


BID BULLETIN NO. 1
For ITB No. 2016-3-109

PROJECT : **60 Units 6KVA Uninterruptible Power Supply**
IMPLEMENTOR : **Procurement Department**
DATE : **June 16, 2016**

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

The Terms of Reference (TOR), Technical Specifications, Section VI (Schedule of Requirements), Section VII (Specifications) and Checklist of the Bidding Documents have been revised. Please see attached revised Annexes A-1 to A-3 & B and pages 65, 67, 68, 83, 84 & 85 of the Bidding Documents.



ALWIN I. REYES
Assistant Vice President
Procurement Department

Scope of Works, General Note and Terms of Reference for the Procurement of Uninterruptible Power Supply (UPS)

PROJECT : Various LANDBANK Field Units and Offices' Uninterruptible Power Supply (UPS)
DATE : March 28, 2016

I. SCOPE OF WORKS:

Bulk Purchase of sixty (60) units – 6.0 KVA, Single phase, 60 Hz, 240 VAC, Uninterruptible Power Supply, in compliance with the technical specifications prepared by PMED (see Annex A).

II. TERMS OF REFERENCE (TOR):

A. GENERAL NOTES:

1. Prospective bidders/contractors must have more than 3 years of experience in the sales, repair and support of UPS.
2. Prospective bidders/contractors must have at least two (2) clients, one of which is a bank, with at least 10 units of 6KVA or above supplied/installed onsite;
3. Prospective bidders/contractors must have service centers in all key cities in the Philippines (Manila, Luzon, Visayas, Mindanao) and must be able to perform onsite repair of units;
4. Prospective bidders/contractors must have a demo unit and a complete technical specification readily available seven (7) days after receipt of notice from PMED for post evaluation. Demo units will no longer be required for bidders who had previously passed the post qualification, however, if a different model or brand is being offered, a post qualification is required.
5. All works shall conform to the provisions (latest edition) of the Philippine Electrical Codes and other applicable laws and regulations;
6. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning contractor/supplier are required to use appropriate equipment, hand tools and personal protective gears and equipment during the installation;
7. The UPS contractor should coordinate his works closely with the works of other trades concerned;
8. Installation of works shall be done in neat workmanship and like manners. All improperly set works, rough finishes or other works not in accordance with the approved layouts and scope of works as determined by the LANDBANK-PMED engineer or technical representative/s shall be removed and replaced within seven (7) calendar days by the UPS contractor at no extra cost;
9. The UPS contractor shall properly account and turn-over all dismantled/ replaced materials to the Branch Head or its authorized representative/s;
10. The UPS contractor shall exercise extreme caution and be responsible in the hauling/transfer, installation, testing and commissioning of the equipment to prevent damage to Bank properties. The corresponding cost to repair or replace the Bank equipment, facilities including parts and components damaged or lost by the UPS contractor or its workers during the course of the project shall be deductible/chargeable to the Genset contractor;
11. The UPS 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;
12. The UPS 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;
13. The UPS contractor shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;

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14. The UPS contractor shall conduct familiarization seminar/training to orient the end-user on the basic concept, functions, operation and maintenance of the equipment installed;
15. The UPS contractor is required to submit the names of its worker who will conduct or inspect the installation. As may be required, identification cards shall be presented;
16. The UPS contractor must be able to install the unit 2-3 days after the notice from PMED or end-user;
17. The UPS contractor or its engineer/foreman shall coordinate with the Branch Head or its authorized representative/s to discuss the work activities prior to implementation of this project;
18. The UPS contractor shall strictly observe the Bank's existing rules and regulations and shall be subject to the Bank's standard security policies and procedures while inside the LANDBANK premises;
19. The following documents shall be submitted by the UPS contractor to LANDBANK thru the Branch Head and PMED representatives before final acceptance of the project. All incidental costs in the acquisition of these documents shall be borne by the UPS contractor;
 - o One (1) set - Installation, operation and maintenance manuals and brochures (1 set for the Branch);
 - o Three (3) copies - Warranty Certificate (1 copy for PMED, 1 copy for the Branch and 1 copy for the Procurement Department).
20. Partial payment is allowed for every completed project and upon submission of complete billing documents required by the Bank's Procurement Department.

