

**SUPPLEMENTAL/BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20190711-01**

**PROJECT** : **One (1) Lot Supply, Delivery and Installation of 4.8 KWp Photovoltaic/Solar Panel System On-Grid Type at Five (5) LANDBANK Offices**

**IMPLEMENTOR** : **Procurement Department**

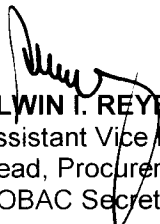
**DATE** : **September 6, 2019**

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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 Terms of Reference (Annex A), Item C.11 (Language of Bid) of Section II (Instruction to Bidders), GCC Clause 10.3 of Section V (Special Conditions of Contract), Section VII (Specifications), Omnibus Sworn Statement (Form No. 6), and the Checklist of the Bidding Documents (Item Nos. 2, 8, 14 & 15 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes A-1 to A-11 and specified sections of the Bidding Documents.
- 2) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **September 13, 2019, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.



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

calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.

- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

## **10. Clarification and Amendment of Bidding Documents**

- 10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

### **C. Preparation of Bids**

#### **11. Language of Bid**

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it

must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

**However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, except for countries identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.**

**A Contracting Party refers to a State that has joined the Apostille Convention, whether or not the Convention has entered into force for that State.**

**A Competent Authority refers to the authority designated by a Contracting Party that is competent to issue an apostille. A Contracting Party may designate one or more Competent Authorities and may designate Competent Authorities that are competent to issue an apostille for certain categories of public documents. Information about designated Competent Authorities may be found on the Apostille Section of the Hague Conference website under "Competent Authorities".**

The English translation shall govern, for purposes of interpretation of the bid.

## **12. Documents Comprising the Bid: Eligibility and Technical Components**

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

Class "A" Documents:

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
- (ii) Statements of all its ongoing government and private contracts including contracts awarded but not yet

## Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.1(i)	The Supplier is _____.
1.1(j)	The Funding Source is: The Government of the Philippines (GOP) through LANDBANK's Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2019 in the total amount of Two Million Two Hundred Forty Four Thousand Pesos Only (P2,244,000.00).
1.1(k)	The Project Site is indicated in Section VI, Schedule of Requirements
2.1	No further instructions.
5.1	The Procuring Entity's address for Notices is:  Procurement Department Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila Telephone (+632) 522-0000 or 5512200 local 7370 Fax (02) 528-8587 Email lbphobac@mail.landbank.com  The Supplier's address for Notices is:  _____
6.2	<b>Delivery and Documents –</b>  The delivery terms applicable to this Contract are delivered to Five (5) LANDBANK Offices as per Purchase Order/Contract. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.  Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule of Requirements.  Upon the delivery of the Goods to Five (5) LANDBANK Offices, the Supplier shall notify LANDBANK Procurement Department and present the following documents :

- (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (iii) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- (iv) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and

For purposes of this Clause the LANDBANK's Representative at the Project Site shall be the Heads of Five (5) LANDBANK Branches Offices where the Goods are to be delivered and/or installed.

**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, in addition to those specified in Section VI. Schedule of Requirements :

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods.
- (d) performance or supervision or maintenance and/or repair of the supplied Goods, during the warranty period; and
- (e) training of the LANDBANK's personnel, on-site, in operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without

	<p>limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit. Risk and title to the Goods will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Patent Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
10.3	<b>Payment shall be through direct credit to the winning bidder's deposit account with LANDBANK. The winning bidder is required to maintain a deposit account with LANDBANK's Cash Department or any of its Branches.</b>
10.4	Not applicable.
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4(c)	Expiration of performance security should be six (6) months after the last date of delivery/end of contract for staggered deliveries, multi-year contracts and for contracts with adjustment in implementation date, whichever is applicable. In any case, the winning bidder shall cause the extension of the validity of its performance security at no cost to LANDBANK.
16.1	The Goods may be inspected by the LANDBANK's authorized representatives at the supplier's showroom/ plant/production area and/or in the project site.
17.3	The warranty period shall be ten (10) years for Solar Module, Inverter and Mounting frame including against factory

	<p>defects and faulty workmanship after acceptance by the LANDBANK's authorized representative of the delivered/installed goods.</p> <p>The required amount of warranty security shall be three percent (3%) of every progress payment or three percent (3%) of the total Contract Price if in the form of retention money or special bank guarantee, respectively.</p> <p>The warranty security fee shall be released after one (1) year from acceptance of the delivered items, provided, the goods supplied are free from patent and latent defects and all the conditions imposed under the contract has been fully met.</p>
17.4	No further instructions.
21.1	If the bidder is a joint venture, all partners to the joint venture shall be jointly and severally liable to the procuring entity.

