



BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20180430-02(2)


PROJECT : One (1) Lot Supply, Delivery, Installation and Activation of
4.8 KWp PhotoVoltaic/Solar Panel System On-Grid Type at
Four (4) LANDBANK Offices

IMPLEMENTOR : Procurement Department

DATE : July 5, 2018

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 Terms of Reference (Annexes A-1 to A-6), Section VII (Specification) and the Checklist of the Bidding Documents (Items 3.h, 3.i, 3.j & 6) have been revised. Please see attached revised Annexes A-1 to A-6 and the specified sections of the Bidding Documents.


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

Specifications

<p>Specifications</p>	<p>Statement of Compliance</p> <p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</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>One (1) Lot Supply, Delivery, Installation and Activation of 4.8 KWp PhotoVoltaic/Solar Panel System On-Grid Type at Four (4) LANDBANK Offices</p> <p>Compliance to the Revised Terms of Reference – Annexes A-1 to A-6.</p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> ○ Copy of previous Purchase Orders, Contracts or equivalent documents as proof that prospective bidder has a minimum experience of <u>three (3) years</u> in the business of sales, design, installation and commissioning of PhotoVoltaic/Solar Panel System; ○ List of at least five (5) large institutional clients with addresses, contact persons and contact numbers; ○ Certificate of Satisfactory Performance for completed projects issued by the above-mentioned large institutional clients; ○ Latest Certificate of Satisfactory Performance issued by the Head of Project Management and Engineering Department, if bidder has existing or completed contracts with LANDBANK; ○ List of at least three (3) highly trained technicians (regular employees) with their respective bio-data; ○ Brochures or any other official documents coming from the manufacturer showing the technical specifications of the offered product; 	<p>Please state here either “Comply” or “Not Comply”</p>

<ul style="list-style-type: none">○ Print-out of the Homepage of manufacturer's/brand owner's website showing the URL (web address); and○ Certification from the Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO, whichever is available, pertaining to the offered product or its manufacturer.		
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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. 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.
- 3.h. **Copy of previous Purchase Orders, Contracts or equivalent documents as proof that prospective bidder has a minimum experience of three (3) years in the business of sales, design, installation and commissioning of PhotoVoltaic/Solar Panel System;**
- 3.i. **List of at least five (5) large institutional clients with addresses, contact persons and contact numbers;**
- 3.j. **Certificate of Satisfactory Performance issued by the above-mentioned large institutional clients;**
- 3.k. Latest Certificate of Satisfactory Performance issued by the Head of Project Management and Engineering Department, if bidder has existing or completed contracts with LANDBANK;
- 3.l. List of at least three (3) highly trained technicians (regular employees) with their respective bio-data;
- 3.m. Brochures or any other official documents coming from the manufacturer showing the technical specifications of the offered product;
- 3.n. Print-out of the Homepage of manufacturer's/brand owner's website showing the URL (web address); and
- 3.o. Certification from the Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO, whichever is available, pertaining to the offered product or its manufacturer.
- 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. 2550Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through the BIR EFPS; and
 - 7.b. Income Tax Return for 2016 filed manually or through the BIR EFPS.

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).

TERMS OF REFERENCE

I. Name and Description of the Project:

One (1) Lot – Supply of labor, materials, tools, equipment and technical expertise, testing and commissioning for the installation of 4.8 KWp PhotoVoltaic/Solar Panel On-grid Type for the following LBP Branches:

For Three Phase System:

1. LANDBANK Iba Office Building
2. LANDBANK Dasmariñas Office Building

For Single Phase System:

1. LANDBANK San Mateo Extension Office
2. LANDBANK San Ildefonso Extension Office

II. Objective of the Project:

1. To support the Government's program on renewable energy and Bank's advocacy/Corporate Social Responsibility consistent with LBP's direction for a green building.
2. To comply with the requirements of the Bank's Environmental Management Program on ISO14001 certification, cost reduction program and other regulatory laws and requirements of the Philippines.

