

**SUPPLEMENTAL/BID BULLETIN NO. 2  
For LBP-HOBAC-ITB-GS-20210916-01**

**PROJECT :** Airconditioning Units for the following **LANDBANK Offices:**

**Lot 1 – Bontoc Branch**  
**Lot 2 – Basco (Batanes) Branch**  
**Lot 3 – Cainta (Rizal) Branch**  
**Lot 4 – Tabaco (Albay) Branch**  
**Lot 5 – Catarman Branch**  
**Lot 6 – Agrarian Operations Center V**  
**Lot 7 – Butuan Office Building**

**IMPLEMENTOR :** Procurement Department

**DATE :** November 10, 2021

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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 bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annexes D-1 to D-22), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item No. 12 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes D-1 to D-22 and specific sections of the Bidding Documents.
- 3) The deadline for submission of electronic bids for the above project is re-scheduled on **November 26, 2021 at 10:00 A.M.** Submission of physical bids (hard copy) shall not be accepted.



**ATTY. HONORIO T. DIAZ, JR.**  
Head, HOBAC Secretariat

## Technical Specifications

Specifications	Statement of Compliance
<p><b>Air-Conditioning Units for Five (5) LANDBANK Branches, Agrarian Operations Center V and Butuan Office Building</b></p> <ol style="list-style-type: none"> <li>1. Scope of works, minimum specifications, and other requirements per attached Terms of Reference (<b>Revised Annexes D-1 to D-22</b>), Floor Plan Lay-outs (Annexes E-1 to E-10) and Bill of Quantities (Annexes F-1 to F-7)</li> <li>2. The following documents shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements: <ol style="list-style-type: none"> <li>2.1 Purchase Orders, contracts or other related documents to prove that the</li> </ol> </li> </ol>	<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>

offered brand of Air-conditioning Unit has been in the Philippine market for at least five (5) years prior to the deadline of submission of bid.

- 2.2 List of at least five (5) different institutional clients with addresses, contact persons and contact details including Certificates of Completion/Acceptance for the brand being offered (with minimum of four [4] installed units).
- 2.3 List of at least three (3) highly-trained technicians (regular employees) with their respective Curricula Vitae, Certificate of Employment and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by Technical Education and Skills Development Authority (TESDA).
- 2.4 List of at least two (2) Service Centers within the province of the project sites. For project where there are no authorized service centers within the province, ACU contractor shall submit a certification that they can response to the client's call within 24 hours.
- 2.5 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.
- 2.6 Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.

<p>2.7 Print-out of the manufacturer's homepage website showing the URL (web address).</p> <p>2.8 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 documents may result in the post-disqualification of the bidder.</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

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 this IRR.

- 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. 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. 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).

4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar 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 sample form (Form No. 4).

Financial Eligibility Documents

5. 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.
6. 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.

o **Eligibility Documents – Class "B"**

7. 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.
8. 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.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

o **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
12. Revised Section VII – Specifications with response on compliance and signature of bidder's authorized representative.
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

- **Post-Qualification Documents – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  - 14. 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.
  - 15. Latest Income Tax Return filed manually or through EFPS.
  - 16. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  - 17. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
  - 18. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding. (sample form - Form No. 7).

**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).
3. Duly filled out Bill of Quantities signed by the Bidder's authorized representative (Annexes F-1 to F-7).

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

## TERMS OF REFERENCE

### A. Name and Description of the Project:

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

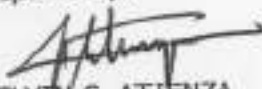
### B. Objective of the Project:

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

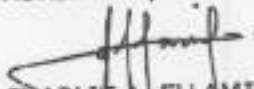
### C. Scope of the Project and Delivery Time/ Completion:

1. Supply, delivery and installation	<ul style="list-style-type: none"> <li>&gt; Mobilization of manpower and equipment/tools at Provincial Multi-Purpose Bldg., Poblacion Bontoc, Mt. Province</li> <li>&gt; Four (4) units - 3.0TR, Floor Mounted, split type air-conditioning unit (Inverter Type)</li> <li>&gt; Dismantling existing units (4-3.0TR FM)</li> <li>&gt; Provide Health and Safety Protocols as per required by the Local Government Unit (LGU) (e.g. Swab test, Certificates, etc.)</li> <li>&gt; Instalation, testing and commissioning</li> <li>&gt; Cleaning-up works and demobilization</li> <li>&gt; For technical specifications:                             <ul style="list-style-type: none"> <li>• 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) – see attachment 1</li> <li>• 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 2</li> <li>• 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type) – see attachment 3</li> <li>• 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 4</li> </ul> </li> </ul>
2. Installation Schedule	Monday to Sunday or per coordination with end-user/s
3. Installation Period	Twenty One (21) calendar days upon receipt of Notice to Proceed (NTP) and Advice from PMED as to availability of project site
4. I. General Notes II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms	See Annex A
5. Refrigerant Pipe Insulation Details, Schematic Piping Diagram and Electrical Riser Diagram	See Annex B
7. Start-up Data Sheet	See Annex C

Prepared by:

  
MELVIN C. ATIENZA  
Engineer, South NCRBG

Reviewed by:

  
CHARLIE A. ELLAMIL  
Team Leader, NCLBG

Approved by:

  
MA. JESUSA R. AQUINO  
OIC, PMED

## TERMS OF REFERENCE

### A. Name and Description of the Project:

One (1) lot – Supply, Delivery, Installation, Testing and Commissioning of Air-conditioning Units, complete with standard accessories per manufacturer's standards for LANDBANK Basco (Batanes) Branch.