# Specifications

Lot No.	Specification	Statement of Compliance
		<p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p>
	<p>One (1) Lot Supply, Delivery and Installation of 4.8 KWp PhotoVoltaic/Solar Panel System On-Grid Type at Five (5) LANDBANK Offices</p> <p><b>Technical specifications, scope of works, floor plan and other requirements per attached Terms of Reference (TOR) – Revised Annexes A-1 to A-11.</b></p> <p>For current and past suppliers of solar panel for LANDBANK, they must have no delay in the implementation of their ongoing contracts as of the date of opening of bids and must have satisfactory performance in their completed contracts <b>starting September 2014.</b></p>	<p><b>Please state here either “Comply” or “Not Comply”</b></p>



<p>The following documents shall be submitted inside the First Envelope:</p> <ul style="list-style-type: none"><li>a) Copy of purchase orders, contracts or other related documents as proof that prospective bidder has a minimum experience of three (3) years in the business of sales, design, installation and commissioning of PhotoVoltaic/ Solar Panel System.</li><li>b) List of at least five (5) different large institutional clients (e.g. fastfoods, BPOs, hospitals, funeral parlor, banks and government offices) with addresses, contact persons and telephone numbers including Certificates of Satisfactory Performance.</li><li>c) Certificate of Satisfactory Performance/No Delayed Project issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of solar panel for LANDBANK <b>starting September 2014</b>). The Certificate shall still be subject to verification during the post-qualification of bid.</li></ul> <p>Note: Certificate of Satisfactory Performance/No Delayed Projects shall be requested from Arch. Marson C. Padua or Arch. Kryslie C. Pañares of PMED at 24th floor, LANDBANK Plaza Building <b>with contact number 522-0000 loc. 2186</b>, at least five (5) working days prior to the submission of bid.</p> <ul style="list-style-type: none"><li>d) List of at least three (3) highly trained technicians (regular employees) with their respective curricula vitae and <b>certificates of employment</b>.</li><li>e) Brochures or any other official documents coming from the manufacturer showing the technical specifications of the offered product.</li><li>f) Print-out of the Homepage of manufacturer's/brand owner's website showing the URL (web address).</li><li>g) Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.</li></ul>	
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**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

**Form No. 6**

**Omnibus Sworn Statement**

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the Land Bank of the Philippines, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the Land Bank of the Philippines, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the President and CEO of Land Bank of the Philippines or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor not related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;

*If a partnership or cooperative:* None of the officers, members, of *[Name of Bidder]* are related, by consanguinity or affinity up to the third civil degree, to the following

LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;'

*If a corporation or joint venture:* None of the officers, directors, controlling stockholders of [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;'

- 7. [Name of Bidder] complies with existing labor laws and standards; and
- 8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available & needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- 9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of \_\_\_\_\_, in \_\_\_\_\_, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

Notary Public

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
S. of \_\_\_\_\_.

<sup>1</sup>The names of specific LANDBANK officers, employees and consultants being referred to are shown in **Revised Annexes B-1 and B-2.**

## **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.

### **First Envelope - Eligibility and Technical Components**

- **The First Envelope shall contain the following:**
  - **Eligibility Documents – Class “A”**

#### **Legal Eligibility Documents**

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
  - Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents;
  - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
  - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

#### **Technical Eligibility Documents**

2. **Revised Duly notarized Omnibus Sworn Statement (sample form - Form No.6)**
3. 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).
4. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).

5. Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).
6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. Section VI - Schedule of Requirements with signature of bidder's authorized representative.
8. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**

#### Financial Eligibility Documents

9. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
  10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank.
- **Eligibility Documents – Class "B"**
    11. Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
  - **Technical Documents**
    12. Copy of purchase orders, contracts or other related documents as proof that prospective bidder has a minimum experience of three (3) years in the business of sales, design, installation and commissioning of PhotoVoltaic/ Solar Panel System.

13. List of at least five (5) different large institutional clients (e.g. fastfoods, BPOs, hospitals, funeral parlor, banks and government offices) with addresses, contact persons and telephone numbers including Certificates of Satisfactory Performance.
  14. Certificate of Satisfactory Performance/No Delayed Project issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of solar panel for LANDBANK **starting September 2014**). The Certificate shall still be subject to verification during the post-qualification of bid.
  15. List of at least three (3) highly trained technicians (regular employees) with their respective curricula vitae and **certificates of employment**.
  16. Brochures or any other official documents coming from the manufacturer showing the technical specifications of the offered product.
  17. Print-out of the Homepage of manufacturer's/brand owner's website showing the URL (web address).
  18. Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
19. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
  20. Income Tax Return for 2017 filed manually or through EFPS.

### **Second Envelope – Financial Component**

- **The Second Envelope shall contain the following:**
  1. Duly filled out Revised 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)

## TERMS OF REFERENCE

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

One (1) Lot – Supply of labor, materials, tools, equipment and technical expertise, testing and commissioning for the installation of 4.8 KWp PhotoVoltaic/Solar Panel On-grid Type for the following LBP Branches:

For Three Phase System:

1. LANDBANK Subic Office Building

For Single Phase System:

1. LANDBANK Buug Branch
2. LANDBANK Maigo Branch
3. LANDBANK Parang (Maguindanao) Branch
4. LANDBANK Lebak Branch

### II. Objective of the Project:

1. To support the Government's program on renewable energy and Bank's advocacy/Corporate Social Responsibility consistent with LBP's direction for a green building.
2. To comply with the requirements of the Bank's Environmental Management Program on ISO14001 certification, cost reduction program and other regulatory laws and requirements of the Philippines.

