

**SUPPLEMENTAL/BID BULLETIN NO. 3  
For LBP-HOBAC-ITB-GS-20190703-01**

**PROJECT** : **One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Variable Refrigerant Flow (VRF) Airconditioning Units at LANDBANK Sta. Cruz (Laguna) Office Building**

**IMPLEMENTOR** : **Procurement Department**


**DATE** : **August 15, 2019**

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

Modifications, amendments and/or clarifications:

- 1) The Terms of Reference (Annex A), GCC Clause 17.3 of Section V (Special Conditions of Contract), Section VII (Specifications), Schedule of Prices and the Checklist of the Bidding Documents (Item Nos. 8, 15 & 20 of the Eligibility and Technical Documents) have been revised. Please see attached revised Annexes A-1 to A-11 and specified sections of the Bidding Documents.
- 2) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **August 22, 2019, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.



**ALWIN I. REYES, CSSP**  
Assistant Vice President  
Head, Procurement Department and  
HOBAC Secretariat

## Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.1(i)	The Supplier is _____.
1.1(j)	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through LANDBANK's Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2019 in the total amount of Ten Million Six Hundred Twenty Two Thousand Seven Hundred Ninety Five Pesos Only (PhP10,622,795.00).</p>
1.1(k)	The Project Site is indicated in Section VI, Schedule of Requirements.
2.1	No further instructions.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p style="padding-left: 40px;">Procurement Department                      Land Bank of the Philippines                      25th Floor, LANDBANK Plaza Building                      1598 M.H. Del Pilar corner Dr. J. Quintos Streets                      1004 Malate, Manila                      Telephone (+632) 522-0000 or 5512200 local 7370                      Fax (02) 528-8587                      Email lbphobac@mail.landbank.com</p> <p>The Supplier's address for Notices is:</p> <p>_____</p>
6.2	<p><b>Delivery and Documents –</b></p> <p>The delivery terms applicable to this Contract are delivered to National Highway, Brgy. Bubucal, Sta. Cruz, Laguna as per Purchase Order/Contract. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements.</p>

Upon the delivery of the Goods to National Highway, Brgy. Bubucal, Sta. Cruz, Laguna, the Supplier shall notify LANDBANK Procurement Department and present the following documents :

- (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (iii) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- (iv) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and

For purposes of this Clause the LANDBANK's Representative at the Project Site shall be the Head of Project Management and Engineering Department, where the Goods are to be delivered and/or installed.

**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, in addition to those specified in Section VI. Schedule of Requirements :

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods.
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, during the warranty period; and
- (e) training of the LANDBANK's personnel, on-site, in operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit. Risk and title to the Goods will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Patent Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
10.3	Payment shall be through direct credit to the bidder's deposit account with LANDBANK. Bidder's are required to maintain a deposit account with LANDBANK's Cash Department or any of its Branches.
10.4	Not applicable.
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4(c)	Expiration of performance security should be six (6) months after the last date of delivery/end of contract for staggered deliveries, multi-year contracts and for contracts with adjustment in implementation date, whichever is applicable.

	In any case, the winning bidder shall cause the extension of the validity of its performance security at no cost to LANDBANK.
16.1	The Goods may be inspected by the LANDBANK's authorized representatives at the Supplier's showroom/ plant/production area and/or in the project site.
17.3	<p><b>The warranty period shall be one (1) year on parts and services and five (5) years on compressor after acceptance by the LANDBANK's authorized representative of the delivered/installed goods.</b></p> <p><b>The required amount of warranty security shall be three percent (3%) of every progress payment, or 3% of the total Contract Price if in the form of retention money or special bank guarantee, respectively.</b></p> <p><b>The warranty security fee shall be released after one (1) year from the acceptance of the delivered items, provided, the goods supplied are free from patent and latent defects and all the conditions imposed under the contract has been fully met.</b></p>
17.4	No further instructions.
21.1	If the bidder is a joint venture, all partners to the joint venture shall be jointly and severally liable to the procuring entity.

