



**BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20180323-01(2)**

**PROJECT** : **Printing of 2,000 Pieces LANDBANK's Harvest of Heroes Volume 2**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **June 28, 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 Terms of Reference (Annexes A-1 to A-3), ITB Clause 5.4 of the Bid Data Sheet (BDS), Section VI (Schedule of Requirements), Section VII (Specification) and the Checklist of the Bidding Documents (Items 3.j, 5 & 6) have been revised. Please see attached revised Annexes A-1 to A-3 and the specified sections of the Bidding Documents.

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

## Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.2	The lot and reference is:  Printing of 2,000 Pcs. LANDBANK's Harvest of Heroes Volume 2  ITB No. LBP-HOBAC-ITB-GS-20180323-01(2).
2	The Funding Source is:  The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2018 in the amount One Million Five Hundred Thousand Pesos Only (P1,500,000.00).  The name of the Project is Printing of 2,000 pcs. LANDBANK's Harvest of Heroes Volume 2.
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project.
5.4	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iv), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.  <b>For this purpose, similar contracts shall refer to contracts involving printing of coffee table books, annual reports, sustainability reports, or color magazines.</b>  Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be: <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.</li> </ul>
7	No further instructions.
8.1	As a general rule, subcontracting is not allowed.
8.2	Not applicable.

9.1	The Procuring Entity will hold a pre-bid conference for this Project on _____ at Bidding Room, 25 <sup>th</sup> Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila.
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines 25<sup>th</sup> Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila www.landbank.com</p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes, CSSP Assistant Vice President Head, Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 522-0000 or 551-2200 local 7370 Fax (+632) 528-8587 lbphobac@mail.landbank.com</p>
12.1	Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.
12.1(a)(ii)	The statement of all ongoing government and private contracts (use Form No. 3) and Single Largest Completed Contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.
13.1	Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos.1 and 2).
13.1(b)	No further instructions.
13.1(c)	Not applicable.
13.2 (a)	<p>The Approved Budget for the Contract (ABC) is One Million Five Hundred Thousand Pesos Only (P1,500,000.00).</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>

13.2(b)	Not applicable.							
15.4(a)(iii)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.							
15.4(b)(i)	The price of the Goods shall be quoted DDP specified delivery site/s.							
15.4(b)(ii)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.							
16.1(b)	The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.							
16.3	Not applicable.							
17.1	Bids will be valid until 120 calendar days from date of opening of bids.							
18.1	<p>The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount:</p> <table border="1" data-bbox="488 824 1382 1447"> <thead> <tr> <th>Form of Bid Security</th> <th>Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank</td> <td rowspan="2">P30,000.00</td> </tr> <tr> <td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td> </tr> <tr> <td>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td>P 75,000.00</td> </tr> </tbody> </table> <p>1. If bid security is in the form of cash, a bidder is required to secure a Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The PAO shall then be presented to any of the Tellers at the Cash Department (Ground Floor, LANDBANK Plaza Building) together with the corresponding cash. The Cash Department Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. The original and/or certified true copy of the Official Receipt shall be enclosed in Bid Envelope No. 1 (Eligibility and Technical Proposal/Documents). The original official receipt shall be returned by the BAC Secretariat to the bidder immediately after the opening of bids.</p> <p>2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.</p>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank	P30,000.00	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	P 75,000.00
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	<p>3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated.</p> <p>4. If in the form of Irrevocable Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <p style="padding-left: 40px;">(a) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building Ms. Erlin G. Del Rosario – Account Officer Telephone No. 405-7345 local 2117 (For Assets 1 Billion and up)</p> <p style="padding-left: 40px;">(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building Mr. Ronaldo Robles – Account Officer Telephone No. 405-7431 local 7431 (For Assets below 1 Billion)</p> <p>5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.</p> <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <p style="padding-left: 40px;">(a) LIBI-Forex 14<sup>th</sup> Floor, LANDBANK Plaza Building Telephone 710-7114 (Every Tuesday and Thursday)</p> <p style="padding-left: 40px;">(b) 12<sup>th</sup> Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephones 812-4911 and 867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p style="padding-left: 40px;">(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p style="padding-left: 40px;">(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>6. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p>
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18.2	The bid security shall be valid until 120 calendar days from date of opening bids.
20.3	Each Bidder shall submit two (2) sets of the Technical Component (First Envelope) and Financial Component (Second Envelope) of its bid labeled as "Original Copy 1" and "Original Copy 2".
21	<p>The address for submission of bids is:</p> <p style="padding-left: 40px;">Procurement Department Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p> <p>The deadline for submission of bids is 11:00 A.M., _____.</p>
24.1	<p>The place of bid opening is:</p> <p style="padding-left: 40px;">25<sup>th</sup> Floor Bidding Room Procurement Department Land Bank of the Philippines LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p> <p>The date and time of bid opening is 11:00 A.M., _____.</p>
24.2	No further instructions.
27.1	No further instructions.
28.3	The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.
28.3(b)	Bid modification is not allowed.
28.4	No further instructions.
29.2(a)	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Only tax returns filed manually or through EFPS and taxes paid shall be accepted.
29.2(c)	No further instructions.
32.4(f)	No further instructions.