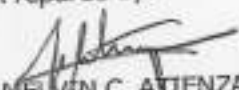
### B. Objective of the Project:

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

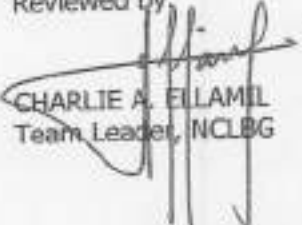
### C. Scope of the Project and Delivery Time/Completion:

1. Supply, delivery and installation	<ul style="list-style-type: none"> <li>➤ Mobilization of manpower and equipment/tools at Batanes Provincial Compound, Basco, Batanes</li> <li>➤ Four (4) units - 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type)</li> <li>➤ One (1) unit - 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type)</li> <li>➤ Provide Health and Safety Protocols as per required by the Local Government Unit (LGU) (e.g. Swab test, Certificates, etc.)</li> <li>➤ Installation, testing and commissioning</li> <li>➤ Cleaning-up works and demobilization</li> <li>➤ For technical specifications:                         <ul style="list-style-type: none"> <li>• 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) – see attachment 1</li> <li>• 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 2</li> <li>• 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type) – see attachment 3</li> <li>• 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 4</li> </ul> </li> </ul>
2. Installation Schedule	Monday to Sunday or per coordination with end-user/s
3. Installation Period	Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and Advice from PMED as to availability of project site
4. I. General Notes II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms 5. Refrigerant Pipe Insulation Details, Schematic Piping Diagram and Electrical Riser Diagram 7. Start-up Data Sheet	<p>See Annex A</p> <p>See Annex B</p> <p>See Annex C</p>

Prepared by:

  
MELVIN C. ATIENZA  
Engineer, South NCRBG

Reviewed by:

  
CHARLIE A. ELLAMIL  
Team Leader, NCRBG

Approved by:

  
ENRICO D.J. SAMANIEGO  
Head, PMED

## TERMS OF REFERENCE

### A. Name and Description of the Project:

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

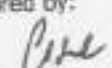
### B. Objective of the Project:

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


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

1. Supply, delivery and installation	<ul style="list-style-type: none"> <li>&gt; Mobilization of manpower and equipment/tools at LANDBANK Cainta Branch, Ground Floor, Ortigas Royale Condominium, Ortigas Ave. Extension, Cainta, Rizal</li> <li>&gt; Six (6) units of 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type)</li> <li>&gt; Installation, Testing and Commissioning</li> <li>&gt; Provide Safety and Health Protocols as per required by the Local Government Unit (LGU) and building administration (e.g. Swab test, Certificate, etc.)</li> <li>&gt; Dismantling of existing units</li> <li>&gt; Cleaning-up works and demobilization</li> <li>&gt; For technical specifications:</li> <li>&gt; 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) – see attachment 1</li> <li>&gt; 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 2</li> <li>&gt; 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type) – see attachment 3</li> <li>&gt; 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 4</li> </ul>
2. Installation Schedule	Monday to Sunday or per coordination with end-user/s
3. Installation Period	Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and advice from PMED as to availability of project site
4. I. General Notes II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms 5. Refrigerant Pipe Insulation Details, Schematic Piping Diagram and Electrical Riser Diagram	See Annex A  See Annex B
6. Start-up Data Sheet	See Annex C

Prepared by:

  
CHRISTOPHER R. ODAD  
Engineer, MBG

Reviewed by:

  
RICHARD MICHAEL B. DIMAPILIS  
Team Leader, North-NCRBG

Approved by:

  
ENRICO D.J. SAMANIEGO  
Head, PMED

## TERMS OF REFERENCE

### A. Name and Description of the Project:

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

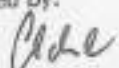
### B. Objective of the Project:

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

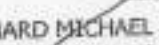
### C. Scope of the Project and Delivery Time/Completion:

1. Supply, delivery and installation	<ul style="list-style-type: none"> <li>&gt; Mobilization of manpower and equipment/tools at LANDBANK Tabaco Branch, Ground Floor, AMEG Building Ziga Ave. cor. Arellano St., Tayhi, Tabaco City, Albay</li> <li>&gt; One (1) unit of 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type)</li> <li>&gt; Two (2) units of 4.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type)</li> <li>&gt; One (1) unit of 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type)</li> <li>&gt; One (1) unit of 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type)</li> <li>&gt; Installation, Testing and Commissioning</li> <li>&gt; Provide Safety and Health Protocols as per required by the Local Government Unit (LGU) and building administration (e.g. Swab test, Certificate, etc.)</li> <li>&gt; Cleaning-up works and demobilization</li> <li>&gt; For technical specifications:</li> <li>&gt; 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) – see attachment 1</li> <li>&gt; 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 2</li> <li>&gt; 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type) – see attachment 3</li> <li>&gt; 4.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type) – see attachment 4</li> <li>&gt; 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 5</li> </ul>
2. Installation Schedule	Monday to Sunday or per coordination with end-user/s
3. Installation Period	Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and advice from PMED as to availability of project site
4. I. General Notes II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms	See Annex A
5. Refrigerant Pipe Insulation Details, Schematic Piping Diagram and Electrical Riser Diagram	See Annex B
6. Start-up Data Sheet	See Annex C

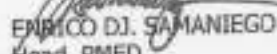
Prepared by:

  
CHRISTOPHER R. ODAD  
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RICHARD MICHAEL B. DIMAPILIS  
Team Leader, North-NCRBG

Approved by:

  
EMICO D. SAMANIEGO  
Head, PMED

## TERMS OF REFERENCE

### A. Name and Description of the Project:

One (1) lot – Supply, Delivery, Installation, Testing and Commissioning of Air-conditioning Units, complete with standard accessories per manufacturer's standards for LANDBANK Catarman Branch.

### B. Objective of the Project:

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

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

1. Supply, delivery and installation	<ul style="list-style-type: none"> <li>&gt; Mobilization of manpower and equipment/tools at LANDBANK Catarman Branch, Market Site, Barangay Narra, Catarman, Northern Samar, Philippines</li> <li>&gt; Ten (10) units of 3.0TR <del>Room</del> Mounted, split type air-conditioning unit (Inverter Type)</li> <li>&gt; One (1) units of 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type)</li> <li>&gt; Provide Health Safety protocols as per required by the Local Government Unit (LGU) (e.g. Swab test, certificates, etc.)</li> <li>&gt; Dismantling of existing units</li> <li>&gt; Installation, testing and commissioning</li> <li>&gt; Cleaning-up works and demobilization</li> <li>&gt; For technical specifications: <ul style="list-style-type: none"> <li>• 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) – see attachment 1</li> <li>• 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 2</li> <li>• 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type) – see attachment 3</li> <li>• 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 4</li> </ul> </li> </ul>
2. Installation Schedule	Monday to Sunday or per coordination with end-user/s
3. Delivery and Installation Period	Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and Advice from PMED as to availability of project site
4. I. General Notes II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms	See Annex A
5. Refrigerant Pipe Insulation Details, Schematic Piping Diagram and Electrical Riser Diagram	See Annex B
6. Start-up Data Sheet	See Annex C

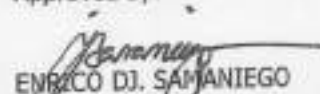
Prepared by:

  
RECTO L. VITUG  
DC, VBG TEAM

Reviewed by:

  
ROBERT V. HIBAYA  
PDO/TEAM LEADER, VBG TEAM

Approved by:

  
ENRICO D. SAMANIEGO  
Head, PMED

# Terms of Reference for the procurement of Air-conditioning Unit (ACU)

## TERMS OF REFERENCE

### A. Name and Description of the Project:

One (1) lot – Supply, Delivery, Installation, Testing and Commissioning of Air-conditioning Units, complete with standard accessories per manufacturer's standards for LANDBANK Agrarian Operations Center V (AOC V).


### B. Objective of the Project:

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


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

1. Supply, delivery and installation	<ul style="list-style-type: none"> <li>&gt; Mobilization of manpower and equipment/tools at LANDBANK AOC V, 3<sup>rd</sup> Floor, LANDBANK Building, Rizal St., Cabagan, Legaspi City</li> <li>&gt; Six (6) units of 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type)</li> <li>&gt; Installation, Testing and Commissioning</li> <li>&gt; Provide Safety and Health Protocols as per required by the Local Government Unit (LGU) and building administration (e.g. Swab test, Certificate, etc.)</li> <li>&gt; Dismantling of Existing units</li> <li>&gt; Cleaning-up works and demobilization</li> <li>&gt; For technical specifications:</li> <li>&gt; 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) – see attachment 1</li> <li>&gt; 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 2</li> <li>&gt; 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type) – see attachment 3</li> <li>&gt; 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 4</li> </ul>
2. Installation Schedule	Monday to Sunday or per coordination with end-user/s
3. Installation Period	Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and advice from PMED as to availability of project site
4. I. General Notes II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms	See Annex A
5. Refrigerant Pipe Insulation Details, Schematic Piping Diagram and Electrical Riser Diagram	See Annex B
6. Certificate of Satisfactory Performance Format	See Annex C
7. Start-up Data Sheet	See Annex D

Prepared by:

  
CHRISTOPHER R. ODAD  
Engineer, MBG

Reviewed by:

  
RICHARD MICHAEL B. DIMAPILIS  
Team Leader, North-NCRBG

Approved by:

  
ENRICO D.J. SAMANIEGO  
Head, PMED

## TERMS OF REFERENCE

### A. Name and Description of the Project:

One (1) lot – Supply, Delivery, Installation, Testing and Commissioning of Air-conditioning Units, complete with standard accessories per manufacturer's standards for LANDBANK Fort Butuan Office Building.