# Specifications

Specification	Statement of Compliance
<p><b>One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of VRF Air-Conditioning Units at LANDBANK Sta. Cruz Office Building</b></p> <p><b>Scope of works, minimum specifications and other requirements per attached <u>Revised Terms of Reference</u> (Annexes A-1 to A-11).</b></p> <p><b>For current and past suppliers of VRF Air-conditioning Units for LANDBANK, they must have no delay in the implementation of their ongoing contracts as of the date of opening of bids and must have satisfactory performance in their completed contracts for the past five (5) years.</b></p> <p>The following documents shall be submitted inside the First Envelope:</p> <ol style="list-style-type: none"> <li>1. Copy of purchase orders, contracts or other related documents to prove that the offered brand of Air-conditioning Unit (ACU) has been in the Philippine</li> </ol>	<p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the 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> <p style="text-align: center;"><b>Please state here either “Comply” or “Not Comply”</b></p>

market for at least ten (10) years prior to the deadline of submission of bids.

2. List of at least five (5) large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices) with addresses, contact persons and telephone numbers including Certificates of Satisfactory Performance issued by the said clients using the brand being offered by the prospective ACU contractor (with minimum of 4 units installed).
3. List of at least three (3) highly-trained technicians (regular employees) with their respective bio-data and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by TESDA.
4. **List of 24/7 Customer Contact Center and at least two (2) service centers in key cities of the country (with complete addresses and contact numbers), viz:**
  - ✓ **NCR – 1**
  - ✓ **Luzon – 1**
5. Manufacturer's authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product and/or other supporting documents to satisfy the said requirement.
6. Brochure, specification sheets, manual or any other official documents coming from the manufacturer showing the complete technical specifications of the offered product.
7. Print-out of the manufacturer's homepage website showing the URL (web address).
8. Certification from the following, whichever is available:
  - Bureau of Product Standards (PS)
  - Underwriters Laboratories (UL)
  - Canadian Standards Association (CSA)
  - ETL Testing Laboratories (ETL)
  - Air-conditioning, Heating and Refrigeration Institute (AHRI)
  - Conformance European (CE)
  - ISO 9001 Certification
9. **Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Project Management and Engineering Department (PMED) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of VRF Air-conditioning Units for LANDBANK). The Certificate shall still be**

<p><b>subject to verification during the post-qualification of bid.</b></p> <p><b>NOTE: Certificate of Satisfactory Performance/ No Delayed Projects shall be requested from Mr. Joel T. Dumlao of PMED at 24<sup>th</sup> Floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.</b></p> <p>Non-submission of the above mentioned documents may result in bidder's post-disqualification.</p> <p>The winning bidder must affix a sticker/tag/label with company name and after-sales contact numbers or equivalent form of marking on each of the air-conditioning units.</p>	
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**Conforme:**

\_\_\_\_\_  
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.

### First Envelope - Eligibility and Technical Components

- The First Envelope shall contain the following:
  - Eligibility Documents – Class “A”

#### Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
  - 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;
  - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
  - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

#### Technical Eligibility Documents

2. Duly notarized Omnibus Sworn Statement (sample form - Form No.6)
3. 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).
4. 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 last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).

5. 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 Documents. The statement shall include all information required in the sample form (Form No. 4).
6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. Section VI - Schedule of Requirements with signature of bidder's authorized representative.
8. **Section VII – Revised Specifications with response on compliance and signature of bidder's authorized representative.**

Financial Eligibility Documents

9. 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.
  10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank.
- Eligibility Documents – Class "B"
11. 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 its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.

