



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20200114-01

PROJECT : **Supply and Delivery of 300 Sets 2.0 KVA Uninterruptible Power Supply for LANDBANK Offsite ATMs**

IMPLEMENTOR : **Procurement Department**

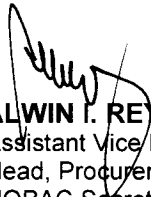
DATE : **February 7, 2020**

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), GCC Clause 10.3 of the Special Conditions of Contract (SCC), Section VII (Specifications) and the Checklist of the Bidding Documents (Item Nos. 8 & 14 of the Eligibility and Technical Documents) have been revised. Please see attached revised Annexes A-1 to A-4 and specified sections of the Bidding Documents.

Bidder's Queries/Clarifications	LANDBANK Responses
2) A prospective bidder clarified on the required "back-up time" of the UPS.	The back-up time required in the technical specification is "7 mins. at full load, minimum". However, ATM load will be considered using resistive load (e.g. bulbs or load banks) and compliance of the offered UPS will be determined during actual testing.


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

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 Eight Million Four Hundred Thousand Pesos Only (P8,400,000.00).
1.1(k)	The Project Site is indicated in Section VI, Schedule of Requirements
2.1	No further instructions.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p style="padding-left: 40px;">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</p> <p>The Supplier's address for Notices is:</p> <p>_____</p>
6.2	The additional requirements for the completion of this contract are in the Terms of Reference.
10.3	<p>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.</p> <p>The following documentary requirements for payment shall be submitted:</p> <ul style="list-style-type: none"> • Sales Invoice/Billing Statement/Statement of Account • Delivery Receipt with signature and printed name of LANDBANK employee who received the delivery and actual date of receipt of items.

	<ul style="list-style-type: none"> • Warranty Certificate specifying the period covered by warranty.
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	No further instructions.
17.3	<p>Workmanship and Unit</p> <ul style="list-style-type: none"> ▪ Three (3) years warranty against factory/manufacturing defects on equipment, components and parts supplied and against faulty workmanship to commence upon final turn-over and acceptance documents. <p>Battery</p> <ul style="list-style-type: none"> ▪ Two (2) years warranty against factory/manufacturing defects on equipment, components and parts supplied to commence upon final turn-over and acceptance documents. <p>The supplier shall post a warranty security in the form of either retention money in an amount equivalent to at least three percent (3%) of every progress payment, or a special bank guarantee equivalent to at least three percent (3%) of the total Contract Price.</p> <p>The warranty security fee shall be released after one (1) year from the 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

Specification	Statement of Compliance
<p>Supply and Delivery of 300 Sets 2.0 KVA Uninterruptible Power Supply for LANDBANK Offsite ATMs</p> <p>Minimum specifications and other requirements per attached Revised Terms of Reference per Annexes A-1 to A-4.</p> <p>A. Qualifications</p> <p>The bidder must:</p> <ul style="list-style-type: none"> ✓ have more than 3 years of experience in the sales, repair and support of UPS. ✓ provide satisfactory service to its customers. ✓ have the following mandatory requirements: 	<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>

- a. In-house electrical and mechanical shop;
- b. In-house load bank (from 1kw to 20 kw);
- c. 24 hours service crew for emergency repair
 - ✓ have a nationwide network of at least three (3) service centers with 24/7 Customer Contact Center.
 - ✓ be an authorized distributor of the offered product.
 - ✓ have brochures and demo unit matching the complete specifications of LANDBANK.

For current and past suppliers of systems furniture for LANDBANK, they must have satisfactory performance in their dealings with LANDBANK for the past twelve (12) months (reckoned from the date of issuance of the Certificate of Satisfactory Performance).

B. Documentary Requirements

The following documents shall be submitted inside the First Envelope:

1. Copy of Purchase Orders, Contracts or other related documents to prove that the offered brand of UPS has been in the Philippine market for at least three (3) years prior to deadline of submission of bids.
2. List of at least two (2) large institutional clients (e.g. fast foods, BPO's, hospitals, funeral parlor and government offices), one of which is a Bank with addresses, contact persons and telephone numbers including Certificate of Satisfactory Performance using the brand being offered by the prospective UPS contractor for five (5) years (with minimum of 10 units of 2 KVA supplied/installed onsite.)
3. Certificate of Satisfactory Performance 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 uninterruptible power supply for LANDBANK). The Certificate shall still be subject to verification during post-qualification bid.