### B. Objective of the Project:

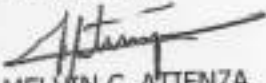
1. To properly ventilate the Office area.
2. To maintain the corporate image of the Bank.
3. To provide a conducive banking and working area.

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

<p>1. Supply, delivery and installation</p>	<p>➤ Mobilization of manpower and equipment/tools at P. Burgos St., City of Butuan, Agusan Del Norte, Philippines</p> <p><b>Ground Floor</b></p> <p>➤ Two (2) units - 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type)</p> <p>➤ Three (3) units - 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type)</p> <p>➤ One (1) units - 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type)</p> <p><b>Second Floor</b></p> <p>➤ Two (2) units - 5.0TR Ceiling Cassette, split type air-conditioning unit (Inverter Type)</p> <p>➤ Three (6) units - 3.0TR Ceiling Cassette, split type air-conditioning unit (Inverter Type)</p> <p><b>Third Floor</b></p> <p>➤ Three (7) units - 3.0TR Ceiling Cassette, split type air-conditioning unit (Inverter Type)</p> <p>➤ Installation, testing and commissioning</p> <p>➤ Cleaning-up works and demobilization</p> <p>➤ For technical specifications:</p> <ul style="list-style-type: none"> <li>• 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) – see attachment 1</li> <li>• 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 2</li> <li>• 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type) – see attachment 3</li> <li>• 3.0TR Ceiling Cassette, split type air-conditioning unit (Inverter Type) – see attachment 4</li> <li>• 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 5</li> <li>• 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 6</li> </ul>
<p>2. Installation Schedule</p>	<p>Monday to Sunday or per coordination with end-user/s</p>
<p>3. Installation Period</p>	<p>Forty Five (45) calendar days upon receipt of Notice to Proceed (NTP) and Advice from PMED as to availability of project site</p>
<p>4. I. General Notes II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms</p>	<p>See Annex A</p>

5. Refrigerant Pipe Insulation Details, Schematic Piping Diagram and Electrical Riser Diagram	See Annex B
7. Start-up Data Sheet	See Annex C

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**2.0 TR Wall Mounted (Inverter Type)**

Features	LBP SPECIFICATIONS
Fan Coil Application Type	Wall Mounted
Cooling Capacity, minimum	20,000 Btu/hr or 21,000 kJ/hr or 5.83 kW (whichever of the three)
Energy Efficiency Ratio (EER), minimum	9.76 Btu/W-hr or 10.3 kJ/W-hr or 2.86 W/W-hr (Whichever of the three)
Air-Flow (Hi/Mid/Lo), minimum	(988/776/562) CMH or (16/12/9) CMM or (581/456/330) CFM (Whichever of the three)

Features	Unit	LBP SPECIFICATIONS
Power Supply	V-Hz	220-240, 60
Phase	Ø	single
System Power Input, max	Watts	2,600
Sound Pressure Level (Indoor), max	dB(A)	65
Compressor Type		Scroll/Rotary
Refrigerant		R-410A/R-32
Controls		remote

**3.0 TR Floor Mounted (Inverter Type)**

Features	LBP SPECIFICATIONS
Fan Coil Application Type	Floor Mounted
Cooling Capacity, minimum	34,000 Btu/hr or 35,800 kJ/hr or 9.90 kW (whichever of the three)
Energy Efficiency Ratio (EER), minimum	9.76 Btu/W-hr or 10.3 kJ/W-hr or 2.86 W/W-hr (Whichever of the three)
Air-Flow (Hi/Mid/Lo), minimum	(1410/1140/562) CMH or (23/19/14) CMM or (829/670/494) CFM (Whichever of the three)

Features	Unit	LBP SPECIFICATIONS
Power Supply	V-Hz	220-240, 60
Phase	Ø	single
System Power Input, max	Watts	3,900
Sound Pressure Level (Indoor), max	dB(A)	65
Compressor Type		Scroll/Rotary
Refrigerant		R-410A/R-32
Controls		remote

## 3.0 TR Ceiling Mounted (Inverter Type)

Features	LBP SPECIFICATIONS
Fan Coil Application Type	Ceiling Mounted
Cooling Capacity, minimum	34,000 Btu/hr or 35,800 kJ/hr or 9.90 kW (whichever of the three)
Energy Efficiency Ratio (EER), minimum	9.76 Btu/W-hr or 10.3 kJ/W-hr or 2.86 W/W-hr (Whichever of the three)
Air-Flow (Hi/Mid/Lo), minimum	(1200/1080/960) CMH or (20/18/16) CMM or (706/635/565) CFM (Whichever of the three)

