



LAND BANK OF THE PHILIPPINES

ISO 14001 CERTIFIED

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BID BULLETIN NO. 1 For ITB No. 2016-3-065

PROJECT : Two (2) Lot Services of Professional Electrical Engineer/s (PEE) for LANDBANK Plaza Building, Satellite Offices, Branches, Field Units and Other Special Projects for 2 Years

IMPLEMENTOR : Procurement Department

DATE : April 14, 2016


This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The modifications, amendments or clarifications are as follows:

- 1) For Lot No. 2, Item III, No. 2 of the General Conditions of the Terms of Reference (TOR) has been revised, as follows:

From	To
The PEE Consultancy Services Agreement for LANDBANK Branches, Field units and other special projects of the bank shall be for a period of two (2) years, with no increase in professional fee, and under the same terms and conditions.	The PEE Consultancy Services Agreement for LANDBANK Branches, Field Units and other special projects of the bank such as LANDBANK Warehouses, LANDBANK Training Centers, Data/Network Centers and Solar Panel and Automatic Transfer Switch (ATS) Installations shall be for a period of two (2) years, with no increase in professional fee, and under the same terms and conditions.

- 2) The TOR of Lot No. 2, Section VI (Schedule of Requirements), Section VII (Specifications), Form No. 1 (Bid Form), Form No. 2 (Schedule of Prices) and Checklist of Bidding Documents have been revised. Please see attached revised TOR (Annexes B-1 and B-2) and pages 66, 68, 69, 72, 73, 74, 85, 86 and 87 of the Bidding Documents.


ALWIN I. REYES
 Assistant Vice President
 Procurement Department and
 HOBAC Secretariat

Terms of Reference**For Professional Electrical (PEE) Consultancy services****I. Qualification of Prospective Professional Electrical consultant**

1. Must be a licensed and registered Professional Electrical Engineer (PEE);
2. Not more than 60 yrs. old and physically fit to conduct inspections (if needed);
3. Must have a minimum experience of twenty (20) years as PEE in the field of electrical engineering practice and consultancy;
4. Must have at least five (5) years experience in handling seminars and training of technical personnel in electrical engineering field;
5. Must be familiar with electrical system of bank;
6. Must have background knowledge on environmental management system (EMS) relative to the issuance of ISO 14001;
7. Must be familiar with Philippine Standards and issuance of government agency permits;
8. Must be an individual practitioner.

II. Scope of professional services:

1. To review one (1) set of blueprinted electrical plans prepared by the Landbank of the Philippines – Project Management and Engineering Department (LANDBANK-PMED) and make necessary comments, corrections and/or recommendations thereon within three (3) working days from receipt thereof. Should be there no comments, corrections and/or recommendations necessary, the blueprinted electrical plans shall be marked "FOR FINAL PRINT" by the consultant;
2. To review, SIGN and SEAL nine (9) sets of final blueprints of the electrical plans prepared by the LANDBANK -PMED within three (3) working days from receipt thereof;
3. To provide specific advice to LANDBANK -PMED on electrical engineering aspects and solutions to problems which are non-intermittent, nonrecurring and one-time occurrences in their operations.
4. To attend meetings whenever there is critical electrical issues and concerns occurred. (As need arises)
5. To assist LANDBANK-PMED in obtaining from the government or other agencies action on approval of electrical plans and wiring permits, as well as the final connections of supply or utilization equipment to utility lines.

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6. To represent LANDBANK-PMED in court as expert witness in litigations involving electrical items or electrical engineering principles and calculations.
7. To prepare the technical specifications of electrical equipment's and systems for LANDBANK-PMED projects in conformity to the latest edition of the Philippine electrical code (PEC) and Philippine standards.
8. To conduct system analyses, coordination and evaluation of quality control programs leading to the development of energy-savings programs.
9. To conduct seminar to LANDBANK-PMED's Electrical Engineers on electrical engineering aspects.
10. To uphold LANDBANK's corporate environmental policy-to support environmental protection and sustainable development, and to mitigate credits risks arising from adverse impact of projects in the environment.
11. To attend meeting and conduct project site inspection in resolution of electrical system issues and concerns.

III. General Conditions

1. Proposal shall be submitted by the prospective PEE Consultant on a MONTHLY BASIS, subject to applicable government taxes.
2. The PEE Consultancy Services Agreement for LANDBANK Branches, Field units and other special projects of the bank such as LANDBANK Warehouses, LANDBANK Training Centers, Data/Network Centers and Solar Panels and Automatic transfer switch (ATS) installation shall be for a period of two (2) years, with no increase in professional fee, and under the same terms and conditions.

