

SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20190404-01

PROJECT : One (1) Lot Replacement of Four (4) Air-Handling Units of
LANDBANK Plaza

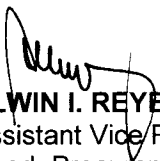
IMPLEMENTOR : Procurement Department

DATE : May 23, 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:

- The Terms of Reference (Annex A), Sections VI (Schedule of Requirements), VII (Specifications) and Checklist of the Bidding Documents (Item Nos. 7, 8, 12, 13, 14, 17 and 18) have been revised. Please see attached revised Annexes A-1 to A-6 and specific sections of the Bidding Documents.



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

Revised 05.23.2019

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.

Description	Quantity	
Replacement of Four (4) Air-Handling Units of LANDBANK Plaza	One (1) Lot	<p>Delivery Period: One hundred twenty (120) calendar days upon receipt of Notice to Proceed</p> <p>Delivery Site : LANDBANK Plaza Headquarters, Malate, Manila</p> <p>Contact Persons :</p> <ul style="list-style-type: none"> ➤ Mr. Erwin Neil S. Sumaylo ➤ Mr. Recto I. Vitug <p>Contact Nos. :</p> <p>(02) 551-2200 local nos. 2323, 8442 & 2396 or 405-7360</p>

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Revised 05.23.2019

Specifications

Specification	Statement of Compliance
<p>One (1) Lot Replacement of Four (4) Air-Handling Units of LANDBANK Plaza</p> <p>Scope of the project and other requirements per attached Revised Terms of Reference–Annexes A-1 to A-6.</p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <p>a) Copy of previous contract, purchase order or any proof to show that the offered brand/model has been in the Philippine Market for a minimum of ten (10) years.</p>	<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>Please state here either “Comply” or “Not Comply”</p>

<p>b) Satisfactory rating issued by at least three (3) previous clients, one (1) of which is a Bank.</p> <p>c) List of three (3) existing clients (with contact person/s and number), two (2) of which are using the brand/model being offered (AHU Package Type Centralized Air-conditioning with Water-cooled Shell and Tube Type Condenser).</p> <p>d) Certificate from the manufacturer authorizing the contractor to sell, install and service their products.</p> <p>e) Valid copy of PCAB Registration Certificate/Contractor's License for Air-conditioning size range "Small B".</p> <p>f) Certificate of Employment and Valid Professional Regulation Commission (PRC) license for Registered Mechanical Engineer, Certificate of Construction Safety and Health (COSH) Training for Safety Officer and National Certificate (NC) II TESDA Certificate for the Technicians.</p> <p>g) Copy of PRC license and Professional Tax Receipt for Electrical Engineer as a consultant for the project.</p> <p>h) Certificate of Inspection issued by the Head, Facilities Management Department.</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. **Revised 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 previous contract, purchase order or any proof to show that the offered brand/model has been in the Philippine Market for a minimum of ten (10) years.**

13. **Satisfactory rating issued by at least three (3) previous clients, one (1) of which is a Bank.**
14. **List of three (3) existing clients (with contact person/s and number), two (2) of which are using the brand/model being offered (AHU Package Type Centralized Air-conditioning with Water-cooled Shell and Tube Type Condenser).**
15. Certificate from the manufacturer authorizing the contractor to sell, install and service their products.
16. Valid copy of PCAB Registration Certificate/Contractor's License for Air-conditioning size range "**Small B**".
17. **Certificate of Employment and Valid Professional Regulation Commission license for Registered Mechanical Engineer, certificate of Construction Safety and Health (COSH) Training for Safety Officer and National Certificate (NC) II TESDA Certificate for the Technicians.**
18. **Copy of PRC license and Professional Tax Receipt for Electrical Engineer as a consultant for the project.**
19. Certificate of Inspection issued by the Head, Facilities Management Department.
- **Post-Qualification Documents – (Non-submission of the following documents may result in bidder's post-disqualification):**
 20. 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.
 21. 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)

TERMS OF REFERENCE

I. Project Description:

One (1) lot Replacement of Four (4) Air-Handling Units (AHUs) covering the Supply, Delivery, Installation and Commissioning of Four (4) Brand New 50TR Capacity Water-Cooled Screw Type Package Air Handling Units with Semi-hermetic Compressor using Refrigerant R-407C gas including auxiliaries and Air Duct modification at Ground Floor and 2nd Floor of LANDBANK Plaza, Malate, Manila.

