractor shall submit both the information and the guarantee or warranty to the Government in sufficient time to permit the Government to meet any time limit specified in the guarantee or warranty, but not later than completion and acceptance of all work under this contract.

G.8.0 Equitable Adjustments

Any circumstance for which the contract provides an equitable adjustment that causes a change within the meaning of paragraph (a) of the "Changes" clause shall be treated as a change under that clause; provided, that the Contractor gives the Contracting Officer prompt written notice (within 20 days) stating:

(a) the date, circumstances, and applicable contract clause authorizing an equitable adjustment and

(b) that the Contractor regards the event as a changed condition for which an equitable adjustment is allowed under the contract

The Contractor shall provide written notice of a differing site condition within 10 calendar days of occurrence following FAR 52.236-2, Differing Site Conditions.

G.9.0 RESERVED

H. CLAUSES

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

http://acquisition.gov/far/index.html or, http://farsite.hill.af.mil/search.htm

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at http://www.statebuy.state.gov to see the links to the FAR. You may also use an Internet "search engine" (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

Clause	Title and Date
52.204-9	PERSONAL IDENTIFICATION VERIFICATION OF CONTRACTOR PERSONNEL (JAN 2011)
52.204-10	Reporting Executive Compensation and First-Tier Subcontract Awards (JUL 2010)
52.209-6	Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (DEC 2010)
52.213-4	Terms and Conditions-Simplified Acquisitions (Other than Commercial Items) (FEB 2012)
52.222-1	Notice to the Government of Labor Disputes (FEB 1997)
52.222-19	Child Labor – Cooperation with Authorities and Remedies (AUG 2010)
52.222-50	COMBATING TRAFFICKING IN PERSONS (FEB 2009)
52.223-18	Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011)
52.225-10	Notice of Buy American Act/Balance of Payments Program—Construction Materials (FEB 2000)
52.225-13	Restrictions on Certain Foreign Purchases (JUN 2008)
52.225-14	Inconsistency Between English Version and Translation of Contract (AUG 1989)
52.228-4	Workers' Compensation and War-Hazard Insurance Overseas (APR 1984)
52.228-5	Insurance - Work on a Government Installation (JAN 1997)
52.228-11	Pledges of Assets (SEP 2009)
52.228-13	Alternative Payment Protection (JUL 2000)
52.229-6	Taxes - Foreign Fixed-Price Contracts (JUN 2003)
52.232-5	Payments under Fixed-Price Construction Contracts (SEP 2002)
52.232-8	Discounts for Prompt Payment (FEB 2002)
52.232-11	Extras (APR 1984)
52.232-18	Availability of Funds (APR 1984)
52.232-24	Prohibition of Assignment of Claims (JAN 1986)
52.232-27	Prompt Payment for Construction Contracts (OCT 2008)

52.232-34	Payment by Electronic Funds Transfer – Other than Central Contractor Registration (MAY 1999)
52.233-1	Disputes (JUL 2002) Alternate I (DEC 1991)
52.233-3	Protest after Award (AUG 1996)
52.236-2	Differing Site Conditions (APR 1984)
52.236-3	Site Investigation and Conditions Affecting the Work (APR 1984)
52.236-5	Material and Workmanship (APR 1984)
52.236-6	Superintendence by the Contractor (APR 1984)
52.236-7	Permits and Responsibilities (NOV 1991)
52.236-8	Other Contracts (APR 1984)
52.236-9	Protection of Existing Vegetation, Structures, Equipment, Utilities, and Improvements (APR 1984)
52.236-10	Operations and Storage Areas (APR 1984)
52.236-11	Use and Possession Prior to Completion (APR 1984)
52.236-12	Cleaning Up (APR 1984)
52.236-14	Availability and Use of Utility Services (APR 1984)
52.236-15	Schedules for Construction Contracts (APR 1984)
52.236-21	Specifications and Drawings for Construction (FEB 1997)
52.236-26	Preconstruction Conference (FEB 1995)
52.242-14	Suspension Of Work (APR 1984)
52.243-4	Changes (JUNE 2007)
52.243-5	Changes and Changed Conditions (APR 1984)
52.244-6	Subcontracts for Commercial Items (DEC 2010)
52.245-9	Use & Charges (AUG 2010)
52.246-12	Inspection of Construction (AUG 1996)
52.246-21	Warranty of Construction (APR 1984)
52.249-2	Termination for Convenience of the Government (Fixed-Price) (MAY 2004) Alternate I (APR 1984)
52.249-14	Excusable Delay (APR 1984)
52.249-10	Default (Fixed-Price Construction) (APR 1984)

The following clauses are set forth in full text:

52.204-99 SYSTEM FOR AWARD MANAGEMENT REGISTRATION (AUGUST 2012) (DEVIATION)

(a) Definitions. As used in this clause-
"Central Contractor Registration (CCR) database" means the retired primary Government repository for Contractor information required for the conduct of business with the Government.
"Commercial and Government Entity (CAGE) code" means-
(1) A code assigned by the Defense Logistics Agency (DLA) Logistics Information Service to identify a commercial or Government entity; or
(2) A code assigned by a member of the North Atlantic Treaty Organization that DLA records and maintains in the CAGE master file. This type of code is known as an "NCAGE code."
"Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.
"Data Universal Numbering System+4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to

establish additional **SAM** records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same concern.
"Registered in the **SAM** database" means that-
(1) The Contractor has entered all mandatory information, including the DUNS number or the DUNS+4 number, into the SAM database;
(2) The Contractor's CAGE code is in the **SAM** database; and
(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS), and has marked the record "Active". The Contractor will be required to provide consent for TIN Attachment, Page 1 of 4 validation to the Government as a part of the **SAM** registration process.
"System for Award Management (SAM)" means the primary Government repository for prospective federal awardee information and the centralized Government system for certain contracting, grants, and other assistance related processes. It includes-
(1) Data collected from prospective federal awardees required for the conduct of business with the Government;
(2) Prospective contractor submitted annual representations and certifications in accordance with FAR Subpart 4.12; and
(3) The list of all parties suspended, proposed for debarment, debarred, declared ineligible, or excluded or disqualified under the nonprocurement common rule by agencies, Government corporations , or by the Government Accountability Office.

(b) (1) The Contractor shall be registered in the **SAM** database prior to submitting an invoice and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.
(2) The **SAM** registration shall be for the same name and address identified on the contract, with its associated CAGE code and DUNS or DUNS+4.
(3) If indicated by the Government during performance, registration in an alternate system may be required in lieu of SAM.

(c) If the Contractor does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.
(1) A contractor may obtain a DUNS number-
(i) Via the internet at http://fedgov.dnb.com/webform or if the contractor does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or
(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The contractor should indicate that it is a contractor for a U.S. Government contract when contacting the local Dun and Bradstreet office.
(2) The Contractor should be prepared to provide the following information:
(i) Company legal business name.
(ii) Trade style, doing business, or other name by which your entity is commonly recognized.
(iii) Company physical street address, city, state and Zip Code.
(iv) Company mailing address, city, state and Zip Code (if separate from physical).
(v) Company telephone number.
(vi) Date the company was started.
(vii) Number of employees at your location.
(viii) Chief executive officer/key manager.
(ix) Line of business (industry).
(x) Company Headquarters name and address (reporting relationship within your entity).

(d) Reserved.

(e) Processing time for registration in SAM, which normally takes five business days, should be taken into consideration when registering. Contractors who are not already registered should consider applying for registration at least two weeks prior to invoicing.

(f) The Contractor is responsible for the accuracy and completeness of the data within the **SAM** database, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the **SAM** database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the **SAM** database to ensure it is current, accurate and complete. Updating information in the **SAM** does not alter the terms and conditions of this contract and is not a substitute for a properly executed contractual document.

(g) (1)(i) If a Contractor has legally changed its business name, "doing business as" name, or division name (whichever is shown on the contract), or has transferred the assets used in performing the contract, but has not completed the necessary requirements regarding novation and change-of-name agreements in Subpart 42.12, the Contractor shall provide the responsible Contracting Officer sufficient documentation to support the legally changed name with a minimum of one business day's written notification of its intention to-
(A) Change the name in the **SAM** database;
(B) Comply with the requirements of subpart 42.12 of the FAR; and
(C) Agree in writing to the timeline and procedures specified by the responsible Contracting Officer.
(ii) If the Contractor fails to comply with the requirements of paragraph (g) (1) (i) of this clause, or fails to perform the agreement at paragraph (g) (1) (i) (C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the **SAM** information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.
(2) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the **SAM** record to reflect an assignee for the purpose of assignment of claims (see FAR Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the **SAM** database. Information provided to the Contractor's **SAM** record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(h) Contractors may obtain information on registration and annual confirmation requirements via the **SAM** accessed through https://www.acquisition.gov or by calling 866-606-8220, or 334-206-7828 for international calls.

(End of Clause)

DEPARTMENT OF STATE ACQUISITION REGULATION (DOSAR) CLAUSES

652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at http://www.state.gov/m/ds/rls/rpt/c21664.htm .

(End of clause)

CONTRACTOR IDENTIFICATION (JULY 2008)

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government email.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

1) Use an email signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");

2) Clearly identify themselves and their contractor affiliation in meetings;

3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and

4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

(End of clause)

DOSAR 652.236-70 ACCIDENT PREVENTION (APR 2004)

(a) *General.* The contractor shall provide and maintain work environments and procedures which will safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities; avoid interruptions of Government operations and delays in project completion dates; and, control costs in the performance of this contract. For these purposes, the contractor shall:

(1) Provide appropriate safety barricades, signs and signal lights;

(2) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and,

(3) Ensure that any additional measures the contracting officer determines to be reasonably necessary for this purpose are taken.

(4) For overseas construction projects, the contracting officer shall specify in writing additional requirements regarding safety if the work involves:

(i) Scaffolding;

(ii) Work at heights above two (2) meters;

(iii) Trenching or other excavation greater than one (1) meter in depth;

(iv) Earth moving equipment;

(v) Temporary wiring, use of portable electric tools, or other recognized electrical hazards. Temporary wiring and portable electric tools require the use of a ground fault circuit interrupter (GFCI) in the affected circuits; other electrical hazards may also require the use of a GFCI;

(vi) Work in confined spaces (limited exits, potential for oxygen less that 19.5 percent or combustible atmosphere, potential for solid or liquid engulfment, or other hazards considered to be immediately dangerous to life or health such as water tanks, transformer vaults, sewers, cisterns, etc.);

(vii) Hazardous materials – a material with a physical or health hazard including but not limited to, flammable, explosive, corrosive, toxic, reactive or unstable, or any operations which creates any kind of contamination inside an occupied building such as dust from demolition activities, paints, solvents, etc.; or

(viii) Hazardous noise levels.

(b) *Records*. The contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to or theft of property, materials, supplies, or equipment. The contractor shall report this data in the manner prescribed by the contracting officer.

(c) *Subcontracts*. The contractor shall be responsible for its subcontractors' compliance with this clause.

(d) *Written program.* Before commencing work, the contractor shall:

(1) Submit a written plan to the contracting officer for implementing this clause. The plan shall include specific management or technical procedures for effectively controlling hazards associated with the project; and,

(2) Meet with the contracting officer to discuss and develop a mutual understanding relative to administration of the overall safety program.

(e) *Notification.* The contracting officer shall notify the contractor of any non-compliance with these requirements and the corrective actions required. This notice, when delivered to the contractor or the contractor's representative on site, shall be deemed sufficient notice of the non-compliance and corrective action required. After receiving the notice, the contractor shall immediately take corrective action. If the contractor fails or refuses to promptly take corrective action, the contracting officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule on any suspension of work order issued under this clause.
(End of clause)

652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)

(a) The contractor warrants the following:

(1) That is has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
(2) That is has obtained all necessary licenses and permits required to perform this contract; and,
(3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.

(b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

652.243-70 NOTICES (AUG 1999)

Any notice or request relating to this contract given by either party to the other shall be in writing. Said notice or request shall be mailed or delivered by hand to the other party at the address provided in the schedule of the contract. All modifications to the contract must be made in writing by the contracting officer.

