



SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20190521-01

PROJECT : Supply, Delivery, Installation, Testing and Commissioning
of Airconditioning Units at Various LANDBANK Branches

Lot 1 – North-Central Luzon Branches
Lot 2 – Southern Luzon Branches
Lot 3 – Visayas Branches
Lot 4 – Mindanao Branches

IMPLEMENTOR : Procurement Department

DATE : July 4, 2019

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), Section VII (Specifications) and Checklist of the Bidding Documents (Item Nos. 8 & 13 of the Eligibility and Technical Component) have been revised. Please see attached revised Annexes A-1 to A-9 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 **July 11, 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

Specifications

Lot No.	Specifications	Statement of Compliance
		<p>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.</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>Supply, Delivery, Installation, Testing and Commissioning of Air- Conditioning Units Including Dismantling, when necessary, complete with Standard Accessories per Manufacturer's Standards at Various LANDBANK Branches</p> <p>1 Seven (7) LANDBANK Branches in North and Central Luzon</p> <p>2 Five (5) LANDBANK Branches in Southern Luzon</p> <p>3 Four (4) LANDBANK Branches in Visayas</p> <p>4 Five (5) LANDBANK Branches in Mindanao</p> <p>Scope of works, minimum specifications and other requirements per attached Revised Terms of Reference per Annexes A-1 to A-9).</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p>	<p>Please state here either “Comply” or “Not Comply”</p>

	<ol style="list-style-type: none"> 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 market for at least ten (10) years prior to the deadline for the submission of bids. 2. List of at least five (5) different large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices) with addresses, contact persons and telephone numbers supported with 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. For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts for the last five [5] years) or Certificate of No Delayed Projects (for on-going contracts), issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bid. 4. 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. 5. 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"> ✓ NCR and Luzon – 10 ✓ Visayas – 5 ✓ Mindanao – 5 6. 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. 7. Brochure or any other official documents coming from the manufacturer showing the technical specifications of the offered product. 8. Print-out of the homepage of manufacturer's website showing the URL (web address). 9. Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available. 	
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	<p>Bidders which fail to submit these certifications/documents shall be automatically disqualified.</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. **Revised Section VII - 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 for the submission of bids.

13. List of at least five (5) **different** 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. For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts for the last five [5] years) or Certificate of No Delayed Projects (for on-going contracts), issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bid.
 15. 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.
 16. 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:
 - ✓ NCR and Luzon – 10
 - ✓ Visayas – 5
 - ✓ Mindanao – 5
 17. 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.
 18. Brochure or any other official documents coming from the manufacturer showing the technical specifications of the offered product.
 19. Print-out of the homepage of manufacturer's website showing the URL (web address).
 20. Bureau of Product Standards (PS), Underwriter Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.
- **Post-Qualification Documents – (Non-submission of the following documents may result in bidder's post-disqualification):**
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. Income Tax Return for 2018 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)

I. General Notes

1. Piping, Electrical and Accessories

- a. Refer to Annex B for refrigerant pipe insulation detail, schematic piping diagram and electrical riser diagram;
- b. Refrigerant piping shall be TYPE-M, Hard Drawn Seamless Copper using the standard pipe size recommended by the manufacturer;
- c. 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;
- d. All piping shall be leak tested with pressure of at least 1.5 times the designed working pressure;
- e. Refrigerant suction line shall be insulated with pre-moulded 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 weather proof coating;
- f. 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
- g. Provide NEMA type, UL listed bolt-on circuit breakers for FCU and ACCU
- h. Use EMT for electrical pipes and stranded THHN wires for feeder lines;
- i. Use color blue, schedule 40 PVC pipe for drain lines using the appropriate size recommended by the manufacturer, but not less than ¾ inches in diameter.

2. Other Requirements:

- a. Prospective ACU 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 properly account and turn-over all dismantled/replaced materials to the branch head or its authorized representative/s;
- l. 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;
- m. 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;
- n. 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;
- o. The ACU contractor shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;
- p. 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;
- q. 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;
- r. 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 inside its premises;
- s. Payment of construction bond (if applicable) shall be charged on the account of the ACU contractor;
- t. 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;
- u. 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.

