



**SUPPLEMENTAL/BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20200819-01**

**PROJECT :** One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Diesel Generator Set at Various LANDBANK Agri-Hubs

**IMPLEMENTOR :** Procurement Department

**DATE :** October 2, 2020

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This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) The prospective bidder/s who will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annex C), Item No. 5 of the Invitation to Bid, ITB Clauses 18.1.4.a, 18.1.4.b, 20, 33.2.a & 33.2.b of the Bid Data Sheet (Section III), Specifications (Section VII), Schedule of Prices (Form No. 2) and Checklist of the Bidding Documents (Item Nos. 8, 12 & 15 of the Eligibility & Technical Components and Item No. 2 of the Financial Component) have been revised. Please see attached revised Annexes C-1 to C-8 and specific sections of the Bidding Documents.

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



**Land Bank of the Philippines**

## **Invitation to Bid For**

### **One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Diesel Generator Set at Various LANDBANK Agri-Hubs**

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget for the contract approved by the Board of Directors for 2020 intends to apply the total sum of Three Million Twenty Thousand Pesos Only (PhP3,020,000.00) being the Approved Budget for the Contract to payments under the contract for the One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Diesel Generator Set at Various LANDBANK Agri-Hubs/LBP-HOBAC-ITB-GS-20200819-01. Bids received in excess of the above ABC shall be automatically rejected at bid opening.
2. The LANDBANK now invites bids for the One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Diesel Generator Set at Various LANDBANK Agri-Hubs. Delivery period is indicated in Section VI, Schedule of Requirements. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. 5183.

4. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during banking days from 8:00 A.M. to 5:00 P.M.:

Procurement Department  
Land Bank of the Philippines  
25<sup>th</sup> Floor LANDBANK Plaza Building  
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.  
1004 Malate, Manila  
lbphobac@mail.landbank.com



5. A complete set of Bidding Documents may be acquired by interested Bidders on September 18 to October 9, 2020 from the address indicated above and upon payment of a Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Six Hundred Pesos Only (PhP1,600.00).

**The prospective bidder shall send an email request for the issuance of Payment Acceptance Order (PAO) for the non-refundable Bidding Documents Fee to the HOBAC Secretariat at [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com). The email request shall state "PAO-ITB-GS-XXXXXXXX-XX" (reference number of the project) as its subject.**

**Upon receipt of the request, the HOBAC Secretariat shall send an electronic copy of the PAO (in PDF format) to the prospective bidder.**

**The prospective bidder shall pay the Bidding Documents Fee at any LANDBANK Branch and send scanned copies of the Official Receipt (OR) and PAO to the HOBAC Secretariat in the above-mentioned email address using the above-mentioned email subject. Upon receipt of the copies of OR and PAO, the buyer concerned shall send an electronic copy of the bidding documents (in PDF format) to the email address of the prospective bidder.**

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding cost of Bidding Documents not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on September 25, 2020 – 10:45 A.M. through videoconferencing using Microsoft (MS) Teams Application.

Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (per attached Annex A) to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) on or before 12:00 P.M. of September 24, 2020. The PBCR Form can also be downloaded at the PhilGEPS website or requested from MS. LUBELLE B. LUMABAS at [LLUMABAS@mail.landbank.com](mailto:LLUMABAS@mail.landbank.com) and [landbank2290@gmail.com](mailto:landbank2290@gmail.com). Bidders shall quote "PBCR-ITB- GS-20200819-01" as the email's subject.

Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, post messages therein and join the online meeting.

For new bidders, a briefing through videoconferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted on September 24, 2020 – 2:00 P.M. through videoconferencing using MS Teams application.

7. All bids shall be submitted electronically on or before the 10:00 A.M. deadline on October 9, 2020. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes B-1 to B-8.
8. The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

Mr. Alwin I. Reyes  
Assistant Vice President  
Head, Procurement Department  
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.  
1004 Malate, Manila  
Tel. (+632) 8-522-0000 or 8-551-2200 local 7370  
Fax (+632) 8-528-8587  
Email lbphobac@mail.landbank.com

(Signed)  
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**ALEX A. LORAYES**  
Senior Vice President  
Chairman, Bids and Awards Committee



## Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The name of the Contract is (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Diesel Generator Set at Various LANDBANK Agri-Hubs</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20200819-01</p>
1.2	<p>The lot and reference is:</p> <p>(1) Lot Supply, Delivery, Installation, Testing and Commissioning of Diesel Generator Set at Various LANDBANK Agri-Hubs</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2020 in the total amount of Three Million Twenty Thousand Pesos Only (PhP3,020,000.00).</p> <p>Project: (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Diesel Generator Set at Various LANDBANK Agri-Hubs</p>
3.1	No further instructions.
5.1	Bidders should have no negative dealings with LANDBANK or its subsidiaries.
5.2	Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184.
5.3	<p>The Bidder must have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving supply, delivery, installation, testing and commissioning of diesel generating unit.</p>

	<p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.</li> </ul>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	<p>The LANDBANK will hold a Pre-Bid Conference on <u>September 25, 2020 – 10:45 A.M.</u> through videoconferencing using Microsoft (MS) Teams Application.</p> <p>Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form to <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a> on or before <u>12:00 P.M. of September 24, 2020</u>. The PBCR Form can also be downloaded at the PhilGEPS website or requested from MS. LUBELLE B. LUMABAS at <a href="mailto:LLUMABAS@mail.landbank.com">LLUMABAS@mail.landbank.com</a> and <a href="mailto:landbank2290@gmail.com">landbank2290@gmail.com</a>. Bidders shall quote "PBCR-ITB-GS-20200819-01" as the email's subject.</p> <p>Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, post messages therein and join the online meeting.</p> <p>For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted on <u>September 25, 2020 – 10:45 A.M.</u> through videoconferencing using MS Teams application.</p>
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines  25<sup>th</sup> Floor, LANDBANK Plaza Building  1598 M.H. Del Pilar corner Dr. J. Quintos Streets  1004 Malate, Manila  <a href="http://www.landbank.com">www.landbank.com</a></p>

	<p>Contact person :</p> <p>Mr. Alwin I. Reyes Assistant Vice President Head, Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 8-522-0000 or 8-551-2200 local 7370 Fax (+632) 8-528-8587 lbphobac@mail.landbank.com</p>
12.1 (a)	<p>Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.</p>
12.1(a)(ii)	<p>The statement of all ongoing government and private contracts (use Form No. 3) and Single Largest Completed Contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.</p>
13.1	<p>Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos.1 and 2).</p>
13.1(b)	<p>No further instructions.</p>
13.1(c)	<p>No further instructions.</p>
13.2	<p>The Approved Budget for the Contract (ABC) is Three Million Twenty Thousand Pesos Only (PhP3,020,000.00).</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
15.4(a)(iv)	<p>Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.</p>
15.4(b)	<p>Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. The price of the Goods shall be quoted DDP specified delivery site/s.</p>
16.1(b)	<p>The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.</p>



16.3	Not applicable.							
17.1	Bids will be valid until 120 calendar days from date of opening of bids.							
18.1	<p>The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount:</p> <table border="1"> <thead> <tr> <th>Form of Bid Security</th><th>Minimum Amount of Bid Security</th></tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td><td rowspan="2">PhP60,400.00</td></tr> <tr> <td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td></tr> <tr> <td>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td>PhP151,000.00</td></tr> </tbody> </table> <ol style="list-style-type: none"> <li>1. If bid security is in the form of cash, a bidder is required to secure an electronic Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The electronic PAO shall then be printed and presented to the Teller at any of the LANDBANK Branches together with the corresponding cash. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. A scanned copy of the Official Receipt shall be included in the Eligibility and Technical Proposal/Documents.</li> <li>2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES. The physical check must be delivered to and received by LANDBANK-Procurement Department not later than the following banking day after the opening of bids.</li> <li>3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated.</li> </ol>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP60,400.00	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	PhP151,000.00
Form of Bid Security	Minimum Amount of Bid Security							
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP60,400.00							
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(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	PhP151,000.00							



	<p>4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <p><b>(a) CBD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building</b> Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)</p> <p><b>(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building</b> Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)</p> <p>5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.</p> <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <p><b>(a) LIBI-Forex</b> 14<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-710-7114 (Every Tuesday and Thursday)</p> <p><b>(b) 12<sup>th</sup> Floor, SSHG Law Center Bldg.</b> 105 Paseo de Roxas, Legaspi Village Makati City Telephone Nos. 8-812-4911 and 8-867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p><b>(a)</b> "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p><b>(b)</b> "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p>
18.2	The bid security shall be valid until 120 calendar days from date of opening bids.

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The prospective bidder/s who would like to participate in the bidding for the above project must send a duly filled-up LBP Secure File Transfer Facility (SFTF) User Registration Form to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) on or before **2:00 PM** a day before the scheduled bid opening.

