



BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20170922-01

PROJECT : Alarm Monitoring Services for Various LANDBANK Offices:

Lot 1 – National Capital Region (17 Offices)

Lot 2 – North & Central Luzon, South Luzon, Visayas and Mindanao (18 Offices)


IMPLEMENTOR : Procurement Department

DATE : November 23, 2017

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 (Item 6) have been revised. Please see attached revised Annexes A-1 to 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 **December 7, 2017, 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

Lot No.	Specifications	Statement of Compliance						
		<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>Three (3) Years Alarm Monitoring Services for Thirty Five (35) LANDBANK Offices, broken down as follows:</p> <table><tr><th>Branches Group</th><th>No. of Offices</th></tr><tr><td>1 National Capital Region Branches Group (NCRBG)</td><td>17</td></tr><tr><td>2 North & Central Luzon (NCLBG), South Luzon (SLBG), Visayas (VBG) and Mindanao (MBG) Branches Groups</td><td>18</td></tr></table> <p>Per attached Revised Terms of Reference.</p> <p>Submission of the following documents inside the eligibility/technical envelope:</p> <p>a) List of at least two (2) commercial bank clients with which the bidder has existing or completed contract for alarm monitoring services. Indicate in the list the name of the bank contact person, contact number and address.</p> <p>b) Certificate of Satisfactory Performance from each of the two (2) commercial banks mentioned above.</p> <p>c) Latest Certificate of Satisfactory Performance issued by the Head, PSO, in case the bidder has an existing or completed contract for alarm monitoring services with LANDBANK.</p>	Branches Group	No. of Offices	1 National Capital Region Branches Group (NCRBG)	17	2 North & Central Luzon (NCLBG), South Luzon (SLBG), Visayas (VBG) and Mindanao (MBG) Branches Groups	18	<p>Please state here either “Comply” or “Not Comply”</p>
Branches Group	No. of Offices							
1 National Capital Region Branches Group (NCRBG)	17							
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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 computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.f 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.g List of at least two (2) commercial bank clients with which the bidder has existing or completed contract for alarm monitoring services. Indicate in the list the name of the bank contact person, contact number and address.
- 3.h Certificate of Satisfactory Performance from each of the 2 commercial banks mentioned above and from LANDBANK, in case the bidder has an existing or completed contract for alarm monitoring services with LANDBANK.
- 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)
3. Breakdown of cost using Annex D and E.

TERMS OF REFERENCE FOR ALARM MONITORING SERVICES

1. Contract duration: Three (3) Years
2. Manner of payment for monitoring charges: The **ALARM PROVIDER** shall bill the **PROCURING ENTITY** for services rendered on a monthly basis. Each **ALARM PROVIDER** shall submit only one (1) billing statement for all the branches that it monitors and categorized based on lots as specified in the bidding documents. The **PROCURING ENTITY** shall pay the bill based on the total amount, either through the issuance of check or credit to the LANDBANK deposit account of the **ALARM PROVIDER**.
3. The **PROCURING ENTITY** shall provide the installer code.
4. Liability of the **ALARM PROVIDER**:
 - a. The **PROCURING ENTITY** accepts and acknowledges that the **ALARM PROVIDER**, in no way warrants or represents that the Central Monitoring Station will prevent fire, theft, intrusion, robbery or damage from occurring and accordingly the **ALARM PROVIDER** shall in no circumstances be liable to the **PROCURING ENTITY** for any loss or damage incurred as a result of such circumstances. However, should the **ALARM PROVIDER** fails to perform its obligations that resulted to the occurrence of fire, theft, intrusion, or robbery, the **ALARM PROVIDER** shall be liable for any damages thereof.
 - b. The provision of the above-mentioned clause 4.a. shall not operate to exclude or limit the liability of the **ALARM PROVIDER** for any actual loss or damage incurred by the **PROCURING ENTITY**, to the extent that such loss or damage is a direct result of negligence, act, omission, or willful default of the **ALARM PROVIDER**, its employees or agents.
5. **SCOPE OF WORK**:
 - a. Provide central monitoring services twenty-four (24) hours a day, every day of the year for the duration of the contract.
 - b. Upon due notification from the **PROCURING ENTITY**, monitoring services shall be provided by the **ALARM PROVIDER** for newly opened Branches or Extension Offices in the Group covered by the contract;
 - c. Monitor alarms, arming/disarming activity, and status of the communication link.
 - d. Handle alarms in accordance with the protocol of the **PROCURING ENTITY (Annexes A-1, A-2, & A-3)** which may be amended when the need arises and mutually agreed upon by both parties.
 - e. Generate and submit daily monitoring report to the **PROCURING ENTITY** on the next banking day and other reports as may be required via e-mail or any fastest means.
 - f. Orient the **PROCURING ENTITY'S** designated personnel in the operation and First Level Maintenance (FLM) of the alarm system and re-orient as necessary after the conduct of preventive maintenance and/or on-call service. FLM consists but not limited to the following:
 - Resetting of Alarm Devices;
 - LX module signal loss – reset system to restore signal;
 - Arming and disarming of alarm system