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

1. Supply, delivery and installation	<ul style="list-style-type: none">• Mobilization of manpower and equipment/tools at the site• PhotoVoltaic/Solar Panel System<ol style="list-style-type: none">1. Solar Module2. Inverter3. Mounting Frames4. Wires/Cables5. Miscellaneous Materials• Testing, commissioning and energization• Cleaning-up works and demobilization
2. Installation Schedule	Monday to Sunday or per coordination with end-users.
3. Delivery Period	Sixty (60) calendar days upon receipt of Notice to Proceed (NTP) per branch
4. Warranty	Ten (10) years for Solar Module, Inverter and Mounting frame including against factory defects and faulty workmanship reckoned from formal turn-over and final acceptance.

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5. Training	Conduct orientation to LBP Branch Staff and PMED representatives.	
6. Maintenance	Conduct Preventive Maintenance service at least three (3) times for the period of one year after the final turnover of the project.	
7. Submit Reports to PMED/Branch		
Name of Report	Description	Due Date of Submission
a. Detailed drawing plans	Submission of complete electrical/ detailed drawing and spot section plans per site	Prior to installation/ implementation
b. Shading Analysis	Shading and Load Analysis per site	Prior to installation/ implementation
c. Service Reports	Actual activities conducted by the supplier	Upon Completion
d. Test Results and Reports	Data obtained from actual testing	Upon Completion
e. Warranty Certificate	Submission of Warranty Certificate	Upon Completion
f. Manuals	Operation and Preventive Maintenance Manual	Upon Completion

IV. Technical and Other Specifications:

Name and Description	Technical Specifications	
Solar Panel Module	<u>Mechanical</u>	
	Cell Type	Mono-crystalline silicon
	Peak Power Output (Pmax)	100W,250W,300W
	Dimension(mm)	1200x540x35 min
	Weight(kg)	9.6 min
	Back Sheet Colour	White
	Mechanical Load (MPa)	2400
	Certification	ISO9001/UL/CE
	<u>Electrical (min)</u>	
	Open-Circuit Voltage (Voc)	22.3
	Optimum Operating Voltage (Vmp)	17.8
	Short-Circuit Current (Isc)	5.53
	Optimum Operating Current (Imp)	5.62
	Cell Efficiency (%)	≥ 14
	Max system Voltage	750 V
	Max Fuse Rating (A)	10
	Power Tolerance (%)	± 13

	<u>Temperature</u> Nominal Operating Cell Temp. Temperature Coefficient of Pmax Temperature Coefficient of Voc Temperature Coefficient of Isc	47°C(±2°C) -0.45%/°C -0.35%/°C +0.05%/°C	
ON-GRID INVERTER	Type Rated Power (KW) Max. PV Module Power Allowed Max. Open Voltage Recommended PV Module Numbers MPPT range (VDC) Grid Voltage Range (VAC) Rated Grid Frequency Max. Efficiency Display THD(lac) Power Factor Waterproof and Dustproof Cooling System Operating Environment Temperature Operating Environment Humidity Dimension (mm) Weight (kg) Certification	Isolating Transformer 5.0 Kw 1.1 100 4 loops (17V/module) 180-980 180 ~ 260 60 hz. 94% min LED THD(lac) ≤3%(full cap.) 99% Outdoor Naturally Cooling -20°C ~ +50°C 0 ~ 95% (Non-condensing) 380x410x240 min 33 min ISO9001/UL/CE	
PHOTOVOLTAIC WIRE	Conductors Insulation Rated Temperature Rated Voltage Protection Application Reference Standard Certification	Stranded Copper XLPE 90°C for exposed or concealed wiring 600V Sunlight resistance Direct Burial UL Subject 4703 ISO9001/UL/CE	
Mounting Frame	Type Material Design Load	Roof Mount Extruded Aluminum (Frame & Rails), Anodized Treatment 105 kN/sq.m	

