

**LAND BANK OF THE PHILIPPINES**

ISO 14001 CERTIFIED

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**BID BULLETIN NO. 2  
For ITB No. 2014-3-186**

**PROJECT** : Two (2) Years Operation and Maintenance Services of the Sewage Treatment Plant Located at Basement, LANDBANK Plaza, Malate (Inclusive of supervision, expertise, equipment, materials and supplies)

**IMPLEMENTOR** : Procurement Department

**DATE** : January 12, 2015

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This Bid Bulletin is hereby issued for the information of the participating bidders on the revision of requirements for the above mentioned project, to wit:

- 1) Terms of Reference (TOR) and Annexes of the TOR have been revised. Please see attached revised TOR (5 pages).
- 2) Section VII (Technical Specifications) has been revised. Please see attached revised pages 71 and 72.
- 3) Checklist of Bidding Documents has been revised. Please see attached revised page 89.
- 4) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled on **January 22, 2014, 11:00 A.M.** at the Procurement Department, 25<sup>th</sup> Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.

  
**ALWIN I. REYES**  
Department Manager  
Procurement Department

**TERMS OF REFERENCE**

**A. Name and Description of the Project**

One (1) lot **Operation and Maintenance Services of the Sewage Treatment Plant (STP)** located at the Basement of LANDBANK Plaza, including the supply of supervision, expertise, equipment, materials and supplies for a period of Two (2) years.

**B. Objectives of the Project/Justification**

- To maintain efficient operation of the Wastewater/Sewage Treatment Plant (STP)
- To comply with the requirements of the Department of Environment and Natural Resources (DENR), Laguna Lake Development Authority (LLDA) and Bank's Environmental Management Program on ISO 14001 certification.

**C. Scope of the Project and Delivery Time/Completion Schedule**

<p>1. Scope of the project/works</p>	<ul style="list-style-type: none"> <li>• Supply of competent skilled operator in three (3) shifts at one (1) operator per shift on an eight (8) hour per shift per day from Mondays to Fridays including Holidays for the Operation and Maintenance of STP. Operators shall be required to use time cards for attendance record validated and signed by FMD authorized signatory.</li> <li>• Supply of chemicals and other consumables such as:             <ul style="list-style-type: none"> <li>A. Chlorine (70% concentration)                 <ul style="list-style-type: none"> <li>- Delivery of chlorine should be acknowledged, inspected and countersigned by FMD authorized representative.</li> <li>- No repacking of chlorine shall be done within the LBP premises.</li> </ul> </li> <li>B. Change oil and greasing activities of mechanical equipment should be performed per manufacturer's standard.                 <ul style="list-style-type: none"> <li>- Change oil activities of mechanical equipment should be conducted annually or as needed.</li> </ul> </li> </ul> </li> <li>• Monitoring tools             <ul style="list-style-type: none"> <li>A. Supply and use of pH meter for monthly monitoring of pH level. Calibration shall be done yearly by a third party calibration company of the said equipment. Calibration certificate shall be submitted to FMD within 5 days after calibration.</li> <li>B. Supply and use of Dissolve Oxygen (D.O.) meter. Calibration shall be done yearly by a third party company. Calibration certificate shall be submitted to FMD within 5 days after calibration.</li> </ul> </li> <li>• Replacement of worn -- out parts such as:             <ul style="list-style-type: none"> <li>A. V - belts (semi - annual or as needed)</li> <li>B. Filter press cloth (semi - annual or as needed)</li> </ul> </li> <li>• The contractor shall make the necessary data collection and regular application of approved chemicals.</li> <li>• Provide comprehensive Maintenance Program which include but not limited to;             <ul style="list-style-type: none"> <li>a. Operational checks of equipment.</li> <li>b. Labor for inspection, cleaning, re-greasing and change-oil of parts and equipment.</li> <li>c. Labor for corrective maintenance such as replacements of worn-out parts such as belts, filters, gaskets among others.</li> <li>d. Labor for minor repair such as adjustment for clearances and tightness.</li> </ul> </li> <li>• Recommend a maintenance program to back-up any established program based on manufacturer's recommendation and on the existing operational requirements of LBP.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Prepare and submit monthly preventive maintenance schedule and report to FMD. Report should include details of task accomplished, findings, evaluation and recommendation duly acknowledged by FMD representative. <b>Please refer to Paragraph E. Others/Reports.</b> <ul style="list-style-type: none"> <li>a. Monthly accomplishment reports shall consist of the Laboratory Results of the wastewater which is conducted every 3<sup>rd</sup> week of the month and the Daily Effluent Discharge in cubic meters.</li> <li>b. Contractor shall monitor the effluent discharge and must be within the acceptable parameters set by the DENR &amp; LLDA.</li> </ul> </li> <li>• Submit daily parameter check using instrumentation analysis tools such as Dissolved Oxygen (D.O.) meter, pH meter, temperature and chlorine test.</li> <li>• Disposal of collected garbage, solid waste and sludge thru DENR accredited haulers to be coordinated with the Bank's Pollution Control Officer or FMD representative. <ul style="list-style-type: none"> <li>a. Sludge level should be monitor on a weekly basis and should be reported to the Bank's PCO or FMD representative every Mondays.</li> <li>b. Collection of sludge should be made on or before reaching the marker or 75% of the digester tank capacity.</li> </ul> </li> <li>• Collection of water sample for analysis should be in the presence of the Bank's PCO or FMD representative. Water sample testing analysis should be undertaken by a DENR accredited laboratory. Test results of the analysis should be submitted to FMD.</li> <li>• Ensure the good and safe working environment for their personnel assigned to operate the Sewage Treatment Plant (STP) of LBP.</li> <li>• Wear Personal Protective Equipment (PPE) at all times in the course of duty. Contractor shall provide appropriate PPE to its operators.</li> <li>• Analyze operational data to determine changes and improvements required to accomplish the effective and efficient operation of the STP.</li> <li>• Establish a cost-conscious environment with emphasis on reductions in material and energy conservation and reduced expenditures.</li> <li>• Maintain continuous communication with FMD personnel to immediately identify operational problems and corrective measures.</li> <li>• Preparation of quarterly Self-Monitoring Report to be submitted to LBP Facilities Management Department (FMD).</li> </ul>
2. Delivery of Services	Within thirty (30) calendar days upon Notice to Proceed until completion of contract period.

