

**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20190405-01**

**PROJECT :** Supply, Delivery, Installation, Testing and Commissioning of  
Generating Units at Various LANDBANK Branches

**Lot 1 – North-Central Luzon Branches**  
**Lot 2 – Southern Luzon Branches**  
**Lot 3 – Visayas Branches**  
**Lot 4 – Mindanao Branches**

**IMPLEMENTOR :** Procurement Department


**DATE :** July 11, 2019

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, Section VII (Specifications), Form No. 1 (Bid Form) and the Checklist of the Bidding Documents (Item Nos. 8 & 13 of the Eligibility & Technical Component and Item No. 1 of the Financial Component) have been revised. Please see attached revised Annexes A to G 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 **July 18, 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.
- 3) Clarifications:

Bidder's Queries/Clarifications	LANDBANK Responses
1) Are processing fees/costs of permits for each site included in the bid?	1) Processing fees/costs of permits for each site shall be included in the bid proposal of the contractor.
2) If yes, should the contractor secure temporary (valid for 3 mos. only) or permanent permits?	2) The contractor shall secure the Mechanical Permit and Certificate of Compliance from the Energy Regulatory Commission as reflected in the Terms of Reference and must be permanent permits for each site.
3) Does LANDBANK have a Pollution Control Officer (PCO) for each site?	3) Yes. LANDBANK has a PCO assigned in each Branches Group.

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

# 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>
1	<p>Supply, Delivery, Installation, Testing and Commissioning of Various Generating Units at Twenty-One (21) LANDBANK Offices</p> <p><b>Specifications, scope of works and other requirements per attached on the following Revised Annexes:</b></p> <p><u>LANDBANK North-Central Luzon Offices</u></p> <ul style="list-style-type: none"> <li>• Rosario Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Umingan Branch – <b>Revised Annexes A-1 to A-7</b></li> </ul>	<p><b>Please state here either “Comply” or “Not Comply”</b></p>

<p>2</p> <p>3</p> <p>4</p>	<ul style="list-style-type: none"> <li>• Sta. Cruz Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Masinloc Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Urdaneta Office Building – <b>Revised Annexes B-1 to B-7</b></li> <li>• Agoo Branch – <b>Revised Annexes C-1 to C-7</b></li> <li>• Sta. Maria Branch – <b>Revised Annexes D-1 to D-7</b></li> <li>• Muñoz Branch – <b>Revised Annexes E-1 to E-8</b></li> </ul> <p><u>LANDBANK Southern Luzon Offices</u></p> <ul style="list-style-type: none"> <li>• Narra Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Real Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Silang (Cavite) Branch – <b>Revised Annexes A-1 to A-7</b></li> </ul> <p><u>LANDBANK Visayas Offices</u></p> <ul style="list-style-type: none"> <li>• La Carlota Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Escalante Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Barili Branch – <b>Revised Annexes A-1 to A-7</b></li> </ul> <p><u>LANDBANK Mindanao Offices</u></p> <ul style="list-style-type: none"> <li>• Calinan Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Libungan Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• M'Lang Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Bunawan Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Pagadian Branch – <b>Revised Annexes A-1 to A-7</b></li> <li>• Lamitan Branch – <b>Revised Annexes F-1 to F-8</b></li> <li>• Jolo Branch – <b>Revised Annexes G-1 to G-7</b></li> </ul> <p>The following documents shall be submitted inside the First Envelope:</p> <ol style="list-style-type: none"> <li>a) Copy of related documents (e.g. previous Purchase orders, Contracts and notarized certification) as proof that the prospective supplier has been selling Genset in the Philippine market for a minimum of ten (10) years.</li> <li>b) List of at least five (5) <b>different</b> large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlor, banks, gov't offices) including Certificates of Satisfactory Performance with addresses, contact persons and telephone numbers using the brand being offered by the prospective genset contractor.</li> <li>c) For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts) or Certificate of No Delayed Projects (for ongoing contracts) issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bid.</li> </ol>	
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<p>d) Self-Certification that the genset contractor has the following requirements:</p> <ul style="list-style-type: none"> <li>• In-house electrical &amp; mechanical shop;</li> <li>• In-house load bank (from 5 kW to 50 kW);</li> <li>• Parts inventory for consumables &amp; emergency repair/major overhauling; and</li> <li>• 24 hours service crew for emergency repair.</li> </ul> <p>e) List of at least two (2) highly-trained technicians (regular employees) with their respective bio-data.</p> <p>f) List of at least one (1) service center located within the area of the project site/s with complete addresses and contact numbers. For this purpose, the areas are the following:</p> <ul style="list-style-type: none"> <li>• NCR;</li> <li>• Key city/ies in North and Central Luzon;</li> <li>• Key city/ies in South Luzon and Bicol;</li> <li>• Key city/ies in Visayas; and</li> <li>• Key city/ies in Mindanao.</li> </ul> <p>g) Manufacturer's authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product and/or other supporting documents to satisfy the said requirement.</p> <p>h) Brochure or any other official documents coming from the manufacturer showing the technical specifications of the offered product.</p> <p>i) Print-out of the homepage of the manufacturer's website showing the URL (web address).</p> <p>j) Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.</p> <p>The winning bidder must affix a sticker/tag/label with company name and after-sales contact numbers or equivalent form of marking on each of the genset.</p>	
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**Conforme:**

