

**SUPPLEMENTAL/BID BULLETIN NO. 3
For LBP-HOBAC-ITB-GS-20190204-04**

PROJECT : **One (1) Lot Supply, Delivery and Installation of Two (2) Units 1,600 KW/2000KVA 3-Phase Generator Set at LANDBANK Plaza Including Dismantling and Hauling-out of Existing Units to LANDBANK Antipolo Warehouse**

IMPLEMENTOR : **Procurement Department**

DATE : **April 3, 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 submission of duly filled out Materials, Installation and Labor Costs Breakdown form (Annexes B-1 to B-4) has been added. Please see attached revised Checklist of the Bidding Documents (Item No. 3 of the Financial Component).
- 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 **April 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

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. **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).**
3. **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).**
4. **Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).**

5. **Section VI - Schedule of Requirements with signature of bidder's authorized representative.**
6. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
7. **Duly notarized Omnibus Sworn Statement (sample form - Form No.6).**
8. **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).**

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. Product Brochure with Underwriters Laboratory (UL) or European Conformity (EC) containing detailed technical specifications and features of the generator sets including component parts and accessories.
 13. Certificate of Inspection (CI) issued by the LANDBANK Facilities Management Department (FMD).

14. 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.
15. Copy of at least ten (10) Purchase Orders or Contracts from year 2003 to present as proof that the bidder has minimum of fifteen (15) years experience in selling and servicing of Generator Sets in the Philippines.
16. List of at least ten (10) clients with addresses, contact persons and telephone numbers
17. Copy of at least three (3) Certificates of Satisfactory Performance issued by at least 3 major clients of High Rise Building or at total genset load capacity of 6.4 Mega Watts (e.g., BPOs, hospitals, banks, commercial establishments, condominiums, malls, power plants, government offices) using the brand being offered.
18. Certificate of availability of the following mandatory requirements:
 - In-house electrical & mechanical shop;
 - In-house load bank (from 5 kW to 50 kW);
 - Parts inventory for consumables & emergency repair/major overhauling; and
 - 24 hours service crew for emergency repair.
19. List of at least five (5) names of regular employed technicians with a copy of license and corresponding certificate, certified by a DOLE – accredited Testing Organization for Heavy Equipment.
20. Copies of employment certificate and corresponding license / competency certificate. Must have at least one (1) each of the following personnel:
 - Electrical Engineers
 - Mechanical Engineers
 - Project Supervisor
 - Assistant Supervisor
 - Safety Officers
21. Print out of the Homepage of the manufacturer's website showing the URL (web address). The offered product and its technical specifications must be verifiable from the manufacturer's website.
22. Underwriters Laboratories (UL) or European Conformity (EC) Certification
23. Bureau of Product Standards (PS) and ISO Certification

- Post-Qualification Documents – (Non-submission of the following documents may result in bidder's post-disqualification):

23. 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.

24. Income Tax Return for 2017 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. **Duly filled out Materials, Installation and Labor Cost Breakdown (attached Annexes B-1 to B-4)**