- Technical Documents
  - 12. Copy of purchase orders, contracts or other related documents to prove that the offered brand of Air-conditioning Unit (ACU) has been in the Philippine market for at least ten (10) years prior to the deadline of submission of bids.
  - 13. List of at least five (5) large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices) with addresses, contact persons and telephone numbers including Certificates of Satisfactory Performance issued by the said clients using the brand being offered by the prospective ACU contractor (with minimum of 4 units installed).
  - 14. List of at least three (3) highly-trained technicians (regular employees) with their respective bio-data and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by TESDA.
  - 15. **List of 24/7 Customer Contact Center and at least two (2) service centers in key cities of the country (with complete addresses and contact numbers), viz:**
    - ✓ NCR – 1
    - ✓ Luzon – 1
  - 16. Manufacturer's authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product and/or other supporting documents to satisfy the said requirement.
  - 17. Brochure, specification sheets, manual or any other official documents coming from the manufacturer showing the complete technical specifications of the offered product.
  - 18. Print-out of the manufacturer's homepage website showing the URL (web address).
  - 19. Certification from the following, whichever is available:
    - Bureau of Product Standards (PS)
    - Underwriters Laboratories (UL)
    - Canadian Standards Association (CSA)
    - ETL Testing Laboratories (ETL)
    - Air-conditioning, Heating and Refrigeration Institute (AHRI)
    - Conformance European (CE)
    - ISO 9001 Certification
  - 20. **Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Project Management and Engineering Department (PMED) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of VRF Air-conditioning Units for LANDBANK).**

- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  21. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
  22. Latest Income Tax Return filed manually or through EFPS.

**Second Envelope – Financial Component**

- The Second Envelope shall contain the following:
  1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)
  2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)
  3. Detailed breakdown of cost (Annexes B-1 and B-2)

## TERMS OF REFERENCE

### I. Name and Description of the Project:

One (1) lot Supply, Delivery, Installation, Testing and Commissioning of Variable Refrigerant Flow (VRF) Air-Conditioning units including drain pipes and its standard accessories for LANDBANK Sta. Cruz Office Building Construction.

<b>Ground Floor</b>				
<b>Indoor Units</b>				
<b>Capacity</b>	<b>Type</b>	<b>Phase</b>	<b>Unit/s</b>	<b>Location</b>
2.5 TR (30,000 BTU/Hr)	Circular Ceiling Cassette, or approved equivalent	1	8	Lobby, new accounts, back-working area, managers area, special clients
<b>Outdoor Units</b>				
10 HP & 16 HP Combination  1-16 HP (153,500 BTU/Hr) 1-10 HP (95,500 BTU/Hr)	Inverter (Master & Slave)	3	1	Back Portion of the Building
<b>Accessories</b>				
Centralized Controller (Touch Screen or approved equivalent)			1	
Remote Control	Wired or Wireless		8	
<b>Second Floor</b>				
<b>Indoor Units</b>				
2.0 TR (24,000 BTU/Hr)	Circular Ceiling Cassette, or approved equivalent	1	1	Conference room
2.5 TR (30,000 BTU/Hr)	Circular Ceiling Cassette, or approved equivalent	1	8	Lobby area, future expansion, LAU Head, AO
<b>Outdoor Units</b>				
10 HP & 18 HP Combination  1-18 HP (172,000 BTU/Hr) 1-10 HP (95,000 BTU/Hr)	Inverter (Master & Slave)	3	1	Back Portion of the Building
<b>Accessories</b>				
Remote Control	Wired or Wireless		9	
<b>Third Floor</b>				
<b>Indoor Units</b>				
2.5 TR (30,000 BTU/Hr)	Circular Ceiling Cassette, or approved equivalent	1	8	Division chief, AC Head, Computer counter, UPLB and Siniloan Accounting Center

<b>Outdoor Units</b>				
10 HP & 16 HP Combination  1-16 HP (153,500 BTU/Hr) 1-10 HP (95,000 BTU/Hr)	Inverter (Master & Slave)	3	1	Back Portion of the Building
<b>Accessories</b>				
Remote Control	Wired or Wireless		8	

**II. Objective of the Project:**

1. To properly ventilate the Office area.
2. To maintain the corporate image of the Bank;
3. To provide a conducive banking and working area;