### III. 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 the site</li><li>• PhotoVoltaic/Solar Panel System<ol style="list-style-type: none"><li>1. Solar Module</li><li>2. Inverter</li><li>3. Mounting Frames</li><li>4. Wires/Cables</li><li>5. Miscellaneous Materials</li></ol></li><li>• Testing, commissioning and energization</li><li>• Cleaning-up works and demobilization</li></ul>
2. Installation Schedule	Monday to Sunday or per coordination with end-users.
3. Delivery Period	Seventy Five (75) calendar days upon receipt of Notice to Proceed (NTP) per branch
4. Warranty	Ten (10) years for Solar Module, Inverter and Mounting frame including against factory defects and faulty workmanship reckoned from formal turn-over and final acceptance

TOR for Solar Panels  
Various LBP Branches

5. Training	Conduct orientation to LBP Branch Staff and PMED representatives.	
6. Maintenance	Conduct Preventive Maintenance service at least three (3) times for the period of one year after the final turnover of the project.	
7. Submit Reports to PMED/Branch		
Name of Report	Description	Due Date of Submission
a. Detailed drawing plans	Submission of complete electrical/ detailed drawing and spot section plans per site	Prior to installation/ implementation
b. Shading Analysis	Shading and Load Analysis per site	Prior to installation/ implementation
c. Service Reports	Actual activities conducted by the supplier	Upon Completion
d. Test Results and Reports	Data obtained from actual testing	Upon Completion
e. Warranty Certificate	Submission of Warranty Certificate	Upon Completion
f. Manuals	Operation and Preventive Maintenance Manual	Upon Completion

**IV. Technical and Other Specifications:**

Name and Description	Technical Specifications	
<b>Solar Panel Module</b>	<u>Mechanical</u>	
	Cell Type	Mono-crystalline silicon
	Peak Power Output ( <b>Prange</b> )	<b>250 watts – 450 watts</b>
	Dimension(mm)	1200x540x35 min
	Weight(kg)	9.6 min
	Back Sheet Colour	White
	Mechanical Load (MPa)	2400
	Certification	ISO9001/UL/CE
	<u>Electrical (min)</u>	
	Open-Circuit Voltage (Voc)	22.3
	Optimum Operating Voltage (Vmp)	17.8
	Short-Circuit Current (Isc)	5.53
	Optimum Operating Current (Imp)	5.62
	Cell Efficiency (%)	≥ 14
	Max system Voltage	750 V
Max Fuse Rating (A)	10	
Power Tolerance (%)	± 13	



TOR for Solar Panels  
Various LBP Branches

	<u>Temperature</u> Nominal Operating Cell Temp. Temperature Coefficient of Pmax Temperature Coefficient of Voc Temperature Coefficient of Isc	47°C(±2°C) -0.45%/°C -0.35%/°C +0.05%/°C
<b>ON-GRID INVERTER</b>	Type Rated Power (KW) Max. PV Module Power Allowed Max. Open Voltage Recommended PV Module Numbers MPPT range (VDC) Grid Voltage Range (VAC) Rated Grid Frequency Max. Efficiency Display THD(lac) Power Factor Waterproof and Dustproof Cooling System Operating Environment Temperature Operating Environment Humidity Dimension (mm) Weight (kg) Certification	Isolating Transformer 5.0 Kw 1.1 100 4 loops (17V/module) 180-980 180 ~ 260 60 hz. 94% min LED THD(lac) ≤3%(full cap.) 99% Outdoor Naturally Cooling -20°C ~ +50°C 0 ~ 95% (Non-condensing) 380x410x240 min 33 min ISO9001/UL/CE
<b>PHOTOVOLTAIC WIRE</b>	Conductors Insulation Rated Temperature Rated Voltage Protection Application Reference Standard Certification	Stranded Copper XLPE 90°C for exposed or concealed wiring 600V Sunlight resistance Direct Burial UL Subject 4703 ISO9001/UL/CE
<b>Mounting Frame</b>	Type Material Design Load	Roof Mount Extruded Aluminum (Frame & Rails), Anodized Treatment 105 kN/sq.m

**V. Qualification and Documentary Requirements:**

Qualification Requirement	Documentary Requirement
1. Must have minimum experience of three (3) years in the business of sales, design, installation and commissioning of Photovoltaic/Solar Panel System	Copy of purchase orders, contracts or other related documents
2. The contractor <b>must be satisfactorily rated by at least five (5) different clients or customers for solar panel system projects</b>	a. List of at least five (5) different large institutional clients (e.g. fastfoods, BPOs, hospitals, funeral parlor, banks and government offices) with addresses, contact persons and telephone numbers including Certificate of Satisfactory Performance. b. For current supplier of LANDBANK, Certificate of Satisfactory Performance (For completed contracts) or Certificate of No Delayed Projects (for on-going contracts) issued by the Head, Project Management and Engineering Department (PMED) not earlier that 30 calendar days prior to the deadline of submission of bid.
3. The contractor shall have highly trained technicians who are its regular employees.	List of at least 3 highly trained technicians (regular employees) with their respective <b>curriculum vitae and Certificate of Employment.</b>
4. The offered product must have brochures showing the product complete specifications.	Brochure or any other official documents coming from the manufacturer showing the technical specifications of the offered product
5. The 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).
6. 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.

