



LANDBANK

SUPPLEMENTAL/BID BULLETIN NO. 1

PROJECT : Replacement of Passenger and Parking Elevators at LANDBANK Plaza with Three (3) Years Preventive Maintenance Services under Project Identification No. LBP-GIBAC-ITB-GS-20250318-01

IMPLEMENTOR : Bids and Awards Committee for Goods and Infrastructure (GI-BAC)

DATE : 26 June 2025

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

Modification, amendment and/or clarification:

- The Terms of Reference (Annexes D-1 to D-11), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item No. 12 of Technical Components and Item No. 18 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached revised Annexes D-1 to D-11 and specific sections of the Bidding Documents.


EMMANUEL G. HIO, JR.
Chairperson, GI-BAC



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Technical Specifications

Specifications	Statement of Compliance
	<p>Bidders must signify their compliance with the Technical Specifications/Terms of Reference by stating below either "Comply" or Not "Comply"</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>Replacement of Passenger and Parking Elevators at LANDBANK Plaza with Three (3) Years Preventive Maintenance Services</p> <p>1. Scope of works, technical specifications and other requirements per attached Terms of Reference (Revised Annexes D-1 to D-11) and Bill of Quantities (Annexes E-1 and E-2).</p> <p>2. Documentary requirements enumerated in Annexes D-1 and D-3 of the Terms of Reference.</p> <p>Non-submission of the above documents/requirements may result in the post-disqualification of the bidder.</p>	

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).

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.

○ **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.

○ **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).

Note: During the opening of the first bid envelope (Eligibility and Technical Component) only the above-mentioned documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

○ **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]**

14. List of at least five (5) completed projects involving sales, design, fabrication and installation of elevators in buildings with minimum of 19 stories of years 2020, 2021, 2022, 2023 and 2024 with at least one (1) completed project per year supported by copy of purchase orders or contacts or equivalent documents and Certificate of Satisfactory Performance issued by the clients for each completed project.

15. List of at least five (5) completed projects involving preventive maintenance services for at least 150 elevators in buildings with minimum of **10 stories** for years 2020, 2021, 2022, 2023 and 2024 with at least one (1) completed project per year supported by copy of purchase orders or contacts or equivalent documents and Certificate of Satisfactory Performance issued by the clients for each completed project.
16. Manufacturer's certificate or back-to-back certificate from the manufacturer confirming that the supplier is an authorized reseller/distributor of the product.
17. List of at least two (2) service centers within NCR.
18. Valid Philippine Contractors Accreditation Board (PCAB) License:
 - * Specialty – SP-ES (Elevator)
 - * **Category – D (Small B) (minimum)**
19. Certificate of Inspection issued by LANDBANK Facilities Management Department (FMD).
20. Certification from the following, whichever is available:
 - Underwriters Laboratories (UL)
 - Japan Industrial Standard (JIS)
 - European Conformity (EC)
21. Official brochures or any official documents from the manufacturer indicating the specifications of the offered products including the interior design of the offered elevator car.
22. List of project team with their corresponding license/competency certificate of the following personnel:
 - 22.1 For Electrical and Mechanical Engineers
 - Curriculum Vitae
 - Certificate of Employment
 - Copy of current and valid Professional Regulation Commission Identification Card
 - 22.2 For Structural Engineer
 - Curriculum Vitae
 - Certificate of Membership from ASEP or PICE specialty division as Structural Specialist
 - 22.3 For Project Supervisor
 - Curriculum Vitae
 - Certificate of Employment
 - 22.4 For Safety Officer
 - Curriculum Vitae
 - BOSH Certification from a training institution accredited by the Department of Labor and Employment (DOLE)

22.5 For Technicians

- Curriculum Vitae
- Certificate of Employment
- Training Certificate

○ **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**

23. 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.
24. Latest Income Tax Return filed manually or through EFPS.
25. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
26. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
27. 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. Dully filled out Bill of Quantities Form (Annexes E-1 and E-2) signed by the Bidder's authorized representative.