**III. Scope of the Project and Delivery Time/Completion:**

a. Supply, delivery and installation	<ul style="list-style-type: none"> <li>• Mobilization of manpower and equipment/tools at National Highway, Brgy. Bubucal, Sta. Cruz, Laguna</li> <li>• Variable Refrigerant Flow Airconditioning Unit with drain pipes and other accessories</li> <li>• Installation, testing and commissioning</li> </ul>	
2. Installation Schedule	Monday to Sunday or per coordination with end-user/s	
3. Delivery Period	Ninety (90) calendar days per branch upon receipt of Notice to Proceed (NTP) or availability of project site whichever is applicable.	
<b>4. Documentary Requirements</b>		
Document	Description	Due Date of Submission
a. Shop drawing of service platform and ladder	Provide service platform and ladder design and shop drawing to PMED	Before Installation/Construcion
b. Start Up Data Sheet (Annex A)	Duly accomplished form showing the electrical and mechanical parameters of the air-conditioning unit/s	Upon Completion
c. As-built plans (signed and sealed by PME) – 2 sets	Plans showing the locations of air-conditioning units	Upon Completion
d. Schedule of Maintenance/Monitoring Activities	Schedule for preventive maintenance	Upon Completion
e. Warranty Certificate	Warranty Certificate with inclusive date	Upon Completion
f. Guarantee Certificate	Certificate that the spare parts and components including the aftersales services/supports that may be required by the bank to ensure the continuous and normal operation of the equipment shall be available in the next five (5) years from the date of commissioning	Upon Completion
g. Manuals	Operation and Preventive Maintenance Manual	Upon Completion

h. Pictures	Pictures showing angles on the left, front and right	Upon Completion
5. Training	Conduct familiarization seminar/training to orient the end-user on the basic concept, functions and operation of the equipment installed	
6. Warranty  a. Workmanship and <b>other Units except Compressor</b>  b. Compressor	<p>One (1) year warranty against factory/manufacturing defects on equipment, components and parts supplied <b>except compressor</b> and against faulty workmanship to commence upon receipt of final turn-over and acceptance documents.</p> <p><b>Five (5) years warranty against factory/manufacturing defects to commence upon receipt of final turn-over and acceptance documents.</b></p> <p>All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the bank</p>	
7. Maintenance	The ACU contractor shall provide the standard warranty servicing for all installed equipment and its components (checking and general cleaning of the unit <b>once every four (4) months within the one (1) year warranty period</b> ). The schedule of said activities and the names of authorized representatives shall be submitted to the Branch Head or its authorized representative prior to servicing	

**IV. Technical and Other Specifications/Requirements:**

**1. Indoor Units**

**Fan Coil Unit (FCU) 2.5 TR (4-Way Ceiling Cassette)**

Particulars		Unit	LANDBANK Technical Specification
Type			4-Way Ceiling Cassete, or approved equivalent
Cooling Capacity	BTU/hr		30,000 min
Voltage Hz	V Hz		208 - 230 60
Phase			1
Fan Type			Turbo Fan
Air Flow Rate(M)	CMM		17 min
Temperature Control			Microprocessor, Thermostat
Sound Level	dB		40 max
Dimensions (WxHxD)	mm		Panel: 1000 x 70 x 1000 max Body: 950 x 300 x 950 max
Weight	Kg		30 max
Warranty (Parts & Services)	year/s		1

**Fan Coil Unit (FCU) 2 TR (4-Way Ceiling Cassette)**

Particulars		Unit	LANDBANK Technical Specification
Type			4-Way Ceiling Cassette
Cooling Capacity	BTU/hr		24,000 min
Voltage Hz	V Hz		208 - 230 60
Phase			1
Fan Type			Turbo Fan
Air Flow Rate(M)	CMM		14 min
Temperature Control			Microprocessor, Thermostat
Sound Level	dB		36 max
Dimensions (WxHxD)	mm		Panel: 1000 x 70 x 1000 max Body: 950 x 300 x 950 max
Weight	Kg		30 max
Warranty (Parts & Services)	year/s		1