652.229-71 PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD (AUG 1999)

Regulations at 22 CFR Part 136 require that U.S. Government employees and their families do not profit personally from sales or other transactions with persons who are not themselves entitled to exemption from import restrictions, duties, or taxes. Should the contractor experience importation or tax privileges in a foreign country because of its contractual relationship to the United States Government, the contractor shall observe the requirements of 22 CFR
Part 136 and all policies, rules, and procedures issued by the chief of mission in that foreign country.

I. LIST OF ATTACHMENTS

ATTACHMENT NO.	DESCRIPTION OF ATTACHMENT	NO.PAGES
Attachment 1	Standard Form 25, "Performance and Guaranty Bond"	2
Attachment 2	Standard Form 25A, "Payment Bond"	2
Attachment 3	Sample Bank Letter of Guaranty	1
Attachment 4	Breakdown of Price by Divisions of Specifications	1
Attachment 5	Drawings	7
Attachment 6	Scope of Work/Specifications	3
Attachment 7	RSO Biographic Data	1
Attachment 8	Philippine and American Holidays	

J. QUOTATION INFORMATION

A. QUALIFICATIONS OF OFFERORS

Offerors/quoters must be technically qualified and financially responsible to perform the work described in this solicitation. At a minimum, each Offeror/Quoter must meet the following requirements:

(1) Be able to understand written and spoken English;
(2) Have an established business with a permanent address and telephone listing;
(3) Be able to demonstrate prior construction experience with suitable references;
(4) Have the necessary personnel, equipment and financial resources available to perform the work;
(5) Have all licenses and permits required by local law;
(6) Meet all local insurance requirements;
(7) Have the ability to obtain or to post adequate performance security, such as bonds, irrevocable letters of credit or guarantees issued by a reputable financial institution;
(8) Have no adverse criminal record; and
(9) Have no political or business affiliation which could be considered contrary to the interests of the United States.

B. SUBMISSION OF QUOTATIONS

This solicitation is for the performance of the construction services described in SCOPE OF WORK, and the Attachments which are a part of this request for quotation.

Each quotation must consist of the following:

Volume	Title	No. of Copies*
I	**Standard Form 18 including a completed Attachment 4, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS.**	2
II	**Performance schedule in the form of a "bar chart" and Business Management/Technical Proposal.**	4

**The total number of copies includes the original as one of the copies.*

Submit the complete quotation to the address indicated on Standard Form 18, if mailed, or the address set forth below, if hand delivered.

CONTRACTING & PROCUREMENT (C&P)
General Services Office (GSO)
American Embassy Manila
Seafront Compound, Roxas Boulevard
Pasay City 1300

The Offeror/Quoter shall identify and explain/justify any deviations, exceptions, or conditional assumptions taken with respect to any of the instructions or requirements of this request for quotation in the appropriate volume of the offer.

Volume II: Performance schedule and Business Management/Technical Proposal.

(a) Present the performance schedule in the form of a "bar chart" indicating when the various portions of the work will be commenced and completed within the required schedule. This bar chart shall be in sufficient detail to clearly show each segregable portion of work and its planned commencement and completion date.

(b) The Business Management/Technical Proposal shall be in two parts, including the following information:

Proposed Work Information - Provide the following:

(1) A list of the names, addresses and telephone numbers of the owners, partners, and principal officers of the Offeror;

(2) The resume of the Offeror's field superintendent for this project; qualifications/expertise required: *minimum of two (2) years related experience to the BMA and BAS systems installation and programming.*

(3) A list of the names, addresses, and telephone numbers of subcontractors and principal materials suppliers to be used on the project, indicating what portions of the work will be performed by them; and,

Experience and Past Performance - List all contracts and subcontracts your company has held over the past three years for the same or similar work. Provide the following information for each contract and subcontract:

(1) Customer's name, address, and telephone numbers of customer's lead contract and technical personnel;

(2) Contract number and type;

(3) Date of the contract award place(s) of performance, and completion dates; Contract dollar value;

(4) Brief description of the work, including responsibilities; and

(5) Any litigation currently in process or occurring within last 5 years.

C. 52.236-27 SITE VISIT (FEB 1995)

(a) The clauses at 52.236-2, Differing Site Conditions, and 52.236-3, Site Investigations and Conditions Affecting the Work, will be included in any contract awarded as a result of this solicitation. Accordingly, offerors or quoters are urged and expected to inspect the site where the work will be performed.

(b) A site visit has been scheduled for ***06 March 2013 at 9:30am***

(c) Participants will meet at *the Roxas Boulevard Gate, Seafront Compound Pasay City. Assembly time is 8:45am.*

D. MAGNITUDE OF CONSTRUCTION PROJECT

It is anticipated that the range in price of this contract will be *between PhP 1,000,000.00 and PhP 4,000,000.00*

E. LATE QUOTATIONS.

Late quotations shall be handled in accordance with FAR 15.208

F. 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates the following provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at:

http://acquisition.gov/far/index.html/ or, http://farsite.hill.af.mil/search.htm

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use of an Internet "search engine" (such as, Yahoo, Infoseek, Alta Vista, etc.) is suggested to obtain the latest location of the most current FAR.
http://www.statebuy.state.gov

FEDERAL ACQUISITION REGULATION (48 CFR CH. 1)

52.215-1 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (JAN 2004), which is incorporated by reference into this solicitation.

K. EVALUATION CRITERIA

Award will be made to the lowest priced, acceptable, responsible quoter. The Government reserves the right to reject quotations that are unreasonably low or high in price.

The Government will determine acceptability by assessing the offeror's compliance with the terms of the RFQ. The Government will determine responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- satisfactory record of integrity and business ethics;
- necessary organization, experience, and skills or the ability to obtain them;
- necessary equipment and facilities or the ability to obtain them; and
- otherwise qualified and eligible to receive an award under applicable laws and regulations.

SECTION L - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS OR QUOTERS

L.1 52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

"Common parent", as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)", as used in this provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d)through (f) of this provision in order to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325 (d), reporting requirements of 26 USC 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (3l USC 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

TIN: _____

[ ] TIN has been applied for.

[ ] TIN is not required because:

[ ] Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

[ ] Offeror is an agency or instrumentality of a foreign government;

[ ] Offeror is an agency or instrumentaltiy of the Federal Government.

(e) Type of Organization.

[ ] Sole Proprietorship;

[ ] Partnership:

[ ] Corporate Entity (not tax exempt);

[ ] Corporate Entity (tax emempt);

[ ] Government entity (Federal, State, or local);

[ ] Foreign government;

[ ] International organization per 26 CFR 1.6049-4;

[ ] Other _____

(f) Common Parent.

[ ] Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.
[ ] Name and TIN of common parent;

Name _____
TIN _____

(End of provision)

L.2 52.204-6 CONTRACTOR IDENTIFICATION NUMBER -DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (OCT 2003)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS+4" followed by the DUNS number or DUNS+4 that identifies the offeror's name and address exactly as stated in the offer. The DUNS number if a nine-digit number assigned by Dun and Bradstreet Information Services. The DUNS+4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see Subpart 32.11) for the same parent company.

If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror may obtain a DUNS number-

- If located within the United States, by calling Dun and Bradstreet at 1-866-705-5711 or via the Internet at http://www.dnb.com; or
- If located outside the United States, by contacting the local Dun and Bradstreet office.

The offeror should be prepared to provide the following information:

- Company legal business name.
- Tradestyle, doing business, or other name by which your entity is commonly recognized.
- Company physical street address, city, state and Zip Code.
- Company mailing address, city, state and Zip Code (if separate from physical)
- Company telephone number
- Date the company was started.
- Number of employees at your location.
- Chief executive officer/key manager.
- Line of business (industry)
- Company Headquarters name and address (reporting relationship within your entity).

L.3 **52.204-8 Annual Representations and Certifications. (Feb 2012)**

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 236220 for Construction Management, commercial and institutional building or Warehouse construction; 237310 for Construction Management, highway road, street or bridge; 237990 for Construction Management, outdoor recreation facility; 236118 for Construction Management, residential remodeling; 237110 for Construction Management, water and sewage line and related structures.

(2) The small business size standard is$28.5 million.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

[ ] (i) Paragraph (d) applies.

[ ] (ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)(1) The following representations or certifications in ORCA are applicable to this solicitation as indicated:

(i) 52.203-2, Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—

(A) The acquisition is to be made under the simplified acquisition procedures in Part 13;

(B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or

(C) The solicitation is for utility services for which rates are set by law or regulation.

(ii) 52.203-11, Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed $150,000.

(iii) 52.204-3, Taxpayer Identification. This provision applies to solicitations that do not include the clause at 52.204-7, Central Contractor Registration.

(iv) 52.204-5, Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—

(A) Are not set aside for small business concerns;

(B) Exceed the simplified acquisition threshold; and

(C) Are for contracts that will be performed in the United States or its outlying areas.

(v) 52.209-2, Prohibition on Contracting with Inverted Domestic Corporations—Representation. This provision applies to solicitations using funds appropriated in fiscal years 2008, 2009, or 2010.

(vi) 52.209-5, Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.

(vii) 52.214-14, Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.

(viii) 52.215-6, Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.

(ix) 52.219-1, Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.

(A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.

(B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.

(x) 52.219-2, Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.

(xi) 52.222-22, Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at 52.222-26, Equal Opportunity.

(xii) 52.222-25, Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at 52.222-26, Equal Opportunity.

(xiii) 52.222-38, Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiv) 52.223-1, Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA–designated items; or include the clause at 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xv) 52.223-4, Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA–designated items.

(xvi) 52.225-2, Buy American Act Certificate. This provision applies to solicitations containing the clause at 52.225-1.

(xvii) 52.225-4, Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternate I, and Alternate II) This provision applies to solicitations containing the clause at 52.225-3.

(A) If the acquisition value is less than $25,000, the basic provision applies.

(B) If the acquisition value is $25,000 or more but is less than $50,000, the provision with its Alternate I applies.

(C) If the acquisition value is $50,000 or more but is less than $67,826, the provision with its Alternate II applies.

(xviii) 52.225-6, Trade Agreements Certificate. This provision applies to solicitations containing the clause at 52.225-5.

(xix) 52.225-20, Prohibition on Conducting Restricted Business Operations in Sudan—Certification. This provision applies to all solicitations.

(xx) 52.225-25, Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran—Representation and Certification. This provision applies to all solicitations.

(xxi) 52.226-2, Historically Black College or University and Minority Institution Representation. This provision applies to—

(A) Solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions; and

(B) For DoD, NASA, and Coast Guard acquisitions, solicitations that contain the clause at 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.

(2) The following certifications are applicable as indicated by the Contracting Officer:

[*Contracting Officer check as appropriate.*]

__ (i) 52.219-22, Small Disadvantaged Business Status.

__ (A) Basic.

__ (B) Alternate I.

__ (ii) 52.222-18, Certification Regarding Knowledge of Child Labor for Listed End Products.

__ (iii) 52.222-48, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification.

__ (iv) 52.222-52, Exemption from Application of the Service Contract Act to Contracts for Certain Services–Certification.

__ (v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA–Designated Products (Alternate I only).

__ (vi) 52.227-6, Royalty Information.

__ (A) Basic.

__(B) Alternate I.

__ (vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website accessed through https://www.acquisition.gov. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause #	Title	Date	Change
_____	_____	____	_____

Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

(End of provision)

L.4. 52.225-18 PLACE OF MANUFACTURE (SEPT 2006)

(a) *Definitions*. As used in this clause—

" Manufactured end product" means any end product in Federal Supply Classes (FSC) 1000-9999, except—

(1) FSC 5510, Lumber and Related Basic Wood Materials;
(2) Federal Supply Group (FSG) 87, Agricultural Supplies;
(3) FSG 88, Live Animals;
(4) FSG 89, Food and Related Consumables;
(5) FSC 9410, Crude Grades of Plant Materials;
(6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
(7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
(8) FSC 9610, Ores;
(9) FSC 9620, Minerals, Natural and Synthetic; and
(10) FSC 9630, Additive Metal Materials.