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 Project**

One (1) Lot Supply, Delivery, Installation, Testing, and Commissioning of Four (4) Brand-New Elevators, Including Three (3) Years of Preventive Maintenance Services (PMS) After a Two (2)-Year Warranty Period, and the Supply of Technical Expertise, Labor, Tools, Materials, and Equipment for LANDBANK Plaza Building.

B. Objectives

1. To replace the elevators due to normal wear and tear, as well as the obsolescence of some parts and components; and
2. To ensure the efficient, safe, normal, and continuous operation of the parking elevators, in compliance with the requirements of the Bank's Program on Environmental Management System and other regulatory laws and code requirements of the Republic of the Philippines.

C. Qualification Requirements

Particulars	Documentary Requirements
1. The supplier must have a minimum of five (5) years experience in sales, design, fabrication and installation of elevators in the Philippines.	<ul style="list-style-type: none">• List of at least five (5) completed projects from years 2020 to 2024, with at least one completed project per year.• Copy of Purchase Order or Contract or equivalent documents; and• Certificate of Satisfactory Performance issued by the client for each completed project.
2. The supplier must have a minimum of five (5) years of experience in providing preventive maintenance services for at least 150 elevators in buildings with a minimum of 10 stories.	<ul style="list-style-type: none">• List of at least five (5) completed projects from years 2020 to 2024, with at least one completed project per year.• Copy of Purchase Order or Contract or equivalent documents; and• Certificate of Satisfactory Performance issued by the client for each completed project.
3. The supplier must be an authorized distributor or seller and service center of the offered elevator.	<ul style="list-style-type: none">• Manufacturer's certificate (for distributors) <u>OR</u> back-to-back certification from the manufacturer and the authorized distributor (for resellers).• List of at least two (2) Service Centers within NCR

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Particulars	Documentary Requirements
4. The supplier must have a valid Philippines Contractors Accreditation Board (PCAB) license.	Copy of the PCAB license with the following specifications: <ul style="list-style-type: none"> • Specialty: SP-ES (Elevator) • Category: D (Small B) (minimum)
5. The supplier must conduct a pre-inspection, verification, and overall project assessment within seven (7) calendar days after the Pre-Bid Conference.	Certificate of Inspection issued by the Facilities Management Department.
6. The offered elevator or its manufacturer must be authorized and certified by the relevant approving/ governing body.	Intellectual Property Office (IPO) registration documents for any of the following: <ul style="list-style-type: none"> • Underwriters Laboratory (UL) • Japanese Industrial Standard (JIS) • European Community (EC).
7. The offered elevator car must comply with all the specifications and requirements outlined in this TOR.	<ul style="list-style-type: none"> • Official brochures or any official documents from the manufacturer showing the specifications of the offered products including the interior design of the offered elevator car.
8. The project team to implement the project must be composed of the following members: <ul style="list-style-type: none"> • One (1) Electrical Engineer (EE) with who is regular employee of the supplier, a minimum of five years of experience in the industry. • One (1) Mechanical Engineer (ME) who is regular employee of the supplier, with a minimum of five years of experience in the industry. • One (1) Structural Engineer (SE) with a minimum of five years of experience in the industry. The SE must be a member of a recognized organization for structural engineers in the Philippines. • One (1) Project Supervisor (PS) who is regular employee of the supplier, with a minimum of five years of experience in the industry. • One (1) Safety Officer (SO) with a minimum of five years of experience in the industry. The SO must have 	For EE and ME <ul style="list-style-type: none"> • Curriculum Vitae • Certificate of Employment • Copy of current and valid Professional Regulation Commission (PRC) Identification Card (ID) For SE <ul style="list-style-type: none"> • Curriculum Vitae • Certificate of Membership from ASEP or PICE specialty division as Structural Specialist For PS <ul style="list-style-type: none"> • Curriculum Vitae • Certificate of Employment For SO <ul style="list-style-type: none"> • Curriculum Vitae • BOSH Certification from a training institution accredited by the Department of Labor and Employment (DOLE) For Technicians <ul style="list-style-type: none"> • Curriculum Vitae • Certificate of Employment • Training Certificate

CLASS D

Particulars	Documentary Requirements
<p>completed a Basic Occupational Safety and Health (BOSH) training program.</p> <ul style="list-style-type: none"> Ten (10) Technicians who are regular employees of the supplier, each with a minimum of five years of experience in the industry. The technicians must have attended a training related to operations of elevator. 	