**2. Outdoor Units**

**ACCU (Air Cooled Condensing Unit)**

Particulars		Unit	LANDBANK Technical Specification
	Rating	HP	18
	Cooling Capacity	BTU/hr	171,000 min
	Voltage Hz	V Hz	208 - 230 60
	Phase		3
	Compressor Type		Rotary/Scroll
	Condenser Fan Type		Flare Type/ Propeller Fan Type
	Drive		Inverter
	Air Flow	m <sup>3</sup> /min or CMM	230 min
	Refrigerant		R-410A
	EER	BTU/W-Hr	16 min
	Sound Level/Pressure	dB	65 max
	Weight (kg)	Kg	300 max
	Dimensions(WxHxD)	mm	1300 x 1700 x 800, max
	Warranty:		
	Parts & Services	year/s	1
	Compressor	year/s	5

**ACCU (Air Cooled Condensing Unit)**

Particulars		Unit	LANDBANK Technical Specification
	Rating	HP	16
	Cooling Capacity	BTU/hr	153,500 min
	Voltage Hz	V Hz	208 - 230 60
	Phase		3
	Compressor Type		Rotary/Scroll
	Condenser Fan Type		Flare Type/Propeller Fan Type
	Drive		Inverter
	Air Flow	m <sup>3</sup> /min or CMM	220 min
	Refrigerant		R-410A
	EER	BTU/W-Hr	14 min
	Sound Level/Pressure	dB	63 max
	Weight (kg)	Kg	300 max
	Dimensions(WxHxD)	mm	1300 x 1700 x 800, max
	Warranty		
	Parts & Workmanship	year/s	1
	Compressor	year/s	5

**ACCU (Air Cooled Condensing Unit)**

Particulars	Unit	LANDBANK Technical Specification
Rating	HP	10
Cooling Capacity	BTU/hr	95,500 min
Voltage Hz	V Hz	208 - 230 60
Phase		3
Compressor Type		Rotary/Scroll
Condenser Fan Type		Flare Type/Propeller Fan Type
Drive		Inverter
Air Flow	m <sup>3</sup> /min or CMM	150 min
Refrigerant		R-410A
EER	BTU/W-Hr	15 min
Sound Level/Pressure	dB	60 max
Weight (kg)	Kg	300 max
Dimensions(WxHxD)	mm	900 x 1700 x 800, max
Warranty:		
Parts & Services	year/s	1
Compressor	year/s	5

## ANNEX A

### V. General Notes

1. Piping, Electrical and Accessories
  - a. Refrigerant piping shall be copper or copper tubing Type L, Annealed dehydrated and sealed conforming to ASTM B280. Soft temper shall be used where bending is required and where flare joints are used. Fittings shall be forged or wrought copper with brazed joints as per ANSI B16.22 requirements;
  - b. Pipes shall be anchored, plumbed and parallel to the building's vertical and horizontal lines. Pipe hangers and supports shall be of the type as specified. Pipe sleeves thru walls and wall penetrations, roofs and floors shall be provided by the supplier/installer. The gap between the pipe and the pipe sleeves must be provided with water proofing and sealant;
  - c. All piping shall be leak tested with pressure of at least 1.5 times the designed working pressure;
  - d. Refrigerant suction line shall be insulated with pre-molded elastomeric rubber insulation 15 mm thick for 3.0 TR and below, and 25 mm thick for 5.0 TR up to 10 TR. Insulation installed outdoor shall be provided with weatherproof coating;
  - e. Without additional cost to the bank, the supplier/installer shall supply and install the following components/parts if not included in the unit's standard accessories (for split-type units with capacities of 2.0 TR and above)
    - Liquid Line Filter Drier, Flare-type
    - Magnetic Contactor with External Thermal Overload
    - On-Delay Timer
    - Plug-in type High and Low Pressure Switches
  - f. Provide NEMA type, UL listed bolt-on circuit breakers for FCU and ACCU
  - g. Use EMT for electrical pipes and stranded THHN wires for feeder lines;
  - h. Use color blue, schedule 40 PVC pipe for drain lines using the appropriate size recommended by the manufacturer, but not less than  $\frac{3}{4}$  inches in diameter.
2. Other requirements:
  - a. Prospective bidders/contractors are encouraged to inspect, verify and assess the existing condition, location and details of the project;
  - b. All equipment, units and parts/components to be supplied shall be brand new, clean and approved products of reputable manufacturers;
  - c. 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;
  - d. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning ACU contractor is required to use appropriate equipment, hand tools and personal protective gears and equipment (gloves, rubber boots, masks, etc.) during the installation, repair or maintenance activities;
  - e. All equipment shall be installed in approximate location as shown in the mechanical plans;
  - f. Any proposed change or deviation from the original mechanical plans or specifications either initiated by the ACU contractor, the end-user or due to actual site condition, must be submitted to LBP-PMED in the form of shop drawing for approval prior to implementation;