V. Qualification and Documentary Requirements:

Qualification Requirement	Documentary Requirement
1. <u>Must have minimum experience of three (3) years in the business of sales, design, installation and commissioning of Photovoltaic/ Solar Panel System</u>	Copy of purchase orders, contracts or other related documents
2. The contractor shall provide Satisfactory Service to its customers.	a. <u>List of at least five (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</u> b. Latest Certificate of Satisfactory Performance issued by the Head of PMED, if the bidder has existing or completed contracts with LANDBANK
3. The 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
4. 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
5. 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).
6. 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.

VI. Manner of Payment:

Deliverables	Percentage of Payment	Amount of Payment
• Upon 100% completion and acceptance of the project	99%	
• Retention fee: After 1 year of final turnover of the project	1%	
TOTAL	100%	

VII. Other Terms and Conditions:

- A. The prospective supplier should submit projected computation/calculation of the expected savings and payback period of the Solar System Panel being supplied during the bidding.
- B. The supplier should include options for Central Control Monitoring System (Web Access) for easy management of all branches having Solar System Panel.
- C. The prospective supplier should submit the detailed schedule of the project using Gantt Chart and work methodology as part of the bid document (technical) to be submitted in a separate envelope.
- D. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning supplier is required to use the appropriate equipment, hand tools and personal protective gears and equipment during the implementation of the project.
- E. The winning supplier should coordinate with PMED all works to be undertaken relative to the project.
 - 1. Mounting frames must be properly mounted on roof framing such as C-purlins, rafter, etc.
 - 2. Winning supplier must apply sealants on roof holes including existing roof holes present in the area where the solar panels will be installed.
 - 3. In the event that the solar panels will be installed on roof deck, the contractor shall apply structural sealant to all anchoring stone made on the concrete slab and re-apply waterproofing.
 - 4. All areas applied with waterproofing should be flood-tested for at least 24 hours in coordination with the branch/end-user.
- F. The winning supplier should inspect, verify and assess condition, location and details of the project site and design a system that will generate the maximum power that solar panels can harness on the rooftop of the particular Landbank buildings and submit a Comprehensive Inspection Report.
- G. The winning supplier should be responsible for the collection of all wastes, residues, empty containers, rugs, etc, etc resulting from the source emission sampling activities. The collected wastes/residues shall be placed and sealed in plastic bags or containers, labelled property and shall be brought back to the supplier's warehouse for proper disposal.
- H. The winning supplier should 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 duty/job under this project.

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- I. The winning supplier should be held directly responsible for any injury to person and/or damage to the Bank's properly arising from the acts whether partial, contributory, or due entirely to the fault, negligence and/or dishonesty of the supplier's personnel in the course of their duties.
- J. The winning supplier should maintain cleanliness at all times. It shall clean the affected area immediately after each workday.
- K. The winning supplier should secure a Comprehensive General Liability Insurance (CGLI) to be submitted to LBP prior to the start of the project of issuance of Notice to Proceed (NTP).


CGLI coverage shall be the following:	
> Each person	PhP 50,000.00
> Each accident	PhP 50,000.00
> Each period of indemnity	PhP 50,000.00
Property damage liability	
> Each person	PhP 50,000.00
> Each accident	PhP 50,000.00
> Each period of indemnity	PhP 50,000.00
Maximum aggregate limit	
> Contract amount under this project per bid offered by the winning supplier.	

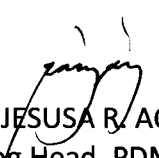
- L. The supplier should strictly observe the Bank's existing rules and regulations and shall be subject to the Bank's standard security policies and procedures while in the premises.

Prepared by:

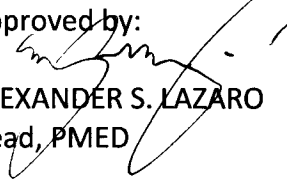

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