B. WARRANTY:

1. Three (3) years for UPS unit and two (2) years for batteries against factory/manufacturing defects on equipment, components and parts supplied and against faulty workmanship to commence upon receipt of final turn-over and acceptance. All equipment, parts and components found defective during or within the warranty period shall be immediately replaced within three (3) calendar days upon receipt of telephone report with no additional cost to the Bank;
2. Within the warranty period, a service unit must be provided if the installed UPS will be pulled out for repair/check-up;
3. All incidental expenses for the servicing of the installed UPS within the warranty period shall be borne by the UPS contractor at no extra cost on the part of the Bank which includes the cost of consumables, basic replacement parts, labor, materials, equipment including the traveling expenses, lodging, food, etc. of the UPS contractor's authorized representative/s;
4. The schedule of activities and the names of authorized representative/s of the contractor shall be submitted to the Branch concerned prior to servicing;
5. Response time for all service calls (repair and/or maintenance works) shall be made by the UPS contractor within 24 hours upon receipt of telephone report of the Branch Head or its authorized representative/s;
6. In the event that the UPS contractor fails to perform the services during service calls, the Bank may engage the services of other UPS contractor to perform the job. The corresponding cost that will be incurred for the servicing shall be deducted from the UPS contractor's retention money. This however, shall not void the warranty of the UPS unit supplied by the UPS contractor.

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C. DELIVERY SITE

LANDBANK Antipolo Warehouse, Escala St., Brgy. Mambungan Antipolo City


D. DELIVERY PERIOD

Forty Five (45) calendar days upon receipt of Notice to Proceed (NTP)

Prepared by:


CHRISTOPHER R. ODAD
Engineer, MBG

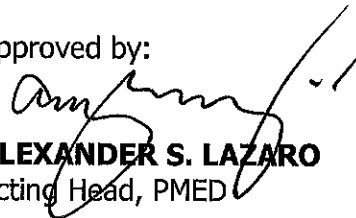
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APOLINARIO I. SANTOS
Head, PDMU-South

Approved by:


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Acting Head, PMED

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TECHNICAL SPECIFICATION FOR 6 KVA UPS

Particulars		Unit	LANDBANK Technical Specification
CAPACITY		VA(S)/W(P)	6000/5400
INPUT	Voltage Range	V	110 - 276 max
	Frequency Range	Hz	40 to 70 max
	Phase		Single
	THDi		5% @ FL max
	Power Factor		0.9
	Wires		2 P + G Royal Cord (3 meters)
OUTPUT	Voltage	V	220/240
	Voltage regulation		2% max
	Frequency (Synchronized Range)	Hz	56-64 max
	Wires		2 P + G Royal Cord (3 meters)
BATTERY	Type		Lead Acid Battery, Maintenance Free
	No. of Batteries		16 - 20
	Battery Type		12 Vdc
	Backup Time		3 mins min
	Recharge Time		8 hrs charge to 90% max Factory fabricated battery cabinet with battery support, fixed plates and caster wheels
TRANSFER TIME	Line to Battery	ms	0
	Inv. to Bypass	ms	0
INDICATOR	LED/LCD		Load Level, Battery Level, I/O Voltage, Bypass mode information, Voltage, Current, Frequency, Temperature & fault code
PROTECTION			Short Circuit Protection Over and Under Voltage Protection Surge Protection Over Temperature Protection
ALARM	Battery Mode Low Battery Fault Overload		Sounding every 4 second Sounding every second Sounding every second Sounding every second/shut downs automatically
ADDITIONAL REQUIREMENTS	Technology Noise Level RS-232/USB Isolation Transformer Rack Simple Network Management Protocol (SNMP) Maintenance Bypass Switch Certification		Advance N+1 redundancy ready/ Advance N+X redundancy ready 55 dB @ 1 meter (max) Windows Family, Linux, Mac, Unix, IBM AIX Internal/External with 4 pcs caster wheels Ready only Breaker Type UL (e.g. UL 1778 etc.)/ ISO (e.g. ISO9XXX, etc.)/ Industry Community (e.g. EN 50091-1-1, etc.)/ CE (e.g. CE 0482, etc.)