II. Objectives:

- To replace the existing deteriorated AHUs at Ground Floor (2 units) and Second Floor (2 units) of LANDBANK Plaza.
- To increase efficiency of the centralized air-conditioning system and reduce energy/power consumption.
- To comply with standard work place temperature and relative humidity for "Human Comfort" as recommended by Occupational Safety and Health Administration (OSHA) and required for Integrated Management System (IMS) certification.
- To comply with the Department of Environment and Natural Resources (DENR) standards on refrigerants.

III. Project Details:

III.1 Technical Specifications:

Machinery/Equipment	Specifications
Four (4) units AHU Package for Centralized Air-Conditioning System	<ul style="list-style-type: none"> • Brand new • Capacity: 50TR • Refrigerant Type: Zero Ozone Depleting Substance (Zero ODP) • Size (H x W x D), max: 1.85m x 2.00m x 1.35m • Weight: 1,300 kgs., maximum • Horizontal semi-hermetic screw type compressor • Water-cooled (shell and tube type) condenser • With differential-pressure lubrication system • Evaporator fan - forward-curve, multi blade centrifugal type • Building Management System (BMS) compatible/ready • Low noise and low vibration • Compressor - protected against breakdown by a reverse protection relay, a three-phase quick

	response over-current relay, a dual pressure switch and built-in internal thermostat. • 440 volts, 3-phase, 60 Hertz
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III.2 Scope of the Project:

- a. Prepare all plans, application permits, and shall complete all test forms required in compliance with all rules and regulations of all government authorities having jurisdiction over the project. The required documents shall be completed by qualified personnel, Professional Engineers in particular.
- b. Supply, delivery, installation, start-up and commissioning of the air-conditioning equipment and its accessories and furnishing of all required consumables and other accessories not provided but necessary for proper operation of the system including equipment rooms and concrete foundation.
- c. Dismantling of air-handling units and related piping, ducting and electrical accessories and transporting/hauling of same at LBP Antipolo Warehouse to facilitate the installation of the brand new water-cooled AHU package.
- d. Modification of cooling water supply and return including the provision/supply of Black Iron (BI) pipes and fittings, water valves, instrumentation, support, hangers, and other necessary materials.
 - d.i. All piping interconnections that will require water draining of the system or portions thereof shall be pre-coordinated with Facilities Management Department (FMD) and shall be done without any interruptions to the building's operations during office hours.
 - d.ii. Leak-test all completed works and submit Piping As-built plan signed and sealed by a duly licensed Professional Mechanical Engineer.
- e. Connection of air duct between each of the new water-cooled packaged AHU and existing ducting including the supply and installation of new materials such as G.I. plain sheets, polyethylene insulation with aluminum backing, dampers, support and hangers.
 - e.i. Supply and install new air ducting to connect the new 50TR water-cooled packaged air-conditioning unit (PACU) and the existing supply air ducts.
 - e.ii. Leak-test all completed works and submit ducting as-built plan signed by a duly licensed Professional Mechanical Engineer.
- f. Provide and improve the electrical and motor control system requirement of the new air-conditioning equipment including the supply and installation of new materials such as local control panels, circuit breakers and motor starters, conduits and fittings, wires, support and hangers.
 - f.i. Supply and layout Intermediate Metallic Conduits (IMC) and THHN electrical wires from existing individual Motor Control Center (MCC) to each new PACU.
 - f.ii. Test all the completed works and submit Electrical As-built plan duly signed and sealed by licensed Professional Electrical Engineer.

- g. Condensate drain pipe for each PACU including the supply and installation of new materials such as PVC pipe, at least 3/8" thick rubber insulation and P-trap as per recommendation of the AHU manufacturer.
- h. Supply and application of water treatment chemicals for pre-operational systems clean-out
- i. Conduct appropriate basic training to the LANDBANK technical personnel on the proper operation and maintenance of the AHU.
- j. Warranty - One (1) year Comprehensive Daily Operation and Preventive Maintenance Program shall be provided free of charge which shall commence upon final acceptance of the project. The supplier/contractor shall provide the following:
 - j.i. Two (2) Technicians/helpers will be stationed at the site on a 10-hour schedule, five (5) days a week with regular visit of a supervising engineer.
 - j.ii. All consumable materials such as refrigerant, air-filters for package units, descaler for shell and tube condensers, coil cleaner for evaporator coils, compressor oil, pump gaskets and fuses.
 - j.iii. All necessary spare parts and components for the air-conditioning units installed in case of breakdown

III.3 Terms and Conditions:

- a. All dismantled materials shall be carefully stocked in a designated place inside the Bank's premises prior to final disposal/transport to LBP Antipolo Warehouse.
- b. The Bank will provide temporary storage area within LANDBANK Plaza building during the implementation of the project for the safekeeping of the contractor's equipment/apparatus, materials and other items to be used.
- c. Securing all necessary government permits, professional fees, taxes and licenses to be levied (if any) due to the implementation of the project shall be for the account of the supplier.