- g. The winning ACU contractor should coordinate his works closely with the works of other trades concerned;
- h. Installation of works shall be done in neat workmanship and like manners. All improperly set works, rough finishes or other works not in accordance with the approved plans and specifications as determined by the LBP-PMED engineer or technical representatives shall be removed and replaced within seven (7) calendar days by the ACU contractor at no extra cost;
- i. No existing/old materials shall be re-used; e.g., circuit breakers, electrical and mechanical controls, materials and components, refrigerant pipes, fittings, insulations, etc., unless otherwise specified in the scope of works or technical specifications;
- j. The ACU contractor shall provide all the necessary components or accessories, e.g., brackets, pedestals, clamps, fasteners, air deflectors, etc., to ensure the safe, normal and efficient operation of the installed ACUs;
- k. The ACU contractor shall supply and install condensate drain pipes and its related accessories including fittings, insulation valves, hangers, support and the proper disposition of the condensate. Necessary chipping on walls and floors shall be implemented to sustain the proper flow of condensate water.
- l. The ACU contractor shall properly account and turn-over all dismantled/replaced materials to the branch head or its authorized representative/s;
- m. The ACU contractor shall exercise extreme caution and be responsible in the delivery, safe hauling/transfer of supplies, tools, equipment and/or chemicals to prevent damage to bank properties and employees. The corresponding cost to repair or replace the bank equipment, facilities or including part and components damaged or lost by the ACU contractor or its workers during the course of the project shall be deductible/chargeable to the ACU contractor;
- n. The ACU Contractor shall restore works on all affected area to provide proper aesthetic view of the completed project. It includes rectification of ceiling opening affected by installation of air-conditioning units, retouching of affected and/or damaged areas and other miscellaneous works such as block-outs, foundations, etc. as required in the specifications;
- o. The ACU 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 duties/job under this project;
- p. The ACU contractor shall be held directly responsible for any injury to person and/or damage to 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;
- q. The ACU contractor shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;
- r. The ACU contractor is required to submit the names of its worker/s who will conduct or inspect the installation. As maybe required, identification cards shall be presented;
- s. The ACU contractor or its foreman/engineer shall coordinate with the Branch Head or its authorized representative to discuss the necessary preparations and work activities prior to implementation of this project;
- t. The ACU contractor shall strictly observe the Bank's existing rules and regulations and shall be subject to the latter's standard security policies and procedures while its premises;

- u. Payment of construction bond (if applicable) shall be charged on the account of the ACU contractor;
- v. Should the ACU contractor fails to provide the required warranty servicing within the warranty period per submitted schedule of activities, the ACU contractor agrees, without invalidating the provisions of the warranty that the Bank may opt to contract the services of another ACU contractor/installer for the servicing of the equipment and components. The corresponding cost that will be incurred for the servicing shall be deducted from the ACU contractor's retention money;
- w. Included in the bids or tender and warranty are the cost of consumables, basic replacement of parts, servicing and other incidental expenses of the ACU contractor or its authorized representatives, such as traveling expenses, lodging, food, etc.