The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP SFTF per attached revised Annexes B-4 to B-6.

Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.

The electronic bid consisting of two copies/files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBP-HOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-081901(2)-C1 and XYZ-081901(2)-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.

Each of the above mentioned archived files shall contain the Technical Component and Financial Component files. The PDF files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively. Thus, using the above example, XYZ-081901(2)-C1 shall contain the PDF files labelled XYZ-081901(2)-C1-Tech and XYZ-081901(2)-C1-Fin while XYZ-081901(2)-C2 shall contain the PDF files labelled XYZ-081901(2)-C2-Tech and XYZ-081901(2)-C2-Fin.

All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents. The documents must be signed by the authorized signatory/ies when required in the form.

Each of the archived files and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening.

Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.



	<p>The prospective bidder shall receive an acknowledgement receipt via email <u>after</u> successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.</p>
20.3	<p>Each Bidder shall submit two (2) sets of electronic bids (archived files) labeled in accordance with the instructions described in ITB Clause 20 above.</p>
21	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on October 9, 2020. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only electronic bids that are successfully uploaded the Secure File Transfer Facility of LANDBANK or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes B-1 to B-8.</p>
23	<p>In case of modification of bid, the qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files [e.g. First Modification: XYZ-081901(2)-C1-Mod containing XYZ-081901(2)-C1-Tech-Mod and XYZ-081901(2)-C1-Fin-Mod and Second Modification: XYZ-081901(2)-C2-Mod1, containing XYZ-081901(2)-C2-Tech-Mod1 and XYZ-081901(2)-C2-Fin-Mod1]</p>
24	<p>On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. If the bidder has more than one (1) representatives, the said representatives may take turns in using the allowed account/connection.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.</p>

	<p>Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.</p> <p>In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts, the bidder concerned shall be disqualified from further participating in the bidding process.</p> <p>The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Component.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.



28.3	The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award
28.4	No further instructions.
29.2	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Only tax returns filed manually or through EFPS and taxes paid shall be accepted.
32.4(f)	No additional requirement.
33.2	<p>If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <p><b>(a) CBD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building</b> <b>Telephone No. 8-405-7345 local 2117</b> <b>(For Assets 1 Billion and up)</b></p> <p><b>(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building</b> <b>Telephone No. 8-405-7431 local 7431</b> <b>(For Assets below 1 Billion)</b></p>

# Specifications

Specifications	Statement of Compliance
<p>(1) Lot Supply, Delivery, Installation, Testing and Commissioning of Diesel Generator Set at Various LANDBANK Agri-Hubs</p> <p>For current and past suppliers of diesel generating unit for LANDBANK, they must have satisfactory performance in their dealings with LANDBANK for the past twelve (12) months (reckoned from the date of issuance of the Certificate of Satisfactory Performance).</p> <p><b>A. Technical Specifications</b></p> <ol style="list-style-type: none"> <li>Sual, Pangasinan <ul style="list-style-type: none"> <li>One (1) Set 35.0 KVA, Single Phase, 240 VAC, 60 hz Generator Set</li> <li>One (1) Lot Installation</li> <li>One (1) Lot Delivery</li> </ul> </li> </ol>	<p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. 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> <p><b>Please state here either “Comply” or “Not Comply”</b></p>



2. Echague, Isabela
  - One (1) Set 35.0 KVA, Single Phase, 240 VAC, 60 hz Generator Set
  - One (1) Lot Installation
  - One (1) Lot Delivery
  
3. Calabangga, Camarines Sur
  - One (1) Set 35.0 KVA, Single Phase, 240 VAC, 60 hz Generator Set
  - One (1) Lot Installation
  - One (1) Lot Delivery
  
4. Sta. Maria, Ilocos Sur
  - One (1) Set 35.0 KVA, Single Phase, 240 VAC, 60 hz Generator Set
  - One (1) Lot Installation
  - One (1) Lot Delivery
  
5. Barotac Viejo, Iloilo
  - **One (1) Set 35.0 KVA, Single Phase, 240 VAC, 60 hz Generator Set**
  - **One (1) Lot Installation**
  - **One (1) Lot Delivery**

**A. Qualifications Specifications**

1. Bidder must:
  - ✓ **have been selling the offered product in the Philippine market for at least five (5) years**
  - ✓ have rendered satisfactory performance to its previous clients.
  - ✓ have the following requirements:
    - **In-house/manufacture electrical and mechanical shop;**
    - **In-house/manufacture load bank (from 5 kW to 50 kW);**
    - Parts inventory for consumables and emergency repair/major overhauling; and
    - 24 hours service crew for emergency repair.