D. Project Requirements

- Technical Specifications**

1. Passenger High Rise Elevators (2 Units)
<ul style="list-style-type: none"> Capacity: 1,150kgs (17 persons) Speed: 3.0 to 4.0 meters per second (minimum to maximum) Actual No. of Floors to Travel: 33 Floors Total Number of Stops / Program Floors: 25 Stops Operable in Automatic / Independent / Hand operations Machine Type: Permanent Magnet (PM) gearless, VVVF (Variable Voltage Variable Frequency Drive) Drive: Inverter Type Traction Motor Equipped with Regenerative Drive with Built-In Controllers, Transformers, Surge Protection Device (SPD) and/or other Power Filtering Devices and Dedicated AVR Controller Type: Microprocessor Control Operation: Duplex, full collective Programmable to the Building Management System (BMS) BacNet Door Type: 2 panels, center opening Door Width: 1 meter (m) Door Height: 2.1 meter Travel Height: 131 meters Elevator Car finishes materials: Hairline Stainless Steel with Mirrors and Handrails Elevator Car Size: 1.6 m (Width) x 1.5m (Depth) Finished Ceiling Height: 2.4 m Main Control Operating Panel (COP) location: Right Front COP Buttons: Hairline Stainless Steel/ Micro switch button Door Protection Device: Light Curtain Door Protection Floor Covering: Poly Vinyl Chloride (PVC) tiles 3mm thickness Entrance Sill: Extruded Aluminum Hoistway: 2.41 m (W) x 2.09 m (D) Pit Depth: 4.85 m with buffer spring

- Overhead Clearance: 6.5 m
- Counterweight location: Rear Elevator Car
- Machine Room: Above the hoistway
- Spring buffer at Elevator Pit
- Car top trouble light

2. Passenger Low Rise Elevator (1 Unit)

- Capacity: 1,350kgs (20 persons)
- Speed: 3.5 to 4 meters per second (minimum to maximum)
- Actual No. of Floors to Travel: 16 Floors
- Total Number of Stops / Program Floors: 9 Stops
- Operable in Automatic / Independent / Hand operations
- Machine Type: Permanent Magnet (PM) gearless, VVVF (Variable Voltage Variable Frequency Drive)
- Drive: Inverter Type Traction Motor Equipped with Regenerative Drive with Built-In Controllers, Transformers, Surge Protection Device (SPD) and/or other Power Filtering Devices and Dedicated AVR
- Controller Type: Microprocessor
- Control Operation: Duplex, full collective
- Programmable to the Building Management System (BMS) BacNet
- Door Type: 2 panel, center opening
- Door Width: 1 meter (m)
- Door Height: 2.1 meter
- Travel Height: 61.04 meters
- Elevator Car finishes materials: Hairline Stainless Steel with Mirrors and Handrails
- Elevator Car Size: 1.6 m (Width) x 1.5m (Depth)
- Finished Ceiling Height: 2.4 m
- Main Control Operating Panel (COP) location: Right Front
- COP Buttons: Hairline Stainless Steel/ Micro switch button
- Door Protection Device: Light Curtain Door Protection
- Floor Covering: Poly Vinyl Chloride (PVC) tiles 3mm thickness
- Entrance Sill: Extruded Aluminum
- Hoistway: 2.41 m (W) x 2.09 m (D)
- Pit Depth: 3.4m
- Overhead Clearance: 6.5 m
- Counterweight location: Rear Elevator Car
- Machine Room: Above the hoistway
- Spring buffer at Elevator Pit
- Car top trouble light