33.2	<p>If in the form of Irrevocable Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <p>(c) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building Ms. Erlin G. Del Rosario – Account Officer Telephone No. 405-7345 local 2117 (For Assets 1 Billion and up)</p> <p>(d) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building Mr. Ronaldo Robles – Account Officer Telephone No. 405-7431 local 7431 (For Assets below 1 Billion)</p>
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# 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.

Quantity	Item Description	Delivery Period and Destination
2,000 Pcs.	Printing of LANDBANK's Harvest of Heroes Volume 2	<p>Delivery Period:</p> <p><b>1<sup>st</sup> Delivery:</b></p> <ul style="list-style-type: none"> <li>• 500 Pcs. – Thirty (30) calendar days after receipt of final artwork.</li> </ul> <p><b>2<sup>nd</sup> Delivery:</b></p> <ul style="list-style-type: none"> <li>• 500 Pcs. – Forty five (45) calendar days after receipt of final artwork.</li> </ul> <p><b>3<sup>rd</sup> Delivery:</b></p> <ul style="list-style-type: none"> <li>• 1,000 Pcs. – Sixty (60) calendar days after receipt of final artwork.</li> </ul> <p>Delivery Site:                      Corporate Affairs Department, 32nd Floor, LANDBANK Plaza Bldg., 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila, Philippines</p> <p>Contact Person:                      Catherine Rowena B. Villanueva                      First Vice President                      Corporate Affairs Department</p> <p>Contact Nos.:                      522-0000 loc.7373</p>

**Conforme:**

\_\_\_\_\_

Name of Bidder

\_\_\_\_\_

Signature over Printed Name of  
 Authorized Representative

\_\_\_\_\_

Position



# Specifications

Quantity	Specifications	Statement of Compliance
2,000 Pcs.	<p>Printing of LANDBANK's Harvest of Heroes Volume 2</p> <p><b>Specifications, scope of works and other requirements per attached Revised Terms of Reference – Annexes A-1 to A-3.</b></p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> <li>• List of clients with references, contact persons and contact numbers (indicating the years when the projects were handled for them).</li> <li>• Company overview indicating the background/profile and number of years in the industry.</li> <li>• <b>Certificate of Satisfactory Performance from one (1) client for the past three (3) years.</b></li> </ul>	<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>

	<ul style="list-style-type: none"><li>• Certification from the bidder stating that it has:<ul style="list-style-type: none"><li>➤ at least two (2) four-color printing machines located within the company's premises.</li><li>➤ the capability for computer-to-plate (CTP) method in printing books.</li><li>➤ its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine.</li><li>➤ enough space for collating and finishing procedures for the project.</li><li>➤ an orderly and uncluttered premises.</li><li>➤ a generator set located within company's premises to ensure continuous flow of production.</li></ul></li></ul>	
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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 List of clients with references, contact persons and contact numbers (indicating the years when the projects were handled for them).
- 3.i Company overview indicating the background/profile and number of years in the industry.
- 3.j Certificate of Satisfactory Performance from one (1) client for the past three (3) years.**
- 3.k Certification from the bidder stating that it has:
- at least two (2) four-color printing machines located within the company's premises.
  - the capability for computer-to-plate (CTP) method in printing books.
  - its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine.
  - enough space for collating and finishing procedures for the project.
  - an orderly and uncluttered premises.
  - a generator set located within company's premises to ensure continuous flow of production.

