



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20200817-01

PROJECT : Two (2) Years Lease of Forty-Two (42) Units Hot, Normal and Cold Drinking Water Dispenser at LANDBANK Plaza and Satellite Offices with Repair and Preventive Maintenance Services

IMPLEMENTOR : Procurement Department

DATE : December 4, 2020

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) Terms of Reference (Annex C), Technical Specifications (Section VII), and Checklist of the Bidding Documents (Item No. 8 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes C-1 to C-9 and specific sections of the Bidding Documents.


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

Technical Specifications

Specifications	Statement of Compliance
<p>Two (2) Years Lease of Forty-two (42) Units Hot, Normal and Cold Drinking Water Dispenser at LANDBANK Plaza and Satellite Offices with Repair and Preventive Maintenance Services</p> <p>Minimum specifications and other requirements per attached revised Terms of Reference (Annexes C-3 to C-9).</p> <p>For current and past suppliers of Drinking Water Dispensers 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>The following documents/requirements shall be included in the Eligibility and Technical PDF File:</p> <ol style="list-style-type: none"> 1. Terms of Reference signed in all pages by 	<p>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</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 applicable laws and issuances.</p> <p>Please state here either "Comply" or "Not Comply"</p>

<p>bidder.</p> <ol style="list-style-type: none"> 2. Copy of FDA-DOH Certificate of Health-Related Device Registration on the water filtration system used in compliance with the Philippine National Standards for Drinking Water (PNSDW). 3. Copy of previous Contract/Agreements or equivalent documents and Certificate of Satisfactory Performance from at least five (5) previous clients. 4. Certificate of Inspection issued by FMD. 5. Certificate of Satisfactory Performance issued by the Head, Facilities Management Department (FMD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Drinking Water Dispensers for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid. <p>Note: Certificate of Satisfactory Performance shall be requested in writing from the Head of FMD, AVP Ramil P. Remillano at 25th Floor, LANDBANK Plaza Building (Tel. No. 8522-0000 local 7360) and can be emailed at LBP-FMD@mail.landbank.com at least five (5) working days prior to the submission of bid.</p> <p>Non-submission of the above-mentioned documents/requirements may result in bidder's disqualification.</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

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. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:
 - Registration Certificate from 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 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 Bureau of Internal Revenue (BIR).

Technical Eligibility Documents

2. Original 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 or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).
3. Original duly notarized Omnibus Sworn Statement (OSS) (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 (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, 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. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration
7. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
8. **Revised Section VII –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 in lieu of its NFCC computation.
- Eligibility Documents – Class "B"
11. Duly signed 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.

12. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
13. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Other documentary requirements under RA No. 9184 (as applicable):

- ☐ [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
 - ☐ Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.
- Technical Documents (may include other requirements as stated in the Bidding Documents)
14. Terms of Reference signed in all pages by the authorized representative/s of the bidder.
 15. Copy of FDA-DOH Certificate of Health-Related Device Registration on the water filtration system used in compliance with the Philippine National Standards for Drinking Water (PNSDW).
 16. Copy of previous Contract/Agreements or equivalent documents and Certificate of Satisfactory Performance from at least five (5) previous clients.
 17. Certificate of Inspection issued by FMD.
 18. Certificate of Satisfactory Performance issued by the Head, Facilities Management Department (FMD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Drinking Water Dispensers for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.

Note: Certificate of Satisfactory Performance shall be requested in writing from the Head of FMD, DM Ramil P. Remillano at 25th Floor, LANDBANK Plaza Building (Tel. No. 8522-0000 local 7360) and can be emailed at LBP-FMD@mail.landbank.com at least five (5) working days prior to the submission of bid.

- Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:
 - 19. 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.
 - 20. 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 Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2)