3. Passenger Parking Elevator (1 Unit)

- Capacity: 1000kgs (15 persons)
- Speed: 1.05 to 2.0 meters per second (minimum to maximum)
- Actual No. of Floors to Travel/Stops: 9
- Actual No. of Floors to Travel: 9 floors
- Total Number of Stops / Program Floors: 9 Stops

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- Operable in Automatic / Independent/Hand operations
- Machine Type: Permanent Magnet (PM) gearless, VVVF (Variable Voltage Variable Frequency Drive)
- Drive: Inverter Type Traction Motor Equipped with Regenerative Drive with Built-In Controllers, Transformers, Surge Protection Device (SPD) and/or other Power Filtering Devices and Dedicated AVR
- Controller Type: Microprocessor
- Control Operation: Simplex, full collective
- Programmable to the Building Management System (BMS) BacNet
- Door Type: 2 panel, center opening
- Door Width: 1 meter (m)
- Door Height: 2.1 meter
- Travel Height: 36.55 meters
- Elevator Car finishes materials: Hairline Stainless Steel Hairline Stainless Steel with Mirrors and Handrails
- Elevator Car Size: 1.6 m (Width) x 1.5m (Depth)
- Finished Ceiling Height: 2.4 m
- Main Control Operating Panel (COP) location: Right Front
- COP Buttons: Hairline Stainless Steel/ Micro switch button
- Door Protection Device: Light Curtain Door Protection
- Floor Covering: Poly Vinyl Chloride (PVC) tiles 3mm thickness
- Entrance Sill: Extruded Aluminum
- Hoistway: 2.41 m (W) x 2.09 m (D)
- Pit Depth: 1.57 m
- Overhead Clearance: 6.5 m
- Counterweight location: Rear Elevator Car
- Machine Room: Above the hoistway
- Car top trouble light

4. Elevator car interior

- Elevator mirror, hand/grab rail inside the elevator car, paging speaker, intercom, CCTV, lights (standard lumens)
- Manufacturer standard design

5. Electrical power supply source

- Main: 440 to 480 Volts (minimum to maximum)
- Lighting: 220 to 230 Volts (minimum to maximum)

6. Safety Features but not limited to the following:	
<ul style="list-style-type: none"> • Automatic Rescue Device • Attendant Service Operation • Fire Emergency Operation • Fireman's service • Independent Service • Speech synthesizer / intercom • Emergency power supply operation • Earthquake emergency operation / sensor device • Automatic Voltage Regulator • CCTV cable (inside hoist way and car) with built in 5MP CCTV camera • Capable of integrating to Building Management System (BMS) interface, monitor and control • Automatic leveling, no need to debug • Open door automatically when detecting door lock is abnormal • Low Speed- Self Rescue • Back to main floor when there is no call service over setting time in automatic operation 	
7. Consumables, tools & equipment	
<ul style="list-style-type: none"> • Electrical tape, contact cleaner, bolts and nuts foot mount, rags, terminal lugs and other consumable as needed • Filler Gauge Pipe Wrench, Flat / Philip Screw, Hammer, Crimping Tools, Spacer, Multi-tester, spacer, tachometer, A-frame with chain block and other necessary tools & equipment and other consumable as needed to the elevator come to be operational 	

• **Scope of Works**

Inspection	<ul style="list-style-type: none"> • Thorough and detailed inspection, verification, assessment of the condition and other details of the project prior to implementation
Mobilization	<ul style="list-style-type: none"> • Mobilize of manpower including tools, materials and equipment
Dismantling Works	<ul style="list-style-type: none"> • Shut off all power supplies from the circuit breakers • Dismantle the following: <ul style="list-style-type: none"> - existing electrical wires - control panel of the elevators - existing elevator hoisting and governor ropes - existing traction machine and counterweight - existing elevator car - all safety feature device and other parts or components
Installation Works	<ul style="list-style-type: none"> • Position and install the following: <ul style="list-style-type: none"> - brand-new gearless traction machine and control panel - brand new counterweight and elevator car - brand new elevator hoisting and governor ropes - all safety features device and other parts or components • Cleaning and clearing/restoration of the affected areas