Features	Unit	LBP SPECIFICATIONS
Power Supply	V-Hz	220-240, 60
Phase	Ø	single
System Power Input, max	Watts	3,900
Sound Pressure Level (Indoor), max	dB(A)	65
Compressor Type		Scroll/Rotary
Refrigerant		R-410A/R-32
Controls		remote

## 5.0 TR Floor Mounted (Inverter Type)

Features	LBP SPECIFICATIONS
Fan Coil Application Type	Floor Mounted
Cooling Capacity, minimum	55,000 Btu/hr or 58,000 kJ/hr or 16.0 kW (whichever of the three)
Energy Efficiency Ratio (EER), minimum	9.76 Btu/W-hr or 10.3 kJ/W-hr or 2.86 W/W-hr (Whichever of the three)
Air-Flow (Hi/Mid/Lo), minimum	(2200/1900/1500) CMH or (36/31/25) CMM or (1294/1118/882) CFM (Whichever of the three)

Features	Unit	LBP SPECIFICATIONS
Power Supply	V-Hz	220-240, 60
Phase	Ø	three
System Power Input, max	Watts	5,600
Sound Pressure Level (Indoor), max	dB(A)	65
Compressor Type		Scroll/Rotary
Refrigerant		R-410A/R-32
Controls		remote

#### 4.0 TR Ceiling Mounted (Inverter Type)

Features	LBP SPECIFICATIONS
Fan Coil Application Type	Ceiling Mounted
Cooling Capacity, minimum	45,500 Btu/hr or 48,000 kJ/hr or 9.90 kW (Whichever of the three)
Energy Efficiency Ratio (EER), minimum	8.9 Btu/W-hr or 9.38 kJ/W-hr or 2.6 W/W-hr (Whichever of the three)
Air-Flow (Hi/Mid/Lo), minimum	(1740/1440/1200) CMH or (29/24/20) CMM or (1050/880/700) CFM (Whichever of the three)

Features	Unit	LBP SPECIFICATIONS
Power Supply	V-Hz	220-240, 60
Phase	Ø	single
System Power Input, max	Watts	5,400
Sound Pressure Level (Indoor), max	dB(A)	65
Compressor Type		Scroll/Rotary
Refrigerant		R-410A/R-32
Controls		remote

## Attachment 6

<b>Air-conditioning Unit (ACU) 5TR (4-Way Ceiling Cassette, or approved equivalent)</b>	
<b>Particulars</b>	<b>LANDBANK Technical Specs</b>
Fan Coil Application Type	Ceiling Cassette
Cooling Capacity, minimum	55,000 Btu/hr or 58,000 kJ/hr or 16.0 kW (whichever of the three)
Energy Efficiency Ratio (EER), minimum	9.76 Btu/W-hr or 10.3 kJ/W-hr or 2.86 W/W-hr (Whichever of the three)
Air-Flow (Hi/Mid/Lo), minimum	(1410/1140/562) CMH or (23/19/14) CMM or (829/670/494) CFM (Whichever of the three)

<b>Features</b>	<b>Unit</b>	<b>LANDBANK SPECIFICATIONS</b>
Power Supply	V-Hz	220-240, 60
Phase	Ø	Three
System Power Input, max	Watts	7,000
Sound Pressure Level (Indoor), max	dB(A)	65
Fan Type		Turbo Fan
Net Body Dimension (WxHxD), max	mm	840x320x840
Net Panel Dimension (WxHxD), max	mm	955x55x955
Temperature Control		Remote
Total Weight Fan Coil Unit (FCU), max	kg	40

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#### Attachment 4

<b>Air-conditioning Unit (ACU) 3TR (4-Way Ceiling Cassette, or approved equivalent)</b>	
<b>Particulars</b>	<b>LANDBANK Technical Specs</b>
Fan Coil Application Type	Ceiling Cassette
Cooling Capacity, minimum	34,000 Btu/hr <i>or</i> 35,800 kJ/hr <i>or</i> 9.90 kW (whichever of the three)
Energy Efficiency Ratio (EER), minimum	9.76 Btu/W-hr <i>or</i> 10.3 kJ/W-hr <i>or</i> 2.86 W/W-hr (Whichever of the three)
Air-Flow (Hi/Mid/Lo), minimum	(1380/1260/1070) CMH <i>or</i> (23/21/17) CMM <i>or</i> (812/740/600) CFM (Whichever of the three)

<b>Features</b>	<b>Unit</b>	<b>LANDBANK SPECIFICATIONS</b>
Power Supply	V-Hz	220-240, 60
Phase	Ø	single
System Power Input, max	Watts	3900
Sound Pressure Level (Indoor), max	dB(A)	65
Fan Type		Turbo Fan
Net Body Dimension (WxHxD), max	mm	840x320x840
Net Panel Dimension (WxHxD), max	mm	955x55x955
Compressor Type		Scroll/Rotary
Refrigerant		R-410A/R-32
Total Weight Fan Coil Unit (FCU), max	kg	35
Controls		remote