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ANNEX B

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Description	Quantity	Delivery Period and Destination
6KVA Uninterruptible Power Supply	60 Units	<p>Delivery shall be within forty five (45) calendar days after receipt of Notice to Proceed.</p> <p>LANDBANK Antipolo Warehouse Escala St., Sumulong Highway, Antipolo City</p> <p>Contact Details: Mr. Alexander S. Lazaro / 522-0000 local 7362; 2349; 7734; 7722; 2578; 2301</p>

Conforme:

_____ Name of Bidder

_____ Signature Over Printed Name of Authorized Representative

_____ Position

Specifications

	<p align="center">Statement of Compliance</p> <p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p>
<p>60 Units 6KVA Uninterruptible Power Supply</p> <p>Scope of Works, General Notes and other requirements per attached Revised Annexes A-1 to A-3.</p> <p>Minimum Specifications per attached Revised Annex B.</p> <p>Submission of the following documents inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> • Manufacturer’s Authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product. • Brochures or any other documents indicating the complete specifications of the offered brand/model. • Certification issued by the bidder stating that it has three (3) years experience in the sales, repair and 	<p align="center">Please state here either “Comply” or “Not Comply”</p>

<p>support of UPS</p> <ul style="list-style-type: none"> List of at least two (2) clients with whom the bidder has installed with not less than ten (10) units of 6KVA UPS (or with higher rating) supported with Purchase Order, Delivery Receipt or Certification. One of the said clients should be a bank. List of service centers in National Capital Region (Main Office), Luzon (one each in a key city in Northern and Southern Luzon), Visayas (in Cebu and another key city in the Visayas) and Mindanao (in Davao/Cagayan de Oro and another key city in Mindanao) with addresses, contact persons and telephone numbers. Service centers must be able to perform onsite repair of units. Certification issued by the bidder stating that it shall provide a service unit if the installed UPS will be pulled out for repair/check-up during warranty period and all incidental expenses for the servicing of the installed UPS within the warranty period shall be borne by the UPS supplier at no extra cost on the part of the Bank which includes the cost of consumables, basic replacement parts, labor, materials, equipment including the traveling expenses, lodging, food etc. of the UPS supplier's authorized representative/s. <p>The lowest calculated bidder must submit one (1) demo unit within seven (7) calendar days after the bidding date for testing/approval.</p>	<p>Please state here either "Comply" or "Not Comply"</p>
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Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The **FIRST ENVELOPE** shall contain the following technical information/documents (Section 25.2):

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form - Form No.7).
2. Duly notarized Omnibus sworn statement (sample form - Form No.6).
3. Eligibility requirements (Section 23.1)

- **Legal Documents**

- 3.a Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- 3.b Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- 3.c Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **Technical / Financial Documents**

- 3.d Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). This form may no longer be submitted if bidder has no on-going contracts.
- 3.e Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 4).
- 3.f The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities,

stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

- 3.g The prospective bidder's computation for its Net Financial Contracting Capacity (sample form -- Form No. 5).
- 3.h Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
- 3.i **Manufacturer's Authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product.**
- 3.j Brochures or any other documents indicating the complete specifications of the offered brand/model.
- 3.k Certification issued by the bidder stating that it has three (3) years experience in the sales, repair and support of UPS.
- 3.l List of at least two (2) clients with whom the bidder has installed with not less than ten (10) units of 6KVA UPS (or with higher rating) supported with Purchase Order, Delivery Receipt or Certification. One of the said clients should be a bank.
- 3.m **List of service centers in National Capital Region (Main Office), Luzon (one each in a key city in Northern and Southern Luzon), Visayas (in Cebu and another key city in the Visayas) and Mindanao (in Davao/Cagayan de Oro and another key city in Mindanao) with addresses, contact persons and telephone numbers. Service centers must be able to perform onsite repair of units.**
- 3.n **Certification issued by the bidder stating that it shall provide a service unit if the installed UPS will be pulled out for repair/check-up during warranty period and all incidental expenses for the servicing of the installed UPS within the warranty period shall be borne by the UPS supplier at no extra cost on the part of the Bank which includes the cost of consumables, basic replacement parts, labor, materials, equipment including the traveling expenses, lodging, food etc. of the UPS supplier's authorized representative/s.**
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
5. **Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**

6. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**

7. **Post-Qualification Documents – (Non-submission of the following documents during the bidding date shall not be a ground for the disqualification of the bidder):**

7.a Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550 Q) VAT or Percentage Tax Returns for 4th Quarter of 2015 and 1st Quarter of 2016;

7.b Valid and current PhilGEPS Registration Certificate; and

7.c Income Tax Return for 2015.

The SECOND ENVELOPE shall contain the following (Section 25.3):

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)