<p>✓ have at least two (2) highly trained technicians</p> <p>✓ have authorized service center for the product being offered within the Province of the project sites</p> <p>✓ be an authorized distributor of the product being offered</p> <p>2. The product being offered must have:</p> <p>✓ brochures or other official documents showing the complete specifications</p> <p>✓ verifiable in the website of the manufacturer or brand owner</p> <p>3. The product being offered or its manufacturer must be authorized and certified by the following, whichever is available:</p> <ul style="list-style-type: none"> <li>▪ Bureau of Product Standards (PS)</li> <li>▪ Underwriters Laboratories (UL)</li> <li>▪ European Conformity (CE)</li> <li>▪ ISO Certification</li> </ul> <p><b>Scope of works, minimum specifications, floor plan lay-out and other requirements per attached Revised Annexes C-1 to C-8 and D-1 to D-5.</b></p> <p><b><i>B. Documentary Requirements:</i></b></p> <p>The following documents/requirements shall be included in the Eligibility and Technical Component PDF File:</p> <p><b>1. Copy of Purchase Orders, contracts or other related documents to prove that the offered brand of Diesel Generating Set is being sold in the Philippine market for at least five (5) years.</b></p> <p>2. List of at least five (5) different large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices) with addresses, contact persons and contact details including</p>	
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<p>Certificates of Satisfactory Performance using the attached standard format, for the brand being offered</p> <p>3. Certificate of Satisfactory Performance issued by the Head, PMED not earlier than 30 calendar days prior to the deadline of submission of quotation (<i>applicable only for current and past suppliers of diesel generating unit for LANDBANK</i>). The Certificate shall still be subject to verification during the evaluation of quotation.</p> <p>Note: Certificate of Satisfactory Performance shall be requested in writing from Mr. Enrico DJ Samaniego of PMED at 24<sup>th</sup> Floor, LANDBANK Plaza Building with contact number 8-522-0000 loc. 2256, at least five (5) working days prior to the submission of bid.</p> <p><b>4. Self-certification stating that the supplier/manufacture has the following requirements:</b></p> <ul style="list-style-type: none"> <li>▪ In-house/manufacture electrical and mechanical shop;</li> <li>▪ In-house/manufacture load bank (from 5 kW to 50 kW);</li> <li>▪ Parts inventory for consumables and emergency repair/major overhauling; and</li> <li>▪ 24 hours service crew for emergency repair.</li> </ul> <p>5. List of at least two (2) highly-trained technicians (regular employees) with their respective Curricula Vitae and Certificate of Employment</p> <p>6. List of at least two (2) Service Centers within the Region of the project site.</p> <p>7. Manufacturer's authorization or back-to-back certification as an authorized seller/distributor of the product being offered and/or other supporting documents to satisfy the said requirement.</p>	
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<p>8. Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.</p> <p>9. Print-out of the manufacturer's homepage website showing the URL (web address).</p> <p>10. Certification from the following, whichever is available:</p> <ul style="list-style-type: none"><li>▪ Bureau of Product Standards (PS)</li><li>▪ Underwriters Laboratories (UL)</li><li>▪ Conformance European (CE)</li><li>▪ ISO 9001 Certification</li></ul> <p>Non-submission of the above mentioned documents may result in bidder's disqualification.</p> <p>The winning supplier is required to affix a sticker/tag/label for each item with company name and after-sales contact numbers or equivalent form of marking.</p>	
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**Conforme:**

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Name of Bidder

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Signature Over Printed Name of  
Authorized Representative

---

Position



**Form No. 2**

**SCHEDULE OF PRICES**

1	2	3	4	5	6	7	8	9	10
Lot No	Item Description	Country of Origin	Quantity	Unit price *EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
One (1) Lot	<b>Supply, Delivery, Installation, Testing and Commissioning of Diesel Generator Set at Various LANDBANK Agri-Hubs</b>  1. Sual, Pangasinan <ul style="list-style-type: none"> <li>35.0 KVA, Single Phase, 240 VAC, 60 hz Generator Set</li> <li>Installation</li> <li>Delivery</li> </ul> 2. Echague, Isabela <ul style="list-style-type: none"> <li>35.0 KVA, Single Phase, 240 VAC, 60 hz Generator Set</li> <li>Installation</li> <li>Delivery</li> </ul>								
			1 Set	P _____	P _____	P _____	P _____	P _____	P _____
			1 Lot	_____	_____	_____	_____	_____	_____
			1 Lot	_____	_____	_____	_____	_____	_____
			1 Set	P _____	P _____	P _____	P _____	P _____	P _____
			1 Lot	_____	_____	_____	_____	_____	_____
			1 Lot	_____	_____	_____	_____	_____	_____