**VI. Manner of Payment:**

Deliverables	Percentage of Payment	Amount of Payment
• Upon 100% completion and acceptance of the project	99%	
• Retention fee: After 1 year of final turnover of the project	1%	
<b>TOTAL</b>	<b>100%</b>	

**VII. Other Terms and Conditions:**

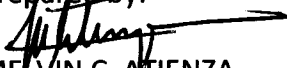
- A. The prospective supplier should submit projected computation/calculation of the expected savings and payback period of the Solar System Panel being supplied during the bidding.
- B. The supplier should **make available a provisions** for Central Control Monitoring System (Web Access) for easy management of all branches having Solar System Panel.
- C. The prospective supplier should submit the detailed schedule of the project using Gantt Chart and work methodology as part of the bid document (technical) to be submitted in a separate envelope.
- D. In the event of Multi-Storey Building, tapping of Solar panel output shall be in the ground floor or supplying the Branch's electrical System.
- E. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning supplier is required to use the appropriate equipment, hand tools and personal protective gears and equipment during the implementation of the project.
- F. The winning supplier should coordinate with PMED all works to be undertaken relative to the project.
  - 1. Mounting frames must be properly mounted on roof framing such as C-purlins, rafter, etc.
  - 2. Winning supplier must apply sealants on roof holes including existing roof holes present in the area where the solar panels will be installed.
  - 3. In the event that the solar panels will be installed on roof deck, the contractor shall apply structural sealant to all anchoring stone made on the concrete slab and re-apply waterproofing.
  - 4. All areas applied with waterproofing should be flood-tested for at least 24 hours in coordination with the branch/end-user.
  - 5. Conduct joint inspection for punchlist report prior to completion and acceptance of the project.
- G. The winning supplier should inspect, verify and assess condition, location and details of the project site and design a system that will generate the maximum power that solar panels can harness on the rooftop of the particular Landbank buildings and submit a Comprehensive Inspection Report.
- H. The winning supplier should be responsible for the collection of all wastes, residues, empty containers, rugs, etc, etc resulting from the source emission sampling activities. The collected wastes/residues shall be placed and sealed in plastic bags or containers, labelled property and shall be brought back to the supplier's warehouse for proper disposal.

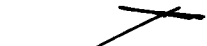
TOR for Solar Panels  
Various LBP Branches

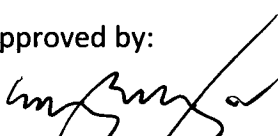
- I. The winning supplier should be liable for any harm, damage or injury that may be sustained or suffered by its own crew/workers while in the performance of their duty/job under this project.
- J. The winning supplier should be held directly responsible for any injury to person and/or damage to the Bank's property arising from the acts whether partial, contributory, or due entirely to the fault, negligence and/or dishonesty of the supplier's personnel in the course of their duties.
- K. The winning supplier should maintain cleanliness at all times. It shall clean the affected area immediately after each workday.
- L. The winning supplier should secure a Comprehensive General Liability Insurance (CGLI) to be submitted to LBP prior to the start of the project or issuance of Notice to Proceed (NTP).

CGLI coverage shall be the following:	
> Each person	PhP 50,000.00
> Each accident	PhP 50,000.00
> Each period of indemnity	PhP 50,000.00
Property damage liability	
> Each person	PhP 50,000.00
> Each accident	PhP 50,000.00
> Each period of indemnity	PhP 50,000.00
Maximum aggregate limit	
> Contract amount under this project per bid offered by the winning supplier.	

- M. The supplier should strictly observe the Bank's existing rules and regulations and shall be subject to the Bank's standard security policies and procedures while in the premises.