"Place of manufacture" means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

(b) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly—

(1) [ ] In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or
(2) [ ] Outside the United States.

L.5 AUTHORIZED CONTRACT ADMINISTRATOR

If the offeror does not fill-in the blanks below, the official who signed the offer will be deemed to be the offeror's representative for Contract Administration, which includes all matters pertaining to payments.

Name: _____

Address: _____

_____

Telephone Number: _____

L.6 652.228-70 DEFENSE BASE ACT – COVERED CONTRACTOR EMPLOYEES (JUN 2006)

(a) Bidders/offerors shall indicate below whether or not any of the following categories of employees will be employed on the resultant contract, and, if so, the number of such employees:

Category	Yes/No	Number
(1) United States citizens or residents		
(2) Individuals hired in the United States, regardless of citizenship		
(3) Local nationals or third country nationals where contract performance takes place in a country where there are no *local workers' compensation laws*		*Local nationals:* _____ *Third Country Nationals:* _____
(4) Local nationals or third country nationals where contract performance takes place in a country where there are *local workers' compensation laws*		*Local nationals:* _____ *Third Country Nationals:* _____

(b) The contracting officer has determined that for performance in the country of ***the Philippines*** –

☑ Workers' compensation laws exist that will cover local nationals and third country nationals.

☐ Workers' compensation laws do not exist that will cover local nationals and third country nationals.

(c) If the bidder/offeror has indicated "yes" in block (a)(4) of this provision, the bidder/offeror shall not purchase Defense Base Act insurance for those employees. However, the bidder/offeror shall assume liability toward the employees and their beneficiaries for war-hazard injury, death, capture, or detention, in accordance with the clause at FAR 52.228-4.

(d) RESERVED

L.7. 52.225-25 Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran—Representation and Certification. (Nov 2011)

(a) *Definitions.*

"Person"—

(1) Means—

(i) A natural person;

(ii) A corporation, business association, partnership, society, trust, financial institution, insurer, underwriter, guarantor, and any other business organization, any other nongovernmental entity, organization, or group, and any governmental entity operating as a business enterprise; and

(iii) Any successor to any entity described in paragraph (1)(ii) of this definition; and

(2) Does not include a government or governmental entity that is not operating as a business enterprise.

"Sensitive technology"—

(1) Means hardware, software, telecommunications equipment, or any other technology that is to be used specifically—

(i) To restrict the free flow of unbiased information in Iran; or

(ii) To disrupt, monitor, or otherwise restrict speech of the people of Iran; and

(2) Does not include information or informational materials the export of which the President does not have the authority to regulate or prohibit pursuant to section 203(b)(3) of the International Emergency Economic Powers Act (50 U.S.C. 1702(b)(3)).

(b) The offeror shall e-mail questions concerning sensitive technology to the Department of State at *CISADA106@state.gov*.

(c) Except as provided in paragraph (d) of this provision or if a waiver has been granted in accordance with 25.703-4, by submission of its offer, the offeror—

(1) Represents, to the best of its knowledge and belief, that the offeror does not export any sensitive technology to the government of Iran or any entities or individuals owned or controlled by, or acting on behalf or at the direction of, the government of Iran; and

(2) Certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act. These sanctioned activities are in the areas of development of the petroleum resources of Iran, production of refined petroleum products in Iran, sale and provision of refined petroleum products to Iran, and contributing to Iran's ability to acquire or develop certain weapons or technologies.

(d) *Exception for trade agreements*. The representation requirement of paragraph (c)(1) and the certification requirement of paragraph (c)(2) of this provision do not apply if—

(1) This solicitation includes a trade agreements notice or certification (*e.g.*, 52.225-4, 52.225-6, 52.225-12, 52.225-24, or comparable agency provision); and

(2) The offeror has certified that all the offered products to be supplied are designated country end products or designated country construction material.

(End of provision)

ATTACHMENT #1: **Standard Form 25, "Performance and Guaranty Bond"**
(2 pages)

PERFORMANCE BOND *(See instructions on reverse)*	DATE BOND EXECUTED *(Must be same or later than date of contract)*	OMB Number: **9000-0045** Expiration Date: **5/31/2013**

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405

PRINCIPAL *(Legal name and business address)*	TYPE OF ORGANIZATION ("X" one) ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ JOINT VENTURE ☐ CORPORATION STATE OF INCORPORATION
SURETY(IES) *(Name(s) and business address(es))*	PENAL SUM OF BOND MILLION(S) | THOUSANDS | HUNDRED(S) | CENTS CONTRACT DATE | CONTRACT NO.

OBLIGATION

We, the Principal and Surety (ies), are firmly bound to the Unites States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action against any or all of us. for all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS

The Principal has entered into the contract identified above.

THEREFORE

The above obligation is void if the Principal-

(a)(1) Performs and fulfills all the undertaking, covenants, terms, conditions, and agreements of the contract during the original term of the contract and any extensions thereof that are granted by the Government, with or without notice of the Surety(ies) and during the life of any guaranty required under the contract, and (2) performs and fulfills all the undertakings, covenants, terms conditions, and agreements of any and all duly authorized modifications of the contract that hereafter are made. Notice of those modifications to the Surety(ies) are waived.

(b) Pays to the Government the full amount of the taxes imposed by the Government, if the said contracts is subject to the Miller Act, (40 U.S.C. 270a-270e), which are collected, deducted, or withheld from wages paid by the Principal in carrying out the construction contract with respect to which this bond is furnished.

WITNESS

The Principal and Surety(ies) executed this performance bond and affixed their seals on the above date.

PRINCIPAL

SIGNATURE(S)	1. (Seal)	2. (Seal)	3. (Seal)	Corporate Seal
NAME(S) & TITLE(S) *(Typed)*	1.	2.	3.	

INDIVIDUAL SURETY(IES)

SIGNATURE(S)	1. (Seal)	2. (Seal)
NAME(S) *(Typed)*	1.	2.

CORPORATE SURETY(IES)

SURETY A	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT ($)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S *(Typed)*	1.	2.		

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition not usable

STANDARD FORM 25 (REV. 5/1996)
Prescribed by GSA-FAR (48 CFR) 53.228 (b)

CORPORATE SURETY(IES) *(Continued)*

SURETY B	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT ($)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		
SURETY C	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT ($)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		
SURETY D	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT ($)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		
SURETY E	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT ($)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		
SURETY F	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT ($)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		
SURETY G	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT ($)	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		

BOND PREMIUM ▶	RATE PER THOUSAND ($)	TOTAL ($)

INSTRUCTIONS

1. This form is authorized for use in connection with Government contracts. Any deviation from this form will require the written approval of the Administrator of General Services.

2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., and attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.

3. (a) Corporations executing the bond as sureties must appear on the department of the Treasury's list of approved sureties and must act within the limitation listen therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual Surety (standard Form 28) for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning their financial capability.

4. Corporation executing the bond shall affix their corporate seals. Individual shall execute the bond opposite the word " Corporate Seal", and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.

5. Type the name and title of each person signing this bond in the space provided.

ATTACHMENT #2: Standard Form 25A, "Payment Bond"

(2 pages)

PAYMENT BOND *(See instructions on reverse)*	DATE BOND EXECUTED *(Must be same or later than date of contract)*	OMB No.: **9000-0045**

Public reporting burden for this collection of information is estimate to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405

PRINCIPAL *(Legal name and business address)*	TYPE OF ORGANIZATION *("X" one)* ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ JOINT VENTURE ☐ CORPORATION STATE OF INCORPORATION
SURETY(IES) *(Name(s) and business address(es)*	PENAL SUM OF BOND MILLION(S) / THOUSAND(S) / HUNDRED(S) / CENTS CONTRACT DATE / CONTRACT NO.

OBLIGATION:

We, the Principal and Surety(ies), are firmly bound to the United States of America (hereinafter called the Government) in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally. However, where the Sureties are corporations acting as co-sureties, we, the Sureties, bind ourselves in such sum "jointly and severally" as well as "severally" only for the purpose of allowing a joint action or actions against any or all of us. For all other purposes, each Surety binds itself, jointly and severally with the Principal, for the payment of the sum shown opposite the name of the Surety. If no limit of liability is indicated, the limit of liability is the full amount of the penal sum.

CONDITIONS:

The above obligation is void if the Principal promptly makes payment to all persons having a direct relationship with the Principal or a subcontractor of the Principal for furnishing labor, material or both in the prosecution of the work provided for in the contract identified above, and any authorized modifications of the contract that subsequently are made. Notice of those modifications to the Surety(ies) are waived.

WITNESS:

The Principal and Surety(ies) executed this payment bond and affixed their seals on the above date.

PRINCIPAL

	1.	2.	3.	
SIGNATURE(S)	(Seal)	(Seal)	(Seal)	Corporate Seal
NAME(S) & TITLE(S) *(Typed)*	1.	2.	3.	

INDIVIDUAL SURETY(IES)

	1.	2.
SIGNATURE(S)	(Seal)	(Seal)
NAME(S) *(Typed)*	1.	2.

CORPORATE SURETY(IES)

SURETY A	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT $
	SIGNATURE(S)	1.	2.	Corporate Seal
	NAME(S) & TITLE(S) *(Typed)*	1.	2.	

CORPORATE SURETY(IES) *(Continued)*

SURETY B	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT $	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		
SURETY C	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT $	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		
SURETY D	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT $	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		
SURETY E	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT $	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		
SURETY F	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT $	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		
SURETY G	NAME & ADDRESS		STATE OF INC.	LIABILITY LIMIT $	Corporate Seal
	SIGNATURE(S)	1.	2.		
	NAME(S) & TITLE(S) *(Typed)*	1.	2.		

INSTRUCTIONS

1. This form, for the protection of persons supplying labor and material, is used when a payment bond is required under the Act of August 24, 1935, 49 Stat. 793 (40 U.S.C. 270a-270e). Any deviation from this form will require the written approval of the Administrator of General Services.

2. Insert the full legal name and business address of the Principal in the space designated "Principal" on the face of the form. An authorized person shall sign the bond. Any person signing in a representative capacity (e.g., an attorney-in-fact) must furnish evidence of authority if that representative is not a member of the firm, partnership, or joint venture, or an officer of the corporation involved.

3. (a) Corporations executing the bond as sureties must appear on the Department of the Treasury's list of approved sureties and must act within the limitation listed therein. Where more than one corporate surety is involved, their names and addresses shall appear in the spaces (Surety A, Surety B, etc.) headed "CORPORATE SURETY(IES)." In the space designated "SURETY(IES)" on the face of the form, insert only the letter identification of the sureties.

(b) Where individual sureties are involved, a completed Affidavit of Individual Surety (Standard Form 28) for each individual surety, shall accompany the bond. The Government may require the surety to furnish additional substantiating information concerning their financial capability.

4. Corporations executing the bond shall affix their corporate seals. Individuals shall execute the bond opposite the word "Corporate Seal", and shall affix an adhesive seal if executed in Maine, New Hampshire, or any other jurisdiction requiring adhesive seals.

5. Type the name and title of each person signing this bond in the space provided.

ATTACHMENT #3

SAMPLE LETTER OF BANK GUARANTY

Place [ ]
Date [ ]

Contracting Officer
U.S. Embassy, [Post name]
[Mailing Address]

Letter of Guaranty No. _____

SUBJECT: Performance and Guaranty

The Undersigned, acting as the duly authorized representative of the bank, declares that the bank hereby guarantees to make payment to the Contracting Officer by check made payable to the Treasurer of the United States, immediately upon notice, after receipt of a simple written request from the Contracting Officer, immediately and entirely without any need for the Contracting Officer to protest or take any legal action or obtain the prior consent of the Contractor to show any other proof, action, or decision by an other authority, up to the sum of [Amount equal to 20% of the contract price in U.S. dollars during the period ending with the date of final acceptance and 10% of the contract price during contract guaranty period], which represents the deposit required of the contractor to guarantee fulfillment of his obligations for the satisfactory, complete, and timely performance of the said contract [contract number] for [description of work] at [location of work] in strict compliance with the terms, conditions and specifications of said contract, entered into between the Government and [name of contractor] of [address of contractor] on [contract date], plus legal charges of 10% per annum on the amount called due, calculated on the sixth day following receipt of the Contracting Officer's written request until the date of payment.