	3. Calabanga, Camarines Sur ▪ 35.0 KVA, Single Phase, 240 VAC, 60 hz Generator Set ▪ Installation ▪ Delivery		1 Set	P _____	P _____	P _____	P _____	P _____	P _____
			1 Lot	_____	_____	_____	_____	_____	_____
			1 Lot	_____	_____	_____	_____	_____	_____
	4. Sta. Maria, Ilocos Sur ▪ 35.0 KVA, Single Phase, 240 VAC, 60 hz Generator Set ▪ Installation ▪ Delivery		1 Set	P _____	P _____	P _____	P _____	P _____	P _____
			1 Lot	_____	_____	_____	_____	_____	_____
			1 Lot	_____	_____	_____	_____	_____	_____
	5. Barotac Viejo, Iloilo ▪ 35.0 KVA, Single Phase, 240 VAC, 60 hz Generator Set ▪ Installation ▪ Delivery		1 Set	P _____	P _____	P _____	P _____	P _____	P _____
			1 Lot	_____	_____	_____	_____	_____	_____
			1 Lot	_____	_____	_____	_____	_____	_____
	Total Cost	PhP _____							

\* Ex Works (EXW) per item

Note: Breakdown of cost using the cost elements specified in this form should be provided.



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Name of Bidder

---

Signature over: Printed Name of  
Authorized Representative

---

Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

## **Checklist of Bidding Documents for Procurement of Goods and Services**

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

### **Eligibility and Technical Components (PDF File)**

- ***The Eligibility and Technical Component shall contain documents sequentially arranged as follows:***
  - **Eligibility Documents – Class “A”**

#### **Legal Eligibility Documents**

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
  - 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/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
  - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

#### **Technical Eligibility Documents**

2. 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).
3. Duly notarized Omnibus Sworn Statement (sample form - Form No.6)
4. 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 last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).



5. 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 sample form (Form No. 4).
6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
8. **Section VII – Revised Specifications with response on compliance and signature of bidder's authorized representative.**

Financial Eligibility Documents

9. 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.
10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank.

○ **Eligibility Documents – Class "B"**

11. 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 its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.

○ **Technical Documents**

12. **Copy of Purchase Orders, contracts or other related documents to prove that the offered brand of Diesel Generating Set is being sold in the Philippine market for at least five (5) years.**
13. List of at least five (5) different large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices) with addresses, contact persons and contact details including Certificates of Satisfactory Performance using the attached standard format, for the brand being offered.
14. Certificate of Satisfactory Performance issued by the Head, PMED not earlier than 30 calendar days prior to the deadline of submission of quotation (*applicable only for current and past suppliers of diesel generating unit for LANDBANK*).
15. **Certification that the supplier/manufacture has the following requirements:**
  - **In-house/manufacture electrical and mechanical shop;**
  - **In-house/manufacture load bank (from 5 kW to 50 kW);**
  - **Parts inventory for consumables and emergency repair/major overhauling; and**
  - **24 hours service crew for emergency repair**
16. List of at least two (2) highly-trained technicians (regular employees) with their respective Curricula Vitae and Certificate of Employment.
17. List of at least two (2) Service Centers within the Region of the project site.
18. Manufacturer's authorization or back-to-back certification as an authorized seller/distributor of the product being offered and/or other supporting documents to satisfy the said requirement.
19. Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.
20. Print-out of the manufacturer's homepage website showing the URL (web address).
21. Certification from the following, whichever is available:
  - Bureau of Product Standards (PS)
  - Underwriters Laboratories (UL)
  - Conformance European (CE)
  - ISO 9001 Certification

- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  - 22. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
  - 23. Latest Income Tax Return filed manually or through EFPS.

**Financial Component (PDF File)**

- ***The Financial Component shall contain documents sequentially arranged as follows:***
  - 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)
  - 2. Duly filled out Revised 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 Diesel Generating Unit complete with standard accessories per manufacturer's standards for the establishment of the five (5) New LANDBANK Agri-Hubs for 2020.


