

**BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20180411-02(2)**

**PROJECT :** Three (3) Years Preventive Maintenance Services of Fire Detection and Alarm System and Fire Suppression System at LANDBANK Plaza Building, Malate, Manila

**IMPLEMENTOR :** Procurement Department

**DATE :** November 22, 2018

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

The modifications, amendments or clarifications are as follows:

- The Terms of Reference (Annex A), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.h and 6) have been revised. Please see attached revised Annex A-4 and the specified sections of the Bidding Documents.
- The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **November 29, 2018, 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

Specification	Statement of Compliance
<p>Three (3) Years Preventive Maintenance Services of Fire Detection and Alarm System and Fire Suppression System at LANDBANK Plaza Building, Malate, Manila</p> <p><b>Scope of the project and other requirements per attached Terms of Reference – Annexes A-1 to A-6 (Revised Annex A-4).</b></p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <p>a) Certificate of Inspection issued by the Head, Facilities Management Department.</p>	<p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid. 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><b>Please state here either “Comply” or “Not Comply”</b></p>

<p>b) Copy of purchase order, contract, official receipt or other equivalent document as proof that bidder has at least three (3) completed contracts for the past three (3) years in the preventive maintenance of fire detection and alarm system and fire suppression system.</p> <p>c) Certificate of seminar, training or orientation on Environmental Management System attended by the bidder's engineers and technicians or crews.</p> <p>d) Copy of diploma and certificate/proof of the supervisor's ten (10) years experience in the preventive maintenance of fire detection and alarm system and fire suppression system.</p> <p>e) National Competency II Certificate of the bidder's technicians issued by TESDA or any accredited agencies.</p> <p>f) Certificate of Satisfactory Performance issued by at least two (2) previous clients.</p> <p>g) Certificate of Satisfactory Performance/No Pending Project issued by the Head, Facilities Management Department not earlier than 30 calendar days prior to the deadline of submission of bids, if the bidder has existing or completed contract/s with LANDBANK.</p>	<p>Please state here either "Comply" or "Not Comply"</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.**

**The Technical Component (First Envelope) shall contain the following:**

1. 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).

2. Duly notarized Omnibus sworn statement (sample form - Form No.6).

3. Eligibility requirements

- **Legal Document**

- 3.a PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or

- 3.b Class "A" eligibility documents as follows:

- 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 permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
- Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **Technical / Financial Documents**

- 3.c 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 relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). The duly signed form shall still be submitted even if the bidder has no on-going contract.

- 3.d 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 PBDs prescribed by the GPPB. (sample form - Form No. 4).

- 3.e 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.
- 3.f The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.g Certificate of Inspection issued by the Head, Facilities Management Department.
- 3.h Copy of purchase order, contract, official receipt or other equivalent document as proof that bidder has at least three (3) completed contracts for the past three (3) years in the preventive maintenance of fire detection and alarm system and fire suppression system.**
- 3.i Certificate of seminar, training or orientation on Environmental Management System attended by the bidder's engineers and technicians or crews.
- 3.j Copy of diploma and certificate/proof of supervisor's ten (10) years experience in the Preventive Maintenance of Fire Detection and Alarm System and Fire Suppression System.
- 3.k National Competency II Certificate of the bidder's technician issued by TESDA or any accredited agencies.
- 3.l Certificate of Satisfactory Performance issued by at least two (2) previous clients.
- 3.m Certificate of Satisfactory Performance/No Pending Project issued by the Head, Facilities Management Department not earlier than 30 calendar days prior to the deadline of submission of bids, if the bidder has existing or completed contracts with LANDBANK.
- 3.n Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and



financial eligibility documents by any of the joint venture partners constitutes compliance.

4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
5. Schedule 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. Post-Qualification Documents – (Non-submission of these documents during the bid opening shall not be a ground for the disqualification of the bidder):
  - 7.a 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 the BIR Electronic Filing and Payment System (EFPS);
  - 7.b Income Tax Return for 2017.

**The Financial Component (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. Breakdown of cost.
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## CLASS D

### III.4 Submittals :

Item No.	Name of Report	Description	Due Date of Submission
1.	Service Reports	Actual activities conducted by the service provider/ contractor after each workday	Upon completion
2.	Preventive Maintenance Service Report	Actual activities undertaken on periodic preventive maintenance services (PMS)	After conducting of PMS
3.	Summary Report	Submit of summary report including recommendation	Within two (2) calendar days after end of the month

### III.5 Estimated Project Cost:

The estimated project cost is Pesos: One Million Ninety Thousand Six Hundred One & 40/100 (₱ 1,090,601.40).

### IV. Supplier Qualification Requirements:

Qualification Requirement	Documentary Requirement
1. <b>Must have an engagement/contracts of at least three (3) years in the Preventive maintenance of FDAS and Fire Suppression System.</b>	<ul style="list-style-type: none"> <li>Submission of document as proof, e.g. Purchase Order, Contract, etc.</li> <li><b>Submission of at least three (3) completed contracts for the past three (3) years.</b></li> </ul>
2. Must have knowledge and background (seminar) in Environmental Management System and other environmental laws and regulations.	<ul style="list-style-type: none"> <li>To submit certificate of seminar, training or orientation on Environmental Management System attended by Engineers and Technicians or Crews.</li> </ul>
3. Interested bidders must be satisfactorily rated by at least two (2) previous clients/customers.	<ul style="list-style-type: none"> <li>Certificates of Satisfactory Performance</li> </ul>
4. Employee Competency: a. For supervisors: a bachelor's degree in relevant field; and experience of at least ten (10) years in the PMS of FDAS. b. For technician: must have a National Competency II (NCII) Certified FDAS Technician from TESDA or any accredited agencies.	<p>a. To submit a copy of Diploma and certificate of ten (10) years experience in PMS of FDAS.</p> <p>b. Submission of NCII Certificate of FDAS Technician</p>