The undersigned agrees and consents that said contract may be modified by Change Order or Supplemental Agreement affecting the validity of the guaranty provided, however, that the amount of this guaranty shall remain unchanged.

The undersigned agrees and consents that the Contracting Officer may make repeated partial demands on the guaranty up to the total amount of this guaranty, and the bank will promptly honor each individual demand.

This letter of guaranty shall remain in effect until 3 months after completion of the guaranty period of Contract requirement.

Depository Institution: [Name]
Address: Location: _____
Representative(s): _____ _____ State of Inc.: _____
_____ _____ Corporate Seal:
_____ _____

Certificate of Authority is attached evidencing authority of the signer to bind the bank to this document.

ATTACHMENT #4

UNITED STATES DEPARTMENT OF STATE
BREAKDOWN OF PRICE BY DIVISIONS OF SPECIFICATIONS

Division/Description	Labor Cost (Php)	Material Cost (Php)	Overhead Cost (Php)	Profit (Php)	Total Cost (Php)	US $
I. General						
II. Site Work						
III. Equipment						
IV. Special Construction						
V. Mechanical						
VI. Electrical						
TOTAL						

Allowance Items:

PROPOSAL PRICE TOTAL (Philippine Pesos):

_____

Alternates (list separately do not total)

_____

Offeror: ***Date:***

ATTACHMENT #5
Drawings
(7 pages)

Sheet Number	Description
1	**Drawing Index**
2	**Chiller Plant Manager System Layout**
3	**Proposed Chiller Plant Manager System Schematic Diagram**
4	**BMS Points List**
5	**Conduit Support Detail**
6	**Proposed Chiller Plant Manager System Control Diagram - A**
7	**Proposed Chiller Plant Manager System Control Diagram - B**

DRAWING INDEX

SHEET NO.	CONTENTS
GENERAL	
EC0-01	DRAWING INDEX, VICINITY MAP, SITE DEVELOPMENT PLAN, GENERAL NOTES, LEGEND AND SYMBOLS & ABBREVIATION
FLOOR PLAN	
EC1-01	CHILLER PLANT MANAGER SYSTEM LAYOUT
SCHEMATIC DIAGRAM	
EC2-01	PROPOSED CHILLER PLANT MANAGER SYSTEM SCHEMATIC DIAGRAM
EC2-02a	PROPOSED CHILLER PLANT MANAGER SYSTEM CONTROL DIAGRAM
EC2-02b	PROPOSED CHILLER PLANT MANAGER SYSTEM CONTROL DIAGRAM
EC2-03	CPMS POINTS LIST
MISCELLANEOUS DETAILS	
EC3-01	MISCELLANEOUS DETAILS

GENERAL NOTES

1. WIRINGS SHALL BE IN CONCEALED CONDUIT/ TRUNKING UNLESS OTHERWISE SPECIFIED.
2. THE POSITION OF ALL ELECTRONICS EQUIPMENT. AS SHOWN IN THE DRAWINGS ARE APPROXIMATE ONLY. THE EXACT POSITIONS SHALL BE DETERMINED ON SITE.
3. THE SPECIALTY CONTRACTOR SHALL BE RESPONSIBLE FOR THE LABELING OF ALL EQUIPMENT THRU-OUT THE INSTALLATION.
4. THE SPECIALTY CONTRACTOR SHALL BE RESPONSIBLE TO LIAISE WITH THE LOCAL GOVERNMENT FOR ALL CLEARANCES, CABLE JOINTING, AND TESTING FOR THE INSTALLATION.
5. THE SPECIALTY CONTRACTOR SHALL BE RESPONSIBLE FOR SEALING OF ALL CABLE/CONDUIT PENETRATION OPENINGS BETWEEN FLOOR SLAB AND WALLS ETC. WITH APPROVED FIRE RATING MATERIAL/SEALANT.
6. ALL CABLES TO BE LAID IN HD UPVC PIPES SHALL BE ENCASED IN CONCRETE WHEN LAID ACROSS THE DRIVEWAY.
7. THE SPECIALTY CONTRACTOR SHALL BE RESPONSIBLE FOR THE EQUIPOTENTIAL GROUNDING/ALL METAL PARTS COMPLETED BY THE OTHER CONTRACTORS TO THE NEAREST BONDING TO ELECTRICAL PANEL.
8. THE SPECIALTY CONTRACTOR SHALL FURNISH ALL NECESSARY LABOR, MATERIALS AND EQUIPMENT FOR SATISFACTORY COMPLETION OF THE ENTIRE CHILLER PLANT MANAGER SYSTEM INSTALLATION AS GENERALLY DESCRIBED IN THE SPECIFICATION AND/OR SHOWN ON DRAWINGS.
9. ALL LOCATIONS OF EQUIPMENT AND CABLE ROUTES SHOWN ON THE DRAWING ARE INDICATIVE ONLY. THE EXACT LOCATIONS MUST BE COORDINATED ON SITE BEFORE INSTALLATION. FULLY COORDINATED SHOP DRAWINGS MUST BE SUBMITTED TO THE ENGINEER FOR APPROVAL BEFORE COMMENCEMENT OF WORK.
10. ALL CONDUITS WHICH ARE EXPOSED SHALL BE PAINTED WITH A COAT OF RUST-RESISTING PRIMER AND TWO COATS OF ELECTRIC ORANGE OR AS SPECIFIED BY THE ARCHITECT.
11. EACH CIRCUIT SHALL BE TESTED FOR GROUNDS AND SHORTS BY MEANS OF INSULATION RESISTANCE TESTING INSTRUMENT APPLYING A VOLTAGE OF NOT LESS THAN 500V D.C. ON CIRCUIT UNDER TEST.
12. CABLES FOR ESSENTIAL CIRCUITS SUCH AS EMERGENCY LIGHTING CIRCUITS & FIRE FIGHTING EQUIPMENT CIRCUITS ETC SHALL NOT BE DRAWN INTO THE SAME CONDUIT INTENDED FOR NORMAL CIRCUITS AS PER PEC.
13. THE SPECIALTY CONTRACTOR SHALL LIAISE WITH OTHER CONTRACTOR TO ENSURE THAT POWER SUPPLIES FOR ALL EQUIPMENT ARE ADEQUATELY PROVIDED TO SUIT THE SYSTEM REQUIREMENTS.
14. ALL ELECTRONICS EQUIPMENT, LOCATIONS SHOWN ARE INDICATIVE ONLY AND THE ELECTRICAL CONTRACTOR MUST COORDINATE WITH THE ARCHITECT AND OR THE INTERIOR DESIGNER, AS WELL AS EQUIPMENT SUPPLIERS.
15. THE SPECIALTY CONTRACTOR SHALL OBTAIN APPROVAL FROM STRUCTURAL ENGINEERS FOR PENETRATION THROUGH RC. BEAMS AND FLOOR SLABS PRIOR TO CONSTRUCTION.
16. ALL CONDUIT LAYOUT AND INSTALLATION METHODS SHALL BE IDENTICAL IN ALL ROOMS AS MUCH AS POSSIBLE.
17. TESTING CERTIFICATES SHALL BE PROVIDED BY THE SPECIALTY CONTRACTOR PRIOR TO FINAL TURN OVER.
18. ALL MATERIALS/CABLES TO BE USED AND INSTALLATION METHOD SHALL COMPLY WITH THE TECHNICAL SPECIFICATION, STANDARDS, CODE OF PRACTICE AND AUTHORITY REQUIREMENT.
19. THE SPECIALTY CONTRACTOR IS REQUIRED TO SUBMIT DETAILS OF FINAL ARRANGEMENT AND DIMENSIONAL LAYOUT OF ALL ITEMS EQUIPMENT IN RESPECTIVE ROOMS TO SUIT SITE CONDITIONS, ETC. FOR REVIEW BY THE CONSULTANT BEFORE COMMENCEMENT OR INSTALLATION.
20. ENGINEER IN-CHARGE SUPERVISING WORK SHALL BE A DULY REGISTERED ELECTRONICS ENGINEER SUPERVISED BY A PROFESSIONAL ELECTRONICS ENGINEER AS REQUIRED BY R.A. 9292 AND THE IRR OF REVISED NATIONAL BUILDING CODE.
21. ALL ELECTRONICS SYSTEM PROVIDED IN THIS PLAN SHALL BE CAPABLE TO ACCOMMODATE FUTURE FIT-OUT EXPANSION REQUIREMENTS.

CHILLER PLANT MANAGER SYSTEM

1. CHILLER PLANT MANAGER SYSTEM (CPMS) NETWORK SHALL BE UTILIZING BACNET AND/OR LONWORKS PROTOCOL THAT ARE ONLY CERTIFIED INTEROPERABLE BETWEEN OTHER SYSTEMS FROM MULTIPLE BRANDS AND VENDORS.
2. HIGH LEVEL INTERFACE VIA RS 232/485 COMMUNICATION LINK SHALL BE REQUIRED FOR TO EASE INSTALLATION AND ACQUIRE ACCURACY IN DATA GATHERING.
3. THIRD PARTY INTERFACES SHALL BE REQUIRED FOR INTEGRATION/INTERFACING WITH VARIOUS SYSTEM SUCH AS FIRE ALARM AND SECURITY SYSTEM FOR ACCURATE DATA GATHERING.
4. CPMS CONTRACTOR SHALL PROVIDE/SUBMIT ACTUAL CONTROL/MONITORING DIAGRAMS (SHOP DRAWINGS) FOR EACH SYSTEM OR EQUIPMENT FOR APPROVAL OF THE CONSULTANTS PRIOR TO INSTALLATION.
5. CPMS CONTRACTOR SHALL DETERMINE SIZES OF DDC ENCLOSURES WITH CONSULTANTS APPROVAL PRIOR TO INSTALLATION.
6. DIRECT DIGITAL CONTROLLERS (DDC'S) TO BE USED SHALL BE FULLY STAND-ALONE DEFINED BY HAVING ITS OWN INTERNAL CLOCK, DATA GATHERING MEMORY BANK AND CENTRAL PROCESSING UNIT (CPU).
7. EACH DDC PANEL SHALL BE CAPABLE OF ACTING INDEPENDENTLY FROM THE CPMS NETWORK.CONTROL AND MONITORING PROGRAMS OF EACH DDC POINT SHALL STILL BE IN EFFECT EVEN IN CASES OF DISCONNECTION FROM THE NETWORK DUE TO TECHNICAL/INCIDENTAL MATTERS.
8. CPMS TERMINAL BOXES SHALL INCLUDE REPEATER CIRCUITS. CPMS CONTRACTOR SHALL DETERMINE EXACT QUANTITY OF REPEATERS, WHENEVER NECESSARY.
9. THE UNIT RATE OF EACH CPMS POINT SHALL INCLUDE THE FOLLOWING WORKS:
   A. DIRECT DIGITAL CONTROLLER'S (DDC'S) AND ALL ASSOCIATED ACCESSORIES.
   B. ALL COMMUNICATION/CONTROL SIGNAL CABLES, CONDUITS/TRUNKING, TERMINATION, ETC.
   C. ALL FIELD SENSORS, DEVICES (INCLUDING FLOW METERS).
   D. SOFTWARE AND PROGRAMMING
   E. GRAPHIC GENERATION AND TREND LOGGING
   F. ELECTRICAL TERMINALS, CONTACTORS, MARSHALING BOX, ETC.
   G. TESTING AND COMMISSIONING
10. SPARE QUANTITIES HAVE BEEN INCLUDED IN THE POINTS LIST. THE BMS CONTRACT PRICE SHALL INCLUDE ALL QUANTITIES SPECIFIED IN THE POINT SCHEDULE.
11. THE SUPPLY OF ALL NECESSARY INTERFACE/TRANSDUCERS/MODULE/ACCESSORIES FOR EFFECTIVE BMS/FA INTERLOCK/CONTROLS/MONITORING AS DEFINED IN THE RELEVANT SPECIFICATION CLAUSES SHALL BE INCLUDED IN THE BMS CONTRACTORS SCOPE OF WORK.