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

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

\_\_\_\_\_  
Position

**Form No. 1**

**Bid Form**

Date: \_\_\_\_\_

To: Land Bank of the Philippines  
LANDBANK Plaza Building  
1598 M.H. Del Pilar corner Dr. J. Quintos Streets  
1004 Malate, Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers \_\_\_\_\_ *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Supply, Delivery, Installation, Testing and Commissioning of Various Generating Units at Twenty-One (21) LANDBANK Offices in conformity with the said Bidding Documents for the sum of:

Lot No.		Total Bid Amount In Words (Vat Inclusive)	Total Bid Amount In Figures (Vat Inclusive)
1	LANDBANK North-Central Luzon Offices		
2	LANDBANK Southern Luzon Offices		
3	LANDBANK Visayas Offices		
4	LANDBANK Mindanao Offices		

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof, and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, [for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## **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. 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 related documents (e.g. previous Purchase orders, Contracts and notarized certification) as proof that the prospective supplier has



been selling Genset in the Philippine market for a minimum of ten (10) years.

13. List of at least five (5) **different** large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlor, banks, gov't offices) including Certificates of Satisfactory Performance with addresses, contact persons and telephone numbers using the brand being offered by the prospective genset contractor.
14. For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts) or Certificate of No Delayed Projects (for ongoing contracts) issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bid.
15. Self-Certification that the genset contractor has the following requirements:
  - In-house electrical & mechanical shop;
  - In-house load bank (from 5 kW to 50 kW);
  - Parts inventory for consumables & emergency repair/major overhauling; and
  - 24 hours service crew for emergency repair.
16. List of at least two (2) highly-trained technicians (regular employees) with their respective bio-data.
17. List of at least one (1) service center located within the area of the project site/s with complete addresses and contact numbers. For this purpose, the areas are the following:
  - NCR;
  - Key city/ies in North and Central Luzon;
  - Key city/ies in South Luzon and Bicol;
  - Key city/ies in Visayas; and
  - Key city/ies in Mindanao.
18. Manufacturer's authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product and/or other supporting documents to satisfy the said requirement.
19. Brochure or any other official documents coming from the manufacturer showing the technical specifications of the offered product.
20. Print-out of the homepage of the manufacturer's website showing the URL (web address).

21. Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.
- **Post-Qualification Documents – (Non-submission of the following documents may result in bidder's post-disqualification):**
22. 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.
  23. 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)**