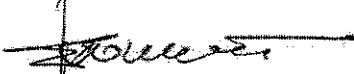
INSTALLATION SITES

<u>Item Description:</u>	
Two (2) Years Lease of Forty-Two (42) Units Hot, Normal and Cold Drinking Water Dispenser at LANDBANK Plaza and Satellite Offices with Repair and Preventive Maintenance	
<u>No. of Units</u>	<u>Location</u>
1	Basement, Pantry Area – Guards Quarter, LANDBANK Plaza
1	Cash Department – GF, LANDBANK Plaza
1	2 nd Floor, Pantry Area, LANDBANK Plaza
1	3 rd Floor, Pantry Area, LANDBANK Plaza
1	5 th Floor, Guard's Quarter, LANDBANK Plaza
1	6 th Floor, Technicians Quarter, LANDBANK Plaza
1	7 th Floor, Driver's Quarter, LANDBANK Plaza
3	9 th Floor, LBP Gym, Day Care Center and Recreation Center, LANDBANK Plaza
1	10 th Floor, Service Elevator Lobby, LANDBANK Plaza
1	11 th Floor, Pantry Area, LANDBANK Plaza
3	12 th Floor (2 units - Quintos Side, 1 unit - New World Side), LANDBANK Plaza
1	14 th Floor, Pantry Area, LANDBANK Plaza
1	15 th Floor, Pantry Area, LANDBANK Plaza
1	16 th Floor, Pantry Area, LANDBANK Plaza
1	17 th Floor, Pantry Area, LANDBANK Plaza
1	18 th Floor, Pantry Area, LANDBANK Plaza
1	19 th Floor, Pantry Area, LANDBANK Plaza
1	20 th Floor, Pantry Area, LANDBANK Plaza
1	21 th Floor, Pantry Area, LANDBANK Plaza
1	22 th Floor, Pantry Area, LANDBANK Plaza
1	23 th Floor, Pantry Area, LANDBANK Plaza
1	24 th Floor, Pantry Area, LANDBANK Plaza
1	25 th Floor, Pantry Area, LANDBANK Plaza
1	26 th Floor, Pantry Area, LANDBANK Plaza
1	27 th Floor, Pantry Area, LANDBANK Plaza
1	28 th Floor, Pantry Area, LANDBANK Plaza
1	29 th Floor, Pantry Area, LANDBANK Plaza
1	30 th Floor, Pantry Area, LANDBANK Plaza
1	31 st Floor, Pantry Area, LANDBANK Plaza
1	32 nd Floor, Pantry Area, LANDBANK Plaza
2	33 rd Floor (Pantry Area & Service Cargo Elevator Lobby), LANDBANK Plaza
1	34 th Floor, Pantry Area, LANDBANK Plaza
1	LBP Paco: Warehouse, Paz Guanzon Street, Paco, Manila
1	LBP Antipolo Warehouse, Antipolo City
1	LANDBANK Business Center, JG Summit, Makati City
1	LBP Quezon City Operations Center, West Ave., Quezon City

INSTALLATION SITES

1	LBP Accounting Center, Burgundy Towers, Pasay City
Delivery Details: Within seven (7) calendar days upon receipt of Notice to Proceed (NTP) by the supplier. Contact Person: Erwin Neil Sumaylo / (02) 8551-2200 and (02) 8405-7360	

Prepared by:


ERWIN NEIL SUMAYLO
Engineer II, FSU

TERMS OF REFERENCE

I. Project Description

One (1) lot – Two (2) Years Lease of forty - two (42) Package Type Hot, Normal and Cold Drinking Water Dispensing units at LANDBANK Plaza and Satellite Offices including supply of consumable materials, accessories, components/parts, water supply connecting pipes/fittings, dispenser electrical supply fixtures/wirings and two (2) year – repair and preventive maintenance services.

II. Objective:

To install water dispensers at identified locations in LANDBANK Plaza and Satellite Offices to provide healthy, safe and potable drinking water for employees, clients, guests and other occupants of the buildings in compliance with the requirements of the Bank's Wellness Program and Occupational Safety and Health Standards.

III. Project Details:

III.a. Dispenser Technical Specifications:

a. Water output	Hot, Normal and Cold Alkaline Drinking Water. Three (3) separate faucets for each water temperature
b. Minimum Water Storage Capacity	Cold Tank : 7.5 liters Hot Tank : 2 liters
c. Temperature	Cold Tank - 4°C to 8°C Hot Tank - 80°C to 95°C
d. Maximum Power Consumption	Cold tank : 120 watts Hot Tank : 150 watts
e. Power rating	220V/60Hz
f. Body Material	Stainless Steel
g. Minimum Filtration System	Six (6)-stages Alkaline Water Filtration System <ul style="list-style-type: none"> • Sediment Filter – to remove sand and coarse particles • Carbon Filter – to remove chlorine • One Micron (max.) Sediment Filter – further line filtration • Inline Alkaline Filter – for healthier drinking water • Inline Post Carbon Filter – to remove odor and improve taste • Microfiltration with UV Sterilizer
h. Disinfectant	16 watts (min.) Ultraviolet (UV)
i. Accessories	<ul style="list-style-type: none"> • Built-in Water Meter – to monitor water consumption • Automatic Voltage Regulator (AVR) • Pressure Reducing Valve (PRV) • Water Leak Detector • Electrical Protective Device / Circuit Breaker including cable wires • Water Supply Pipe Hose and Fittings