	DESCRIPTIONS		DESCRIPTIONS
AC	AIR CONDITIONING	GFE	GOVERNMENT FURNISH EQUIPMENT
AI	ANALOG INPUT	IMC	INTERMEDIATE METALLIC CONDUIT
AO	ANALOG OUTPUT	IV	ISOLATION VALVE
AP	ACCESS PANEL	KW	KILOWATT
AV	AIR VENT	L	LITERS
AWG	AMERICAN WIRE GAUGE	L/s	LITERS PER SECOND
BMS	BUILDING MANAGEMENT SYSTEM	m^3	CUBIC METER
BOP	BOTTOM OF PIPE	MAX	MAXIMUM
C	DEGREE CELSIUS	MCC	MECHANICAL CONTROL CENTER
CAP	CAPACITY	MM	MILLIMETER
CAT	CATEGORY	MOV	MOTORIZED ON/OFF VALVE
CD	CONDENSATE DRAIN	NC	NORMALLY CLOSED
CDP	CONDENSATE DRAIN PIPE	NO	NORMALLY OPEN
CP	CONDENSATE WATER PUMPS	P	PHASE
CPMS	CHILLER PLANT MANAGER SYSTEM	PCHP	PRIMARY CHILLED WATER PUMPS
CPF	CHEMICAL POT FEEDER	PCWS/R	PRIMARY CHILLED WATER SUPPLY/ RETURN
CT	COOLING TOWER	PD	PRESSURE DROP
CV	CHECK VALVE	PG	PRESSURE GAUGE
C/W	COMPLETE WITH	PS	PRESSURE SENSOR/TRANSMITTER
CS/CR	CONDENSER WATER SUPPLY/ RETURN	SCHWS/R	CHILLED WATER SUPPLY/ RETURN
DB	DRY BULB	SCWP	SECONDARY CHILLED WATER PUMPS
dB	DECIBEL	SFU	SAND FILTRATION UNIT
DDC	DIRECT DIGITAL CONTROLLER	S.S	STAINLESS STEEL
DI	DIGITAL INPUT	STR	STRAINER
DPT	DIFFERENTIAL PRESSURE TRANSMITTER	UPS	UNINTERRUPTIBLE POWER SUPPLY
DO	DIGITAL OUTPUT	T/A	TO ABOVE
EE	ELECTRICAL	T/B	TO BELOW
ET	EXPANSION TANK	TEMP.	TEMPERATURE
ELV	EXTRA LOW VOLTAGE	TF	THERMOPLASTIC COVERED FIXTURE WIRE
F/A	FROM ABOVE	THHN	HEAT RESISTANT THERMOPLASTIC WIRE
F/B	FROM BELOW	TP	TEST PORT
FC	FLEXIBLE CONNECTOR (PIPE & DUCT)	TR	TONS OF REFRIGERATION
FR	FIRE RATED	V	VOLTS
FM	FLOW TRANSMITTER (CHILLER)	VFD	VARIABLE FREQUENCY DRIVE
GV	GATE VALVE	WB	WET BULB
H/L	HIGH LEVEL	WP	WEATHER PROOF
HLI	HIGH LEVEL INTERFACE	CH	WATER COOLED CHILLERS
Hz	HERTZ	ø	DIAMETER
VSD	VARIABLE SPEED DRIVE	@	AT
BTU	BRITISH THERMAL UNIT		

LEGEND & SYMBOLS

SYMBOLS	DESCRIPTIONS	SYMBOLS	DESCRIPTIONS
	BUILDING MANAGEMENT SYSTEM		
DDC	DIRECT DIGITAL CONTROL		FLOW SENSOR/ SWITCH
HLI	HIGH LEVEL INTERFACE		FLOW METER
VFD	VARIABLE FREQUENCY DRIVE		MOTOR STARTER
SPT	STATIC PRESSURE TRANSMITTER		MOTOR
	MODULATING VALVE		KILO-WATT HOUR MONITORING
	DIFFERENTIAL PRESSURE TRANSMITTER		250mm (W) x 150mm (D) x 250mm (H) PULLBOX
	WATER COOLED CHILLER		UNINTERRUPTIBLE POWER SUPPLY
			CHILLER PLANT MANAGEMENT SYSTEM LAYOUT
			POC (POINT OF CONNECTION)
	COOLING TOWER	AV	AIR VENT W/ STOP COCK
			DRAIN VALVE C/W PLUG
	EXPANSION TANK		NON- RETURN VALVE
			THERMOMETER
	PUMPS		FLEXIBLE PIPE CONNECTOR
	MODULATING CONTROL VALVE		FLOW SWITCH
	CLOSE-COUPLED COMMISSIONING SET		DIFFERENTIAL PRESSURE GAGE
	GATE VALVE		AUTOMATIC AIR VENT
	BALANCING VALVE		DRAIN CAP
	TEMPERATURE SENSOR/TRANSMITTER		CHECK VALVE
	UNIVERSAL TEST PLUG		CONDENSER WATER SUPPLY/RETURN
	MOTORIZED VALVE		CHILLED WATER SUPPLY
	TWO-PORT MOTORIZED MODULATING CONTROL VALVE		SECONDARY CHILLED WATER SUPPLY/RETURN
	PRESSURE GUAGE		FLOW
	BUTTERFLY VALVE		CONDENSATE DRAIN PIPE
	RELIEF VALVE		SOLENOID VALVE
	FLOW METER		BALL VALVE
	SUCTION DIFFUSER		WATER METER
	PRESSURE SENSOR		UNION
	TEST PLUG		GLOBE VALVE

UNITED STATES EMBASSY
MANILA, PHILIPPINES

FACILITIES MANAGEMENT

WARNING

SENSITIVE BUT UNCLASSIFIED

Engineer
MEINHARDT
25th Floor Chatham House 116 Valero cor. V.A. Rufino St. Salcedo Village, Makati City

RAYMOND C. MEDINA, ASEAN-APEC
PROFESSIONAL ELECTRONICS ENGINEER

PRC Reg. No. 72 PTR No. 3178284
Date JANUARY 04, 2012 Place MAKATI CITY

APPROVED BY :

DISCIPLINE	INITIAL	SIGNATURE	DATE
SFM	PLS		
DFM	RLW		
CIVIL/STRL			
ELECTL			
MECH'L			

Rev No.	Revision note	Date	Sign

Project Title

US EMBASSY MAIN CHILLER PLANT ADDITION

Location

ROXAS BOULEVARD, PHILIPPINES

Release For Construction

SHEET CONTENT

ELECTRONICS SERVICES
DRAWING INDEX, GENERAL NOTES,
ABBREVIATIONS AND LEGEND & SYSMBOLS

Phase

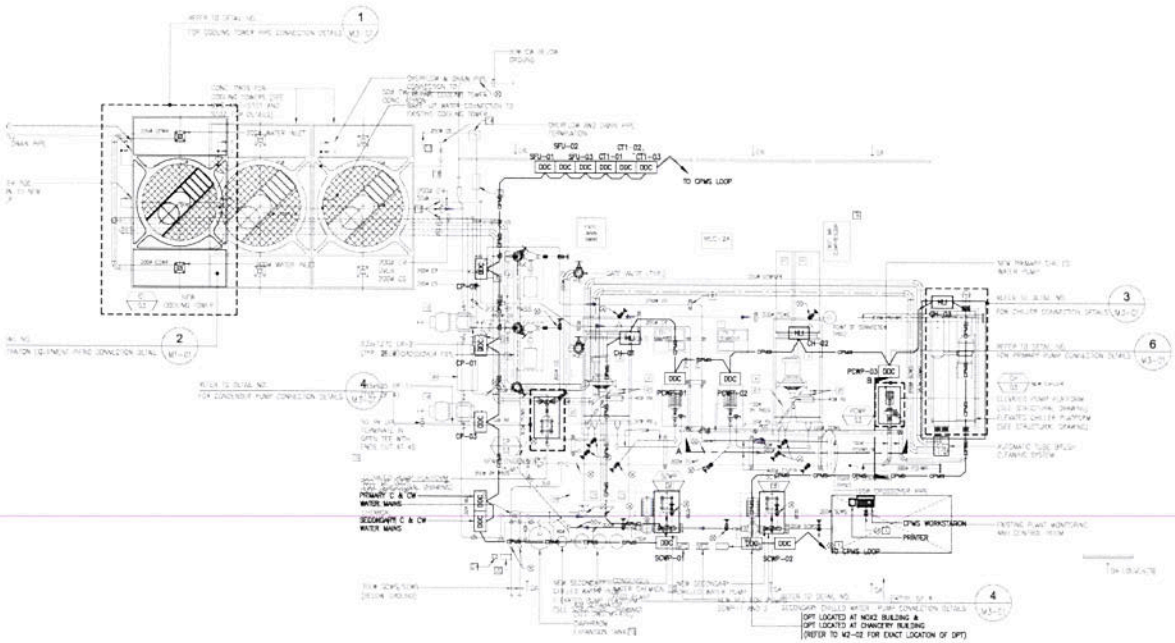
Date 25OCT12	CADD File Name
Designed PGL	Drawn By MMN
Checked RCM	Drawing Number EC0-01
Project Number MF1644	Sheet Number Sheet 1 of 1
Contract No. CONTRACT NO.	

FOR TENDER

LEGEND

DDC — DIRECT DIGITAL CONTROLLER

HLI — HIGH LEVEL INTERFACE



1 / EC1-01 CHILLER PLANT MANAGER SYSTEM LAYOUT

SCALE 1:100

FOR TENDER

UNITED STATES EMBASSY
MANILA, PHILIPPINES

FACILITIES MANAGEMENT

WARNING
This document is the property of the U.S. Government. Further reproduction and/or distribution is prohibited without the express written permission of FOREIGN BUILDING OPERATIONS,
U.S. Department of State, Washington, D.C. 20522-0108.
Information on this document is not to be shared except with the written approval of the individual whose seal appears hereon.