**VI. Qualification and Documentary Requirements:**

Qualification Requirement	Documentary Requirement
1. The quoted brand of prospective ACU contractor shall be in the Philippine market for a minimum of ten (10) years	Copy of Purchase orders, contracts or other related documents to prove that the offered brand of ACU has been in the Philippine market for at least ten (10) years prior to deadline for the submission of bid
2. The ACU contractor shall provide Satisfactory Service to its customers <sup>2</sup> for VRF and 3 for split-type inverter ACUs.	a. List of at least five different (5) large institutional clients (e.g. fastfoods, BPOs, hospitals, funeral parlor, banks and government offices) with addresses, contact persons and telephone numbers including Certificate of Satisfactory Performance using the brand being offered by the prospective ACU contractor (with minimum of 4 units installed); 2 for VRF and 3 for split-type inverter ACUs b. For current suppliers of LANDBANK, Certificate of Satisfactory Performance (For completed contracts) or Certificate of No Delayed Projects (for on-going contracts) issued by the Head, Project Management and Engineering Department (PMED) not earlier than 30 calendar days prior to the deadline of submission of bid.
3. The ACU contractor shall have highly trained technicians who are its regular employees	List of at least 3 highly trained technicians (regular employees) with their respective bio-data and National Certificate II (NC II) for Refrigeration and Airconditioning Servicing issued by TESDA
4. The quoted brand should have a nationwide network of service centers with 24/7 Customer Contact Center.	List of 24/7 Customer Contact Center and at least twenty (20) service centers in key cities of the country (with complete addresses and contact numbers), viz: <ul style="list-style-type: none"> <li>a. NCR and Luzon - 10</li> <li>b. Visayas - 5</li> <li>c. Mindanao - 5</li> </ul>

- u. Payment of construction bond (if applicable) shall be charged on the account of the ACU contractor;
- v. Should the ACU contractor fails to provide the required warranty servicing within the warranty period per submitted schedule of activities, the ACU contractor agrees, without invalidating the provisions of the warranty that the Bank may opt to contract the services of another ACU contractor/installer for the servicing of the equipment and components. The corresponding cost that will be incurred for the servicing shall be deducted from the ACU contractor's retention money;
- w. Included in the bids or tender and warranty are the cost of consumables, basic replacement of parts, servicing and other incidental expenses of the ACU contractor or its authorized representatives, such as traveling expenses, lodging, food, etc.

**VI. Qualification and Documentary Requirements:**

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1. The quoted brand of prospective ACU contractor shall be in the Philippine market for a minimum of ten (10) years	Copy of Purchase orders, contracts or other related documents to prove that the offered brand of ACU has been in the Philippine market for at least ten (10) years prior to deadline for the submission of bid
2. The ACU contractor shall provide Satisfactory Service to its customers <sup>2</sup> for VRF and 3 for split-type inverter ACUs.	a. List of at least five different (5) large institutional clients (e.g. fastfoods, BPOs, hospitals, funeral parlor, banks and government offices) with addresses, contact persons and telephone numbers including Certificate of Satisfactory Performance using the brand being offered by the prospective ACU contractor (with minimum of 4 units installed); 2 for VRF and 3 for split-type inverter ACUs b. For current suppliers of LANDBANK, Certificate of Satisfactory Performance (For completed contracts) or Certificate of No Delayed Projects (for on-going contracts) issued by the Head, Project Management and Engineering Department (PMED) not earlier than 30 calendar days prior to the deadline of submission of bid.
3. The ACU contractor shall have highly trained technicians who are its regular employees	List of at least 3 highly trained technicians (regular employees) with their respective bio-data and National Certificate II (NC II) for Refrigeration and Airconditioning Servicing issued by TESDA
4. The quoted brand should have a nationwide network of service centers with 24/7 Customer Contact Center.	<b>List of 24/7 Customer Contact Center and at least two (2) service centers (with complete addresses and contact numbers), located in the following:</b>  <b>a. NCR - 1</b> <b>b. Southern Luzon - 1</b>

