



LANDBANK

BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20170704-02

PROJECT : **One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Various Airconditioning Units at LANDBANK Tagaytay, Narvacan, Ligao and Hilongos Branches**

IMPLEMENTOR : **Procurement Department**

DATE : **August 10, 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:

- Terms of Reference (Annexes A to D), Section VI (Schedule of Requirements), Section VII (Specifications) and Checklist of the Bidding Documents have been revised. Please see attached revised Annexes C-1 to D-1 and specified sections of the Bidding Documents.


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

Section VI. 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.

Item Number	Description	Quantity	Delivery Period and Destination
	One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Various Airconditioning Units complete with Standard Accessories per Manufacturer's Standards at the following LANDBANK Branches:		Delivery Period: Please refer to Annexes A-1, B-1, Revised C-1 and D-1.
1	LANDBANK Tagaytay Branch		Delivery Sites and Contact Details per attached Annex E.
	3.0 TR Split Package Type, Floor-Mounted (Inverter Type)	3 units	
	3.0 TR Split Type, Ceiling-Mounted (Inverter Type)	3 units	
2	LANDBANK Narvacan Branch		
	3.0 TR Split Package Type, Floor-Mounted (Inverter Type)	4 units	
	3.0 TR Split Type, Ceiling-Mounted (Inverter Type)	2 units	
	2.0 TR Split Type, Wall-Mounted (Inverter Type)	1 unit	
	Dismantling of existing units		
3	LANDBANK Ligao Branch		
	5.0 TR Split Type, Floor-Mounted (Inverter Type)	2 units	
	Dismantling of existing units		
4	LANDBANK Hilongos Branch		
	3.0 TR Split Type, Floor-Mounted (Inverter Type)	1 unit	
	3.0 TR Split Type, Ceiling-Mounted (Inverter Type)	2 units	
	2.0 TR Split Type, Wall-Mounted (Inverter Type)	1 unit	

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Specifications

Item No.	Specification	Statement of Compliance
1	<p>One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Various Airconditioning Units complete with Standard Accessories per Manufacturer's Standards at the following LANDBANK Branches:</p> <p>LANDBANK Tagaytay Branch</p> <p>Three (3) units – 3.0 TR Split Package Type, Floor-Mounted (Inverter Type)</p> <p>Three (3) units – 3.0 TR Split Type, Ceiling-Mounted (Inverter Type)</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>
2	<p>LANDBANK Narvacan Branch</p> <p>Four (4) units – 3.0 TR Split Package Type, Floor-Mounted (Inverter Type)</p>	

		<p>Please state here either "Comply" or "Not Comply"</p>
	<p>Two (2) units – 3.0 TR Split Type, Ceiling-Mounted (Inverter Type)</p> <p>One (1) unit – 2.0 TR Split Type, Wall- Mounted (Inverter Type)</p> <p>Dismantling of existing units</p>	
<p>3</p>	<p>LANDBANK Ligao Branch</p>	
	<p>Two (2) units – 5.0 TR Split Type, Floor-Mounted (Inverter Type)</p> <p>Dismantling of existing units</p>	
<p>4</p>	<p>LANDBANK Hilongos Branch</p>	
	<p>One (1) unit – 3.0 TR Split Type, Floor-Mounted (Inverter Type)</p> <p>Two (2) units – 3.0 TR Split Type, Ceiling-Mounted (Inverter Type)</p> <p>One (1) unit – 2.0 TR Split Type, Wall-Mounted (Inverter Type)</p>	
	<p>Minimum specifications, working drawings and lay-out per attached Revised Annexes A-1 to A-10 for Item 1, B-1 to B-11 for Item 2, C-1 to C-10 for Item 3 and D-1 to D-11 for Item 4.</p>	
	<p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> a) Copy of purchase orders, contracts or other related documents to prove that the offered brand of ACU has been in the Philippine market for at least ten (10) years prior to the deadline for the submission of bids. b) List of at least five (5) large institutional clients using the brand being offered by the prospective ACU contractor (with addresses, contact persons and telephone numbers). c) Latest/recent Certificate of Satisfactory Performance issued by at least five (5) large institutional clients (e.g. fastfoods, BPOs, hospitals, funeral parlors, banks and government offices) which are using the brand being offered by the bidder with minimum of four (4) 	