**D. Technical and Qualification Requirements**

Item Description	Technical Specification/Requirements
1. STP Operators	<ul style="list-style-type: none"> <li>• At least 25 years old.</li> <li>• Must have One (1) year experience in the operation and maintenance of Sewage Treatment Plant (STP).</li> <li>• Physically and mentally fit. Medical Certificate shall be submitted prior to deployment and annually thereafter.</li> </ul>
2. Operation Supervisor	<ul style="list-style-type: none"> <li>• Must be a licensed Engineer (Mechanical, Electrical, Chemical Engineer or Sanitary Engineer)</li> <li>• Must conduct site visit/inspection at least Twice (2) a week or as needed. Submit and discuss the inspection report to FMD especially urgent concerns requiring immediate action.</li> <li>• Other requirements: Physically fit. Annual submission of Medical</li> </ul>

	Certificate to FMD.
3.Chemicals: Chlorine Solution	<ul style="list-style-type: none"> <li>• Calcium Hypochlorite (70% Chlorine content at 13.7 kg/pail)</li> <li>• No repacking of chemicals shall be done within LBP premises</li> <li>• Submit to FMD the Monthly Chlorine Consumption and Stock Report within two working days of the preceding month.</li> <li>• Ensure the availability of stock chlorine powder at all times.</li> <li>• Storage area for the chlorine powder, tools and equipment shall be provided by FMD.</li> </ul>