Installation Sites :

No. of Units	Location
29	Pantries <ul style="list-style-type: none"> • LBP Guanzon – Paco Warehouse • LBP Antipolo Warehouse • LBP Office – JG Summit • LBP West Ave. – TMG Back-up site • LBP Accounting Center – Burgundy Towers • LANDBANK Plaza – 2nd, 3rd, 11th, 14th to 34th Floors
1	Cash Department – GF, LANDBANK Plaza
1	Guards' Quarter – 5 th Floor, LANDBANK Plaza
1	Technicians' Quarter – 6 th Floor, LANDBANK Plaza
1	Drivers' Quarter – 7 th Floor, LANDBANK Plaza
3	Gym, Day Care Center and Recreation Center – 9 th Floor LANDBANK Plaza
3	Canteen – 12 th Floor, LANDBANK Plaza
2	Service Elevator Lobby – 10 th and 33 rd Floors, LANDBANK Plaza
1	ACMD Loading Area
42	Total Units

III.b. Scope of the Project:

1. Supply, delivery and installation of forty two (42) units ready-to-use package type water station/dispensers, including filters, accessories, plumbing/water supply connection pipes/fittings, electrical supply fixtures/wirings and other consumables.
2. Two (2) years - Repair Service and Preventive Maintenance to start a week after complete installation and testing of all water dispensing units, covering the following:
 - a. Weekly check-up/inspection, adjustment, calibration and general cleaning of water dispensers
 - b. Periodic replacement and supply of filters (carbon, softener, taste, odor, etc.) based on its specified/recommended useful life or as deemed necessary.
 - c. Replacement and supply of alkaline filters at pH < 7.50
 - d. Replacement and supply of all defective accessories, components/parts, water supply pipes/fittings and electrical fixtures/wirings including consumable materials.
3. Ensure availability and provision of competent Service Technicians for the conduct of troubleshooting/emergency repair/replacement services in case of equipment malfunction within a maximum of four (4) hours upon receipt of notification from the LBP – Facilities Management Department.
4. Provision of two (2) stand-by water dispenser service units for immediate replacement of malfunctioning/defective unit/s and minimize downtime in cases of long-time repair services.
5. Record all preventive maintenance/monitoring and repair activities/emergency situations/condition in a logbook.

6. Instigate the monthly laboratory testing as to safety/potability of the drinking water.

III.c. Terms and Conditions:

1. Cost of labor, replacement parts/accessories, consumables and other incidental expenses in the conduct of regular preventive maintenance and repair services, including monthly laboratory testing of drinking water shall be for the account of the supplier/lessor.
2. Non-availability of dispensers for more than five (5) consecutive days due to none repair/replacement of malfunctioning/defective units shall mean non-issuance of Satisfactory Performance Certificate and shall cause the contractor the equivalent of the monthly rental cost of each unit to be deducted to the total monthly payment dues, unless otherwise the reason for the delay was force majeure or caused by bank-instigated circumstances.
3. Upon contract expiry, it is understood that the contract is automatically extended on a month-to-month basis under the same terms and conditions of the original contract until such time that the contract is renewed or a new contract is executed.
4. The bank reserves the right to terminate the contract upon issuance of sixty (60) days notice, in case on unsatisfactory services.

III.d. Contract Period:

Two (2) years to start upon issuance of Notice to Proceed.

III.e. Submittals:

Particulars	Description	Submission
1. Equipment installation details	<ul style="list-style-type: none"> Flow Chart and Installation Diagram of the unit. 	Upon submission of bid
2. Product/Equipment details and specification.	<ul style="list-style-type: none"> Product/Equipment Brochure containing full and detailed specification of the unit 	Upon submission of bid
3. Service/Preventive Maintenance Schedule	<ul style="list-style-type: none"> Dates and time of service maintenance covering all installed units 	Upon complete installation of all equipment
4. Repair Service / Preventive Maintenance Report	<ul style="list-style-type: none"> Actual activities undertaken in the conduct of services provided List of replaced parts and/or accessories (if any). Technical evaluation and recommendation/s. 	Within (3) working days after provision of service
5. Monthly Summary Report	<ul style="list-style-type: none"> Summary of services/ maintenance undertaken for each month. 	Third (3 rd) working day of the preceding month.