### 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:

1. Supply, delivery and installation	<ul style="list-style-type: none"> <li>• Mobilization of manpower and equipment/tools for the following LANDBANK Agri-Hubs, to wit:                             <ol style="list-style-type: none"> <li>1. Sual Agri-Hub, Sual Municipal Complex Hall, Labrado-Sual Rd., Pangasinan</li> <li>2. Echague Agri-Hub, Poblacion Rd., San Fabian, Echague, Isabela</li> <li>3. Calabangga Agri-Hub, Del Carmen St., Calabangga, Camarines Sur</li> <li>4. Sta. Maria Agri-Hub, Brgy. Maynganay Sur, Sta. Maria, Ilocos Sur</li> <li>5. Barotac Viejo Agri-Hub, Barotac Viejo Trade Center, Zulueta Drive, Poblacion, Barotac Viejo, Iloilo</li> </ol> </li> <li>• Five (5) units - 35 KVA, Single Phase, 80% PF, 1800 rpm, 240VAC, Diesel Generating Unit</li> <li>• Five (5) meters per line of 2-60.0 mm<sup>2</sup> THHN Wire (Stranded) and 22.0 mm<sup>2</sup> THHN Wire (Stranded) in 2" dia. Liquid tight Flexible Metallic Tubing</li> <li>• Installation, testing and commissioning</li> <li>• Cleaning-up works and demobilization</li> <li>• For Technical Specifications:</li> <li>• 35 KVA Generator Set w/ enclosure – see attachment</li> </ul>
2. Installation Schedule	Monday to Sunday or per coordination with end-user/s
3. Installation Period	Forty Five (45) calendar days per Office upon receipt of Notice to Proceed (NTP) or availability of project site
4. I. Other Requirements II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms	See Annex A
5. Certificate of Satisfactory Performance	See Annex B
6. Generator Set Load Test Report	See Annex C


Prepared by:

  
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Reviewed by:

  
RICHARD MICHAEL B. DIMAPILIS  
Team Leader, North NCRBG

Approved by:

  
ENRICO D.J. SAMANIEGO  
Head, PMED

**35 KVA Generator Set (Single Phase)**

	PARTICULARS	UNIT	SPECIFICATION
ENGINE	Fuel Type		Diesel
	Fuel Consumption	Li/hr	11.0 (@ full load), max
	Running Hours (@ full load, @ full tank)	hr	7.0, min
	Starting System		Electric
	No. of Cylinders		Four (4), max
	Aspiration		Natural/Turbocharged
	Speed	rpm	1800
	No. of Cycle		Four (4)
	Cooling System		Water-cooled
	Rating/Capacity	kW	30, min
ALTERNATOR	Type		Brushless, self-regulating, self-exciting
	Rated Output (Standby)		35 kVA, min
	Frequency	Hz	60
	Voltage Regulation		1.5%, max
	Insulation Class		H
GENSET	Frequency	Hz	60
	Power Factor		0.8 - 1.0
	No. of Phase		Single
	Voltage	Volts	220 - 240
OTHER TECHNICAL REQUIREMENTS	Housing/Enclosure Type		<b>Soundproof and weatherproof, Ga. #14 GI/BI plate, sound absorbing, heat retardant rebounded foam, oil resistant and heat retardant polyurethane foam, finished in baked/powder coat finish, with no accessible metering control outside except for the emergency push button engine stop.</b>
	Control Panel Type		Digital automatic engine control module/panel, LCD display with a minimum of three point position rotary switch or scroll-type display mounted on the front panel with STOP MANUAL and AUTO positions. The following parameters are required: Frequency meter, Ameter, Voltmeter, Battery Indicator, Water Temperature Indicator Oil pressure Indicator, and Fuel Level Indicator.
	Exhaust System		Heavy-duty industrial capacity exhaust silencer muffler with suitable flanges and flexible section to connect between engine outlet muffler or standard absorption type and flexible exhaust pipe supplied loose.
	Standby Generator		Applicable for supplying electrical power (at variable load) in the event of public supply failure for the duration of the emergency. The generator set manufacturer as a whole must be ISO 9001:2000 GOEM certified



