

SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20190514-01

PROJECT : One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Variable Refrigerant Flow Airconditioning Units (ACU) Including Dismantling of Existing Units at LANDBANK Urdaneta Office Building

IMPLEMENTOR : Procurement Department

DATE : July 4, 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 (Annex A), Section VII (Specifications) and Checklist of the Bidding Documents (Item Nos. 8, 13 & 15 of the Eligibility and Technical Component) have been revised. Please see attached revised Annexes A-1 to A-11 and specified sections of the Bidding Documents.
- 2) Bidders may obtain soft copies of the bidding forms for the above project from the Procurement Department.
- 3) 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 11, 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.
- 4) Clarifications:

Bidder's Queries/Clarifications	LANDBANK Responses
1) Whether the feeder line for the electrical system is included in the scope of works? If yes, where is the location for the tapping point of the feeder line?	1) Yes, the feeder line for the electrical system is included in the scope of works. The ACU contractor shall provide electrical wires and circuit breaker to be tapped at the electrical stub-out located at the back of the building. Please see attached Annexes C-1 to C-4 of the Bidding Documents.
2) Which part of the building can the bidder tap the drain line system for each ACU?	2) The drain line system is to be tapped at the left and right downspout of the building. Please see attached Annexes C-1 to C-4 of the Bidding

<p>3) Where will the isolation/breaker switch be located? Is it 'above the ceiling' near the ACU or 'in the wall'?</p> <p>4) How many existing outdoor and indoor units are subject for dismantling?</p>	<p>Documents.</p> <p>3) The isolation/breaker switch shall be installed 'above ceiling' near the Fan Coil Unit.</p> <p>4) Total of six (6) split-type ACUs, as follows:</p> <ul style="list-style-type: none"> ▪ 2 Units 7.5 TR Floor-Mounted, Split-Type ▪ 2 Units 5.0 TR Floor-Mounted, Split-Type ▪ 1 Unit 2.0 TR Ceiling-Mounted, Split-Type ▪ 1 Unit 3.0 TR Wall-Mounted, Split-Type
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ALWIN I. REYES, CSSP
 Assistant Vice President
 Head, Procurement Department and
 HOBAC Secretariat

Specifications

Specification	Statement of Compliance
<p>One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of VRF Air-Conditioning Units at LANDBANK Urdaneta Office Building Including Dismantling of Existing Units</p> <p>Scope of works, minimum specifications and other requirements per attached <u>Revised Terms of Reference</u> (Annexes A-1 to A-11).</p> <p>The following documents shall be submitted inside the First Envelope:</p> <ol style="list-style-type: none"> 1. Copy of purchase orders, contracts or other related documents to prove that the offered brand of Air-conditioning Unit (ACU) has been in the Philippine market for at least ten (10) years prior to the deadline of submission of bids. 	<p>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.</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>Please state here either “Comply” or “Not Comply”</p>

2. **List of at least five different (5) large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices) with addresses, contact persons and telephone numbers including Certificates of Satisfactory Performance issued by the said clients using the brand being offered by the prospective ACU contractor (with minimum of 4 units installed).**
3. List of at least three (3) highly-trained technicians (regular employees) with their respective bio-data and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by TESDA.
4. **List of 24/7 Customer Contact Center and at least two (2) service centers (with complete addresses and contact numbers), located in the following:**
 - ✓ **NCR – 1**
 - ✓ **Northern Luzon – 1**
5. 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.
6. Brochure, specification sheets, manual or any other official documents coming from the manufacturer showing the complete technical specifications of the offered product.
7. Print-out of the manufacturer's homepage website showing the URL (web address).
8. Certification from the following, whichever is available:
 - Bureau of Product Standards (PS)
 - Underwriters Laboratories (UL)
 - Canadian Standards Association (CSA)
 - ETL Testing Laboratories (ETL)
 - Air-conditioning, Heating and Refrigeration Institute (AHRI)
 - Conformance European (CE)
 - ISO 9001 Certification
9. 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.

<p>Non-submission of the above mentioned documents may result in bidder's post-disqualification.</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 air-conditioning units.</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.

