

BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20180315-01

PROJECT : One (1) Lot Supply and Installation of 200 Sets 2.0 KVA
Uninterruptible Power Supply at LANDBANK Field Units
and Offsite ATMs


IMPLEMENTOR : Procurement Department

DATE : April 26, 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 modifications, amendments or clarifications are as follows:

- The Terms of Reference (Annex A), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.j, 3.k & 6) have been revised. Please see attached revised Annexes A-1 to A-4 and the specified sections of the Bidding Documents.


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

Specifications

Specification	Statement of Compliance
<p>One (1) Lot Supply and Installation of Uninterruptible Power Supply (UPS) at LANDBANK Field Units and Offsite ATMs:</p> <p>200 Sets – 2.0 KVA, Single Phase, 60 Hz, 240 VAC</p> <p>Scope of works, minimum specifications and other requirements per attached Revised Terms of Reference – Annexes A-1 to A-4.</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <p>a) Copy of purchase orders, contracts or other related documents to prove that the prospective UPS contractor has more than three (3) years experience in the</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>Please state here either “Comply” or “Not Comply”</p>

<p>sales, repair and support of UPS.</p> <p>b) List of at least five (5) large institutional clients using the brand being offered by the prospective UPS contractor (with addresses, contact persons and telephone numbers).</p> <p>c) Certificate of Satisfactory Performance issued by at least five (5) large institutional clients (e.g. fastfoods, BPO's, hospitals, funeral parlor, banks and government offices) using the brand being offered by the prospective UPS contractor (with minimum of 4 units installed).</p> <p>d) Latest Certificate of Satisfactory Performance issued by the Head of PMED, if bidder has existing or completed UPS contracts with LANDBANK.</p> <p>e) List of at least two (2) existing clients with at least 10 units of 1KVA – 3KVA UPS supplied/installed onsite (with contact persons and telephone numbers).</p> <p>f) List of at least three (3) highly-trained technicians with their respective bio-data and training certificate issued by the manufacturer of offered product.</p> <p>g) List of at least one (1) service center in key cities of the country (with complete addresses and contact numbers), viz:</p> <ul style="list-style-type: none"> > NCR > Key City in North and Central Luzon > Key City in South Luzon and Bicol > Key City in Visayas > Key City in Mindanao <p>h) 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.</p> <p>i) Demo unit and official brochure of the offered brand/model (colored computer print-outs shall not be allowed). Demo units will no longer be required for bidders who had previously passed the post</p>	
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<p>qualification, however, if a different model or brand is being offered, a post-qualification is required.</p> <p>j) Print-out of the homepage of manufacturer's website showing the URL (web address).</p> <p>k) Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.</p> <p>Bidders which fail to submit these certifications/documents shall be automatically disqualified.</p> <p>The winning bidder must affix a sticker/tag/label with company name and after-sales contact numbers or equivalent form of marking on each of the UPS.</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 Copy of purchase orders, contracts or other related documents to prove that the prospective UPS contractor has more than three (3) years experience in the sales, repair and support of UPS.
- 3.h List of at least five (5) large institutional clients using the brand being offered by the prospective UPS contractor (with addresses, contact persons and telephone numbers)
- 3.i Certificate of Satisfactory Performance issued by at least five (5) large institutional clients (e.g. fastfoods, BPO's, hospitals, funeral parlor, banks and government offices) using the brand being offered by the prospective UPS contractor (with minimum of 4 units installed).
- 3.j Latest Certificate of Satisfactory Performance issued by the Head of PMED, if bidder has existing or completed UPS contracts with LANDBANK.**
- 3.k List of at least two (2) existing clients with at least 10 units of 1KVA – 3KVA UPS supplied/installed onsite (with contact persons and telephone numbers).**
- 3.l List of at least three (3) highly-trained technicians (with their respective bio-data and training certificate issued by the manufacturer of offered product.
- 3.m List of at least one (1) service center in key cities of the country (with complete addresses and contact numbers), viz:
 - > NCR
 - > Key City in North and Central Luzon
 - > Key City in South Luzon and Bicol
 - > Key City in Visayas
 - > Key City in Mindanao
- 3.n 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.

- 3.o Demo unit and official brochure of the offered brand/model (colored computer print-outs shall not be allowed). Demo units will no longer be required for bidders who had previously passed the post qualification, however, if a different model or brand is being offered, a post qualification is required.
- 3.p Print-out of the Homepage of manufacturer's website showing the URL (web address).
- 3.q Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.
- 3.r 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;
 - 7.b Income Tax Return for 2016.

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)
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TERMS OF REFERENCE

A. Name and Description of the Project:

Bulk Purchase of two Hundred (200) units – 2.0 KVA, Single Phase, 60 Hz, 240 VAC, Uninterruptible Power Supply (UPS).