**I. Other Requirements:**

- a. Prospective bidders/contractors are encouraged to inspect, verify and assess the condition, location and details of the project;
- b. All works shall conform to the provisions (latest edition) of the Philippine Mechanical, Electrical and Building Codes, the Clean Air Act, Environmental Laws and other applicable laws and regulations;
- c. 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 implementation of project;
- d. Genset shall be installed in approximate location as shown in the mechanical/electrical layout;
- e. Any proposed change or deviation from the original mechanical/layout plans or specifications either initiated by the mechanical contractor, the end-user or due to actual site condition, must be submitted to LBP-PMED (in the form of shop drawings) for approval prior to implementation;
- f. The Genset contractor should coordinate his works closely with the works of other trades concerned;
- g. 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 LBP-PMED engineer or technical representative/s shall be removed and replaced within seven (7) calendar days by the Genset contractor at no extra cost;
- h. The Genset contractor shall provide all the necessary components or accessories, e.g., brackets, clamps, fasteners, etc., to ensure the safe, normal and efficient operation of the installed Genset;
- i. The Genset contractor shall properly account and turn-over all dismantled/ replaced materials to the Branch Head or its authorized representative/s;
- j. The Genset 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 replacement of the Bank equipment, facilities including parts and components damaged or lost by the Genset contractor or its workers during the course of the project shall be deductible/chargeable to the Genset contractor;
- k. The Genset 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;
- l. The Genset 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;
- m. The Genset contractor shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;
- n. The Genset contractor shall conduct familiarization seminar/training to orient the end-user on the basic concept, functions, operation and maintenance of the equipment installed;
- o. The Genset contractor is required to submit the names of its worker who will conduct or inspect the installation. As maybe required, identification cards shall be presented;
- p. The Genset 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;
- q. The Genset 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 LBP premises;



## Terms of Reference for the procurement of Generator Unit

- r. The following set of tools shall be given by the Genset contractor to the Branch Head:
  - o One (1) set of adjustable wrench (open);
  - o One (1) set screwdriver (flat and cross);
  - o One (1) set pliers (flat and longnose);
  - o One (1) vice grip;
  - o One (1) filter wrench
- s. Payment of construction bond (if applicable) shall be charged on the account of the Genset contractor;
- t. It is understood that Warranty servicing for the installed Genset shall be performed by the Genset contractor on or before the expiration of the warranty period. Schedule of servicing shall be in coordination with the Branch concerned;
- u. All incidental expenses for the servicing of the installed Genset within the warranty period shall be borne by the Genset 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 Genset contractor's authorized representative/s;
- v. The schedule of activities and the names of authorized representative/s of the contractor shall be submitted to the Branch concerned prior to servicing;
- w. Response time for all service calls (repair and/or maintenance works) shall be made by the Genset contractor within 24 hours upon receipt of telephone report of the Branch Head or its authorized representative/s;
- x. Should the presence of contractor's engineer/technician is required on-site in order to restore the Genset to its normal and safe operating condition, the contractor shall make available its engineer/technicians on site within three (3) calendar days upon receipt of telephone report by the Branch representative concerned at no extra cost on the part of the Bank;
- y. In the event that the Genset contractor fails to perform the services indicated in the maintenance schedule during service calls, the Bank may engage the services of other Genset contractor to perform the job. The corresponding cost that will be incurred for the servicing shall be deducted from the Genset contractor's retention money. This however, shall not void the warranty of the Genset unit supplied by the Genset contractor.

## II. Qualification and Documentary Requirements:

Qualification Requirement	Documentary Requirement
1. The prospective genset contractor must have been selling Genset in the Philippine market for a minimum of <b>five (5)</b> years	Submission of related documents (e.g. previous Purchase Orders, Contracts and notarized certification).
2. The Genset contractor shall provide Satisfactory Service to its customers	<p>a. List of at least five (5) different large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlor, banks, government offices) including Certificate of Satisfactory Performance (using the standard format of LANDBANK (Annex B) with addresses, contact persons and telephone numbers using the brand being offered by the prospective Genset contractor.</p> <p>b. For current and past suppliers of LANDBANK, Certificate of Satisfactory Performance and No Delayed Projects issued by the Head, Project Management and Engineering Department (PMED) not earlier than 30 calendar days prior to the deadline of submission of bid.</p>

Revised TOR as of September 28, 2020



### Terms of Reference for the procurement of Generator Unit

3. The Genset contractor shall have the following mandatory requirement: a. <b>In-house/manufacturers electrical &amp; mechanical shop;</b> b. <b>In-house/manufacturers load bank (from 5kW to 50 kW);</b> c. Parts inventory for consumables & emergency repair/major overhauling; d. 24 hours service crew for emergency repair	Certification that the prospective Genset contractor/manufacture has the said requirements.
4. The Genset contractor shall have highly trained technicians who are its regular employees	List of at least 2 highly trained technicians (regular employees) with their respective Curriculum Vitae and Certificate of Employment
5. The quoted brand/model must have authorized service center	List of at least two (2) service centers within the province of the project site (with complete address and contact numbers).
6. The Genset contractor must be an authorized distributor of the offered product	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 requirements.
7. The offered product must have brochures or any other official documents	Brochure or any other official documents coming from the manufacturer showing the specifications of the offered product.
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). The offered products and its technical specifications must be in the manufacturer's website.
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.