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. **Section VII – Revised 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 to prove that the offered brand of Air-conditioning Unit (ACU) has been in the Philippine market for at least ten (10) years prior to the deadline of submission of bids.
13. **List of at least five different (5) large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices) with addresses, contact persons and telephone numbers including Certificates of Satisfactory Performance issued by the said clients using the brand being offered by the prospective ACU contractor (with minimum of 4 units installed).**
14. List of at least three (3) highly-trained technicians (regular employees) with their respective bio-data and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by TESDA.
15. **List of 24/7 Customer Contact Center and at least two (2) service centers (with complete addresses and contact numbers), in the following:**
 - ✓ **NCR – 1**
 - ✓ **Northern Luzon – 1**
16. 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.
17. Brochure, specification sheets, manual or any other official documents coming from the manufacturer showing the complete technical specifications of the offered product.
18. Print-out of the manufacturer's homepage website showing the URL (web address).
19. Certification from the following, whichever is available:
 - Bureau of Product Standards (PS)
 - Underwriters Laboratories (UL)
 - Canadian Standards Association (CSA)
 - ETL Testing Laboratories (ETL)
 - Air-conditioning, Heating and Refrigeration Institute (AHRI)
 - Conformance European (CE)
 - ISO 9001 Certification

20. 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.
- **Post-Qualification Documents – (Non-submission of the following documents may result in bidder's post-disqualification):**
 21. 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.
 22. Latest Income Tax Return filed manually or through EFPS.

Second Envelope – Financial Component

- **The Second Envelope shall contain the following:**
 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)
 2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)
 3. Detailed breakdown of cost (Annexes B-1 and B-2)

TERMS OF REFERENCE

I. Name and Description of the Project:

One (1) lot Supply, Delivery, Installation, Testing and Commissioning of Variable Refrigerant Flow (VRF) Air-Conditioning units including drain pipes, isolation switch/breaker for each indoor unit and its standard accessories for LANDBANK Urdaneta Office Building including dismantling of existing units at old site.

Ground Floor				
Indoor Units				
Capacity	Type	Phase	Unit/s	Location
3.0 TR (36,000 BTU/Hr)	Circular Ceiling Cassette, or approved equivalent	1	9	Lobby, Back working Area, Operations/Admin
2.0 TR (24,000 BTU/Hr)	Circular Ceiling Cassette, or approved equivalent	1	9	Lobby, Manager's Area, Back working Area, PCO Marketing TA, Group Head's Area
2.0 TR (20,000 BTU/Hr)	Wall Mounted	1	1	Group Head Office
Outdoor Units				
60 HP Combination 3 sets of 20 HP (190,000 BTU/Hr)	Inverter (Master & Slave)	3	1	Rear Portion of the Building
Accessories				
Centralized Controller (Touch Screen or approved equivalent)			1	EA Area (see Layout)
Remote Control	Wireless		19	
Second Floor				
Indoor Units				
3.0 TR (36,000 BTU/Hr)	Circular Ceiling Cassette, or approved equivalent	1	13	Accounting Center, Area Legal Unit, COA, Lending Center& PV-CID
2.0 TR (24,000 BTU/Hr)	Circular Ceiling Cassette, or approved equivalent	1	2	Multipurpose Meeting Room
Outdoor Units				
54 HP Combination 3 sets of 18 HP (171,000 BTU/Hr)	Inverter (Master & Slave)	3	1	Rear Portion of the Building
Accessories				
Remote Control	Wireless		15	
Third Floor				
Indoor Units				
3.0 TR (36,000 BTU/Hr)	Circular Ceiling Cassette, or approved equivalent	1	18	For Future Expansion

I. Technical and Other Specifications/Requirements:**1. Indoor Units****Fan Coil Unit (FCU) 3 TR (Circular Ceiling Cassette, or approved equivalent)**