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Factory Witness and Acceptance Test	<ul style="list-style-type: none"> Actual visit for Factory Witness and Acceptance Test (FWAT) based on the standard procedures prior to the delivery of the elevators
Work Schedule	<ul style="list-style-type: none"> Mondays to Sundays in coordination with FMD
Warranty Period	<ul style="list-style-type: none"> Two (2) years warranty against factory/ manufacturing defects for other parts and faulty workmanship of elevators All equipment, parts and components found defective within the warranty period shall be immediately replaced without additional cost to the Bank Provide 24/7 availability of the elevator technicians in the events of replacement or troubleshooting of defective parts
Preventive Maintenance Services	<ul style="list-style-type: none"> Preventive Maintenance Services for three (3) years after the warranty period of two (2) years To render monthly inspection and systematic check-up through its qualified Engineers and Servicemen, for the purpose of examining the operating condition of the equipment, cleaning, adjustment/calibrations of all electrical and mechanical components, electronic system, controls and safety devices, lubrications and manufacturer recommendation and equipment manuals To conduct all necessary test for the elevators to maintain the normal operating condition of the elevators and to prevent the bogged down Respond to all emergency repairs and trouble calls of the elevators within 2 to 3 hours or as immediately necessary

• Submittals

Documents	Submission Period
Comprehensive General Liability Insurance (CGLI) and Personal Insurance Certificate/Policy covering bodily injury and property damage	Upon issuance of Notice to Proceed and/or prior to actual implementation of the project
Structural Certificate (signed and sealed by Structural Engineer) for Structural analysis and design investigation in compliance with the Structural Code of the Philippines	Prior to actual implementation of the project
Manufacturer's Warranty and Guarantee Certificate stating that the spare parts and components necessary for the continuous and normal operation of the equipment must be available for the next ten (10) years from the date of acceptance of the elevators.	Upon completion
Warranty Certificate covering two (2) years	Upon completion
Schedule of Warranty Maintenance and Preventive Maintenance Monitoring Activities	Upon completion

Revised Annex D-7

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Monthly Service Report for actual activities undertaken in the performance during Warranty Maintenance Service and Preventive Maintenance	Upon completion
Factory Acceptance Test Certification for the actual activities undertaken in the performance of Factory Witness & Acceptance Test (FWAT) based on standard procedure of test	Within 30 days after conduct of FWAT
Gantt Chart for Schedule of the activities starting from the date of receipt of the Notice to Proceed	Within 7 days upon receipt of Notice to Proceed
<ul style="list-style-type: none"> Operations Maintenance Manual Flow chart and riser diagram List of fast-moving parts and components with service life span 	Upon completion

E. Delivery Period

The contract shall begin upon receipt of the Notice to Proceed, and advice from FMD and shall be completed within 500 calendar days after.

F. Payment Terms and Milestones

• Milestones

Particulars	Percentage (%)
1. Supply and installation of the Passenger and Parking Elevators	
• Mobilization of tools, materials and equipment	15%
• Complete installation and commissioning of Passenger Elevator No. 2 (High Rise)	20%
• Complete installation and commissioning of Passenger Elevator No. 5 (High Rise)	20%
• Complete installation and commissioning of Passenger Elevator No. 8 (Low Rise)	17%
• Complete installation and commissioning of Parking Elevator No. 10	15%
• Retention Fee- After the Warranty Period	3%
2. Preventive Maintenance Services for 3 years (after the two years warranty)	
• 36 Months (on a monthly payment basis)	10%
Total	100%

• Terms

- The supplier will be paid within sixty (60) calendar days after the submission of billing and complete documentary requirements.
- LANDBANK shall pay the Supplier for the item delivered/services rendered subject to accounting and auditing rules of LANDBANK and Commission on Audit.