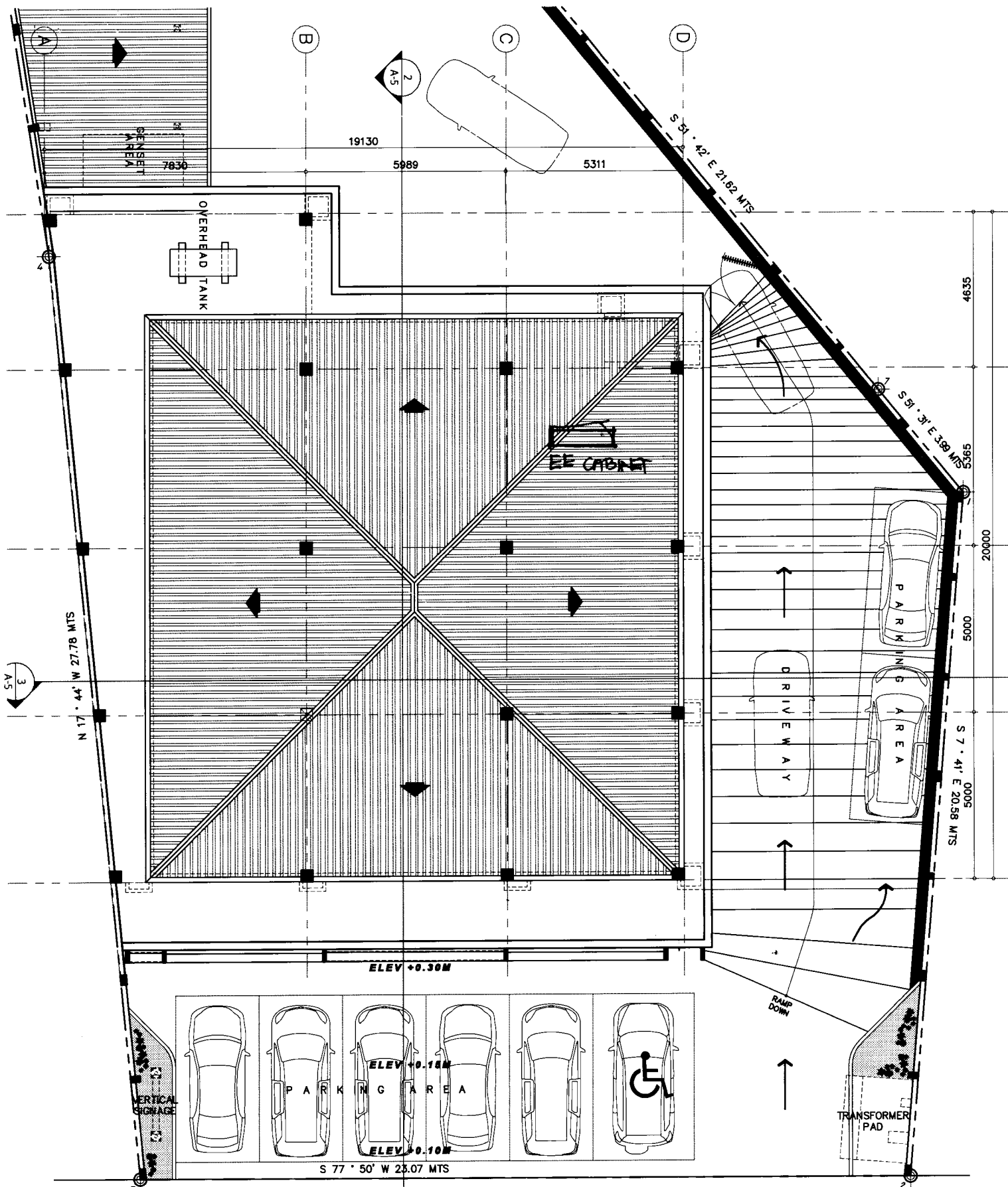
Prepared by:  
  
MELVIN C. ATIENZA  
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Reviewed by:  
  
RICHARD MICHAEL B. DIMAPILIS  
Team Leader, PMED-NCRBG

Approved by:  
  