Particulars		Unit	LANDBANK Technical Specification
Type			Circular Ceiling Cassette, or approved equivalent
Cooling Capacity	BTU/hr		36,000 min
Voltage Hz	V Hz		208 - 230 60
Phase			1
Fan Type			Turbo Fan
Air Flow Rate(M)	CMM		19 min
Temperature Control			Microprocessor, Thermostat
Sound Level	dB		43 max
Dimensions (WxHxD)	mm		Panel: 1070 x 85 x 1083 max Body: 950 x 370 x 950 max
Weight	Kg		31 max
Warranty (Parts & Services)	year/s		1

Fan Coil Unit (FCU) 2 TR (Circular Ceiling Cassette, or approved equivalent)

Particulars		Unit	LANDBANK Technical Specification
Type			Circular Ceiling Cassette, or approved equivalent
Cooling Capacity	BTU/hr		24,000 min
Voltage Hz	V Hz		208 - 230 60
Phase			1
Fan Type			Turbo Fan
Air Flow Rate(M)	CMM		15 min
Temperature Control			Microprocessor, Thermostat
Sound Level	dB		36 max
Dimensions (WxHxD)	mm		Panel: 1070 x 85 x 1083 max Body: 950 x 300 x 950 max
Weight	Kg		30 max
Warranty (Parts & Services)	year/s		1

Fan Coil Unit (FCU) 2 TR (Wall Mounted)

Particulars		Unit	LANDBANK Technical Specification
Type			Wall Mounted
Cooling Capacity	BTU/hr		20,000 min
Voltage Hz	V Hz		208 - 230 60
Phase			1
Air Flow Rate(M)	CMM		10.8 min
Temperature Control			Microprocessor, Thermostat
Sound Level	dB		53 max
Warranty (Parts & Services)	year/s		1

2. Outdoor Units

ACCU (Air Cooled Condensing Unit)

Particulars	Unit	LANDBANK Technical Specification
Rating	HP	20
Cooling Capacity	BTU/hr	190,000 min
Voltage Hz	V Hz	208 - 230 60
Phase		3
Compressor Type		Rotary/ Scroll
Condenser Fan Type		Flare Type/ Propeller Fan Type
Drive		DC Inverter
Air Flow	m ³ /min or CMM	260 min
Refrigerant		R-410A
EER	BTU/W-Hr	14 min
Sound Level/Pressure	dB	65 max
Weight (kg)	Kg	320 max
Dimensions(WxHxD)	mm	1300 x 1700 x 800, max
Warranty:		
Parts & Services	year/s	1
Compressor	year/s	5

ACCU (Air Cooled Condensing Unit)

Particulars	Unit	LANDBANK Technical Specification
Rating	HP	18
Cooling Capacity	BTU/hr	171,000 min
Voltage Hz	V Hz	208 - 230 60
Phase		3
Compressor Type		Rotary/ Scroll
Condenser Fan Type		Flare Type/ Propeller Fan Type
Drive		Inverter
Air Flow	m ³ /min or CMM	230 min
Refrigerant		R-410A
EER	BTU/W-Hr	16 min
Sound Level/Pressure	dB	65 max
Weight (kg)	Kg	300 max
Dimensions(WxHxD)	mm	1300 x 1700 x 800, max
Warranty:		
Parts & Services	year/s	1
Compressor	year/s	5

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ACCU (Air Cooled Condensing Unit)

Particulars	Unit	LANDBANK Technical Specification
Rating	HP	16
Cooling Capacity	BTU/hr	153,500 min
Voltage Hz	V Hz	208 - 230 60
Phase		3
Compressor Type		Rotary/ Scroll
Condenser Fan Type		Flare Type/ Propeller Fan Type
Drive		Inverter
Air Flow	m ³ /min or CMM	220 min
Refrigerant		R-410A
EER	BTU/W-Hr	14 min
Sound Level/Pressure	dB	63 max
Weight (kg)	Kg	300 max
Dimensions(WxHxD)	mm	1300 x 1700 x 800, max
Warranty		
Parts & Workmanship	year/s	1
Compressor	year/s	5

ACCU (Air Cooled Condensing Unit)