### III. Billing Requirements

Document	Description	Due Date of Submission
1. Load Test Report (Annex C)	Duly accomplished form showing the electrical and mechanical parameters of the generator set	Upon Completion
2. Seven (7) sets of As-built plans and Bill of Materials (signed and sealed by PME)	Complete Mechanical As-built Plans and Bill of Materials of the installed genset	Upon Completion
3. Schedule of Maintenance/Monitoring Activities	The Genset contractor shall provide the standard warranty servicing for the installed equipment and its components (check-up and general cleaning of Genset which includes change oil, filters, other consumables, etc. including the unit's mechanical/electrical components as recommended by the genset manufacturer at least two times within the warranty period, every six (6) months after the unit has been installed or earlier as the need arises). The schedule of the said activities and the names of authorized representatives shall be submitted to the Branch Head or its authorized representative prior to servicing	Upon Completion

Revised TOR as of September 28, 2020

Terms of Reference for the procurement of Generator Unit

4. Warranty Certificate with inclusive dates	<p>One (1) 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.</p> <p>All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the bank.</p>	Upon Completion
5. 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
6. Mechanical Permit	Permit from the locality. If not required by the local Building Official, the supplier shall submit a notarized certificate ( <u>attested by the LBP Branch Head</u> ) that the said permit is not required by the Office of the Building Official (OBO). In any instance that the OBO required the Mechanical Permit, the supplier/contractor shall be the one to secure the same at no additional cost to the Bank within the warranty period.	Upon Completion
7. Photocopy of Certificate of Compliance (COC) and Official Receipt (OR)	Photocopy of the duly accomplished form and OR as submitted to the Energy Regulatory Commission (ERC) as proof that the supplier has filed the said COC.	Upon Completion
8. Certificate of Training	Certificate that the Contractor Conducted familiarization seminar/training to orient the end-user on the basic concept, functions and operation of the equipment installed. Said certificate must be duly noted by Branch Head or its authorized representative	Upon Completion
9. Certificate of Completion	Certificate that the genset has been installed, tested and operational at the site. Said certificate must include the date of completion and must be duly noted by Branch Head or its authorized representative	Upon Completion
10. Manuals	Operation and Preventive Maintenance Manual	Upon Completion




#### IV. 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 as required by the Procurement Department;
2. Manner of Payment shall be based on the following:

Deliverables	Documents to be submitted	Percentage of Payment
Upon 100% completion and acceptance of the project	a. Load Test Report b. Schedule of Maintenance c. Warranty Certificate d. Guarantee Certificate e. Certificate of Training f. Certificate of Completion g. Manuals	90%
	a. As-Built Plans b. Mechanical Permit or if not required by the local Building Official, Notarized Certificate attested by the LBP Branch Head c. Certificate of Completion (COC) from the Energy Regulatory Commission (ERC) and Official Receipt	7%
Retention Fee: After 1 year of final turnover of the project	Service Reports that the contractor conducted the warranty servicing	3%
<b>TOTAL</b>		<b>100%</b>

Prepared by:

  
CHRISTOPHER R. ODAD  
Engineer, VBG-PMED

Reviewed by:

  
RICHARD MICHAEL B. DIMAPILIS  
SPDS/Team Leader, North-NCRBG

Approved by:

  
ENRICO D.J. SAMANIEGO  
Head, PMED

**CERTIFICATE OF SATISFACTORY PERFORMANCE**

This is to certify that **(Prospective Bidder/Supplier Company Name)** has supplied our company/agency with **(Items/Goods)**. Based on our evaluation on as to specifications and performance and supplier's timely delivery, conformity to warranty and after sales service, we give a rating of:

☐ SATISFACTORY

☐ POOR

Below are the list of Purchase Order (POs)/ Contracts supplied and installed by **(Prospective Bidder/Supplier Company Name)**, to wit:

PO Nos./Contracts	Project Site

Issued this \_\_\_\_\_ day of \_\_\_\_\_ in (location), Philippines

**Signature**

**(Name of Authorized Representative)**

**(Position)**

**(Agency)**

**(Contact No.)**