



**LANDBANK**

**BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20181107-01**

**PROJECT** : **One (1) Lot General Cleaning of Air Duct Conveyance System and Assessment of the Performance of Air Handling Units (AHUs) installed at LANDBANK Plaza Building, Malate, Manila**

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


**DATE** : **January 10, 2019**

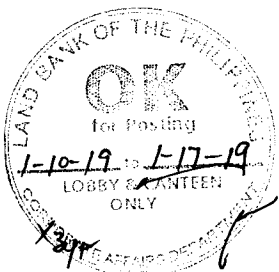
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This Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) ITB Clause 5.4 of the Bid Data Sheet (BDS), Terms of Reference (Annex A), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.h, 3.i and 6) have been revised. Please see attached revised Annexes A-1 to A-4 and the 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 **January 17, 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



**Land Bank of the Philippines**

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## Bid Data Sheet

| ITB Clause |   |
|------------|---|
| 1.1        | The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).  |
| 1.2        | The lot and reference is:<br><br>One (1) Lot General Cleaning of Air Duct Conveyance System and Assessment of the Performance of Air Handling Units (AHUs) installed at LANDBANK Plaza Building, Malate, Manila<br><br>LBP-HOBAC-ITB-GS-20181107-01   |
| 2          | The Funding Source is:<br><br>The Government of the Philippines (GOP) through the LANDBANK Corporate Budget for the contract approved by the Board of Directors for 2018 in the amount of Eight Million Seven Hundred Twenty Five Thousand Pesos Only (Php8,725,000.00).<br><br>Project: One (1) Lot General Cleaning of Air Duct Conveyance System and Assessment of the Performance of Air Handling Units (AHUs) installed at LANDBANK Plaza Building, Malate, Manila   |
| 3.1        | No further instructions.  |
| 5.1        | No further instructions.  |
| 5.2        | Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184.  |
| 5.4        | <b>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1.3 of the IRR of RA 9184 will likely result to failure of bidding, the Bidders should comply with the following requirements:</b><br><br><ul style="list-style-type: none"> <li>a) <b>Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; and</b></li> <li>b) <b>The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.</b></li> </ul> <p>For this purpose, similar contracts shall refer to contracts involving cleaning of air duct conveyance system.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.</li> </ul> |

# Specifications

|   |   |
|---|---|
| <p><b>Specifications</b></p>  | <p><b>Statement of Compliance</b><br/> <b>Bidders must state below either</b><br/> <b>“Comply” or “Not Comply” against each</b><br/> <b>of the individual parameters of each</b><br/> <b>specification.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p> |
| <p>One (1) Lot General Cleaning of Air Duct Conveyance System and Assessment of the Performance of Air Handling Units (AHUs) installed at LANDBANK Plaza Building, Malate, Manila</p>   | <p><b>Please state here either</b><br/> <b>“Comply” or “Not Comply”</b></p>   |
| <p><b>Scope of works and other requirements per attached Revised Terms of Reference (Annexes A-1 to A-9).</b><br/>                 The following documents shall be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> <li>a) <b>Copy of Purchase Orders or contracts for at least five (5) completed projects.</b></li> <li>b) <b>Certificate of Satisfactory Performance (CSPs) from at least five (5) clients with whom the bidder has completed contracts, including LANDBANK*; two (2) of these certificates must be issued not earlier than January 2016. Contact details, i.e. persons, addresses and telephone numbers, must also be provided.</b></li> </ul> <p><b>*Note: Latest Certificate of Satisfactory Performance/ No Pending Project issued by the Head of LANDBANK - Facilities Management Department not earlier than thirty (30) calendar days prior to the date of submission of bids, if the bidder has existing or completed contracts with LANDBANK.</b></p> |   |