4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
5. **Revised 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 filed manually or through 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  
FOR THE PROCUREMENT OF PRINTING SERVICES  
LANDBANK'S HARVEST OF HEROES VOLUME 2**

**I. Printing Specification**

**BOOK**

Size	<i>Cover</i> - 16" x 8"(S) / 8"x 8"(F) <i>Inside</i> - 16" x 8"(S) / 8"x 8"(F) <i>Flyleaf</i> - 16" x 8"(S) / 8"x 8"(F)
Stock	<i>Cover</i> - Pasteboard #20 covered with C2S 120# <i>Inside</i> - Matt 100# <i>Flyleaf</i> - C2S 140#
Pages	<i>Cover</i> - 4 pages <i>Inside</i> - 320 pages <i>Flyleaf</i> - 8 pages TOTAL - 332 pages
Colors	<i>Cover</i> - 4 / 0 <i>Inside</i> - 4 / 4 <i>Flyleaf</i> - 4 / 4
Finish	<i>Cover</i> - with 3D spot UV lam. On 1 side (x2); with scoring, folding, pasting, and perfect binding; hardbound with headband (2pcs); Matt lam (one side) <i>Inside</i> - with varnish lam on all photos; folding; collating and Smyth sewn <i>Flyleaf</i> - with varnish on one side, scoring, and pasting
Process	Offset
<b>Quantity</b>	<b>2,000 Pcs.</b>
Delivery	30 calendar days upon approval of digital proofs
Others	Delivered in corrugated box

**BOOK CASE**

Size	9"x 9.12"(x2) x 1.125 (x3)
Stock	Pasteboard #20 covered with C2S 120# and Forest #29704
Colors	4 / 0
Finish	With matt lam and 3D spot UV lam on 1 side, diecutting (slit), scoring, folding, and pasting
<b>Quantity</b>	<b>2,000 Pcs.</b>
Delivery	30 calendar days upon approval of digital proofs
Others	Delivered in corrugated box

**REVISED ANNEX A-1**

## II. Scope of Work

- a. Printing and packaging services for the second installment of LANDBANK's coffee table book entitled: "Harvest of Heroes Volume 2"
- b. A LANDBANK team (composed of one representative from: MAU-CAD and Design Agency) shall conduct an inspection of the production of the book and book case at printers' warehouse. Printer/s should notify LANDBANK-CAD at least 2 days prior to the schedule of inspection of the book.
- c. Distribution - The printer will deliver the allocations to 32<sup>nd</sup> flr, Corporate Affairs Department, LANDBANK PLAZA, 1598, M.H. Del Pilar cor. Dr. J. Quintos Sts., Malate, Manila.

## III. Production Timetable

TIMEFRAME	ACTIVITY	RESPONSIBLE
Day 1 - After issuance of NOA, NTP and PO	Turnover of digital file/FA (from CAD) to printer	CAD to Printer
Day 2 to 3	Preparation of color proofs	Printer
Day 4	Submission of digital proofs to client	Printer to CAD
Day 5 to 6	Digital proofs back to Mode Matrix Manila, Inc. (MMI) for corrections (if any)	CAD
Day 7	Return of corrected file to printer	CAD/MMI
Day 8-15	Submission of revised digital proofs to CAD	Printer
Day 15	Return of approved revised digital proofs to printer	CAD/MMI
<b>Day 15 to 45</b>	<b>Production period of thirty (30) days</b>	Printer
<b>Day 45</b>	<b>Delivery of first batch (500 pcs.) of the book with book case</b>	Printer
<b>Day 45 to 60</b>	Production period of fifteen (15) days	Printer
<b>Day 60</b>	<b>Delivery of second batch (500 pcs.) of the book with book case</b>	Printer
<b>Day 60 to 75</b>	Production period of 15 days	Printer
<b>Day 75</b>	Delivery of last batch (1,000 pcs.) of the book with book case	Printer

**REVISED ANNEX A-2**

#### IV. Eligibility Criteria

To be eligible to bid, printer/supplier must comply with the following criteria, as evidenced by supporting documents, which must be submitted to LANDBANK for evaluation.

Criteria	Required Supporting Document
1. <b>Must have at least five (5) years experience in printing of coffee table books, annual reports, sustainability reports, or color magazines.</b>	- List of clients references and contact persons and their landline numbers; indicate the years the work/service was handled for them
2. Industry experience; the company must be in existence (legally established) for at least five (5) years	- Company overview indicating background/profile and number of years in the industry - Legal documents that show at least five (5) years in existence (SEC registration, business permit)
3. Must have satisfactory service for the projects done for the clients	- One Certificate from clients for the past three (3) years
4. Accreditation	- PhilGEPS Registered
<b>Equipment/Services</b>	
5. Has at least two (2) four-color printing machines within the printing premises	} Certification from supplier
6. Has the capability for computer-to-plate (CTP) method in printing books	
7. Has its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine.	
8. Has enough space for collating and finishing procedures for the project	
9. Has an orderly and uncluttered premise.	
10. Has a generator set located within the company's premises to ensure continuous flow of production.	