**E. Reports to be submitted to FMD**

Name of Report	Description	Date of Submission/Frequency
Daily STP Operator's Checklist	Accomplish the EMS Form No. EF-FMD-16 of Daily STP Operator's Checklist for the following activity: Time operation of SBR 1 & 2, settling time, settling percentage for clear water versus sludge, pH reading, daily flow rate/volume of discharge on effluent tank.	Daily. Upon completion of Three (3) shifts.
Effluent Flow Rate	Summary for the month of the Daily Effluent Flow Rate in cubic meters.	Within Two (2) working days of the preceding month.
Analytical Laboratory and Quantitative Water Analysis Reports	Water sampling and laboratory analysis for every Wednesday during the 3 <sup>rd</sup> week of the month of influent and effluent standard for water class "SC" with the following parameters: <ul style="list-style-type: none"> <li>• Biochemical Oxygen Demand (BOD)</li> <li>• Chemical Oxygen Demand (COD)</li> <li>• Total Suspended Solids (TSS)</li> <li>• Oil and Grease</li> <li>• Total Coliform</li> <li>• pH</li> <li>• Color</li> <li>• Temperature</li> </ul>	Within Ten (10) calendar days after collection of water samples.
Monthly Preventive Maintenance	Accomplish the EMS Form No. EF-FMD-15 Preventive Maintenance Schedule of Sewage Treatment Plant	Every first working day of the month
Annual Preventive Maintenance and Operation Schedule	Schedule of activity for One (1) year	Effectivity is on first day of the contract and every year thereafter.
Logbook	Maintain and use of logbook containing the records of the operation and maintenance of the Sewage Treatment Plant (STP). The qualitative and quantitative information on the total discharge of the plant shall be maintained, recorded and made available to LLDA engineers or representative duly authorized to conduct inspection and wastewater sampling for their review and appreciation as per LLDA Memorandum Circular No. 10 Series of 2000.	Must be available at all times at the designated Operator's area.
pH Meter Reading	Conduct pH measurement before discharge of treated water in the effluent tank for every batching	Daily. Upon completion of Three (3) shifts.

**F. Qualification and Documentary Requirements**

Qualification requirement	Documentary requirement
<ul style="list-style-type: none"> <li>▪ Must have a minimum experience of eight (8) years in the design, construction, installation, repair, operation and maintenance of Sewage Treatment Plant (STP)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submission of related documents (e.g. previous Purchase Orders, Contracts, etc.)</li> </ul>

**G. Data, Local Services, Personnel, and Facilities to be provided by the Procuring Entity**

- FMD will assign a technician that will monitor/oversee the project.
- FMD contact persons:
  - Engr. Erwin Neil S. Sumaylo at loc. 7439
  - Engr. Recto L. Vitug at loc. 7439
  - Engr. Elmer M. Abuzo at loc. 2496

**H. Manner of Payments (Per LBP – AAD accounting and auditing rules)**

Deliverables	Percentage of Payment
<ul style="list-style-type: none"> <li>• Upon completion and submission of Test Results and Reports including billing and other pertinent documents.</li> </ul>	Monthly
<b>Total</b>	<b>100%</b>

**H. Other Terms and Conditions**

1. Prospective contractor should inspect, verify and assess condition, location and details of the project. FMD will issue Certification of Inspection (CI). No CI means outright disqualification of the bid. This shall form part of the technical documents to be submitted.
2. The certificates of Training attended or completed by the assigned Operators and Operation Supervisor in the operation and maintenance of Sewage Treatment including the Material Safety and Data Sheet (MSDS) should be submitted together with the bid proposal. The certificates should be issued by a third party training institution.
3. Winning contractor shall prepare and post the procedure/s for the waste water treatment within the LBP – STP premises.
4. Winning contractor shall submit MSDS of chemicals to be used.
5. All works shall conform to the provisions (latest edition) of the Philippine Mechanical, Electrical and Building Codes, the Clean Air Act, Environmental Laws and other applicable laws and regulations.
6. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, prospective contractor shall be required to use appropriate equipment, hand tools and personal protective gears and equipment (gloves, rubbers boots, masks, etc.) during the installation, operation, repair or maintenance activities.
7. Failure on the part of the contractor to comply with the standards set by the DENR & LLDA shall be a ground for termination of contract. All expenses, fines and other fees will be charged directly to the winning contractor.
8. The contractor shall coordinate with the FMD all works and schedules relative to the project.
9. The contractor shall exercise extreme caution and be responsible for the delivery, safe hauling/ transfer of its supplies, tools, equipment and/or chemicals to prevent damage to Bank properties. The corresponding cost to repair or replace the Bank equipment, facilities or properties including parts and components damaged or lost by the contractor or its workers during the course of the project shall be deductible / chargeable to the contractor.
10. The contractor shall be liable for any harm, damage or injury that may be sustained or suffered by its own crew/workers while in the performance of their duty/job under this project.