**Conforme:**

\_\_\_\_\_

Name of Bidder

\_\_\_\_\_

Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_

Position

## Checklist of Bidding Documents for Procurement of Goods and Services

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

**The Technical Component (First Envelope) shall contain the following:**

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form – Form No. 7).
2. Duly notarized Omnibus Sworn Statement (sample form – Form No.6).
3. Eligibility requirements.
  - **Legal Document**
    - 3.a. PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or
    - 3.b. Class "A" eligibility documents as follows:
      - 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 permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
      - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
  - **Technical / Financial Documents**
    - 3.c. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). The duly signed form shall still be submitted even if the bidder has no on-going contract.
    - 3.d. Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 4).
    - 3.e. 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

the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

**3.h. Copy of Purchase Orders or contracts for at least five (5) completed projects.**

**3.i Certificate of Satisfactory Performance (CSPs) from at least five (5) clients with whom the bidder has completed contracts, including LANDBANK\*; two (2) of these certificates must be issued not earlier than January 2016. Contact details, i.e. persons, addresses and telephone numbers, must also be provided.**

**\*Note: Latest Certificate of Satisfactory Performance/No Pending Project issued by the Head of LANDBANK - Facilities Management Department not earlier than thirty (30) calendar days prior to the date of submission of bids, if the bidder has existing or completed contracts with LANDBANK.**

4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
5. Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.
6. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
7. Post-Qualification Documents – (Non-submission of these documents during the bid opening shall not be a ground for the disqualification of the bidder).
  - 7.a. Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through the BIR EFPS; and
  - 7.b. Income Tax Return for 2017 filed manually or through the BIR EFPS.

**The Financial Component (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).

# REVISED TERMS OF REFERENCE

## **I. Project Description:**

One (1) lot supply of labor, tools, equipment, consumables and technical expertise for the general cleaning of air duct conveyance system and assessment of supply and return cold air/Air Balancing from Air Handling Units (AHUs) installed at LANDBANK Plaza Building.

## **II. Objectives:**

1. To improve the overall performance of the Centralized Air-conditioning System of LANDBANK Plaza building.
2. To eliminate/decrease indoor air pollutants.

## **III. Project Details:**

### III.1 Scope of the Project:

1. Area of Coverage - Centralize Air-Conditioning System covering the following floor levels of LANDBANK Plaza:
  - Ground to 3<sup>rd</sup> Floors
  - 10<sup>th</sup> to 34<sup>th</sup> Floors
2. Mobilization of manpower including tools, materials and equipment.
3. Conduct general ocular inspection and assessment of the entire exterior of air duct system and interior inspection using remote controlled robotic video camera.
4. Take pictures and video recording for documentation of before and after conditions of air duct conveyance system.
5. General cleaning of centralized air-conditioning and air duct conveyance system including AHU blowers, interior and exterior ducts, diffusers, volume dumpers, hangers and supports, bolts and nuts, etc.
6. **Disinfection process using an induction charged electrostatic disinfection equipment or equivalent and or approved by National Air Duct Cleaners Association (NADCA) to ensure efficiency in coverage and lessen chemical dispersal particular on air duct.**
7. Determine dead air space and Air Flow Efficiency of all floor levels using air-measurement equipment/apparatus.
8. Preparation/Updating of Air Duct Conveyance System Plan (all floors) to show the location of supply and return of cold air.
9. Provision of materials, tools and equipment, including consumables:
  - a. Coil Jet
  - b. Filtered Vacuum
  - c. Duct Vacuum
  - d. Dryer Vent Cleaner
  - e. Video Inspection Equipment
  - f. Compressed Air Cleaning Tools
  - g. Air Compressors
  - h. HVAC fan and brush cleaning machine

- i. Hoses, Connectors , Flanges
- j. Ladders
- k. Scaffolding
- l. Induction charged electrostatic
- m. Balometer

*Consumables :*

- a. cleaning agents
- b. 3 SMS duct tape – 4" Width Cloth Type, color gray
- b. rags / mops
- c. soap / chemical/s
- d. squeegees
- e. pails

III.2. Contract Period:

Two Hundred Eighty (280) Calendar Days to commence upon receipt of Notice to Proceed.