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## I. General Notes

### 1. Piping, Electrical and Accessories

- a. Refer to Annex B for refrigerant pipe insulation detail, schematic piping diagram and electrical riser diagram;
- b. Refrigerant piping shall be TYPE-M, Hard Drawn Seamless Copper using the standard pipe size recommended by the manufacturer;
- c. Pipes shall be anchored, plumbed and parallel to the building's vertical and horizontal lines. Pipe hangers and supports shall be of the type as specified. Pipe sleeves thru walls and wall penetrations, roofs and floors shall be provided by the supplier/installer. The gap between the pipe and the pipe sleeves must be provided with water proofing and sealant;
- d. All piping shall be leak tested with pressure of at least 1.5 times the designed working pressure;
- e. Refrigerant suction line shall be insulated with pre-moulded elastomeric rubber insulation 15 mm thick for 3.0 TR and below, and 25 mm thick for 5.0 TR up to 10 TR. Insulation installed outdoor shall be provided with weather proof coating;
- f. Without additional cost to the bank, the supplier/installer shall supply and install the following components/parts if not included in the unit's standard accessories (for split-type units with capacities of 2.0 TR and above)
  - Liquid Line Filter Drier, Flare-type
  - Magnetic Contactor with External Thermal Overload
  - On-Delay Timer
  - Plug-in type High and Low Pressure Switches
- g. Provide NEMA type, UL listed bolt-on circuit breakers for FCU and ACCU
- h. Use EMT for electrical pipes and stranded THHN wires for feeder lines;
- i. Use color blue, schedule 40 PVC pipe for drain lines using the appropriate size recommended by the manufacturer, but not less than 1 inch in diameter.

### 2. Other Requirements:

- a. **Prospective bidders/contractors are *not required* to inspect the site and may refer to attached ACU Plans. However, if the bidders/contractors, opt to conduct actual inspection at the site, the schedule and the list of manpower must be coordinated with LANDBANK PMED thru the following project in-charge;**
  1. Engr. Richar Michael B. Dimapilis – 8522-0000 loc. 2649
  2. Engr. Renz Marion R. Romero – 8522-0000 loc. 2256
  3. Engr. Melvin C. Atienza - 8522-0000 loc. 2256
  4. Engr. Christopher R. Odad – 8522-0000 loc. 2349
- b. new, clean and approved products of reputable manufacturers;
- c. 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;
- d. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning ACU contractor is required to use appropriate equipment, hand tools and personal protective gears and equipment (gloves, rubber boots, masks, etc.) during the installation, repair or maintenance activities;
- e. All equipment shall be installed in approximate location as shown in the mechanical plans;

Terms of Reference for the procurement of Air-conditioning Unit (ACU)

- f. Any proposed change or deviation from the original mechanical plans or specifications either initiated by the ACU contractor, the end-user or due to actual site condition, must be submitted to LBP-PMED in the form of shop drawing for approval prior to implementation;
- g. The winning ACU contractor should coordinate his works closely with the works of other trades concerned;
- h. 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 plans and specifications as determined by the LBP-PMED engineer or technical representatives shall be removed and replaced within seven (7) calendar days by the ACU contractor at no extra cost;
- i. No existing/old materials shall be re-used; e.g., circuit breakers, electrical and mechanical controls, materials and components, refrigerant pipes, fittings, insulations, etc., unless otherwise specified in the scope of works or technical specifications;
- j. The ACU contractor shall provide all the necessary components or accessories, e.g., brackets, pedestals, clamps, fasteners, air deflectors, etc., to ensure the safe, normal and efficient operation of the installed ACUs;
- k. The ACU contractor shall properly account and turn-over all dismantled/replaced materials to the branch head or its authorized representative/s;
- l. The ACU contractor shall exercise extreme caution and be responsible in the delivery, safe hauling/transfer of supplies, tools, equipment and/or chemicals to prevent damage to bank properties and employees. The corresponding cost to repair or replace the bank equipment, facilities or including part and components damaged or lost by the ACU contractor or its workers during the course of the project shall be deductible/chargeable to the ACU contractor;
- m. The ACU 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;
- n. The ACU 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;
- o. The ACU contractor shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;
- p. The ACU contractor is required to submit the names of its worker/s who will conduct or inspect the installation. As maybe required, identification cards shall be presented;
- q. The ACU contractor or its foreman/engineer shall coordinate with the Branch Head or its authorized representative to discuss the necessary preparations and work activities prior to implementation of this project;
- r. The ACU contractor shall strictly observe the Bank's existing rules and regulations and shall be subject to the latter's standard security policies and procedures while inside its premises;
- s. Payment of construction bond (if applicable) shall be charged on the account of the ACU contractor;
- t. Should the ACU contractor fails to provide the required warranty servicing within the warranty period per submitted schedule of activities, the ACU contractor agrees, without invalidating the provisions of the warranty that the Bank may opt to contract the services of another ACU contractor/installer for the servicing of the equipment and components. The corresponding cost that will be incurred for the servicing shall be deducted from the ACU contractor's retention money;

Terms of Reference for the procurement of Air-conditioning Unit (ACU)

- u. Included in the bids or tender and warranty are the cost of consumables, basic replacement of parts, servicing and other incidental expenses of the ACU contractor or its authorized representatives, such as traveling expenses, lodging, food, etc.