Prepared by:

Project Management and Engineering Department (PMED)

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Section VI. Schedule of Requirements

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

Lot No.	Item Description	Delivery Period and Destination
1	Two (2) Years Services of PEE for LANDBANK Plaza Building, JG Summit Building, Antipolo Warehouse and West Avenue Back-up Site Building	Two (2) years to commence ten (10) calendar days after receipt of Notice to Proceed
2	Two (2) Years Services of PEE for LANDBANK Branches, Field Units and Other Special Projects such as LANDBANK Warehouses, Training Centers, Data/ Network Centers and Solar Panel & Automatic Transfer Switch (ATS) Installations	<p>LANDBANK Plaza Building 1598 M.H. del Pilar corner Dr. Quintos Streets, Malate. Manila</p> <p>Contact Persons:</p> <p>Mr. Hermie C. Villa Tel. Nos. 405-7360 & 405-7731</p> <p>and</p> <p>Engr. Alexander S. Lazaro Tel. Nos. 405-7362 & 405-7722</p>

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Specifications

Lot No.	Specification	Statement of Compliance
1	Two (2) Years Services of PEE for LANDBANK Plaza Building, JG Summit Building, Antipolo Warehouse and West Avenue Back-up Site Building	<p>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each specification.</p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p>
2	<p>Two (2) Years Services of PEE for LANDBANK Branches, Field Units and Other Special Projects such as LANDBANK Warehouses, Training Centers, Data/ Network Centers and Solar Panel & Automatic Transfer Switch (ATS) Installations</p> <p>Compliance to the scope of works and other requirements per attached Terms of Reference – Annex A for Lot No. 1 and Revised Annexes B-1 to B-2 for Lot No. 2.</p>	<p>Please state here either "Comply" or "Not Comply"</p>

	<p>Submission the following documents inside the eligibility/ technical envelope:</p> <ul style="list-style-type: none">▪ Copy of valid Professional Regulations Commission Identification Card as registered Professional Electrical Engineer▪ Certification issued by the bidder stating that it has a minimum experience of 15 years (for Lot 1) and 20 years (for Lot 2) in the field of electrical engineering practice and/or consultancy▪ Certification issued by the bidder stating that it has a minimum experience of 10 years (for Lot 1) and 5 years (for Lot 2) in handling seminars and training of technical personnel in electrical engineering field	
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Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Form No. 1

Bid Form

Date: _____

To: Land Bank of the Philippines
LANDBANK Plaza Building
1598 M.H. Del Pilar corner Dr. J. Quintos Streets
1004 Malate, Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers _____ *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Two (2) Years Services as Professional Electrical Engineer for the following LANDBANK projects in conformity with the said Bidding Documents for the sum of:

Lot No.	Item Description	Total Bid Amount In Words (VAT Inclusive)	Total Bid Amount In Figures (VAT Inclusive)
1	Two (2) Years Services of PEE for LANDBANK Plaza Building, JG Summit Building, Antipolo Warehouse and West Avenue Back-up Site Building		
2	Two (2) Years Services of PEE for LANDBANK Branches, Field Units and Other Special Projects such as LANDBANK Warehouses, Training Centers, Data/ Network Centers and Solar Panel & Automatic Transfer Switch (ATS) Installations		

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

SCHEDULE OF PRICES

Form No. 2

1 Lot No.	2 Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Cost of local labor, raw material and component	7 Total price EXW per item (cols. 4 x 5)	8 Unit prices per item final destination and unit price of other incidental services	9 Sales and other taxes payable per item if Contract is awarded	10 Total Price delivered Final Destination (cols. 8 + 9) x 4
1	Two (2) Years Services of PEE for LANDBANK Plaza Building, JG Summit Building, Antipolo Warehouse and West Avenue Back-up Site Building	N/A	N/A	N/A	N/A	N/A	P _____	P _____	P _____
2	Two (2) Years Services of PEE for LANDBANK Branches, Field Units and Other Special Projects such as LANDBANK Warehouses, Training Centers, Data/ Network Centers and Solar Panel & Automatic Transfer Switch (ATS) Installations	N/A	N/A	N/A	N/A	N/A	P _____	P _____	P _____

Name of Bidder

Signature over Printed Name of Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The FIRST ENVELOPE shall contain the following technical information/documents (Section 25.2):

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form - Form No.7).
2. Duly notarized Omnibus sworn statement (sample form - Form No.6).
3. Eligibility requirements (Section 23.1)

- **Legal Documents**

- 3.a Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- 3.b Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- 3.c Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **Technical / Financial Documents**

- 3.d Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). This form may no longer submitted if bidder has no on-going contract.
- 3.e Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase

order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding

- 3.f The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
 - 3.g The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
 - 3.h Copy of valid Professional Regulations Commission ID of Professional Electrical Engineer.
 - 3.i Certification issued by the bidder stating that it has a minimum experience of 15 years (for Lot 1) and 20 years (for Lot 2) in the field electrical engineering and /or consultancy.
 - 3.j Certification issued by the bidder stating that has a minimum experience of 10 years (for Lot 1) and 5 years (for Lot 2) in handling seminars and training of technical personnel in electrical engineering field.
 - 3.k Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
 5. **Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**
 6. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
 7. Post-Qualification Documents – (Non-submission of the following documents during the bidding date shall not be a ground for the disqualification of the bidder):

7.a Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550 Q) VAT or Percentage Tax Returns for 3rd and 4th Quarters of 2015;

7.b Valid and current PhilGEPS Registration Certificate; and

7.c Income Tax Return for 2014.

The SECOND ENVELOPE shall contain the following (Section 25.3):

- 1. Duly filled out Revised Bid Form signed by the bidder's authorized representative (sample form - Form No.1)**
- 2. Duly filled out Revised Schedule of Prices signed by the bidder's authorized representative (sample form – Form No.2)**