SENSITIVE
BUT
UNCLASSIFIED

Engineer
MEINHARDT
25th Floor Chatham House 116 Valero cor.
V.A. Rufino St. Salcedo Village, Makati City
Tele. (632) 887-1797 E-mail mpi@meinhardt.com.ph
Fax (632) 887-1772

RAYMOND C. MEDINA, ASEAN-APEC
PROFESSIONAL ELECTRONICS ENGINEER

PRC Reg No 72 | PTR No 3178284
Date JANUARY 04, 2012 | Place MAKATI CITY

APPROVED BY :

DISCIPLINE	INITIAL	SIGNATURE	DATE
SFM	PLS		
DFM	RLW		
CIVIL/STRL			
ELECTL			
MECHL			

Rev/No	Revision note	Date	Sign

Project Title

US EMBASSY
MAIN CHILLER
PLANT ADDITION

Location

ROXAS BOULEVARD, PHILIPPINES

Release For Construction

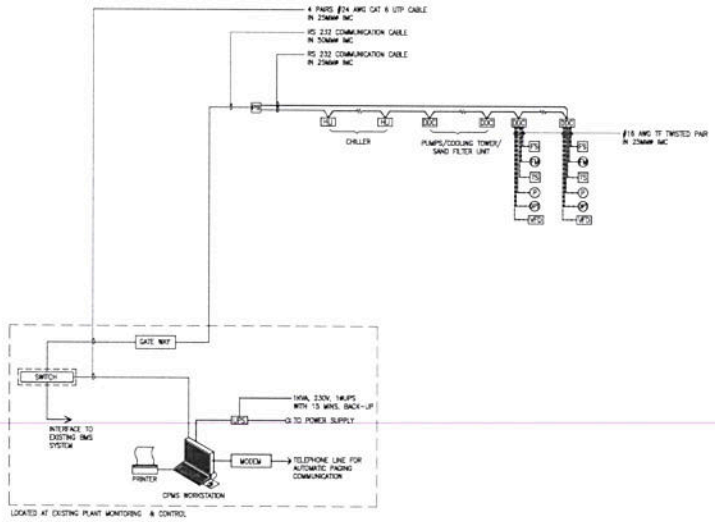
SHEET CONTENT

ELECTRONICS SERVICES
CHILLER PLANT MANAGER
SYSTEM LAYOUT

Phase

☐ CONCEPT ☐ SFD ☐ ADS ☐ ADS ■ IDAS ☐ FINAL

Date	CADD File Name
JANUARY 2012	
Designed: RCM	Drawn By: MMAC
Checked: RCM	Drawing Number: EC1-01
Project Number: MP1204	Sheet Number: Sheet 2 of 7
Contract No: CONTRACT NO	



1 EC2-01 PROPOSED CHILLER PLANT MANAGER SYSTEM SCHEMATIC DIAGRAM

NTS

NOTES

1. THE PURPOSE OF THIS SCHEMATIC IS TO PROVIDE GENERAL CONCEPT AND PRINCIPLE OF THE CHILLER PLANT MANAGER SYSTEM.
2. EQUIPMENT AND DEVICES REFLECTIVE ON PLANS ARE INDICATIVE ONLY. REFER TO FLOOR PLAN LAYOUT & CPMS POINT LIST FOR EXACT LOCATION AND QUANTITY. CONTRACTOR TO FURNISHED THE WHOLE SYSTEM TO INCLUDE ALL CABLES, DEVICES, ACCESSORIES, INCLUDING CONVERTERS AND GATEWAYS IN CASE OF PROTOCOL DIFFERENCES TO SUITE COMPATIBILITY ISSUES AND SOFTWARE PROGRAMMING AS MAY DEEM NECESSARY FOR A COMPLETE AND SUCCESSFUL OPERATION OF THE SYSTEM.
3. ALL SYSTEM PROTOCOL SHALL BE CAPABLE OF BACNET AND OPEN PROTOCOL.
4. PROVIDE 30min. CAPACITY BATTERY PACK PER DDC PANEL.
5. UPS RATING SHALL BE CONFIRMED UPON ACTUAL REQUIREMENTS OF APPROVED BRAND/EQUIPMENT/DEVICES TO BE USED.
6. CONTRACTOR TO PROVIDE REPEATERS TO DEVICES THAT ARE SUBJECT TO DEGRADATION OF SIGNAL DUE TO DISTANCE. CONTRACTOR TO VERIFY DEVICES TO BE PROVIDED WITH AMPLIFIERS BASED ON ACTUAL SITE CONDITION CONDITION.
7. PROVIDE POWER SUPPLY FOR ALL DDC CONTROLLER.
8. WIRES TO BE USED FOR THE POWER SUPPLIES ON THE RESPECTIVE MODULES SHALL BE #18 AWG THHN SOLID.
9. USE #18 AWG TF WIRE FOR FIELDS DEVICES WIRING TO DCC.
10. CPMS CONTRACTOR TO PROVIDE CONTACTORS, RELAYS, SENSOR ETC.
11. CPMS CONTRACTOR SHALL BE INCLUDE ALL NECESSARY INTERFACING MODULE & PROGRAMMING FOR INTERCONNECTION TO EXISTING BUILDING MANAGEMENT SYSTEM.
12. DDC CONTROLLER SHALL BE COMPATIBLE AND SAME PROTOCOL WITH THE EXISTING BMS PANEL.
13. REFER TO MECHANICAL & ELECTRICAL LAYOUT FOR EXACT LOCATION OF EQUIPMENTS.
14. CPMS CONTRACTOR SHALL CONFIRM/ VERIFY EXISTING CHILLER PLANT MANAGER SYSTEM AND PROVIDE NECESSARY CHANGES/ REPLACE EXISTING CONTROLLERS FOR THE COMPLETION OF THE NEW SYSTEM AS PER DESIGN INTENT.
15. REFER TO EC2-02 FOR CHILLER PLANT MANAGER SYSTEM CONTROL DIAGRAM.

LEGEND

DDC	DIRECT DIGITAL CONTROLLER
PB	250mm (W) x 150mm(D) x 250mm (H) PULL BOX
HLI	COMMUNICATION VIA HIGH LEVEL BACNET / OPEN PROTOCOL INTERFACE.
UPS	UNINTERRUPTIBLE POWER SUPPLY
P	PRESSURE SENSOR
FS	FLOW SWITCH/ SENSOR
DP	DIFFERENTIAL PRESSURE TRANSMITTER
FM	FLOW METER
TS	TEMPERATURE SENSOR
VFD	VARIABLE FREQUENCY DRIVE

ABBREVIATION

UPS	UNINTERRUPTIBLE POWER SUPPLY
TF	THERMOPLASTIC COVERED FIXTURE WIRE
AWG	AMERICAN WIRE GAUGE
EC/ELV	ELECTRICAL AND EXTRA LOW VOLTAGE
CPMS	CHILLER PLANT MANAGER SYSTEM
BMS	BUILDING MANAGEMENT SYSTEM

FOR TENDER

UNITED STATES EMBASSY
MANILA, PHILIPPINES

FACILITIES MANAGEMENT

WARNING
This document is the property of the U.S. Government. Further reproduction and/or distribution is prohibited without the express written permission of FOREIGN BUILDING OPERATIONS, U.S. Department of State, Washington, D.C. 20521-9521. Information on this document is not to be shared except with the written approval of the individual whom said approach thereof.

SENSITIVE BUT UNCLASSIFIED

Engineer
MEINHARDT
25th Floor Chatham House 116 Valero cor. V.A. Rufino St. Salcedo Village, Makati City
Tele. (632) 887-1391 E-mail: mgc@meinhardt.com.ph
Fax (632) 887-1172

RAYMOND C. MEDINA, ASEAN-APEC
PROFESSIONAL ELECTRONICS ENGINEER
PRC Reg. No 72 | PTR No 3178284
Date JANUARY 04, 2012 | Place MAKATI CITY

APPROVED BY :

DISCIPLINE	INITIAL	SIGNATURE	DATE
SFM	PLS		
DFM	RLW		
CIVIL/STRL			
ELECTL			
MECHL			

Rev/No	Revision note	Date	Sign

Project Title
US EMBASSY MAIN CHILLER PLANT ADDITION

Location
ROXAS BOULEVARD, PHILIPPINES

Release For Construction
Date | No

SHEET CONTENT
ELECTRONICS SERVICES
PROPOSED CHILLER PLANT MANAGER SYSTEM SCHEMATIC DIAGRAM

Phase
☐ CONCEPT ☐ SDS ☐ BCD ☐ BDS ■ EDCD ☐ FINAL

Date JAN/12	CADD File Name
Designed PCS	Drawn By MMN
Checked RCM	Drawing Number EC2.01
Project Number MP1544	Sheet Number Sheet 1 of 1
Contract No CONTRACT NO.	

U.S. Embassy
Proposed BMS Points List

MEINHARDT

NOTE: Respective M,E,P,T equipment schedule and schematics shall govern in case of conflict with the quantities stated in this points lists

Item	Equipment / Items	DO	DI	AO	AI	High Level Interface	Remarks
MECHANICAL							
1	**CHILLED WATER PLANT SYSTEM**						
	1.a WATER COOLED CHILLER	7					
	- Chiller start/stop	X				X	
	- Chiller On/Off Status		X			X	
	- Chilled Water Supply Flow Sensor		X			X	
	- Chilled Water Supply Pressure				X	X	
	- Chilled Water Return Pressure				X	X	
	- Chilled Water Supply Temperature				X	X	The Chiller itself with Chiller Plant Manager shall be of HIGH LEVEL INTERFACE. Chiller Plant Contractor shall ensure this provision. It should be capable of both LONWORKS AND BACNET PROTOCOL. Signal type will be guide in virtual configuration
	- Chilled Water Return Temperature				X	X	
	- Chilled Water Return Flow Meter					X	
	- Condenser Water Return Flow Sensor		X			X	
	- Condenser Water Supply Pressure				X	X	
	- Condenser Water Return Pressure				X	X	
	- Condenser Water Supply Temperature				X	X	
	- Condenser Water Return Temperature				X	X	
	- Kw Hr Monitoring				X	X	
	1.b CHILLED WATER MAINS						
	- Chilled Water Return Temperature	1			X		
	1.c PRIMARY CHILLED WATER PUMP w/ VFD (NEW)	3					
	- Start/Stop	X				X	
	- On/off Status		X			X	
	- Trip Alarm		X			X	PUMP with VFD shall be of HIGH LEVEL INTERFACE. Contractor shall ensure this provision. It SHOULD BE CAPABLE OF BOTH LONWORKS AND BACNET PROTOCOL. Signal type will be guide in virtual configuration.
	- Pump Speed Control			X		X	
	- Pump Speed Monitoring				X	X	
	- Flow Meter				X	X	
	- Kw Hr Monitoring				X	X	
	- Pressure Monitoring				X	X	
	- Pressure Monitoring				X	X	
	1.d PRIMARY CHILLED WATER PUMP (OLD)	2					
	- Start/Stop	X				X	PUMP shall be of HIGH LEVEL INTERFACE. Contractor shall ensure this provision. It SHOULD BE CAPABLE OF BOTH LONWORKS AND BACNET PROTOCOL. Signal type will be guide in virtual configuration.
	- On/off Status		X			X	
	- Trip Alarm		X			X	
	- Flow Meter				X	X	
	- Pressure Monitoring				X	X	
	- Pressure Monitoring				X	X	
	1.e SECONDARY CHILLED WATER PUMP w/ VFD (NEW)	2					
	- Start/Stop	X				X	
	- On/off Status		X			X	
	- Trip Alarm		X			X	PUMP with VFD shall be of HIGH LEVEL INTERFACE. Contractor shall ensure this provision. It SHOULD BE CAPABLE OF BOTH LONWORKS AND BACNET PROTOCOL. Signal type will be guide in virtual configuration.
	- Pump Speed Control			X		X	
	- Pump Speed Monitoring				X	X	
	- Flow Meter				X	X	
	- Kw Hr Monitoring				X	X	
	- Pressure Monitoring				X	X	
	- Pressure Monitoring				X	X	
	1.f CONDENSER WATER PUMP w/ VFD (NEW)	3					
	- Start/Stop	X				X	
	- On/off Status		X			X	PUMP with VFD shall be of HIGH LEVEL INTERFACE. Contractor shall ensure this provision. It SHOULD BE CAPABLE OF BOTH LONWORKS AND BACNET PROTOCOL. Signal type will be guide in virtual configuration.
	- Trip Alarm		X			X	
	- Pump Speed Control			X		X	
	- Pump Speed Monitoring				X	X	
	- Flow Meter				X	X	
	- Kw Hr Monitoring				X	X	
	- Pressure Monitoring				X	X	
	- Pressure Monitoring				X	X	
	1.g CONDENSER WATER PUMP (OLD)	2					
	- Start/Stop	X				X	PUMP shall be of HIGH LEVEL INTERFACE. Contractor shall ensure this provision. It SHOULD BE CAPABLE OF BOTH LONWORKS AND BACNET PROTOCOL. Signal type will be guide in virtual configuration.
	- On/off Status		X			X	
	- Trip Alarm		X			X	
	- Flow Meter				X	X	
	- Pressure Monitoring				X	X	
	- Pressure Monitoring				X	X	
	1.h COOLING TOWER	3					
	- Start/Stop	X				X	Cooling Tower shall be of HIGH LEVEL INTERFACE. Contractor shall ensure this provision. It SHOULD BE CAPABLE OF BOTH LONWORKS AND BACNET PROTOCOL. Signal type will be guide in virtual configuration.
	- On/off Status		X			X	
	- Trip Alarm		X			X	
	- On/Off Control Valve	X				X	
	- Return Temperature Monitoring				X	X	
	- Flow Sensor		X			X	
	- Pressure Monitoring				X	X	
	- Sump Temperature Monitoring				X	X	
	- Kw Hr Monitoring				X		
	1.i SAND FILTER UNIT	3					Sand Filter Unit shall be of HIGH LEVEL INTERFACE. Contractor shall ensure this provision. It SHOULD BE CAPABLE OF BOTH LONWORKS AND BACNET PROTOCOL. Signal type will be guide in virtual configuration.
	- Start/Stop	X				X	
	- On/off Status		X			X	
	- Trip Alarm		X			X	
	1.j DIFFERENTIAL PRESSURE TRANSMITTER	2			X		

1 / EC2-03 BMS POINTS LIST
NTS

FOR TENDER

UNITED STATES EMBASSY
MANILA, PHILIPPINES

FACILITIES MANAGEMENT

WARNING
This document is the property of the U.S. Government. Further reproduction and/or distribution is prohibited without the express written permission of FOREIGN BUILDING OPERATIONS
U.S. Department of State, Washington, D.C. 20521-9600
Information on this document is not to be altered except with the written approval of the individual whose seal appears hereon.

