

# Specifications

Item No.	Specification	Statement of Compliance
		<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 <b>ITB</b> Clause 3.1(a)(ii) and/or <b>GCC</b> Clause 2.1(a)(ii)</p>
1	<p>One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Airconditioning Units complete with standard accessories per manufacturer’s standards at the following LANDBANK Offices :</p> <p>LANDBANK Aparri Branch</p> <p>1 unit – 3.0 TR (36,000 BTU/HR) Split Type, Floor Mounted (Inverter Type)</p> <p>1 unit – 2.0 TR (21,000 BTU/HR) Split Type, Wall Mounted (Inverter Type)</p> <p>Installation of electrical wirings for 3.0TR Floor Mounted ACU</p> <p>Dismantling of existing units</p>	<p><b>Please state here either “Comply” or “Not Comply”</b></p>

2	<p>LANDBANK Binalonan Extension Office</p> <p>3 units – 3.0 TR (36,000 BTU/HR) Split Type, Floor Mounted (Inverter Type)</p> <p>2 units – 2.0 TR (21,000 BTU/HR) Split Type, Wall Mounted (Inverter Type)</p>	
3	<p>LANDBANK Calasiao Branch</p> <p>3 units – 3.0 TR (36,000 BTU/HR) Split Type, Floor Mounted (Inverter Type)</p> <p>1 unit – 3.0 TR (34,000 BTU/HR) Split Type, Ceiling Mounted (Inverter Type)</p> <p>2 units – 2.0 TR (21,000 BTU/HR) Split Type, Wall Mounted (Inverter Type)</p> <p>Dismantling, relocation, reinstallation &amp; recommissioning of one (1) unit 3.0 TR Split Type, Floor Mounted (Inverter Type) from LANDBANK Dagupan Caranglaan to Calasiao Branch</p>	
4	<p>LANDBANK Dau Branch</p> <p>3 units – 3.0 TR (36,000 BTU/HR) Split Type, Floor Mounted (Inverter Type)</p> <p>Installation of 50Amps 2P Branch Circuit Breaker</p> <p>Dismantling of existing units</p> <p><b>Minimum specifications, working drawings and layout per attached Annexes A-1 to A-9 for item 1, B-1 to B-9 for item 2, C-1 to C-10 for item 3 and D-1 to D-9 for item 4.</b></p> <p><b>Detailed lay out per attached Annexes F-1 to F-4.</b></p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"><li>a) Brochures or other equivalent documents indicating the specifications of the items being offered.</li><li>b) Certificate of satisfactory performance or equivalent document issued by the client with whom the bidder has completed its single largest contract.</li><li>c) Certificate of satisfactory performance issued by the Head, Project Management and Engineering Department for bidders with</li></ul>	

<p>existing or completed contracts with LANDBANK.</p> <ul style="list-style-type: none"><li>d) Manufacturer's Authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product.</li><li>e) Copy of purchase orders, contracts or other related documents as proof that the offered brand/model of ACU has been in the Philippine market for at least ten (10) years.</li><li><b>f) Satisfactory rating issued by at least five (5) previous institutional clients of the prospective ACU contractor.</b></li><li><b>g) List of five (5) existing institutional clients using the brand/model being offered (with addresses, contact persons and telephone numbers).</b></li><li>h) List of at least three (3) highly-trained technicians with their respective bio-data.</li><li><b>i) List of service center(s) [with complete address(es) and contact number(s)].</b></li><li>j) Print-out of the Homepage of manufacturer's website showing the URL (web address).</li><li>k) Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.</li></ul> <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><b>Please state here either "Comply" or "Not Comply"</b></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 Documents**

- 3.a PhilGEPS Certificate of Registration (Platinum Membership)

For a prospective bidder without PhilGEPS Certificate of Registration (Platinum Membership), the following Class "A" Eligibility Documents must be submitted:

1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration;
2. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Exclusive Economic Zones or Areas;
3. In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184;
4. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **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 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.e The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.f Brochures or any other documents indicating the specifications of the items being offered.
- 3.g Certificate of satisfactory performance or equivalent document issued by the client with whom the bidder has completed its single largest contract.
- 3.h Certificate of satisfactory performance issued by the Head, Project Management and Engineering Department for bidders with existing or completed contracts with LANDBANK.
- 3.i Manufacturer's Authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product.
- 3.j Copy of purchase orders, contracts or other related documents as proof that the offered brand/model of ACU has been in the Philippine market for at least ten (10) years.
- 3.k Satisfactory rating issued by at least five (5) institutional clients of the prospective ACU contractor.**

- 3.l List of five (5) existing institutional clients using the brand/model being offered (with addresses, contact persons and telephone numbers).**
- 3.m List of at least three (3) highly trained technicians with their respective bio-data.
- 3.n List of service center(s) [with complete address(es) and contact number(s)] in key cities in North and Central Luzon.**
- 3.o Print-out of the Homepage of manufacturer's website showing the URL (web address).
- 3.p Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.
- 3.q 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 2<sup>nd</sup> and 3<sup>rd</sup> Quarters of 2016;
- 7.b Valid and current PhilGEPS Registration Certificate or PhilGEPS Registration Number [if the bidder will not submit a PhilGEPS registration Certificate (Platinum Membership)]; and
- 7.c Income Tax Return for 2015

**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)