



**BID BULLETIN NO. 1
For ITB-GS-20170606-01**

PROJECT : **One (1) Lot Supply and Installation of 6KVA and 10KVA Uninterruptible Power Supply at Various LANDBANK Field Units and Offices**


IMPLEMENTOR : **Procurement Department**

DATE : **July 6, 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 VI (Schedule of Requirements), Section VII (Specifications), and Checklist of Bidding Documents (Items 3.k, 5 & 6) have been revised. Please see attached revised Annex 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

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 No. | Description | Quantity | Delivery Period and Destination |
|----------|---------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------|
| | One (1) Lot Supply and Installation of the following Uninterruptible Power Supply at Various LANDBANK Field Units and Offices : | | Delivery Period: Seventy five (75) calendar days upon receipt of Notice to Proceed. |
| 1 | 6 KVA, Single Phase, 60 Hz, 240 VAC | 150 units | |
| 2 | 10 KVA, Single Phase, 60 Hz, 240 VAC | 50 units | Delivery Site: LANDBANK Antipolo Warehouse – No.1 Escala St., Mambugan, Antipolo City |

Conforme:

Name of Bidder

Signature over Printed Name of Authorized Representative

Position

Specifications

| Item No. | Specification | Statement of Compliance |
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| 1 | <p>One (1) Lot Supply and Installation of the following Uninterruptible Power Supply at Various LANDBANK Field Units and Offices :</p> <p>1 150 units – 6 KVA, Single Phase, 60 Hz, 240 VAC</p> <p>2 50 units – 10 KVA, Single Phase, 60 Hz 240 VAC</p> <p>Scope of works, minimum specifications and other requirements per attached Revised Terms of Reference – Annexes 1 to 6.</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <p>a) Copy of purchase orders, contracts or</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> |

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| | <p>other related documents to prove that the prospective UPS contractor has more than three (3) years of experience in the sales, repair and support of UPS.</p> <p>b) Latest/recent Certificate of Satisfactory Performance issued by at least five (5) institutional clients (e.g. schools, hospitals, banks and government offices).</p> <p>c) List of at least two (2) existing clients, 1 of which is a Bank, with at least 10 units each of 6 KVA UPS installed on site (with contact persons and telephone numbers).</p> <p>d) List of at least three (3) highly-trained technicians (regular employees) with their respective bio-data and training certificate issued by the manufacturer of offered product.</p> <p>e) List of at least one (1) service center in each of the following locations in 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>f) 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>g) Official brochure of the offered brand/model or equivalent document coming from the manufacturer (colored computer print-outs shall not be allowed).</p> <p>h) Print-out of the homepage of manufacturer's website showing the URL (web address).</p> <p>i) Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.</p> | |
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| <p>Bidders which fail to submit these certifications/documents shall be automatically disqualified.</p> <p>Demo unit of the offered product shall be submitted by the Lowest Calculated Bidder within seven (7) calendar days after the schedule of submission and opening of bids. Demo units shall no longer be required for bidders whose offered products had been previously evaluated by the Bank and passed the said evaluation.</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 Uninterruptible Power Supply that will be delivered.</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)
 - **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 prospective UPS contractor has more than three (3)

years of experience in the sales, repair and support of UPS.

- 3.f Latest/Recent Certificate of Satisfactory Performance issued by at least five (5) institutional clients (e.g. schools, hospitals, banks and government offices).
- 3.g List of at least two (2) existing clients, 1 of which is a Bank, with at least 10 units each of 6 KVA UPS installed on site (with contact person and telephone numbers).**
- 3.h List of at least three (3) highly-trained technicians (regular employees) with their respective bio-data and training certificate issued by the manufacturer of offered product.
- 3.i List of at least one (1) service center in each of the following locations in 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.j 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.k Official brochure of the offered brand/model or equivalent document coming from the manufacturer (colored computer print-outs shall not be allowed).**
- 3.l Print-out of the Homepage of manufacturer's website showing the URL (web address).
- 3.m Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.
- 3.n 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:

Bulk Purchase of Single Phase, 60 Hz, 240 VAC, Uninterruptible Power Supply (UPS) including installation:

- One Hundred Fifty (150) units – 6.0KVA UPS
- Fifty (50) units – 10.0KVA UPS

B. Objective of the Project:

1. To provide continuous Banking operations during power failure
2. To protect various computers and office equipment

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

| | | |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| a. Supply, delivery and installation | <ul style="list-style-type: none"> • Supply of 150 Units of 6.0KVA UPS and 50 units of 50KVA UPS • Delivery of the said units at LANDBANK Antipolo Warehouse • Installation at the designated Field Units | |
| 2. Installation Schedule | Monday to Sunday or per coordination with end-user/s | |
| 3. Delivery Period | Sixty (60) calendar days upon receipt of Notice to Proceed (NTP) at LANDBANK Antipolo Warehouse | |
| 4. 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 |
| 5. Training | Conduct familiarization seminar/training to orient the end-user on the basic concept, functions and operation of the equipment installed | |
| 6. 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. 6.0 KVA UPS

| Particulars | | Unit | LANDBANK Technical Specification |
|-----------------------------------------------------------------------------------------|-------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------|
| Capacity | | VA(S)/W(P) | 6000/5400 |
| INPUT | Voltage Range | V | 110 - 276 |
| | Frequency Range | Hz | 40 to 70 |
| | Phase | | Single |
| | THDi | | 5% @ FL max |
| | Power Factor | | 0.9 |
| Wires | | | 2 P + G Royal Cord (3 meters) |
| OUTPUT | Voltage | V | 220/240 |
| | Voltage regulation | | 2% max |
| | Frequency (Synchronized Range) | Hz | 40 to 70 |
| Wires | | | 2 P + G Royal Cord (3 meters) |
| BATTERY | Type | | Lead Acid Battery, Maintenance Free |
| | No. of Batteries | | 16 - 20 |
| | Voltage | | 12 Vdc |
| | Backup Time | | 3 mins min |
| | Recharge Time | | 8 hrs charge to 90% max |
| Factory fabricated battery cabinet with battery support, fixed plates and caster wheels | | | |
| TRANSFER TIME | Line to Battery | ms | 0 |
| | Inv. to Bypass | ms | 0 |
| INDICATOR | LED/LCD | | Load Level, Battery Level, I/O Voltage, Bypass mode information, Voltage, Current, Frequency, Temperature & fault code |
| PROTECTION | | | Short Circuit Protection Over and Under Voltage Protection Surge Protection Over Temperature Protection |
| ALARM | Battery Mode | | Sounding every 4 second |
| | Low Battery | | Sounding every second |
| | Fault | | Sounding every second |
| | Overload | | Sounding every second/shut downs automatically |
| ADDITIONAL REQUIREMENTS | Technology | | Advance N+1 redundancy ready/ Advance N+X redundancy ready |
| | Noise Level | | 55 dB @ 1 meter (max) |
| | RS-232/USB | | Windows Family, Linux, Mac, Unix, IBM Aix |
| | Isolation Transformer | | Internal/External |
| | Rack | | with 4 pcs caster wheels |
| | Simple Network Management Protocol (SNMP) | | Ready only |
| | Maintenance Bypass Switch | | Breaker Type/Rotary Switch |