**II. Qualification and Documentary Requirements:**

Qualification Requirement	Documentary Requirement
1. The quoted brand of prospective ACU contractor must be in the Philippine market for a minimum of five (5) years and must be comparable to the type of Airconditioning Unit being procured (Split type, Variable Refrigerant Flow, etc.)	Copy of purchase orders, contracts or other related documents to prove that the offered brand of ACU has been in the Philippine market for at least five (5) years prior to deadline for the submission of bids.
2. The ACU contractor must have satisfactorily completed/ installed a minimum of four (4) units of ACU using the brand being offered to at least five (5) different institutional clients in the Philippines.	List of at least five (5) different institutional clients with addresses, contact persons and contact details including Certificate of Completion/Acceptance.
3. The ACU contractor must have highly trained technicians who are its regular employees.	List of at least 3 highly trained technicians (regular employees) with their respective Curriculum Vitae, Certificate of Employment and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by TESDA
<b>4. The quoted brand must have 24/7 Customer Contact Center</b>	<b>List of at least two (2) Service Centers within the province of the project site. For project where there are no authorized service centers within the province, ACU contractor shall submit a certification that they can response to the client's call within 24 hours.</b>
5. The ACU 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.
6. 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
7. The brand model and specifications of the offered product shall be verifiable from the website of the manufacturer.	Print-out of the Homepage of manufacturer's /brand owner's website showing the URL (web address).
8. 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.

Terms of Reference for the procurement of Air-conditioning Unit (ACU)

**III. Billing Requirements**

Document	Description	Due Date of Submission
1. Start Up Data Sheet (Annex D)	Duly accomplished form showing the electrical and mechanical parameters of the air-conditioning unit/s	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 air-conditioning units	Upon Completion
3. Schedule of Maintenance/Monitoring Activities	The ACU contractor shall provide the standard warranty servicing for all installed equipment and its components (checking and general cleaning of the unit at least three times within the warranty period, every four (4) months after the unit/s has been installed) or earlier as the need arises. The schedule of said activities and the names of authorized representatives shall be submitted to the Branch Head or its authorized representative prior to servicing	Upon Completion
4. Warranty Certificate with inclusive dates	One (1) year warranty for the unit and five (5) years warranty for compressor 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.  All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the Bank	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. Manuals	Operation and Preventive Maintenance Manual	Upon Completion
7. Pictures	Pictures showing angles on the left, front and right	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 the end-user or its authorized representative.	Upon Completion


Terms of Reference for the procurement of Air-conditioning Unit (ACU)

**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 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	Documents as required in item III. Billing Requirements	97%
• 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>


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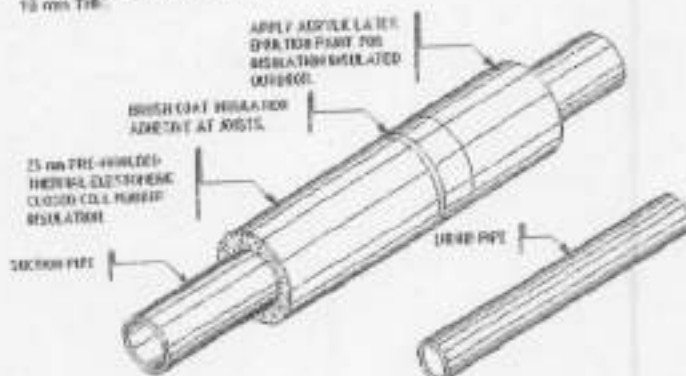
Approved by:

  
ENRICO D.J. SAMANIEGO  
HEAD, PMED

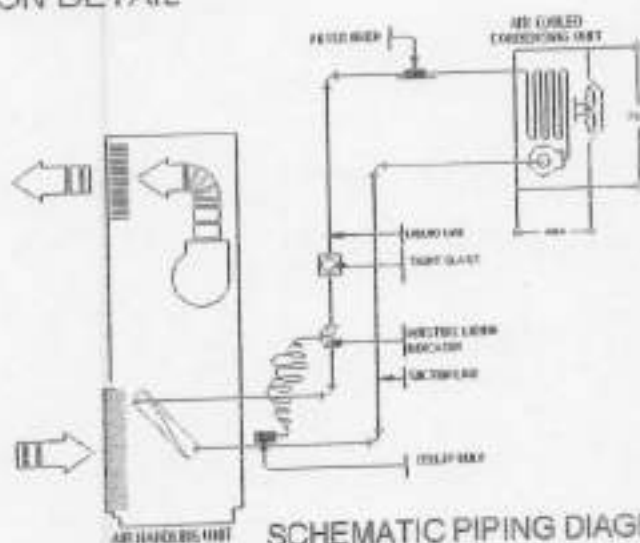
# Terms of Reference for the procurement of Air-conditioning Unit (ACU)