III.4 Contract Delivery Period:

One Hundred Twenty (120) Calendar Days upon receipt of Notice to Proceed (NTP).

III.5 Submittals:

Item	Description	Submission Date
a. Detailed working plans and layout	Copies of plans and layout must be in blue print – subject to approval by FMD.	Before implementation of project.
b. Clearances/Permits	Clearances/permits as may be required by Government Agencies relative to the project	Before implementation of project.
c. As-Built Plan	Duly signed and sealed as-built plan for :	Upon completion of the project

CLASS D

	<ul style="list-style-type: none"> • Piping System layout • Ducting System Layout • Electrical Layout 	
d. Warranty Certificate	Warranty against factory and manufacturing defects and faulty workmanship One (1) year for AHUs Two (2) years on compressor.	Upon turn-over and acceptance.
e. Guarantee Certificate	Guarantee that the spare parts and components including after sales services/support 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 date of commissioning.	Upon turn-over and acceptance.
f. Preventive Maintenance Schedule	Quarterly Preventive Maintenance schedule during the warranty period.	Upon turn-over and acceptance.
g. Operation and Maintenance Manual	Operation and maintenance manual of the AHU.	Upon turn-over and acceptance.

IV. Supplier Qualification Requirements:

Qualification	Documentary Requirement/s
1. Must have a minimum experience of ten (10) years in the sales, design, supply and installation of HVAC and other related jobs	<ul style="list-style-type: none"> • Copy of previous Contracts, POs or any proof to show that the offered brand/model has been in the Philippine Market for a minimum of ten (10) years • Satisfactory rating issued by at least three (3) previous clients, 1 of which is a Bank • Prospective Supplier/Contractor shall submit list of 3 existing clients (with contact persons and numbers), 2 of which is using the brand/model being offered (AHU Package Type Centralized Air-conditioning with Water-cooled Shell and Tube Type Condenser).
2. Must be an authorized manufacturer or local representative of the air-conditioning equipment.	Certificate from the manufacturer authorizing the contractor to sell, install and service their products
3. Must be Philippine Contractors Accreditation Board (PCAB) licensee with size range of at least: Small B in air-conditioning.	PCAB license

CLASS D

4. Must conduct pre-inspection, verification on overall project assessment.	Certificate of Inspection issued by LANDBANK – FMD. It shall be form part of the bidding requirements. Non-inspection/submission of CI will result to outright disqualification of the bid.
5. Must be employing the following personnel for the undertaking and implementation of the project: <ul style="list-style-type: none">• Registered Mechanical Engineer• Safety Officer• Technicians	Certificate of Employment and; <ul style="list-style-type: none">• Copy of PRC license for the Mechanical Engineer/s• Copy of COSH Training Certificate especially for the Safety Officer/s• NCII TESDA Certificate for the Technicians involved in the project implementation
6. Must have a Professional Electrical Engineer (PEE) as consultant for the project.	Copy of PRC license and professional Tax Receipt

V. Manner of Payment:

1. One-time payment upon completion of the project subject to submission of Sales Invoice/Billing Statement, Reports and other pertinent documents.
2. All payments shall be subject to LANDBANK's standard accounting and auditing rules and regulations.

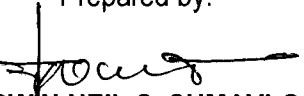
VI. Other Terms and Conditions:

1. The winning contractor/supplier/service provider shall:
 - a. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization.
 - b. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project in compliance with the Environmental Management System (EMS) Program of the Bank in accordance with the requirement of ISO 14000.
 - c. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any other person in the implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
 - d. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the Bank's Environmental Management System (EMS) Program and the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).
 - e. Be bounded by and shall strictly observe the Bank's existing rules and regulations with regards to the standard security policies and procedures while in the premises.

VII. Contacts Persons:

For further information, you may get in touch with any of the undersigned at Tel. Nos.
(02) 551-2200 and 405-7360

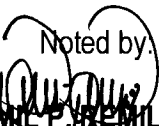
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