ALEXANDER S. LAZARO  
AVP Head, PMED

Revised Annex A-6



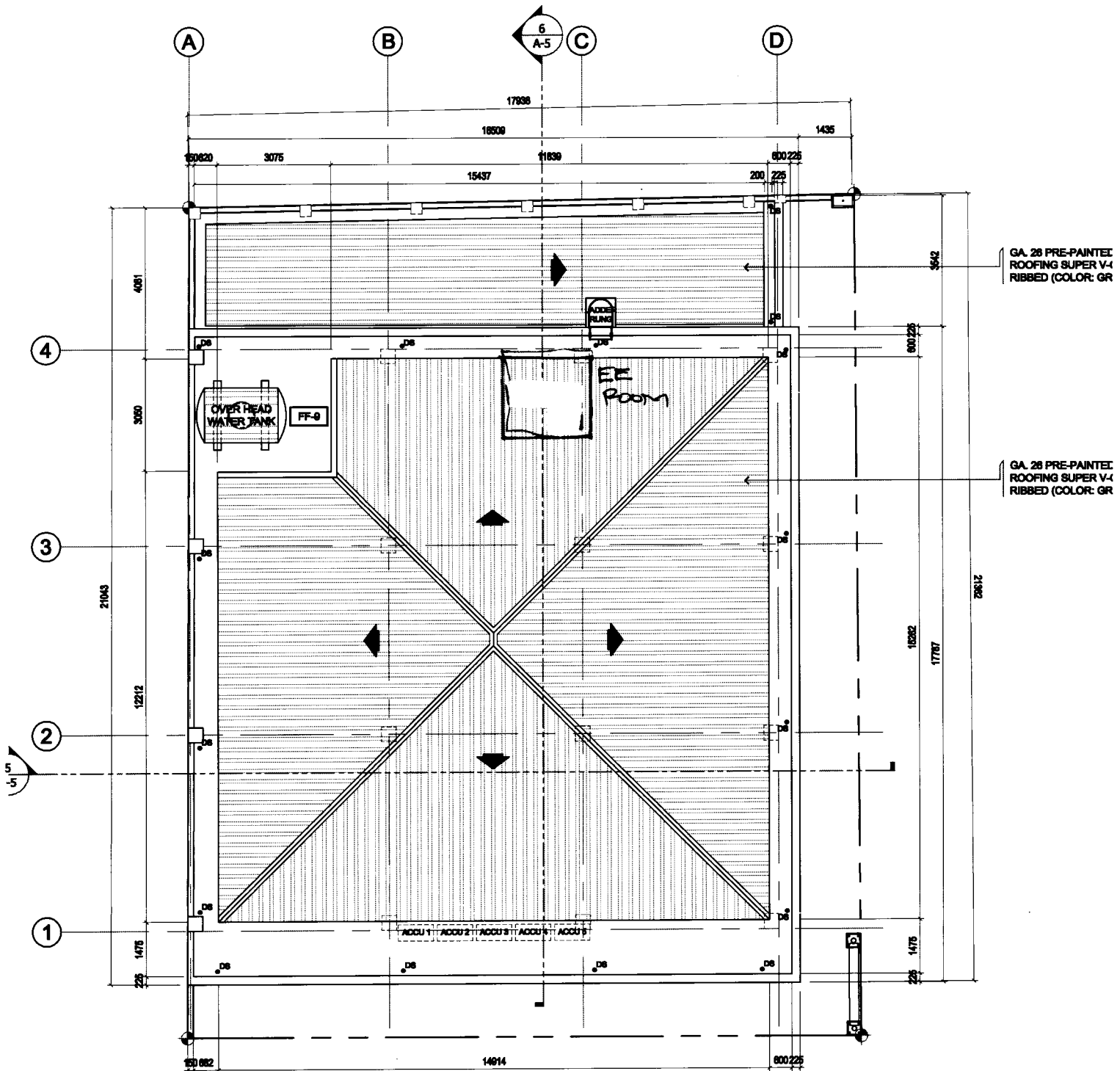


**1** PROPOSED ROOF PLAN  
 A-2 SCALE 1:150 METERS

1-STOREY BUILDING  
 ROOF TO BEAM  
 ≈ 2 METERS  
 3 METERS FLOOR  
 TO CEILING  
*[Signature]*

\* LANDBANK BUUG BRANCH

Revised Annex A-8



**1 PROPOSED ROOF FLOOR PLAN**  
 A-2 SCALE 1:180 METERS



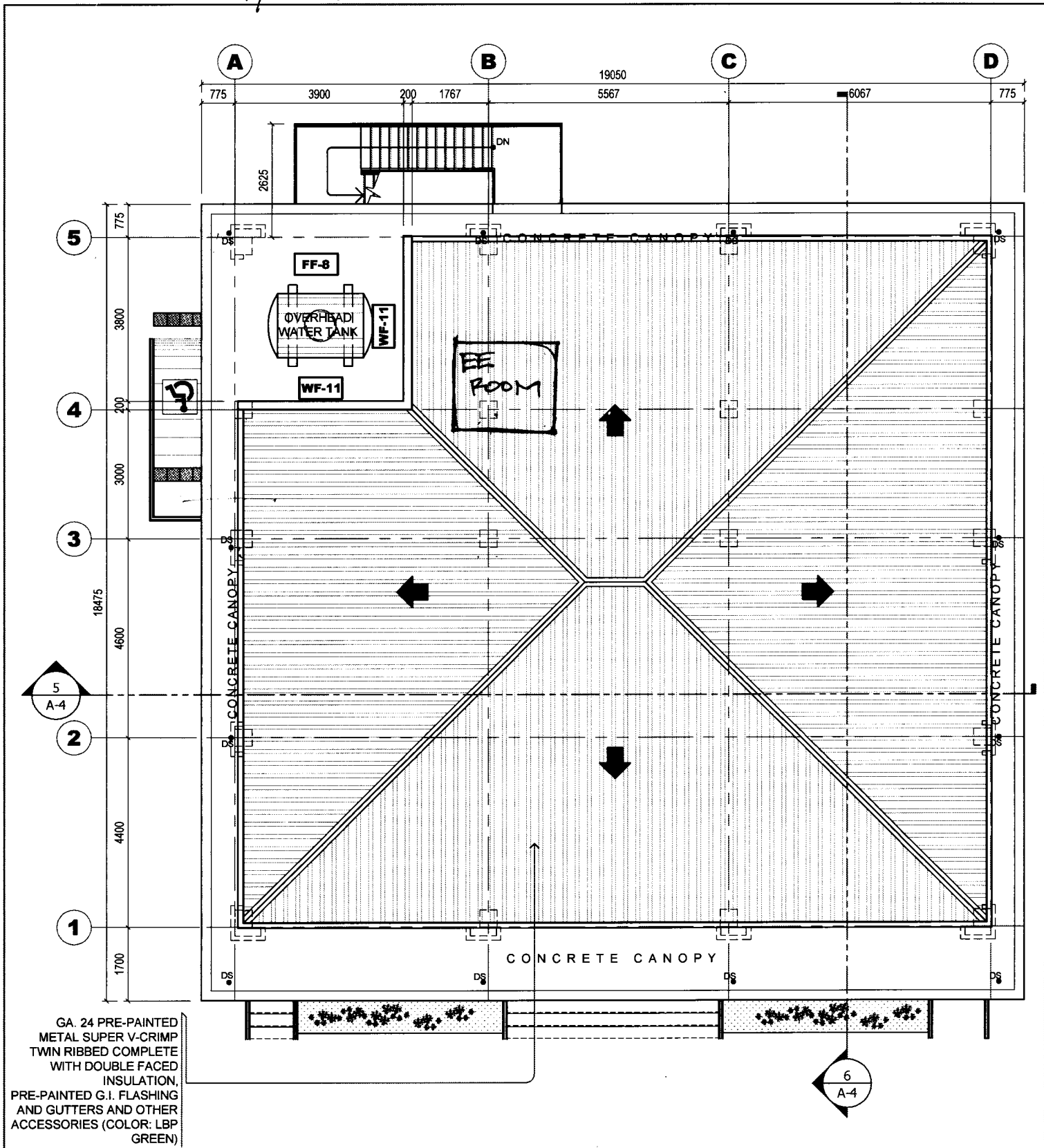
LANDBANK MAIGO E.O BUILDING  
 CONSTRUCTION (NEW UNIT)