II. 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 bids.
1. The ACU contractor shall provide Satisfactory Service to its customers.	a. List of at least five different (5) large institutional clients (e.g. fast foods, 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). 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.
2. 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 Air-conditioning Servicing issued by TESDA
3. 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: a. NCR and Luzon - 10 b. Visayas - 5 c. Mindanao - 5
4. 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.
5. The offered product must have brochures showing the product complete specifications.	Brochure or any other official documents coming from the manufacturer showing the technical specifications of the offered product
6. The specifications of the offered product shall be verifiable from the website of the manufacturer.	Print-out of the Homepage of manufacturer's /brand owner's website showing the URL (web address).
7. The offered product or its manufacturer must be authorized and certified by the approving/governing body.	Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.

III. Billing Requirements

CLASS D

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 Unit	One (1) year warranty against factory/manufacturing defects on equipment, components and parts supplied and against faulty workmanship to commence upon receipt of final turn-over and acceptance documents.	
b. Compressor	Five (5) years warranty against factory/manufacturing defects on equipment, components and parts supplied to commence upon receipt of final turn-over and acceptance documents. All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the Bank	
10. Maintenance	The ACU contractor shall provide the standard warranty servicing for all installed equipment and its components (checking and general cleaning of the unit at least three times within the warranty period). 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. Payment Terms:


1. Request for payment for every completed project/installation shall be entertained after the final turn-over and acceptance of the project and upon submission of complete billing documents required by the Procurement Department;
2. Partial payment is allowed based on completed project.

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Head, PMED


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Team Leader, MBG

Attachment 1

2.0 TR Wall Mounted (Inverter Type)

Features		LBP SPECIFICATIONS
Fan Coil Application Type		Wall Mounted
Cooling Capacity		20,000 min.
Power Supply		220-240, 60
Phase		single
Energy Efficiency Ratio (EER) System		9.0 min
System Power Input		2,400 max
Indoor		
Air-Flow		600 min
Sound Pressure Level		53 max
Outdoor		
Compressor Type		Scroll/ Rotary
Refrigerant		R-410A / R-32
Filters		Anti-fungal/Anti virus
Controls		remote
Louvers		motorized
Warranty (parts and services)		1
Warranty (compressor)		5

Attachment 2

3.0 TR Floor Mounted (Inverter Type)

Features		LBP SPECIFICATIONS
Fan Coil Application Type		Free Standing/ floor mounted
Cooling Capacity		34,000 min
Power Supply		220-240, 60
Phase		single
Energy Efficiency Ratio (EER) System		8.7 min
System Power Input		4,000 max
Indoor		
Air-Flow		800 min
Sound Pressure Level		55 max
Outdoor		
Compressor Type		Scroll/ Rotary
Refrigerant		R-410A / R-32
Filters		Anti-fungal/Anti-virus
Controls		remote/manual
Louvers		motorized
Warranty (parts and services)		1
Warranty (compressor)		5

Attachment 3

3.0 TR Ceiling Mounted (Inverter Type)

Features		LBP SPECIFICATIONS
Fan Coil Application Type		Ceiling Mounted
Cooling Capacity		34,000 min
Power Supply		220-240, 60
Phase		single
Energy Efficiency Ratio (EER) System		10 min
System Power Input		3,600 max
Indoor		
Air-Flow		812 min
Sound Pressure Level		55 max
Outdoor		
Compressor Type		Scroll/ Rotary
Refrigerant		R-410A / R-32
Filters		Anti-fungal/Anti virus
Controls		remote
Louvers		motorized
Warranty (parts and services)		1
Warranty (compressor)		5

Attachment 4

5.0 TR Floor Mounted (Inverter Type)

Features		LBP SPECIFICATIONS
Fan Coil Application Type		Free Standing/ floor mounted
Cooling Capacity		56,000 min
Power Supply		220-240, 60
Phase		Three
Energy Efficiency Ratio (EER) System		8.8 min
System Power Input		5400 max
Indoor		
Air-Flow		1129 min
Sound Pressure Level		51 max
Outdoor		
Compressor Type		Scroll/ Rotary
Refrigerant		R-410A / R-32
Filters		Anti-fungal/Anti virus
Controls		remote
Louvers		motorized
Warranty (parts and services)		1
Warranty (compressor)		5