2. 10 KVA UPS

| Particulars | | Unit | LANDBANK Technical Specification |
|--------------------------------|----------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------|
| CAPACITY | | VA(S)/W(P) | 10000/9000 |
| INPUT | Voltage Range | V | 110 - 276 max |
| | Frequency Range | Hz | 40 to 70 max |
| | Phase | | single |
| | THDi | | 6% @ FL max |
| | Power Factor | | 0.9 |
| | Wires | | 2 P + G Royal Cord |
| OUTPUT | Voltage | V | 220/230 |
| | Voltage regulation | | 2% max |
| | Frequency (Synchronized Range) | Hz | 54-66 max |
| | Frequency (BAT mode) | Hz | 50 +/- 0.1 max 60 +/- 0.1 max |
| | Current Crest Ratio | | 3:1 |
| | Harmonic Distortion | | 3% Linear max 6% non-linear max |
| | Output Waveform | | Pure Sinewave |
| Wires | | 2 P + G Royal Cord | |
| EFF (η) | Line Mode | | 92% @ FL min |
| | Battery Mode | | 91% @ FL min |
| BATTERY | No. of Batteries | | 16 - 24 |
| | Battery Type | | 12 Vdc |
| | Backup Time | | 3 mins min |
| | Recharge Time | | 5 hrs charge to 90% min |
| | Charging Current | A | 1.0 min |
| TRANSFER TIME | Line to Battery | ms | 0 |
| | Inv. to Bypass | ms | 0 |
| INDICATOR | LED/LCD | | Load Level, Battery Level, I/O Voltage, Bypass mode information, Voltage, Current, Frequency, Temperature & fault code |
| ALARM | Battery Mode | | Sounding every 4 second |
| | Low Battery | | Sounding every second |
| | Fault | | Sounding every second |
| | Overload | | Sounding every second |
| ADDITIONAL REQUIREMENTS | Technology | | Advance N+1 redundancy/Advance N+X redundancy |
| | Noise Level | | 55dB @ 1 meter (max) |
| | RS-232/USB | | Windows Family, Linux, Mac, Unix, IBM, Aix |
| | Isolation Transformer | | Internal/External |
| | Rack | | With 4 pcs. Caster wheels |
| | Maintenance Bypass Switch | | Breaker Type/Rotary Switch |
| | Certification | | UL (e.g. UL 1778, etc.)/ISO (e.g. ISO9XXX, etc.)/ Industry Community (e.g. EN 50091-1-1, etc.)/ CE (e.g. CE 0482, etc.) |

1. 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. Installation of works shall be done in neat workmanship and like manners. All improperly set works, rough finishes or other works not in accordance with the approved layouts and scope of works as determined by the LANDBANK-PMED engineer or technical representative/s shall be removed and replaced within seven (7) calendar days by the UPS contractor at no extra cost;
 - e. The UPS contractor shall properly account and turn-over all dismantled/ replaced materials to the Branch Head or its authorized representative/s;
 - f. The UPS contractor shall exercise extreme caution and be responsible in the hauling/transfer, installation, testing and commissioning of the equipment to prevent damage to Bank properties. The corresponding cost to repair or replace the Bank 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;
 - g. 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;
 - h. 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;
 - i. The UPS contractor shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;
 - j. The UPS contractor is required to submit the names of its worker who will conduct or inspect the installation. As may be required, identification cards shall be presented;
 - k. The UPS contractor must be able to install the unit 2-3 days after the notice from PMED or end-user;
 - l. The UPS contractor or its engineer/foreman shall coordinate with the Branch Head or its authorized representative/s to discuss the work activities prior to implementation of this project;
 - m. The UPS contractor shall strictly observe the Bank's existing rules and regulations and shall be subject to the Bank's standard security policies and procedures while inside the LANDBANK premises;
 - n. All incidental expenses for the servicing of the installed UPS within the warranty period shall be borne by the UPS contractor at no extra cost on the part of the Bank which includes the cost of consumables, basic replacement parts, labor, materials, equipment including the traveling expenses, lodging, food, etc. of the UPS contractor's authorized representative/s;
 - o. The schedule of activities and the names of authorized representative/s of the UPS contractor shall be submitted to the Branch concerned prior to servicing;
 - p. 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;
 - q. In the event that the UPS contractor fails to perform the services during service calls, the Bank may engage the services of other UPS contractor to perform the job. The corresponding cost that will be incurred for the servicing shall be deducted from the UPS contractor's retention money. This however, shall not void the warranty of the UPS unit supplied by the UPS contractor.
 - r. **Checking and testing of the UPS shall be done by PMED representatives at the LANDBANK Antipolo Warehouse once delivered.**

E. Qualification and Documentary Requirements:

| Qualification Requirement | Documentary Requirement |
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| 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 | List of Clients plus Certificate of Satisfactory Performance from at least 5 institutional clients (e.g. School, hospital, bank, government/private office building) |
| 3. The UPS contractor shall have experience in the installation and maintenance of UPS | List of 2 existing clients, 1 of which is a Bank, with at least 10 units of 6KVA installed onsite (with contact person and numbers) |
| 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 <ul 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 | 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. |
| 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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