Particulars	Unit	LANDBANK Technical Specification
Rating	HP	14
Cooling Capacity	BTU/hr	136,000 min
Voltage Hz	V Hz	208 - 230 60
Phase		3
Compressor Type		Rotary/ Scroll
Condenser Fan Type		Flare Type/ Propeller Fan Type
Drive		Inverter
Air Flow	m ³ /min or CMM	230 min
Refrigerant		R-410A
EER	BTU/W-Hr	14 min
Sound Level/Pressure	dB	61 max
Weight (kg)	Kg	300 max
Dimensions(WxHxD)	mm	1300 x 1700 x 800, max
Warranty:		
Parts & Services	year/s	1
Compressor	year/s	5

ANNEX A

II. General Notes

1. Piping, Electrical and Accessories

- a. Refrigerant piping shall be copper or copper tubing Type L, Annealed dehydrated and sealed conforming to ASTM B280. Soft temper shall be used where bending is required and where flare joints are used. Fittings shall be forged or wrought copper with brazed joints as per ANSI B16.22 requirements;
- b. Pipes shall be anchored, plumbed and parallel to the building's vertical and horizontal lines. Pipe hangers and supports shall be of the type as specified. Pipe sleeves thru walls and wall penetrations, roofs and floors shall be provided by the supplier/installer. The gap between the pipe and the pipe sleeves must be provided with water proofing and sealant;
- c. All piping shall be leak tested with pressure of at least 1.5 times the designed working pressure;
- d. Refrigerant suction line shall be insulated with pre-molded elastomeric rubber insulation 15 mm thick for 3.0 TR and below, and 25 mm thick for 5.0 TR up to 10 TR. Insulation installed outdoor shall be provided with weatherproof coating;
- e. Without additional cost to the bank, the supplier/installer shall supply and install the following components/parts if not included in the unit's standard accessories (for split-type units with capacities of 2.0 TR and above)
 - Liquid Line Filter Drier, Flare-type
 - Magnetic Contactor with External Thermal Overload
 - On-Delay Timer
 - Plug-in type High and Low Pressure Switches
- f. Provide NEMA type, UL listed bolt-on circuit breakers for FCU and ACCU
- g. Use EMT for electrical pipes and stranded THHN wires for feeder lines;
- h. Use color blue, schedule 40 PVC pipe for drain lines using the appropriate size recommended by the manufacturer, but not less than $\frac{3}{4}$ inches in diameter.

2. Other requirements:

- a. Prospective bidders/contractors are encouraged to inspect, verify and assess the existing condition, location and details of the project;
- b. All equipment, units and parts/components to be supplied shall be brand new, clean and approved products of reputable manufacturers;
- c. All works shall conform to the provisions (latest edition) of the Philippine Mechanical, Electrical and Building Codes, the Clean Air Act, Environmental Laws and other applicable laws and regulations;
- d. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning ACU contractor is required to use appropriate equipment, hand tools and personal protective gears and equipment (gloves, rubber boots, masks, etc.) during the installation, repair or maintenance activities;
- e. All equipment shall be installed in approximate location as shown in the mechanical plans;
- f. Any proposed change or deviation from the original mechanical plans or specifications either initiated by the ACU contractor, the end-user or due to