**60 KVA Generator Set (Single Phase)**

	PARTICULARS	UNIT	SPECIFICATION
<b>ENGINE</b>	Fuel Type		Diesel
	Fuel Tank Capacity	liters	140.0, min
	Fuel Consumption	Li/hr	23.0 (@ full load), max
	Starting System		Electric
	No. of Cylinders		<b>Six (6), max</b>
	Bore x Stroke		110.0x120.0, max
	Aspiration		Natural/Turbocharged
	Speed	rpm	1800
	No. of Cycle		Four (4)
	Cooling System		Water-cooled
<b>ALTERNATOR</b>	Type		Brushless, self-regulating, self-exciting
	Rated Output (Standby)		60 kVA, min
	Frequency	Hz	60
	Voltage Regulation		1.5%, max
	No. of Bearing		Single bearing
	Insulation Class		H max.
<b>GENSET</b>	Rating/Capacity	kVA	60
	Frequency	Hz	60
	Power Factor		0.8 - 1.0
	No. of Phase		Single
	Voltage	Volts	220 - 240
<b>OTHER TECHNICAL REQUIREMENTS</b>	Housing/Enclosure Type		Soundproof and weatherproof, Ga. #14 GI/BI plate, sound absorbing, heat retardant rebounded foam, oil resistant and heat retardant polyurethane foam, finished in green or yellow baked/powder coat finish, with no accessible metering control outside except for the emergency push button engine stop.
	Control Panel Type		Digital automatic engine control module/panel, LCD display with a minimum of three point position rotary switch or scroll-type display mounted on the front panel with STOP MANUAL and AUTO positions. The following parameters are required: Frequency meter, Ameter, Voltmeter, Battery Indicator, Water Temperature Indicator Oil pressure Indicator, and Fuel Level Indicator.
	Exhaust System		Heavy-duty industrial capacity exhaust silencer muffler with suitable flanges and flexible section to connect between engine outlet muffler or standard absorption type and flexible exhaust pipe supplied loose.
	Standby Generator		Applicable for supplying electrical power (at variable load) in the event of public supply failure for the duration of the emergency. The generator set manufacturer as a whole must be ISO 9001:2000 GOEM certified

**I. Other Requirements:**

- a. Prospective bidders/contractors are encouraged to inspect, verify and assess the condition, location and details of the project;
- b. All works shall conform to the provisions (latest edition) of the Philippine Mechanical, Electrical and Building Codes, the Clean Air Act, Environmental Laws and other applicable laws and regulations;
- c. 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 implementation of project;
- d. Genset shall be installed in approximate location as shown in the mechanical/electrical layout;
- e. Any proposed change or deviation from the original mechanical/layout plans or specifications either initiated by the mechanical contractor, the end-user or due to actual site condition, must be submitted to LBP-PMED (in the form of shop drawings) for approval prior to implementation;
- f. The Genset contractor should coordinate his works closely with the works of other trades concerned;
- g. 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 LBP-PMED engineer or technical representative/s shall be removed and replaced within seven (7) calendar days by the Genset contractor at no extra cost;
- h. The Genset contractor shall provide all the necessary components or accessories, e.g., brackets, clamps, fasteners, etc., to ensure the safe, normal and efficient operation of the installed Genset;
- i. The Genset contractor shall properly account and turn-over all dismantled/ replaced materials to the Branch Head or its authorized representative/s;
- j. The Genset 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 Genset contractor or its workers during the course of the project shall be deductible/chargeable to the Genset contractor;
- k. The Genset 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;
- l. The Genset 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;
- m. The Genset contractor shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;
- n. The Genset contractor shall conduct familiarization seminar/training to orient the end-user on the basic concept, functions, operation and maintenance of the equipment installed;
- o. The Genset contractor is required to submit the names of its worker who will conduct or inspect the installation. As maybe required, identification cards shall be presented;
- p. The Genset 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;

## Terms of Reference for the procurement of Generator Unit

- q. The Genset 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 LBP premises;
- r. The following set of tools shall be given by the Genset contractor to the Branch Head:
  - o One (1) set of adjustable wrench (open);
  - o One (1) set screwdriver (flat and cross);
  - o One (1) set pliers (flat and longnose);
  - o One (1) vice grip;
  - o One (1) filter wrench
- s. Payment of construction bond (if applicable) shall be charged on the account of the Genset contractor;
- t. It is understood that Warranty servicing for the installed Genset shall be performed by the Genset contractor on or before the expiration of the warranty period. Schedule of servicing shall be in coordination with the Branch concerned;
- u. All incidental expenses for the servicing of the installed Genset within the warranty period shall be borne by the Genset 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 Genset contractor's authorized representative/s;
- v. The schedule of activities and the names of authorized representative/s of the contractor shall be submitted to the Branch concerned prior to servicing;
- w. Response time for all service calls (repair and/or maintenance works) shall be made by the Genset contractor within 24 hours upon receipt of telephone report of the Branch Head or its authorized representative/s;
- x. Should the presence of contractor's engineer/technician is required on-site in order to restore the Genset to its normal and safe operating condition, the contractor shall make available its engineer/technicians on site within three (3) calendar days upon receipt of telephone report by the Branch representative concerned at no extra cost on the part of the Bank;
- y. In the event that the Genset contractor fails to perform the services indicated in the maintenance schedule during service calls, the Bank may engage the services of other Genset contractor to perform the job. The corresponding cost that will be incurred for the servicing shall be deducted from the Genset contractor's retention money. This however, shall not void the warranty of the Genset unit supplied by the Genset contractor.