III.3 Submittals:

| Item                                   | Description   | Submission Date  |
|--|---|--|
| Gantt Chart                            | Schedule of Maintenance Cleaning /Monitoring Activities with corresponding duration.                                      | Upon Submission of bid proposal                        |
| Work methodology                       | Descriptive methods to be conducted/applied for each activity.  | Upon Submission of bid proposal                        |
| Materials Safety Data Sheet (MSDS)     | MSDS for the chemicals to be used as cleaning agents.   | Upon Submission of bid proposal                        |
| Job Completion Report / Service Report | Detailed assessment and completion report for all activities (cleaning of air conveyance, air flow efficiencies, etc.)    | Within four (4) days upon completion of every activity |
| Video and Picture                      | Detailed video clips (in USB) and photographic documentation of the activities  | Within four (4) days upon completion of every activity |
| Layout Plan                            | Updated air duct conveyance system plan showing location of supply and return cold air per floor in AutoCAD drawing file. | Within four (4) days upon completion of the project.   |

III.4 Estimated cost of the project:

Eight Million Seven Hundred Twenty Five Pesos (8,725,000.00)

**IV. Supplier Qualification Requirements:**

| Qualification  | Documentary Requirement/s   |
|--|---|
| <ul style="list-style-type: none"> <li>• Must be a duly licensed/registered company with a minimum of Three (3) years-experience in the</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Copy of Purchase Orders or contracts for at least five (5) completed projects.</b></li> </ul> |

|  |  |
|--|--|
| <p>servicing/cleaning of HVAC Air duct conveyance system and air flow efficiency measurement/air balancing for high rise building</p>  | <ul style="list-style-type: none"> <li>• <b>Certificate of Satisfactory Performance (CSPs) from at least five (5) clients with whom the bidder has completed contracts, including LANDBANK*; two (2) of these certificates must be issued not earlier than January 2016. Contact details, i.e. persons, addresses and telephone numbers, must also be provided.</b></li> </ul> |
| <ul style="list-style-type: none"> <li>• Must have completed and satisfactorily rated by at least three (3) previous clients involving in the servicing of HVAC Air duct conveyance cleaning and air balancing for high rise building</li> </ul> | <p><b>*Note: Latest Certificate of Satisfactory Performance/No Pending Project issued by the Head of LANDBANK - Facilities Management Department not earlier than thirty (30) calendar days prior to the date of submission of bids, if the bidder has existing or completed contracts with LANDBANK.</b></p>  |

**V. Manner of Payment:**

1. One-time payment payable upon full completion of the project
2. Payment shall be subject to LANDBANK's standard accounting and auditing rules and regulations.

**VI. Other Terms and Conditions:**

1. Prior to the bidding proper, interested contractors must conduct inspection, verification, and overall project assessment. A corresponding Certificate of Inspection (CI) shall be issued by the LANDBANK - Facilities Management Department (FMD) which shall form part of the bidding requirements/submittals. Non-inspection/submission of CI will result to outright disqualification of the bid.

2. The winning contractor/supplier/service provider shall :

- a. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization. Tentative work schedule is as follows:

Mondays to Fridays : 5:00 PM to 3 AM  
Saturdays and Sundays : 7:00 AM – 12 :00 MN

\* Subject to change/adjustment provided no disruption in the operation of the Bank

- b. Deploy competent technicians/workers with vast experience and expertise in the entire undertaking and implementation of the project.
- c. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project in compliance with the Bank's Environmental Management System (EMS) Program in accordance with ISO 14001 standards.
- d. The chemicals to be used for the cleaning of exterior and interior air ducts must be non-toxic as indicated in the product's Materials Safety Data Sheet (MSDS) and authorized/certified by the Bureau of Food And Drugs (BFAD).
- e. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any other person in the implementation of the project and to any damage to the Bank's property arising



## **CLASS D**

- f. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).
- g. Be bounded by and shall strictly observe the Bank's existing rules and regulations with regards to the standard security policies and procedures while in the premises.

### **VII. Contacts Persons:**

For further information, you may get in touch with any of the undersigned at Tel Nos. (02) 551-2200 and 405-7360

**ENRICO V. DEL ROSARIO**

Engineer II / EMT

**RECTO I. VITUG**

Division Chief, EMT

**RAMIL P. REMILLANO**

Acting Head, FMD