B. Objective of the Project:

1. To provide continuous Offsite ATM operations during power failure
2. To protect ATM units

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

1. Supply, delivery and installation	<ul style="list-style-type: none">• Supply of 200 Units of 2KVA UPS• Delivery of the said units at LANDBANK Antipolo Warehouse	
2. Delivery Period	Sixty (60) calendar days upon receipt of Notice to Proceed (NTP) at LANDBANK Antipolo Warehouse	
3. Documentary Requirements		
Document	Description	Due Date of Submission
a. Warranty Certificate	Warranty Certificate with inclusive date	Upon Completion
b. Manuals	Operation and Preventive Maintenance Manual	Upon Completion
4. Warranty		
a. Workmanship and Unit	Three (3) year warranty against factory/manufacturing defects on equipment, components and parts supplied and against faulty workmanship to commence upon receipt of final turn-over and acceptance documents.	
b. Battery	Two (2) years warranty against factory/manufacturing defects on equipment, components and parts supplied to commence upon receipt of final turn-over and acceptance documents. <ul style="list-style-type: none">• All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the bank.• Within the warranty period, a service unit must be provided if the installed UPS will be pulled out for repair/check-up.	

D. Technical and Other Requirements:

1. 2.0 KVA UPS

Topology		On-Line Double Conversion
Input	DISPLAY	LCD Display
	CAPACITY	2000 VA / 1600 Watts
	VOLTAGE	220V/ 230 V
	VOLTAGE WINDOW	110 VAC to 300 VAC
	FREQUENCY	60 Hz
	FREQUENCY WINDOW	+ / - 5 Hz
Output	POWER FACTOR	0.80
	VOLTAGE (ON BATTERY)	220 V
	VOLTAGE REGULATION	+ / - 2 %
	TRANSFER TIME	0
	WAVEFORM	Pure Sine Wave
Battery (Internal)	Number of Batteries	8, maximum
	Battery Type	7.2 Ah
	Back-up time	15 mins at full load
Others	Centralized Network Monitoring Tool with SNMP READY only	
Protection	<ol style="list-style-type: none">1. Fuse/ Breaker for Overload and Short Circuit Protection2. UPS output cutoff immediately when SHORT CIRCUIT occurs3. Over voltage protection4. Under voltage protection5. Surge / Spike protection	

2. Other Requirements:

- a. All works shall conform to the provisions (latest edition) of the Philippine Electrical Codes and other applicable laws and regulations;
- b. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning contractor/supplier are required to use appropriate equipment, hand tools and personal protective gears and equipment during the installation;
- c. The UPS contractor should coordinate his works closely with the works of other trades concerned;
- d. The UPS contractor shall exercise extreme caution and be responsible in the hauling/transfer of the equipment to prevent damage to the delivery site. The corresponding cost to repair or replace the office equipment, facilities including parts and components damaged or lost by the UPS contractor or its workers during the course of the project shall be deductible/chargeable to the UPS contractor;
- e. The UPS contractor shall 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 duties/job under this project;

- f. The UPS contractor shall be held directly responsible for any injury to person and/or damage to Bank's property arising from the act, whether partial, contributory, or due entirely to the fault, negligence and/or dishonesty of the contractor's personnel in the course of their duties;
- g. LBP-PMED will inspect the UPS at the contractor's warehouse prior to delivery at site;
- h. Response time for all service calls (repair and/or maintenance works) shall be made by the UPS contractor within 24 hours upon receipt of telephone report of the Branch Head or its authorized representative/s;

E. Qualification and Documentary Requirements:

Qualification Requirement	Documentary Requirement
1. Prospective UPS contractor must have more than 3 years of experience in the sales, repair and support of UPS.	Submission of related documents (e.g. previous Purchase Orders, Contracts, etc.)
2. The UPS contractor shall provide Satisfactory Service to its customers	<ol style="list-style-type: none"> a. List of at least five (5) large institutional clients using the brand being offered by the prospective UPS contractor (with addresses, contact persons and telephone numbers) b. Certificate of Satisfactory Performance issued by at least 5 large institutional clients (e.g. fastfoods, BPO's, hospitals, funeral parlor, banks and government offices) using the brand being offered by the prospective UPS contractor (with minimum of 4 units installed) c. <u>Latest Certificate of Satisfactory Performance issued by the Head of PMED, if bidder has existing or completed UPS contracts with LANDBANK</u>
3. The UPS contractor shall have experience in the installation and maintenance of UPS	<u>List of at least 2 existing clients with at least 10 units of 1kVA - 3KVA supplied/installed onsite (with contact person and numbers)</u>
4. The UPS contractor shall have highly trained technicians who are its regular employees	List of at least 3 highly trained technicians with their respective bio-data and training certificate issued by the manufacturer of offered product
5. List of quoted brand/model shall have authorized service centers in all key cities in the Philippines <ol style="list-style-type: none"> a. NCR; b. Key city in North and Central Luzon; c. Key city in South Luzon and Bicol; d. Key city in Visayas; and e. Key city in Mindanao 	List of at least one (1) service center (with complete address and contact numbers).

6. The UPS contractor must be an authorized distributor of the offered product	Manufacturer's Authorization or Back-to-Back Certification
7. The offered product must have brochures showing the product complete specifications and demo unit	Official brochure of the offered brand/model shall be verifiable from the manufacturer's website. Demo units will no longer be required for bidders who had previously passed the post qualification, however, if a different model or brand is being offered, a post qualification is required.
8. The specifications of the offered product shall be verifiable from the website of the manufacturer	Print-out of the Homepage of manufacturer's website showing the URL (web address)
9. 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

F. Payment Terms:

1. Request for payment for every completed project/installation shall be entertained after the final turn-over and acceptance of the project and upon submission of complete billing documents required by the Procurement Department;
2. Partial payment is allowed based on completed project.

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