	<p>units installed for each client.</p> <p>d) Latest Certificate of Satisfactory Performance issued by the Head of PMED, if the bidder has existing or completed contracts with LANDBANK .</p> <p>e) List of at least three (3) highly-trained technicians (regular employees) with their respective bio-data and National Certificate II (NC II) for Refrigeration and Airconditioning Servicing issued by TESDA..</p> <p>f) List of 24/7 Customer Contact Center and at least twenty (20) service centers in key cities of the country (with complete addresses and contact numbers), viz:</p> <ul style="list-style-type: none">> NCR and Luzon – 10> Visayas – 5> Mindanao -5 <p>g) 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>h) Brochure or any other official documents coming from the manufacturer showing the technical specifications of the offered product.</p> <p>i) Print-out of the homepage of manufacturer's website showing the URL (web address).</p> <p>j) 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 airconditioning units.</p>	<p>Please state here either "Comply" or "Not Comply"</p>
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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)
 - **Technical / Financial Documents**
 - 3.b 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.c 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.d The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
 - 3.e Copy of purchase orders, contracts or other related documents to prove that the offered brand of ACU has been in the Philippine market

for at least ten (10) years prior to the deadline for the submission of bids.

- 3.f List of at least five (5) large institutional clients using the brand being offered by the prospective ACU contractor (with addresses, contact persons and telephone numbers).
- 3.g Latest/Recent Certificate of Satisfactory Performance issued by at least five (5) large institutional clients (e.g. fastfoods, BPOs, hospitals, funeral parlors, banks and government offices) which are using the brand being offered by the bidder with minimum of four (4) units installed for each client.
- 3.h Latest Certificate of Satisfactory Performance issued by the Head of PMED, if the bidder has existing or completed contracts with LANDBANK.
- 3.i List of at least three (3) highly-trained technicians (regular employees) With their respective bio-data and National Certificate II (NC II) for Refrigeration and Airconditioning Servicing issued by TESDA.
- 3.j List of 24/7 Customer Contact Center and at least twenty (20) service centers in key cities of the country (with complete addresses and contact numbers), viz:
 - > NCR and Luzon – 10
 - > Visayas – 5
 - > Mindanao -5
- 3.k 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.l Brochure or any other official documents coming from the Manufacturer showing the technical specifications of the offered product.
- 3.m Print-out of the Homepage of manufacturer's/brand owner's website showing the URL (web address).
- 3.n Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.
- 3.o 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. **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;
 - 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)

TERMS OF REFERENCE

A. Name and Description of the Project:

One (1) lot – Supply, Delivery, Installation, Testing and Commissioning of Air-conditioning Units, complete with standard accessories per manufacturer’s standards for LANDBANK Ligao Branch including dismantling of existing units.

B. Objective of the Project:

1. To properly ventilate the Office area.
2. To maintain the corporate image of the Bank;
3. To provide a conducive banking and working area;

C. 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 LANDBANK Bldg., McKinley Street Centro, Ligao, Albay • Split Type Air-conditioning Unit Two (2) units 5.0 TR floor mounted, split type air-conditioning unit (inverter type). • Dismantling of existing Two (2) Units of 5.0 TR ACU • Installation, testing and commissioning • Cleaning-up works and demobilization 	
2. Installation Schedule	Monday to Sunday or per coordination with end-user/s	
3. Installation Period	Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) or availability of project site whichever is applicable	
4. Documentary Requirements		
Document	Description	Due Date of Submission
a. Start Up Data Sheet (Annex A)	Duly accomplished form showing the electrical and mechanical parameters of the air-conditioning unit/s	Upon Completion
b. As-built plans (signed and sealed by PME) – 2 sets	Plans showing the locations of air-conditioning units	Upon Completion
c. Schedule of Maintenance/Monitoring Activities	Schedule for preventive maintenance	Upon Completion
d. Warranty Certificate	Warranty Certificate with inclusive date	Upon Completion
e. Guarantee Certificate	Certificate that the spare parts and components including the aftersales services/supports that may be required by the bank to ensure the continuous and normal operation of the equipment shall be available in the next five (5) years from the date of commissioning	Upon Completion