6. Monthly Laboratory Test Result	<ul style="list-style-type: none"> Result of Laboratory of drinking water from all dispensers 	Within ten (10) days after end of each month
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III.f. Estimated Project Cost:

The estimated project cost is Pesos: Two Million Seven Hundred Sixty Five Thousand Nine Hundred Fifty Two (Php 2,765,952.00)

IV. Supplier Qualification Requirements:

Qualification	Documentary Requirement
1. Must be a FDA-DOH registered company engaged in distribution/trading/services of drinking water dispensers	<ul style="list-style-type: none"> Copy FDA-DOH Certificate of Health Related Device Registration on the water filtration system used in compliance to the Philippine National Standards for Drinking Water (PNSDW)
2. Minimum of five (5) years in the business of sales, supply, installation, repair and servicing of Alkaline Drinking Water Dispensers	<ul style="list-style-type: none"> Copy of previous Contracts/Agreements or equivalent documents.
3. Must be satisfactorily rated by at least five (5) previous clients	<ul style="list-style-type: none"> Certificate of Satisfactory Performance.
4. Must conduct pre-inspection, verification, and overall project assessment.	<ul style="list-style-type: none"> Certificate of Inspection issued by FMD

V. Manner of Payment:

- Twenty Four (24) equal monthly payments based on the approved Contract Price, to start at the end of the first month, subject to submission of invoice, service reports and other pertinent documents, as may be required.
- All payments shall be subject to LANDBANK's standard accounting and auditing rules and regulations.

VI. Other Terms and Conditions:

- The winning contractor/supplier/service provider shall :
 - Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization.
 - Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project.
 - Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any other person in the implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
 - Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the

requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).

- e. Be bounded by and shall strictly observe the Bank's existing rules and regulations with regards to the standard security policies and procedures while in the premises.

VII. Contacts Persons:

For further information, you may get in touch with any of the undersigned at Tel Nos.(02) 8551-2200 and 8405-7360.

Prepared by:


ERWIN NEIL SUMAYLO
FMD / EMT


Reviewed by:


JULIUS C. ILAG
Division Chief, EMT

Endorsed by:


RODRIGO P. OLBAS, JR.
ADM, FSU

Approved by:


RAMIL P. REMILLANO
Head, FMD

**SCHEDULE OF BACTERIOLOGICAL SAMPLING
OF WATER DISPENSER OUTLETS
(FIRST YEAR)**

	FLOOR	MONTH											
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1	34	x					x						
2	33 - PA				x							x	
3	33 - SCEL		x										
4	32	x						x					
5	31			x						x			
6	30		x								x		
7	29				x				x				
8	28			x								x	
9	27					x							
10	26				x								
11	25						x						
12	24					x							
13	23							x			x		
14	22						x						
15	21		x						x				
16	20							x					x
17	19									x			
18	18					x			x				
19	17										x		
20	16									x			
21	15			x								x	
22	14								x		x		
23	12 - NWS				x								x
24	12 - QS1						x					x	
25	12 - QS2	x								x			
26	10							x					x
27	9 - RA	x											
28	9 - GYM					x							
29	7												x
30	6	x									x		
31	5			x									
32	3		x										
33	2				x								x
34	GROUND			x								x	
35	BASEMENT					x				x			
36	PACO						x						
37	JG SUMMIT		x										
38	ANTIPOLO							x					
39	BURGUNDY								x				

NOTE: "x" mark, subject for Bacteriological Sampling

Prepared by:



ERWIN NEIL S. SUMAYLO
Engineer II, FSU

Noted by:



RAMIL P. REMILLANO
AVP - Head, FMD

**SCHEDULE OF BACTERIOLOGICAL SAMPLING
OF WATER DISPENSER OUTLETS
(SECOND YEAR)**

	FLOOR	MONTH											
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1	34	x								x			
2	33 - PA		x						x				
3	33 - SCEL							x					
4	32				x								x
5	31					x							
6	30				x								
7	29							x					
8	28		x										
9	27	x								x			
10	26		x								x		
11	25			x									x
12	24				x								x
13	23					x						x	
14	22						x				x		
15	21							x		x			
16	20								x				
17	19							x					
18	18						x				x		
19	17					x						x	
20	16												x
21	15			x								x	
22	14		x								x		
23	12 - NWS	x								x			
24	12 - QS1		x										
25	12 - QS2			x				x					
26	10				x		x						
27	9 - RA					x							
28	9 - GYM						x						
29	7			x									
30	6								x				
31	5	x											
32	3										x		
33	2			x								x	
34	GROUND				x								x
35	BASEMENT					x						x	
36	PACO						x						
37	JG SUMMIT	x							x				
38	ANTIPOLO									x			
39	BURGUNDY								x				

NOTE: "x" mark, subject for Bacteriological Sampling

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Noted by:



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