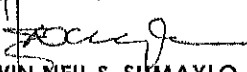
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11. The contractor shall be held directly responsible for any injury to person and/or damage to the Bank's property arising from the act, whether partial, contributory, or due entirely to the fault, negligence and/or dishonesty of the contractor's personnel, in the course of their duties.
12. The contractor shall maintain cleanliness at all times. They shall clean the affected area immediately after the activity.
13. The contractor shall conduct familiarization seminars/trainings to orient LBP personnel on the basic concepts, functions and operation of the STP operation.
14. The contractor shall secure a Comprehensive General Liability Insurance (CGLI) to be submitted to LBP prior to the start of the project or issuance of Notice to Proceed (NTP).
  - o CGLI coverage shall be the following:
    - Bodily injury liability
      - Each person P 50,000.00
      - Each accident P 50,000.00
      - Each period of indemnity P 50,000.00
    - Property damage liability
      - Each person P 50,000.00
      - Each accident P 50,000.00
      - Each period of indemnity P 50,000.00
    - Maximum aggregate limit
      - Contract amount under this project per bid offered by the winning contractor.
15. The contractor shall strictly observe the Bank's existing building standard and shall be subject to security policies, rules and regulations and procedures while inside the premises.

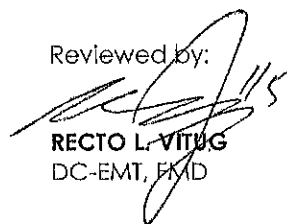
**I. Other Information**

1. Estimated amount is based on the attached quotation from FLUID SYSTEMS AND DESIGN, INC.
  - **Php 158,961.60 per month**


Prepared by:

  
**ERWIN NEIL S. SUMAYLO**  
 Acting Engineer I, FMD

Reviewed by:

  
**RECTO L. VITUG**  
 DC-EMT, FMD

Noted by:

  
**HERMIE C. VILLA**  
 Acting Head, FMD

FORM-D

<p>Sewage Treatment Plant (with copy of previous contracts, purchase orders or official receipts).</p> <p>b) <b>Name of at least one (1) licensed engineer (Mechanical, Electrical, Chemical Engineer or Sanitary Engineer) with copy of his/her Professional Regulations Commission ID</b></p> <p>c) <b>Names of STP operator and operations supervisor</b></p> <p>d) <b>Certificate of Inspection issued by Facilities Management Department.</b></p> <p>3. Submission of the following COA requirements prior to release of initial payment:</p> <p>a) Detailed description of the maintenance services to be rendered or activities to be performed.</p> <p>b) Approved detailed breakdown of the contract cost showing in sufficient detail the derivations of the direct and indirect cost/s, the cost/s and date/s of acquisition of the equipment and the list, quantities and costs of materials, spare parts, and supplies furnished by the supplier.</p> <p>c) The number of personnel involved and their corresponding position/rates/salary.</p> <p>d) Schedule of work and places of assignment or station / visit indicating, among others, the number of hours per visit.</p> <p>e) In case of visitorial maintenance service, the type and number of equipment to be serviced.</p> <p>f) The group classification of personnel to determine the Equivalent Monthly Statutory Minimum Wage Rate in accordance with the applicable rules implementing Republic Act No. 6727.</p>	<p><b>Please state here either "Comply" or "Not Comply"</b></p>
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**Conforme:**

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

\_\_\_\_\_  
Signature Over Printed Name of Authorized Representative

\_\_\_\_\_  
Position

should not be earlier than two (2) years from the date of bid submission.

7. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5)
8. Certification issued by the bidder stating that it has at least 5 years experience in the design, construction, installation, repair, operation and maintenance of Sewage Treatment Plant (STP) supported by previous contracts, purchase orders or official receipts
9. Names of at least one (1) licensed engineer (Mechanical, Electrical, Chemical Engineer or Sanitary Engineer) with copy of his/her Professional Regulations Commission ID.
10. Names of STP operator and operation supervisor

11. Certificate of Inspection issued by Facilities Management Department be earlier than two (2) years from the date of bid submission.

#### Class "B" Document

7. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5)
12. 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.
13. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
14. Certificate of Inspection issued by Facilities Management Department
14. Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.

#### Class "B" Document

15. Revised Section VII - Technical Specifications with response on compliance and signature of bidder's authorized representative.
16. Duly notarized Omnibus Sworn Statement (sample form - Form No. 6).
17. 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).