SENSITIVE BUT UNCLASSIFIED

Engineer
MEINHARDT
25th Floor Chatham House 116 Valero cor.
V.A. Rufino St. Salcedo Village, Makati City
Tele. (632) 887-1161 E-mail: mpc@meinhardt.com.ph
Fax (632) 887-1172

RAYMOND C. MEDINA, ASEAN-APEC
PROFESSIONAL ELECTRONICS ENGINEER

PRC Reg. No: 72 PTR No: 3178284
Date: JANUARY 04, 2012 Place: MAKATI CITY

APPROVED BY :

DISCIPLINE	INITIAL	SIGNATURE	DATE
BFM	PLB		
DFM	RLW		
CIVIL/STRL			
ELECT'L			
MECH'L			

Rev/No.	Revision note	Date	Sign

Project Title
US EMBASSY MAIN CHILLER PLANT ADDITION

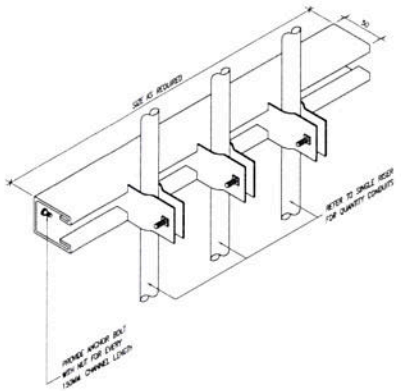
Location
ROXAS BOULEVARD, PHILIPPINES

Release For Construction: Yes / No

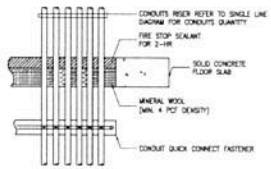
SHEET CONTENT
ELECTRONICS SERVICES
BMS POINTS LIST

Phase
☐ CONCEPT ☐ SPD ☐ DED ☐ CDD ■ EDD ☐ FINAL

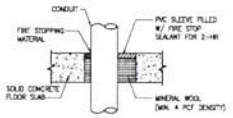
Date: 29OCT12	CADD File Name:
Designed: PDL	Drawn By: MMN
Checked: RCM	Drawing Number: EC2.03
Project Number: MP 1044	Sheet Number: Sheet 6 of 7
Contract No.: CONTRACT NO.	



1 EC3-01 CONDUIT RISER DETAIL
NTS

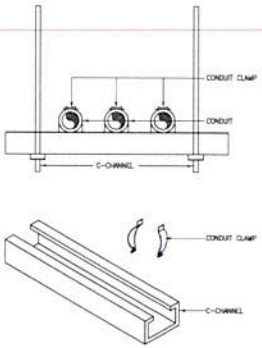


MULTIPLE CONDUITS PENETRATION



SINGLE CONDUIT PENETRATION

2 EC3-01 TYPICAL RACEWAY PENETRATIONS WITH FIRESTOP
NTS



3 EC3-01 CONDUIT SUPPORT DETAIL
NTS

FOR TENDER

UNITED STATES EMBASSY
MANILA, PHILIPPINES

FACILITIES MANAGEMENT

WARNING
This document is the property of the U.S. Government. Further reproduction and/or distribution is prohibited without the express written permission of FOREIGN BUILDING OPERATIONS U.S. Department of State, Washington, DC 20523-0620. Information on this document is not to be altered except with the written approval of the individual whose seal appears herein.

SENSITIVE BUT UNCLASSIFIED

Engineer
MEINHARDT
25th Floor Chatham House 116 Valero cor.
V.A. Rufino St. Salcedo Village, Makati City
Tele: (632) 887-1341 E-mail: mp@meinhardt.com.ph
Fax: (632) 887-1172

RAYMOND C. MEDINA, ASEAN-APEC
PROFESSIONAL ELECTRONICS ENGINEER

PRC Reg. No. 72	PTR No. 3178284
Date JANUARY 04, 2012	Place MAKATI CITY

APPROVED BY :

DISCIPLINE	INITIAL	SIGNATURE	DATE
SFM	PLS		
DFM	RLW		
CIVIL/STRL			
ELECT'L			
MECH'L			

Rev/No	Revision note	Date	Sign

Project Title
US EMBASSY MAIN CHILLER PLANT ADDITION

Location
ROXAS BOULEVARD, PHILIPPINES

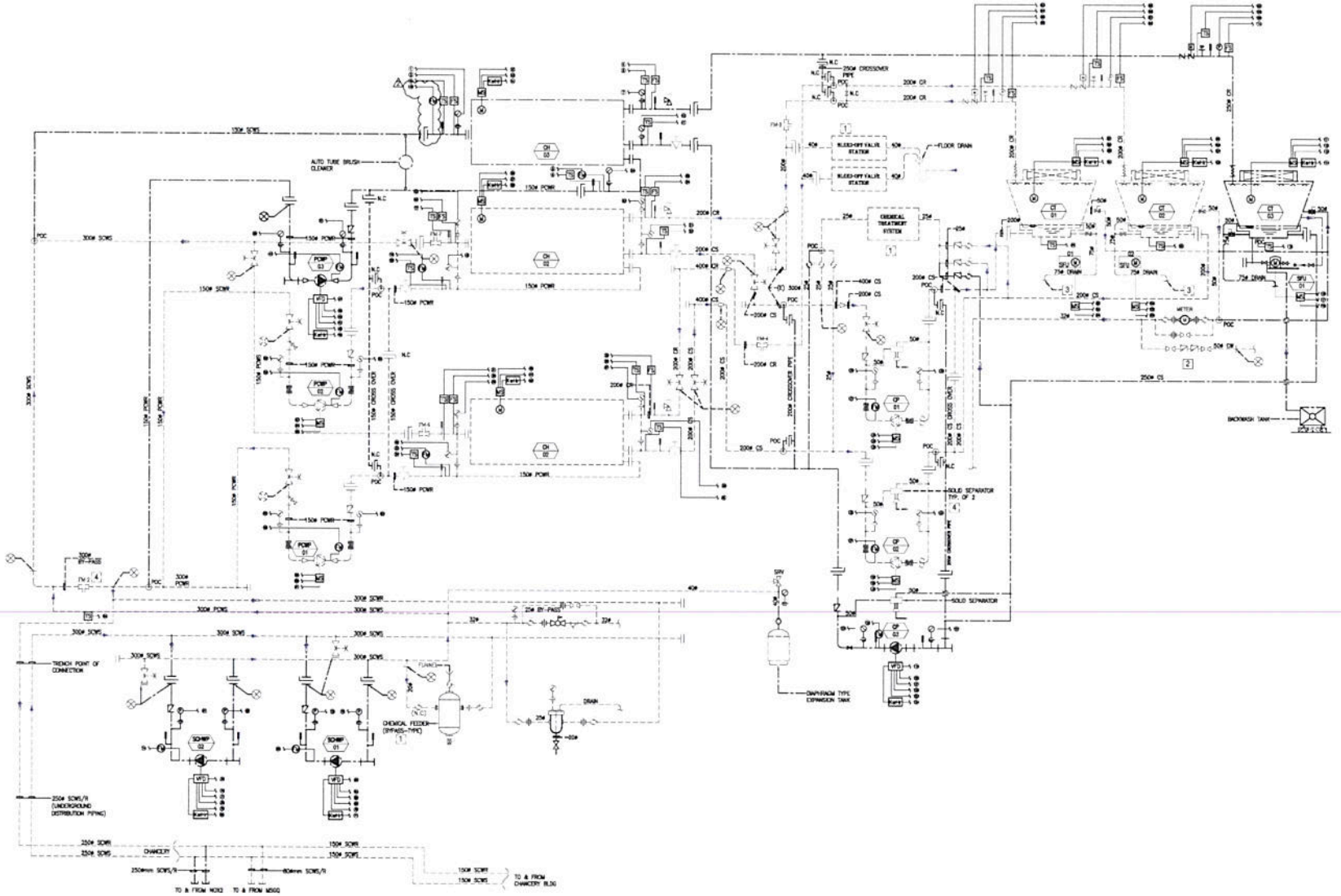
Release For Construction
Not | Not

SHEET CONTENT
ELECTRONICS SERVICES
CONDUIT AND TRUNKING
MISCELLANEOUS DETAILS

Phase
☐ CONCEPT ☐ SIZE ☐ ROD ☐ SIZE ■ CODE ☐ FINAL

Date 29OCT12	CADD File Name
Designed PGL	Drawn By MMN
Checked RCM	Drawing Number EC3-01
Project Number MF1044	Sheet Number Sheet 1 of 1

Contract No. CONTRACT NO.



1 EC2-02a PROPOSED CHILLER PLANT MANAGER SYSTEM CONTROL DIAGRAM

NTS

FOR TENDER

UNITED STATES EMBASSY MANILA, PHILIPPINES

FACILITIES MANAGEMENT

WARNING:
This document is the property of the U.S. Government. Further reproduction and/or distribution is prohibited without the express written permission of FOREIGN BUILDING OPERATIONS U.S. Department of State, Washington, DC 20520-0820 information on this document is not to be altered except with the written approval of the individual whose seal appears hereon.

SENSITIVE BUT UNCLASSIFIED

Engineer
MEINHARDT
25th Floor Chatham House 116 Valero cor. V.A. Rufino St. Salcedo Village, Makati City
Tele (632) 887-1391 E-mail mpi@meinhardt.com.ph
Fax (632) 887-1172

PRC Reg. No	PTR No:
Date:	Place:

APPROVED BY :

DISCIPLINE	INITIAL	SIGNATURE	DATE
SFM	PLS		
DFM	RLW		
CIVIL/STRL			
ELECT'L			
MECH'L			

Rev/No	Revision note	Date	Sign.
		DATE	
2	ELECTRONIC TYPE FLOW METER ADDED	19DEC12	
1	UPDATED SCHEMATIC	08SEP12	