1 STOREY BUILDING  
 ROOF TO BEAM  
 ≈ 2 METERS

3 METERS FLOOR TO  
 BEAM

*Handwritten signature*

\* PARANG BR. RELOCATION / BLDG. CONSTRUCTION

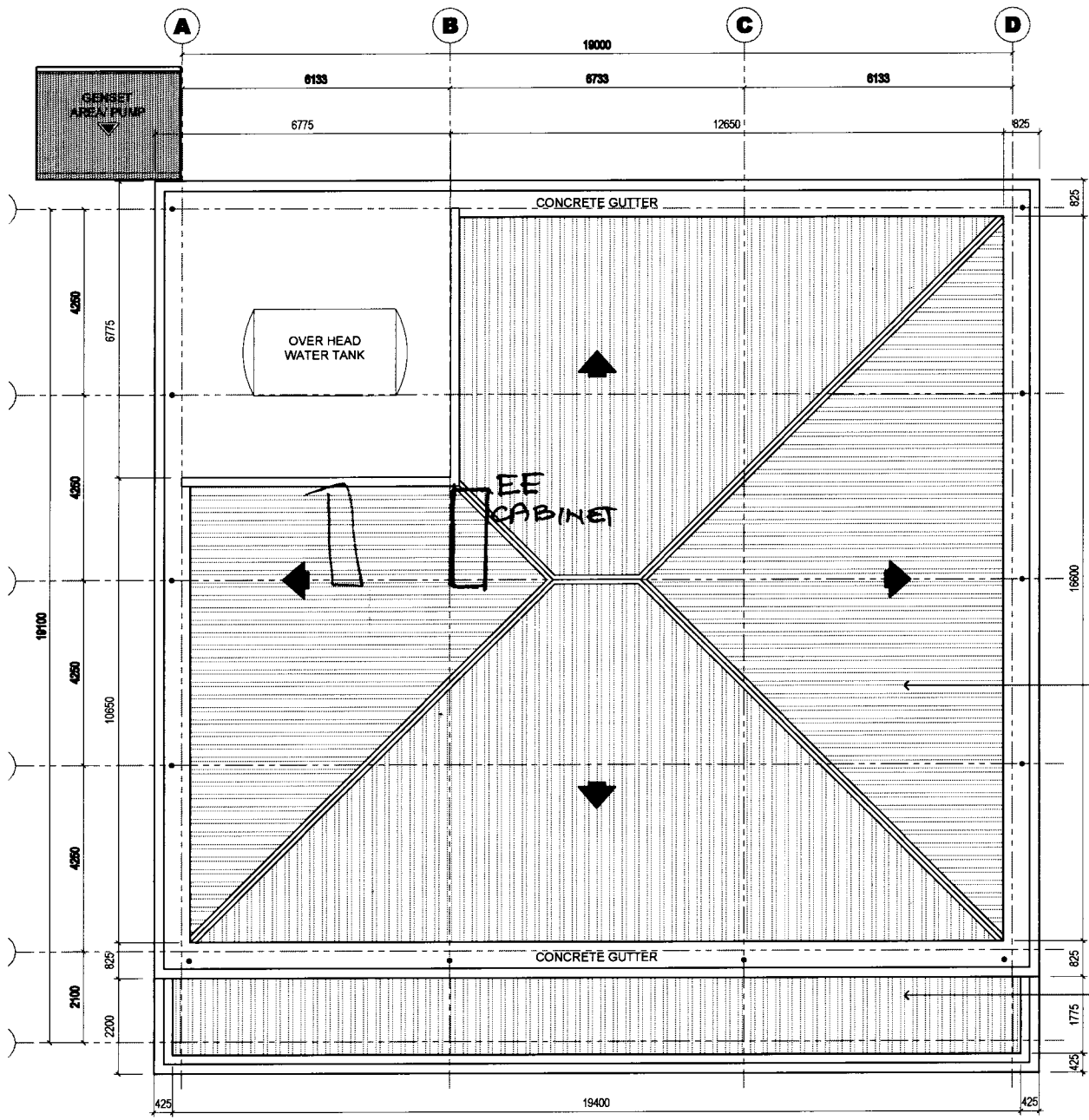


**1** **ROOF DECK PLAN**  
**A-3** SCALE 1:100 METERS

1-STOREY BUILDING  
 ROOF TO BEAM  
 ≈ 2 METERS  
 3 METERS FLOOR  
 TO CEILING

Revised Annex A-10





**2 ROOF PLAN**  
 A-3 SCALE 1:150 METERS

★ **LANDBANK LEBAK BRANCH BUILDING RENOVATION**

1- STOREY BUILDING  
 ROOF TO BEAM  
 ≈ 2 METERS  
 3 METER FLOOR TO BEAM

Revised Annex A-11

*Handwritten signature*

List of LANDBANK Officers, Employees and Consultant(s)