- actual site condition, must be submitted to LBP-PMED in the form of shop drawing for approval prior to implementation;
- g. The winning ACU contractor should coordinate his works closely with the works of other trades concerned;
 - h. Installation works shall be done in neat workmanship and like manners. All improperly set works, rough finishes or other works not in accordance with the approved plans and specifications as determined by the LBP-PMED engineer or technical representatives shall be removed and replaced within seven (7) calendar days by the ACU contractor at no extra cost;
 - i. No existing/old materials shall be re-used; e.g., circuit breakers, electrical and mechanical controls, materials and components, refrigerant pipes, fittings, insulations, etc., unless otherwise specified in the scope of works or technical specifications;
 - j. The ACU contractor shall provide all the necessary components or accessories, e.g., brackets, pedestals, clamps, fasteners, air deflectors, etc., to ensure the safe, normal and efficient operation of the installed ACUs;
 - k. The ACU contractor shall supply and install condensate drain pipes and its related accessories including fittings, insulation valves, hangers, support and the proper disposition of the condensate. Necessary chipping on walls and floors shall be implemented to sustain the proper flow of condensate water.
 - l. The ACU contractor shall properly account and turn-over all dismantled/replaced materials to the branch head or its authorized representative/s;
 - m. The ACU contractor shall exercise extreme caution and be responsible in the delivery, safe hauling/transfer of supplies, tools, equipment and/or chemicals to prevent damage to bank properties and employees. The corresponding cost to repair or replace the bank equipment, facilities or including part and components damaged or lost by the ACU contractor or its workers during the course of the project shall be deductible/chargeable to the ACU contractor;
 - n. The ACU Contractor shall restore works on all affected area to provide proper aesthetic view of the completed project. It includes rectification of ceiling opening affected by installation of air-conditioning units, retouching of affected and/or damaged areas and other miscellaneous works such as block-outs, foundations, etc. as required in the specifications;
 - o. The ACU contractor shall be liable for any harm, damage or injury that may be sustained or suffered by its own crew/workers while in the performance of their duties/job under this project;
 - p. The ACU contractor shall be held directly responsible for any injury to person and/or damage to bank's property arising from the act, whether partial, contributory, or due entirely to the fault, negligence and/or dishonesty of the contractor's personnel in the course of their duties;
 - q. The ACU contractor shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;
 - r. The ACU contractor is required to submit the names of its worker/s who will conduct or inspect the installation. As maybe required, identification cards shall be presented;
 - s. The ACU contractor or its foreman/engineer shall coordinate with the Branch Head or its authorized representative to discuss the necessary preparations and work activities prior to implementation of this project;

- t. The ACU contractor shall strictly observe the Bank's existing rules and regulations and shall be subject to the latter's standard security policies and procedures while its premises;
- u. Payment of construction bond (if applicable) shall be charged on the account of the ACU contractor;
- v. Should the ACU contractor fails to provide the required warranty servicing within the warranty period per submitted schedule of activities, the ACU contractor agrees, without invalidating the provisions of the warranty that the Bank may opt to contract the services of another ACU contractor/installer for the servicing of the equipment and components. The corresponding cost that will be incurred for the servicing shall be deducted from the ACU contractor's retention money;
- w. Included in the bids or tender and warranty are the cost of consumables, basic replacement of parts, servicing and other incidental expenses of the ACU contractor or its authorized representatives, such as traveling expenses, lodging, food, etc.

III. Qualification and Documentary Requirements:

Qualification Requirement	Documentary Requirement
1. The quoted brand of prospective ACU contractor shall be in the Philippine market for a minimum of ten (10) years.	Copy of Purchase orders, contracts or other related documents to prove that the offered brand of ACU has been in the Philippine market for at least ten (10) years prior to deadline for the submission of bid.
2. The ACU contractor shall provide Satisfactory Service to its customers.	<ul style="list-style-type: none"> a. List of at least five different (5) 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 using the brand being offered by the prospective ACU contractor (with minimum of 4 units installed); 2 for VRF and 3 for split-type inverter ACUs. b. Latest Certificate of Satisfactory Performance issued by the Head of PMED, if the bidder has existing or completed contracts with LANDBANK.
3. The ACU contractor shall have highly trained technicians who are its regular employees.	List of at least 3 highly trained technicians (regular employees) with their respective bio-data and National Certificate II (NC II) for Refrigeration and Airconditioning Servicing issued by TESDA.
4. The quoted brand should have a nationwide network of service centers with 24/7 Customer Contact Center.	<p>List of 24/7 Customer Contact Center, and at least two (2) service centers (with complete addresses and contact numbers), located in the following:</p> <ul style="list-style-type: none"> a. NCR - 1 b. Northern Luzon - 1