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- g. The **ALARM PROVIDER** should conduct one (1) free-of-charge preventive maintenance of the alarm system per year per branch for the duration of the contract which should include but not limited to the performance of the following jobs:
- Signal check for IP, GPRS, and Landline;
 - Battery check for the alarm control panel and keypad;
 - Cleaning of the Smoke Detectors;
 - Calibration of the Motion Sensors;
 - Calibration of Vault Vibration Contacts;
 - Reconnection/re-tapping of broken wires;
 - Re-alignment of Magnetic Door Contacts;
 - Resetting of wired panic buttons;
 - Continuity test of the wires connected from the alarm control panel to all of its devices;
- h. The conduct of the preventive maintenance shall be accomplished by the **ALARM PROVIDER** within **one hundred eight (108) banking days** upon assumption of the contract.
- i. If there is a need for the **ALARM PROVIDER** to visit the branch for the following causes:
- Request of the **PROCURING ENTITY** for the installation of the required additional alarm devices;
 - Remote troubleshooting through phone calls/e-mail/fax or any other means was not successful;
- an on-site visit for the installation and/or conduct of alarm system repair is therefore necessary. This is considered an on-call service. This service will be paid by the **PROCURING ENTITY** based on the bid amount of the **ALARM PROVIDER**.
- j. Should there be a need for the **ALARM PROVIDER** to install additional alarm devices as required by the **PROCURING ENTITY** or replace defective ones identified during the conduct of preventive maintenance/on-call site visit, the amount to be paid by the **PROCURING ENTITY** for the cost of each device will be based on the **ALARM PROVIDER'S** bid amount for the Budget Allocation for Additional/Replacement Devices (**Annex B**). Labor, transportation, board & lodging, and mobilization cost should form part of the applicable preventive maintenance and/or on-call service of the **ALARM PROVIDER**.
- k. All additional and replacement devices installed by the **ALARM PROVIDER** in relation to the preventive maintenance and/or on-call service conducted shall be warranted from manufacturing defects and installation workmanship for a period of six (6) months.
- l. The **ALARM PROVIDER** should respond to complaints on alarm system concerns of the **PROCURING ENTITY** within the prescribed period (**Annex C**).
- m. A penalty of PHP 1,500.00 per day shall be charged to the **ALARM PROVIDER** for failure to repair the system/provide corrective measures within the prescribed period. The said penalty shall be deducted from the monthly billings until fully paid

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except in cases when the cause for the failure is not attributable to the **ALARM PROVIDER**. In such case, no penalty shall be imposed.

- n. Failure to provide actions/corrective measures within the prescribed period for three (3) times in a month per branch, as validated/reported by the **PROCURING ENTITY**, shall be a ground for the pre-termination of the contract with the **SERVICE PROVIDER**. Pre-termination of the contract shall be subject to a thirty (30) day notice from the **PROCURING ENTITY**.

6. TECHNICAL SPECIFICATIONS:

- a. **ALARM PROVIDER** must have at least one (1) service center in any key city each in National Capital Region (NCR); North, Central, & Southern Luzon; Eastern & Western Visayas; and Eastern & Western Mindanao, where it has a contract with the **PROCURING ENTITY**. Sub-contracting is not allowed. For purposes of this agreement, the National Capital Region shall be taken as a separate region and not part of Luzon.
- b. The **ALARM PROVIDER'S** system must be able to adapt with the existing control panel of the Branch.
- c. The **ALARM PROVIDER** shall provide a Module that is capable of transmitting signals through Internet (IP), GPRS, GSM Voice and SMS to the central monitoring station (CMS), the cost of which is already integrated in the monthly monitoring services fee of this agreement.
- d. IP, using a dedicated module connected to the internet subscription of the Branch /EO, should be the primary mode of alarm signal transmission. In the event that IP signal fails for whatever reason, the alarm system should automatically switch to GPRS. Landline shall be used as a back-up mode in case the first two means of communication fail.
- e. In areas where GPRS and/or landline are not available, the alarm system should automatically switch to GSM Voice in case IP signal fails for whatever reason.
- f. If the mode of alarm transmission switches to GPRS, landline, or GSM Voice, it should be restored by the **ALARM PROVIDER** to IP within twenty-four (24) hours. Otherwise, applicable toll charges shall be deducted from the billing of the **ALARM PROVIDER**, except in cases of force majeure and for causes beyond the control of the latter.
- g. Toll charges for the verification of alarm shall be for the account of the **ALARM PROVIDER**.
- h. Polling should be as follows:
 - If IP - every two (2) hours
 - If GPRS - every two (2) hours
 - If Landline - every two (2) hours after arming
 - If GSM voice - every two (2) hours after arming
- i. The **ALARM PROVIDER** shall provide for the post-paid SIM cards which are configured for private Access Point Number (APN) of the **ALARM PROVIDER** to ensure that only alarm signals should be transmitted. The **ALARM PROVIDER** shall ensure that the subscription is uninterrupted. The actual billing for the mobile subscription shall be for the account of the **ALARM PROVIDER**.

7. The **ALARM PROVIDER** shall ensure that the information provided by the **PROCURING ENTITY** in relation to the performance of its function shall be handled with utmost confidentiality.