**A. Board of Directors**

Ex-Officio Chairman: Sec. Carlos G. Dominguez, Department of Finance  
 Vice Chairperson: Ms. Cecilia C. Borromeo, President and CEO  
 Members: Sec. Emmanuel F. Piñol, Department of Agriculture  
 Sec. Silvestre H. Bello III, Department of Labor and Employment  
 Acting Sec. John R. Castriciones, Department of Agrarian Reform  
 Mr. Virgilio DV. Robes, Representative - Agrarian Reform Beneficiaries Sector  
 Mr. Jaime Llaneta Miralles, Representative - Agrarian Reform Beneficiaries Sector  
 Mr. Jesus V. Hinlo, Jr., Representative - Private Sector  
 Ms. Nancy Irlanda Tanjuatco, Representative - Private Sector

**B. President and CEO: Ms. Cecilia C. Borromeo**

**C. Bids and Awards Committee (HOBAC)**

**Chairman: Mr. Alex A. Lorayes, Senior Vice President – Agrarian Service Group**  
**Vice Chairman: Ms. Ma. Elizabeth L. Gener, First Vice President – Financial Management Group**  
**Regular Members: Ms. Elenita C. Rapanut, Vice President – Branch Banking Services Department**  
**Mr. Reynaldo C. Capa, Vice President – Banking Services Group**  
**Mr. Emmanuel G. Hio, Jr., Vice President – Organizational Development Department**  
**Ms. Esperanza N. Martinez, Vice President – Public Sector Department**  
**Ms. Dina Melanie R. Madrid, Vice President - Facilities and Procurement Services Group**  
**Provisional Member: Atty. Joseph Dennis C. Castro, Legal Manager - Legal Services Group**

**D. Technical Working Group**

Chairman: \_\_\_\_\_  
 Vice Chairman: \_\_\_\_\_  
 Members: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. Procurement Department**

Head: Mr. Alwin I. Reyes, Asst. Vice President  
 Officers and Staff: Ms. Ma. Victoria C. Viray, Asst. Dept. Manager - Purchasing Administration Unit  
 Ms. Rosemarie SJ. Miranda, Asst. Dept. Manager - Contracts Administration Unit  
 Ms. Remedios S. Lacaden, Senior Management Associate  
 Mr. Elmer M. Abuzo, Assistant Department Manager  
 Ms. Helen S. Purificacion, Chief of Division  
 Ms. Kristi Ann P. Rutab, Chief of Division  
**Ms. Leonor F. Santos, Assistant Chief of Division**  
**Mr. Joel R. Perez, Assistant Chief of Division**  
 Mr. Ruel V. Marca, Procurement Specialist II  
 Mr. Rosalino V. Cruz, Procurement Specialist II  
 Ms. Ruby S. Cortez, ASO V  
 Mr. Rommel C. Pascual, ASO V  
 Mr. Nestor C. Pineda, Procurement Specialist I  
 Ms. Lubelle B. Lumabas, Procurement Specialist I

Ms. Maribel J. Paredes, Procurement Specialist I  
Ms. Nadia G. Iletto, Procurement Analyst  
Ms. Clarissa M. Piogo, Procurement Analyst  
Ms. Hazel S. Arche, Procurement Assistant  
Ms. Ma. Angela Q. Emeterio, Procurement Assistant  
Ms. Jeramae T. Fabella, Procurement Assistant  
Ms. Kimberly Joy D. Angeles, Procurement Assistant  
Mr. Jollianzen Jenkin G. Dy, Procurement Assistant  
**Mr. Mark Anthony C. Pantalla, Procurement Assistant**  
**Ms. Charmaine S. Florido, Procurement Assistant**  
Ms. Ma. Theresa N. Cruz, Secretary III  
Ms. Ruthcelyn U. Francisco, ASO I  
Mr. Roman R. Eala, ASO I  
Ms. Jeah Crysel L. Escalona, ASO I  
Ms. Jenica V. De Vicente, ASO I  
Ms. Cloie L. Villanueva, ASO I  
Ms. Darryl D. Jaravata, ASO I  
Ms. Princess Joy V. Dalida, ASO I  
Ms. Mia Jenina B. Patricio, ASO I  
Ms. Arvie B. Estrella, ASO I  
Mr. Aaron V. Sedanto, ASO I

F. Implementing Unit (Project Management and Engineering Department)

Head: Please refer to Annex D  
Officers and Staff: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. End-user Unit

Buug Branch: Mr. Robustiano Aguilar, Head  
Maigo Branch: Ms. Raisha L. Marohombsar, Head  
Parang (Maguindanao) Branch: Ms. Yasmin P. Galang, HEAd  
Lebak Branch: Mr. Virgilio A. Deloria, Head  
Subic Office Building: Mr. Edwin C. Manalo, Head  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Project Consultants

Team Lead: \_\_\_\_\_  
Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_