## II. Revised Qualification and Documentary Requirements:

Qualification Requirement	Documentary Requirement
1. The prospective supplier must have been selling Genset in the Philippine market for a minimum of ten (10) years	Submission of related documents (e.g. previous Purchase Orders, Contracts and notarized certification).
2. The Genset contractor shall provide Satisfactory Service to its customers	a. List of at least five (5) <b>different</b> large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlor, banks, government offices) including Certificate of Satisfactory Performance with addresses, contact persons and telephone numbers using the brand being offered by the prospective Genset contractor.

*Revised TOR as of June 20, 2019*

Terms of Reference for the procurement of Generator Unit

	b. For current suppliers 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 than 30 calendar days prior to the deadline of submission of bid.
3. The Genset contractor shall have the following mandatory requirement: a. In-house electrical & mechanical shop; b. In-house load bank (from 5kW to 50 kW); c. Parts inventory for consumables & emergency repair/major overhauling; d. 24 hours service crew for emergency repair	Certification that the prospective Genset contractor has the said requirements.
4. The Genset contractor shall have highly trained technicians who are its regular employees	List of at least 2 highly trained technicians with their respective bio-data.
5. List of quoted brand/model shall have authorized service center located within the area of the project site/s. For this purpose, the areas are the following: e. NCR; f. Key city in North and Central Luzon; g. Key city in South Luzon and Bicol; h. Key city in Visayas; and i. Key city in Mindanao	List of at least one (1) service center in Area (with complete address and contact numbers).
6. The Genset contractor must be an authorized distributor of the offered product	Manufacturer's Authorization or Back-to-Back Certification to prove that the bidder is an authorized seller/ distributor of the offered product and/or other supporting documents to satisfy the said requirements.
7. The offered product must have brochures/ technical documents showing the product complete specifications	Brochure or any other official documents coming from the manufacturer showing the technical specifications of the offered product.
8. The specifications of the offered product shall be verifiable from the website of the manufacturer	Print-out of the Homepage of manufacturer's website showing the URL (web address). The offered products and its technical specifications must be in the manufacturer's website.
9. 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.

### III. Billing Requirements

Document	Description	Due Date of Submission
1. Load Test Report (Annex A)	Duly accomplished form showing the electrical and mechanical parameters of the generator set	Upon Completion
2. As-built plans (signed and sealed by PME) – 3 sets	Complete Mechanical As-built Plans	Upon Completion
3. Schedule of Maintenance/Monitoring Activities	Schedule for preventive maintenance of at least twice a year within the warranty period, the Genset contractor shall provide the standard warranty servicing for the installed equipment and its components (check-up and general cleaning of Genset which includes change oil, filters, other consumables, etc. incl. the unit's mechanical/electrical components as recommended by the genset manufacturer).	Upon Completion
4. Warranty Certificate	<p>Warranty Certificate with inclusive date for a period of One (1) year warranty against factory/manufacturing defects on equipment, components and parts supplied and against faulty workmanship to commence upon receipt of final turn-over and acceptance documents.</p> <p>All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the bank.</p>	Upon Completion
5. Guarantee Certificate	Certificate that the spare parts and components including the aftersales services/supports that may be required by the bank to ensure the continuous and normal operation of the equipment shall be available in the next five (5) years from the date of commissioning	Upon Completion
6. Mechanical Permit	Permit from the locality. If not required by the local Building Official, the supplier shall submit a notarized certificate ( <u>attested by the LBP Branch Head</u> ) that the said permit is not required by the Office of the Building Official (OBO). In any instance that the OBO required the Mechanical Permit within the warranty period, the supplier shall be the one to secure the same.	Upon Completion
7. Photocopy of Certificate of Compliance (COC) and Official Receipt (OR)	Photocopy of the duly accomplished form and OR as submitted to the Energy Regulatory Commission (ERC) as proof that the supplier has filed the said COC as required by ERC	Upon Completion
8. Certificate of Training	Certificate that the Contractor Conducted familiarization seminar/training to orient the end-user on the basic concept, functions and operation of the equipment installed.	Upon Completion
9. Manuals	Operation and Preventive Maintenance Manual	Upon Completion