5. The ACU contractor must be an authorized distributor of the offered product.	Manufacturer's Authorization or Back-to-Back Certification to prove that the bidder is an authorized seller/ distributor of the offered product and/or other supporting documents to satisfy the said requirements.
6. The offered product must have brochures showing the product complete specifications.	Brochures, Specs sheet, Manual or other equivalent documents indicating the complete specifications of the offered product/s (colored computer print-out shall not be allowed).
7. The specifications of the offered product shall be verifiable from the website of the manufacturer or brand owner.	Print-out of the Homepage of manufacturer's /brand owner's website showing the URL (web address).
8. The offered product or its manufacturer must be authorized and certified by the approving/governing body.	Bureau of Product Standards (PS), Underwriters Laboratories (UL), Canadian Standards Association (CSA), ETL Testing Laboratories (ETL); Air-conditioning, Heating, and Refrigeration Institute (AHRI); Conformance European (CE) or ISO 9001 certifications, whichever is available.

IV. Billing Requirements

Document	Description	Due Date of Submission
1. Start Up Data Sheet (Annex B)	Duly accomplished form showing the electrical and mechanical parameters of the air-conditioning unit/s.	Upon Completion
2. As-built plans (signed and sealed by PME) – 2 sets	Submission of complete Mechanical As-Built Plan.	Upon Completion
3. Schedule of Maintenance/Monitoring Activities	Schedule for preventive maintenance.	Upon Completion
4. Warranty Certificate	Warranty Certificate with inclusive date.	Upon Completion
5. Guarantee Certificate	Certificate that the spare parts and components including the aftersales services/supports that may be required by the bank to ensure the continuous and normal operation of the equipment shall be available in the next five (5) years from the date of commissioning.	Upon Completion
6. Manuals	Operation and Preventive Maintenance Manual.	Upon Completion
7. Pictures	Pictures showing angles on the left, front and right.	Upon Completion
8. Certificate of Training	Certificate that the Contractor conducted the familiarization seminar/training to orient the end-user on the basic concept, functions and operation of the equipment installed.	
9. Warranty		
a. Workmanship and Unit	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-	


b. Compressor	<p>over and acceptance documents.</p> <p>Five (5) years warranty against factory/manufacturing defects on equipment, components and parts supplied 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>
10. Maintenance	<p>The ACU contractor shall provide the standard warranty servicing for all installed equipment and its components (checking and general cleaning of the unit at least three times within the warranty period). The schedule of said activities and the names of authorized representatives shall be submitted to the Branch Head or its authorized representative prior to servicing</p>


V. Payment Terms:

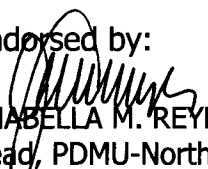
1. Request for payment shall be processed after the final turn-over and acceptance of the project and upon submission of complete billing documents required by the Bank's Procurement Department.
2. Partial payment may be allowed upon request of the supplier stating justifiable reason/s subject to evaluation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

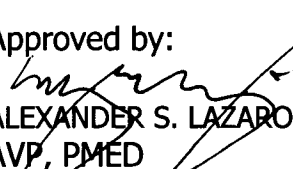
Schedule of Partial Payments:

	Documentary Requirement
1. 90% of Payment	<ol style="list-style-type: none"> a. Completion of Supply, Delivery, Installation and Commissioning of Unit. b. Start-up Data Sheet c. Schedule of Maintenance d. Warranty Certificate e. Guarantee Certificate f. Manuals
2. Remaining 10% of Payments	Complete Mechanical As-Built Plan

Prepared by:

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 Team Leader, NCRBG

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 Head, PDMU-North

Approved by:

 ALEXANDER S. LAZARO
 AVP, PMED

**LANDBANK OF THE PHILIPPINES**

PROJECT MANAGEMENT AND ENGINEERING DEPARTMENT

ANNEX B

NAME OF THE BRANCH :
 LOCATION :
 DATE :

P.O. NO. _____
 DELIVERY RECEIPT (D.R.) NO. _____

A. SUPPLIER'S DATA:

Name of Supplier: _____
 Address: _____
 Contact Person: _____ Tel.No.: _____

B. INSTALLATION DATA:

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

C. OPERATING DATA:

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

D. ELECTRICAL PARAMETERS:

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

E. OTHER INSTALLATION DATA

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

Technician's Signature over Printed Name: _____