## ANNEX B

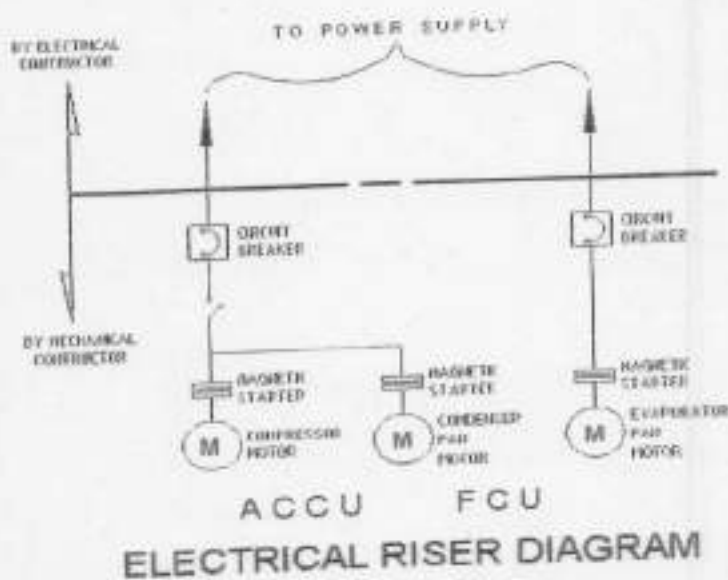
- NOTE
1. ADHESIVE AND LATEX PAINT SHOULD BE COMPATIBLE TO INSULATION USED
  2. CONDENSATE DRAIN PIPE INSULATION SHALL BE OF SIMILAR MATERIAL BUT 13 mm THK.



REFRIGERANT PIPE INSULATION DETAIL



SCHEMATIC PIPING DIAGRAM



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## ANNEX C

**LANDBANK OF THE PHILIPPINES**  
PROJECT MANAGEMENT AND ENGINEERING DEPARTMENT

NAME OF THE BRANCH :  
LOCATION :  
DATE :

P.O. NO. \_\_\_\_\_

### START - UP DATA SHEET

**SUPPLIER'S DATA:**

Name of Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel No.: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**INSTALLATION DATA:**

Technician In-charge: \_\_\_\_\_ Accreditation No: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Date Finished: \_\_\_\_\_ Start-up Date: \_\_\_\_\_  
FCU Model No: \_\_\_\_\_ ACCU Model No: \_\_\_\_\_  
FCU Serial No: \_\_\_\_\_ ACCU Serial No: \_\_\_\_\_

**OPERATING DATA:**

Suction Line Temperature: \_\_\_\_\_ Suction Line Pressure: \_\_\_\_\_  
Discharge Line Temperature: \_\_\_\_\_ Discharge Line Pressure: \_\_\_\_\_  
FCU Intake Air Temperature: \_\_\_\_\_ FCU Discharge Air Temp.: \_\_\_\_\_  
ACCU Intake Air Temperature: \_\_\_\_\_ ACCU Discharge Air Temp.: \_\_\_\_\_  
Room Temperature: \_\_\_\_\_ Ambient Temperature: \_\_\_\_\_

**ELECTRICAL PARAMETERS:**

Power Supply (Voltage), L1-L2: \_\_\_\_\_ L2-L3: \_\_\_\_\_ L3-L1: \_\_\_\_\_  
Overall Ampere Readings, L1: \_\_\_\_\_ L2: \_\_\_\_\_ L3: \_\_\_\_\_  
Current Draws, Compressor: \_\_\_\_\_ ACCU Fan Motor: \_\_\_\_\_ FCU Fan Motor: \_\_\_\_\_

**OTHER INSTALLATION DATA**

Refrigerant Piping:  
Suction Diameter: \_\_\_\_\_ Length: \_\_\_\_\_ Insulation Thickness: \_\_\_\_\_  
Discharge Diameter: \_\_\_\_\_ Length: \_\_\_\_\_ Insulation Thickness: \_\_\_\_\_  
Drain Line:  
Drain Line Diameter: \_\_\_\_\_ Length: \_\_\_\_\_ Insulation Thickness: \_\_\_\_\_  
Electrical Lines:  
Feeder Line Conduit Diameter: \_\_\_\_\_ Feeder Line Wire Size: \_\_\_\_\_ Length: \_\_\_\_\_  
Control Line Conduit Diameter: \_\_\_\_\_ Control Line Wire Size: \_\_\_\_\_ Length: \_\_\_\_\_  
Circuit Breaker: \_\_\_\_\_

Technician's Signature over Printed Name: \_\_\_\_\_