Project Title

US EMBASSY MAIN CHILLER PLANT ADDITION

Location

ROXAS BOULEVARD, PHILIPPINES

Release For Construction

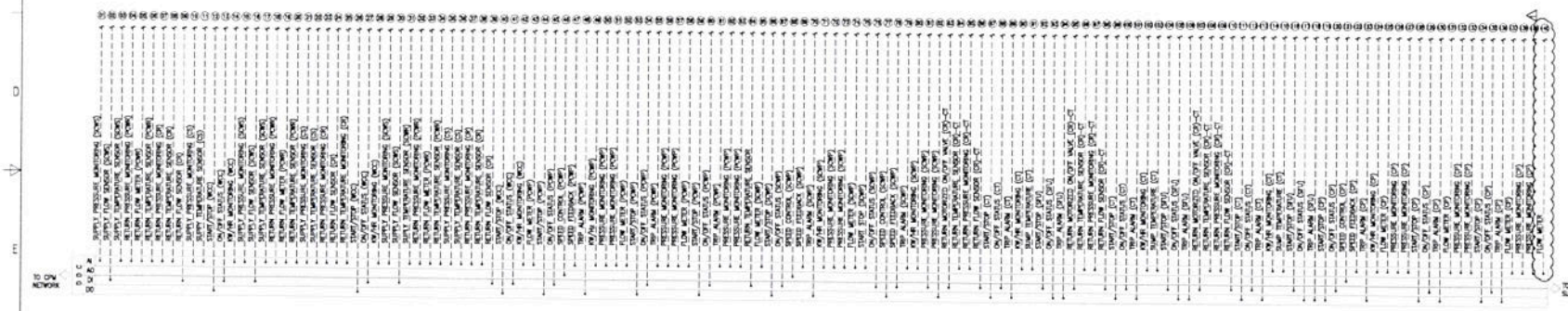
File	Plot

SHEET CONTENT

ELECTRONICS SERVICES
PROPOSED CHILLER PLANT MANAGER
SYSTEM CONTROL DIAGRAM - A

Phase: ☐ CONCEPT ☐ SDM ☐ SCS ☐ WDR ■ EDDS ☐ FINAL

Date: 29OCT12	CADD File Name: -
Designed: PCL	Drawn By: MNN
Checked: RCM	Drawing Number: EC2-02a
Project Number: MP1044	Sheet Number: Sheet 4 of 7
Contract No: CONTRACT_NO	



1 EC2-02b PROPOSED CHILLER PLANT MANAGER SYSTEM CONTROL DIAGRAM

NTS

FOR TENDER

UNITED STATES EMBASSY
MANILA, PHILIPPINES

FACILITIES MANAGEMENT

WARNING:
"The document is the property of the U.S. Government. Further reproduction and/or distribution is prohibited without the express written permission of FOREIGN BUILDING OPERATIONS, U.S. Department of State, Washington, DC, 20522-0108. Information on this document is not to be shared except with the written approval of the individual whose eye appears below."

SENSITIVE BUT UNCLASSIFIED

Engineer
MEINHARDT
25th Floor Chatham House 116 Valero cor. V.A. Rufino St. Salcedo Village, Makati City
Tels. (632) 887-1361 E-mail: mpi@meinhardt.com.ph
Fax (632) 887-1172

PRC Reg. No:	PTR No:
Date:	Place:

APPROVED BY :

DISCIPLINE	INITIAL	SIGNATURE	DATE
SFM	PLS		
DFM	RLW		
CIVIL/STRL			
ELECTL			
MECHL			

Rev/No	Revision Note	Date	Sign.
		DATE	
1	ADDITIONAL MONITORING FOR FLOW METER	19DEC12	

Project Title
US EMBASSY MAIN CHILLER PLANT ADDITION

Location
ROXAS BOULEVARD, PHILIPPINES

Release For Construction

Rel.	Ref.

SHEET CONTENT
ELECTRONICS SERVICES
PROPOSED CHILLER PLANT MANAGER SYSTEM CONTROL DIAGRAM - B

Phase
☐ DD/SD/P ☐ DW ☐ BCS ☐ BOR ■ IOR ☐ FINAL

Date	CADD File Name
29OCT12	-
Designed: POL	Drawn By: MMN
Checked: RCM	Drawing Number: EC2-02b
Project Number: MP1044	Sheet Number: Sheet 5 of 7
Contract No: CONTRACT_NO	

ATTACHMENT #6
Scope of Works/Specifications
(3 pages)

SCOPE OF WORK/SPECIFICATIONS

PROJECT TITLE : **Supply and Installation of Chiller Plant Manager System**

LOCATION : **Chiller Plant, Chancery Compound**

1. GENERAL

a. The contractor shall furnish all required personnel, expertise, tools of trade, equipment, materials, transportation, delivery and a competent English speaking supervisor or foreman who will stay at the job site every work day throughout the progress of the project in connection with the Supply and installation of Chiller Plant Manager System (CPMS) and integration with Building Management System (BMS) including its pertinent auxiliaries and devices at Chiller Plant, Chancery Compound.

2. TECHNICAL PROVISION

a. Supply of controllers of the chillers and gateway controller. Refer to Electronics Plan.

b. Supply and installation of Chiller Plant Manager System Workstation. Workstation shall include operating, MS Office software that shall be used in data gathering and printing of data reports. The memory shall be capable of storing 1 Terabyte.

c. Install Chiller Plant Manager System Software and programming.

d. Supply of field devices and sensors (pressure sensors, flow sensors, electronic flow meters, temperature sensors, and other devices necessary for the completion of the system). Refer to Electronics Plan.

e. Supply and labor for the installation of roughing-in conduit and flexible liquid tight conduit for cable connection and terminations of wiring for newly installed sensors and field devices as described in the specifications. Testing and commissioning.

3. PERSONNEL

a. The Contractor shall provide sufficient personnel possessing the skills and knowledge to perform the work required of this project.

b. Immediately on commencement of work, the Contractor shall assign on site a knowledgeable English speaking project supervisor who shall be responsible for the overall management and coordination of this contract, coordinate with the COR and resolve problems and with authority to act for the Contractor.

4. QUALITY CONTROL

a. All work shall be done in favorable weather conditions or the work shall be suitably protected from the weather.

b. All damages inflicted on the existing surrounding structures and property resulting from the performance of this project must be repaired or restored to its original condition at the Contractor's expense.
c. Liquidated damages of Php 7,989.35 shall be assessed for each day the work remains incomplete beyond the work deadline.
d. The contractor shall guarantee workmanship for one (1) year determined from the date of final acceptance.

5. WORKING HOURS

a. Working hours shall be from 0730 hours to 1630 hours, from Monday thru Friday.
b. Request for Saturday, Sunday, holidays and other hours of work shall be submitted to the COR at least two (2) days in advance for the approval of the Security Office.

6. PROHIBITIONS

a. Smoking is strictly prohibited at the work site. A smoking area will be assigned.
b. Contractor's personnel are to use only proper toilet facilities. Urinating on walls, plants, trees, grass and other areas is strictly prohibited. Violator shall be permanently removed from the compound. Contractor shall provide commercial portable toilet.

7. SECURITY

a. Contractor's personnel must stay within the working site and not wander around the adjacent areas not covered under this scope of work.
b. Contractor's workers are prohibited to stay inside the work area after each day's work.

8. GOVERNMENT-FURNISHED MATERIALS, PROPERTY AND SERVICES

a. Supply of differential pressure transmitters.
b. Electric power and water required for this project shall be supplied. The Contractor is responsible for all connections and extensions to the work area.
c. The project shall be monitored and inspected by the COR and/or his assigned project inspector upon whose approval the work will be accepted.
d. The COR shall designate the area where the contractor can build a temporary storage and lockers space which shall be kept clean, orderly and secure at all times. Contractor's personnel are not allowed to roam around the premises during work hours or stay after each day's work.

9. CONTRACTOR-FURNISHED MATERIALS / ITEMS

a. MATERIALS

i. Supply of controllers of the chillers and gateway controller.
ii. Supply of Chiller Plant Manager System Workstation and Software.
iii. Supply of field devices and sensors (pressure sensors, flow sensors, electronic flow meters, temperature sensors, and other devices necessary for the completion of the system).

iv. The contractor shall provide all labor, materials, and equipment to perform the services required in this contract.
v. The contractor shall put up temporary barriers or yellow caution tapes to keep away people from work site.
vi. The Contractor shall submit sample board of all materials for approval of the COR. Materials and equipment incorporated in the work shall match the approved samples.

b. EQUIPMENT & TOOLS
   i. The Contractor shall furnish all tools and special equipment to perform task required.

10. SPECIFIC TASKS

a. The contractor guarantees to complete the work within 45 calendar days from the date of Notice to Proceed.
b. The Contractor shall and submit to the COR or GTM a "Daily Log Sheet", completed daily. Data to be reported includes data on workers by classification, the move-on and move-off of construction equipment furnished by the prime and subcontractor or furnished by the Government, and materials and equipment delivered to the site.

11. CLEANING TASKS

a. The contractor shall continuously, during the progress of the work, remove and dispose of dirt and debris and keep work area clean, neat and orderly and in such order as to prevent safety hazards. Debris shall be collected and removed from the job-site daily.
b. Domestic rubbish containers on the premises shall not be utilized by the Contractor for storage or disposal of construction rubbish

12. SAFETY

a. The project safety, in all respects, is the sole responsibility of the Contractor.
b. The Contractor shall comply with the U.S. OSHA (Occupational Safety and Health Administration) and Local Safety and Health Requirements, and shall assume full responsibility and liability for compliance with all other applicable standards and regulations pertaining to accident prevention, life, health, and safety of personnel, as well as preventing damage to materials, supplies, and equipment. The Contractor will hold the Government and its agents harmless for any action, errors, or omission on his part, his employees, or his subcontractors that result in illness, injury or death.
c. The Contractor shall provide employees with and require the use of safety equipment, personal protective equipment and device necessary for protection.
d. The Contractor is responsible for all injuries to his workers.

ATTACHMENT #7
Philippine and American Holidays

(a) The Department of State observes the following days as holidays:

New Year's Day (U.S./PHL)	January 1
M. L. King Jr. Day (U.S.)	3rd Monday of January
U.S. President's Day (U.S.)	3rd Monday of February
Maundy Thursday (PHL)	Movable Date
Good Friday (PHL)	Movable Date
Bataan & Corregidor/Heroism Day (PHL)	April 9
Philippine Labor Day (PHL)	May 1
U.S. Memorial Day (U.S.)	Last Monday of May
Philippine Independence Day (PHL)	June 12
U.S. Independence Day (U.S.)	July 4
Eid-ul-Fitr (PHL)	Movable Date
Ninoy Aquino Day (PHL)	August 21
U.S. Labor Day (U.S.)	1st Monday of September
Columbus Day (U.S.)	2nd Monday of October
All Saints' Day (PHL)	November 1
U.S. Veterans Day (U.S.)	November 11
U.S. Thanksgiving Day (U.S.)	4th Thursday of November
Christmas Day (U.S./PHL)	December 25
Rizal Day (PHL)	December 30
Last Day of the Year (PHL)	December 31

Any other day designated by Federal law, Executive Order, or Presidential Proclamation.

(b) When any such day falls on a Saturday or Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract. If the contractor's personnel work on a holiday, no form of holiday or other premium compensation will be reimbursed either as a direct or indirect cost, unless authorized pursuant to an overtime clause elsewhere in this contract.

ATTACHMENT #8
RSO Biographic Data Form
(1 page)

Biographical Data Form for Contractual Hires
Diplomatic Security Investigative Unit (DSIU) 301-2661/301-2078

Full Name: _____
(Last) (First) (Middle)
Present Address: _____ Starting: _____
Provincial Address: _____ From: _____ To: _____
Tel. No: _____ Date of Birth: _____ Place of Birth: _____
Other Names Used: _____
(Maiden, Nickname, etc.)
Marital Status: _____ Name of Spouse: _____
Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

RELATIVES (Parents, Brothers, Sisters, and In-Laws)

Name	Relationship	Nationality	Occupation	Present address in full

EMPLOYMENT HISTORY: (Current and Last Three Previous Employers)

Position	Name & Address of Employer	Date	Reason for Leaving

Have you ever been fired or forced to resign for any reason? (If yes, give details):
_____
_____

Have you ever been arrested or charged with any offense by the police or the military? (If yes, provide full details) _____
_____

Are you now, or have you ever been, a member of any organization or association that advocates the overthrow of the United States Government by force or violence? (If yes, provide full details):
_____
_____

CERTIFICATION

I certify that the information above is true, complete, and correct, to the best of my knowledge.

_____ _____
Signature Date

Please Submit the Following to DSIU – Room 138-B, NOX 1 Building

FIRST TIME BADGE AND RECORD CHECK
- Original copy of NBI clearance
- Original copy of Barangay clearance
- Original copy of Police clearance
- Biographic data sheet
- Cover memo from Employer/Section Head
- 2X2 photo

FOR BADGE RENEWALS ONLY
- Cover memo from Employer/Section Head
- Biographic data form
- 2x2 photo