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3. The winning supplier/contractor is required to maintain a deposit account with LANDBANK cash department or any of its branches. This directive is pursuant to Malacañang Executive Order No. 170-Adoption of Digital Payments for Government Disbursement and Collections, directing all government agencies to utilize safe and efficient digital disbursement in the payment of goods, services and other disbursement.
4. Payment shall be through credit to the winning supplier's/contractor deposit account with LANDBANK.

G. Updated Tax Clearance

Updated Tax Clearance shall be presented by the supplier/contractor in accordance with Executive Order No. 398, Series of 2005 and BIR Regulations No.17-2024 prior to final settlement of government contracts.

H. Liquidated Damages

If the Supplier fails to deliver any or all of the goods and/or services within the period/s specified in this Contract, LANDBANK shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent (0.001) of the price of the unperformed portion of the goods and/or services for each day of delay based on the approved contract. LANDBANK need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to Supplier. In case the total sum of liquidated damages reached ten percent (10%) of the total contract price, LANDBANK may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

I. Pre-Termination/Termination of Contract

Pre-termination/Termination of Contract shall be governed by the guidelines on Termination of the Contract per Annex "I" of the 2016 Revised Implementing Rules and Regulations

In addition to the grounds under the said Guidelines for Contract Termination the following are also grounds for pre-termination/termination:

- Failure by the Supplier to perform its obligation thereon;
- Unsatisfactory Performance by the Supplier within the contract duration

J. Other Conditions

1. Data Privacy

- a. The supplier shall uphold the rights of the data subjects under Data Privacy Act of 2012, limited only for the purpose of this Terms of Reference and any information about the data shall be treated in strict confidence and shall be handled with utmost care and cannot be shared to any parties. Moreover, the SUPPLIER shall not engage another Supplier for the implementation of the Terms of Reference without prior written permission of LANDBANK. All data and information shared shall remain the property of LANDBANK and shall be returned to LANDBANK immediately upon its request. Finally, any data breach should be reported to LANDBANK within twenty-four (24) hours from the SUPPLIER's discovery, for the former's appropriate action.

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- b. The SUPPLIER shall ensure that any information regarding the business, operations, plans and organization of LANDBANK acquired by it, and its service personnel assigned to render services to LANDBANK or work within LANDBANK premises shall be kept CONFIDENTIAL. The SUPPLIER shall see to it that this confidentiality requirement shall be observed by all its assigned personnel. Additionally, the SUPPLIER warrant that it shall not disclose to any person or entity any information so acquired without the express prior written consent of LANDBANK.
- c. The SUPPLIER shall guarantee that the information provided by LANDBANK in relation to the performance of the former's function shall be handled with utmost confidentiality. This should be supported by a separate duly notarized Non-Disclosure Agreement (sample template per Exhibit 7) mutually agreed upon by both parties and shall be submitted to FMD prior to contract implementation.

2. Other Terms and Conditions

The supplier shall:

1. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization.
2. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project.
3. 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.
4. 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.
5. The contractor must conduct proper training / basic rescue operation of elevators to the FMD technicians and Engineers.
6. The contractor must comply with EN-81 or ASME A17.1 or any approved equivalent.
7. All materials that will be supplied shall be new and approved products of reputable manufacturers.
8. No existing/old materials shall be re-used.
9. Conform to the provisions (latest edition) of the Philippine Mechanical code and other applicable laws and regulations.
10. 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).

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11. Ensure availability of the service spare parts such as sensors, relays, fan belts or other fast-moving parts to ensure continuous operations of elevators at all time.
12. Conduct the appropriate operator's training to the LANDBANK technical personnel on the proper operation, basic rescue operation and maintenance of the elevators.
13. Deploy competent technicians/workers with vast experience and expertise in the entire undertaking and implementation of the project.
14. During the warranty and preventive maintenance period, supplier must provide 24/7 service center in case of a breakdown or emergency and shall send one or more trained personnel with their specific contact details to rectify the fault or to render any assistance when required. Time response is within one (1) hour from the receipt of verbal or written notice from LANDBANK in case of emergency.