5. The ACU contractor must be an authorized distributor of the offered product	Manufacturer's Authorization or Back-to-Back Certification to prove that the bidder is an authorized seller/ distributor of the offered product and/or other supporting documents to satisfy the said requirements.
6. The offered product must have brochures showing the product complete specifications	Brochures, Specs sheet, Manual or other equivalent documents indicating the complete specifications of the offered product/s (colored computer print-out shall not be allowed).
7. The specifications of the offered product shall be verifiable from the website of the manufacturer or brand owner	Print-out of the Homepage of manufacturer's /brand owner's website showing the URL (web address).
8. The offered product or its manufacturer must be authorized and certified by the approving/governing body	Bureau of Product Standards (PS), Underwriters Laboratories (UL), Canadian Standards Association (CSA), ETL Testing Laboratories (ETL); Air-conditioning, Heating, and Refrigeration Institute (AHRI); Conformance European (CE) or ISO 9001 certifications, whichever is available

### VII. Billing Requirements

Document	Description	Due Date of Submission
1. Start Up Data Sheet (Annex C)	Duly accomplished form showing the electrical and mechanical parameters of the air-conditioning unit/s	Upon Completion
2. As-built plans (signed and sealed by PME) – 2 sets	Plans showing the locations of the installed air-conditioning units	Upon Completion
3. Schedule of Maintenance/Monitoring Activities	Schedule for preventive maintenance	Upon Completion
4. Warranty Certificate	Warranty Certificate with inclusive date	Upon Completion
5. Guarantee Certificate	Certificate that the spare parts and components including the aftersales services/supports that may be required by the bank to ensure the continuous and normal operation of the equipment shall be available in the next five (5) years from the date of commissioning	Upon Completion
6. Manuals	Operation and Preventive Maintenance Manual	Upon Completion
7. Pictures	Pictures showing angles on the left, front and right	Upon Completion
8. Training	Conduct familiarization seminar/training to orient the end-user on the basic concept, functions and operation of the equipment installed	
9. Warranty a. Workmanship and <b>other Units except Compressor</b>	One (1) year warranty against factory/manufacturing defects on equipment, components and parts supplied <b>except compressor</b> and against faulty workmanship to commence upon receipt of final turn-over and acceptance documents.	

b. Compressor	<p><b>Five (5) years warranty against factory/manufacturing defects to commence upon receipt of final turn-over and acceptance documents.</b></p> <p>All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the Bank</p>
10. Maintenance	<p>The ACU contractor shall provide the standard warranty servicing for all installed equipment and its components (checking and general cleaning of the unit <b>once every four (4) months within the one (1) year warranty period</b>). The schedule of said activities and the names of authorized representatives shall be submitted to the Branch Head or its authorized representative prior to servicing</p>

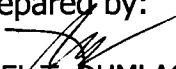
**VIII. Payment Terms:**

1. Request for payment shall be processed after the final turn-over and acceptance of the project and upon submission of complete billing documents required by the Bank's Procurement Department.
2. Partial payment may be allowed upon request of the supplier stating justifiable reason/s subject to evaluation and recommendation of PMED and to the Bank's accounting rules and regulation, based on the schedule below:

**Schedule of Partial Payments:**

	Documentary Requirement
1. 90% of Payment	<ol style="list-style-type: none"> <li>a. Completion of Supply, Delivery, Installation and Commissioning of Unit.</li> <li>b. Start-up Data Sheet</li> <li>c. Schedule of Maintenance</li> <li>d. Warranty Certificate</li> <li>e. Guarantee Certificate</li> <li>f. Manuals</li> </ol>
2. Remaining 10% of Payments	Complete Mechanical As-built Plan

Prepared by:


  
 JOEL T. DURLAO  
 Engineer, SLBG-PMED

  
 ROEL EUGENE C. ELAZEGUI  
 Engineer, ITSU-PMED

Endorsed by:

  
 MA. JESUSA R. AQUINO  
 Head, PDMU-South

Reviewed by:

  
 MA. VICTORIA B. BERNARDO  
 Team Leader, SLBG-PMED

Approved by:

  
 ALEXANDER S. LAZARO  
 Head, PMED