Terms of Reference for the procurement of Generator Unit

**IV. Payment Terms:**

1. Request for payment shall be processed after the final turn-over and acceptance of the project and upon submission of complete billing documents required by the Bank's Procurement Department.
2. Partial payment may be allowed upon request of the supplier stating justifiable reason/s subject to evaluation and recommendation of PMED and to the Bank's accounting rules and regulation, based on the schedule below:

**Schedule of Partial Payments:**

	Documentary Requirement
1. 90% of Payment	<ol style="list-style-type: none"><li>a. Completion of Supply, Delivery, Installation and Commissioning of Unit.</li><li>b. Load Test Report</li><li>c. Schedule of Maintenance</li><li>d. Warranty Certificate</li><li>e. Guarantee Certificate</li><li>f. Manuals</li></ol>
2. Remaining 10% of Payments	<ol style="list-style-type: none"><li>a. As-Built Plans</li><li>b. Mechanical Permit or if not required by the local Building Official, Notarized Certificate attested by the LBP Branch Head</li><li>c. Certificate of Completion (COC) from the Energy Regulatory Commission (ERC) and Official Receipt</li></ol>

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## II. Qualification and Documentary Requirements:

Qualification Requirement	Documentary Requirement
1. The prospective supplier must have been selling Genset in the Philippine market for a minimum of ten (10) years	Submission of related documents (e.g. previous Purchase Orders, Contracts and notarized certification).
2. The Genset contractor shall provide Satisfactory Service to its customers	<p>a. List of at least five (5) <b>different</b> large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlor, banks, government offices) including Certificate of Satisfactory Performance with addresses, contact persons and telephone numbers using the brand being offered by the prospective Genset contractor.</p> <p>b. For current suppliers 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 than 30 calendar days prior to the deadline of submission of bid.</p>
3. The Genset contractor shall have the following mandatory requirement: <ul style="list-style-type: none"> <li>a. In-house electrical &amp; mechanical shop;</li> <li>b. In-house load bank (from 5kW to 50 kW);</li> <li>c. Parts inventory for consumables &amp; emergency repair/major overhauling;</li> <li>d. 24 hours service crew for emergency repair</li> </ul>	Certification that the prospective Genset contractor has the said requirements.
4. The Genset contractor shall have highly trained technicians who are its regular employees	List of at least 2 highly trained technicians with their respective bio-data.
5. List of quoted brand/model shall have authorized service center located within the area of the project site/s. For this purpose, the areas are the following: <ul style="list-style-type: none"> <li>e. NCR;</li> <li>f. Key city in North and Central Luzon;</li> <li>g. Key city in South Luzon and Bicol;</li> <li>h. Key city in Visayas; and</li> <li>i. Key city in Mindanao</li> </ul>	List of at least one (1) service center in Area (with complete address and contact numbers).
6. The Genset contractor must be an authorized distributor of the offered product	Manufacturer's Authorization or Back-to-Back Certification to prove that the bidder is an authorized seller/ distributor of the offered product and/or other supporting documents to satisfy the said requirements.

Terms of Reference for the procurement of Generator Unit

7. The offered product must have brochures/ technical documents showing the product complete specifications	Brochure or any other official documents coming from the manufacturer showing the technical specifications of the offered product.
8. The specifications of the offered product shall be verifiable from the website of the manufacturer	Print-out of the Homepage of manufacturer's website showing the URL (web address). The offered products and its technical specifications must be in the manufacturer's website.
9. 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.