Note: Certificate of Satisfactory Performance shall be requested from the Head of PMED at 24th Floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.

<p>4. Certification that the prospective UPS contractor has the following mandatory requirements:</p> <ul style="list-style-type: none">a. In-house electrical and mechanical shopb. In-house load bank (from 1 kw to 20 kw)c. 24 hours service crew for emergency repair <p>5. List of at least three (3) service centers in the key cities of the country with 24/7 Customer Contact Center (with complete addresses and contact numbers), viz;</p> <ul style="list-style-type: none">> NCR and Luzon - 1> Visayas - 1> Mindanao -1 <p>6. 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>7. Brochure or any other official documents coming from the manufacturer showing the specification of the offered product. Demo units will no longer be required for bidders whose offered brand/model had previously passed the post qualification process. However, if a different model or brand is being offered, a demo unit is required within three (3) calendar days upon advise from PMED during post qualification period.</p> <p>8. Print-out of the Homepage of manufacturer's website showing the URL (web address).</p> <p>9. Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.</p> <p>The winning bidder is required to affix a sticker/tag/label with company name and after-sales contact numbers or equivalent form of marking on the UPS.</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. **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 to prove that the offered brand of UPS has been in the Philippine market for at least three (3) years prior to deadline of submission of bids.
13. List of at least two (2) large institutional clients (e.g. fast foods, BPO's, hospitals, funeral parlor and government offices), one of which is a Bank with addresses, contact persons and telephone numbers including Certificate of Satisfactory Performance using the brand being offered by the prospective UPS contractor for five (5) years (with minimum of 10 units of 2 KVA supplied/installed onsite.)
14. Certificate of Satisfactory Performance 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 uninterruptible power supply for LANDBANK). The Certificate shall still be subject to verification during post-qualification bid.

Note: Certificate of Satisfactory Performance shall be requested from the Head of PMED at 24th Floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.

15. Certification that the prospective UPS contractor has the following mandatory requirement:
 - a. In-house electrical and mechanical shop
 - b. In-house load bank (from 1 kw to 20 kw)
 - c. 24 hours service crew for emergency repair
16. List of at least three (3) service centers in the key cities of the country with 24/7 Customer Contact Center (with complete addresses and contact numbers), viz;
 - > NCR and Luzon - 1
 - > Visayas - 1
 - > Mindanao - 1
17. 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.
18. Brochure or any other official documents coming from the manufacturer showing the specification of the offered product. Demo units will no longer be required for bidders whose had previously passed the post qualification process. However, if a different model or brand is being offered, a demo unit is required within three (3) calendar days upon advise from PMED during post qualification period.
19. Print-out of the Homepage of manufacturer's website showing the URL (web address).

20. 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]:**
 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. 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 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

A. Name and Description of the Project:

Bulk Purchase of the following Uninterruptible Power Supply (UPS):

- Three Hundred (300) units – 2.0KVA UPS

B. Objective of the Project:

1. To provide continuous Offsite ATM operations during power failure;
2. To protect various ATM units

C. Scope of the Project and Delivery Time/Completion:

1. Supply and delivery	• Supply and delivery of 300 units of 2.0 KVA UPS at LANDBANK Antipolo Warehouse	
2. Delivery Period	Sixty (60) calendar days upon receipt of Notice to Proceed (NTP) at LANDBANK Antipolo Warehouse	
3. Documentary Requirements		
Document	Description	Due Date of Submission
a. Warranty Certificate	Warranty Certificate with inclusive date	Upon Completion
b. Manuals	Operation and Preventive Maintenance Manual	Upon Completion
4. Warranty		
a. Workmanship and Unit	Three (3) 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.	
b. Battery	<p>Two (2) years warranty against factory/manufacturing defects on equipment, components and parts supplied to commence upon receipt of final turn-over and acceptance documents.</p> <ul style="list-style-type: none"> • All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the bank. • Within the warranty period, a service unit must be provided if the installed UPS will be pulled out for repair/check-up. 	

Revised Annex A-1

D. Technical and Other Requirements:

1. 2.0 KVA UPS

Topology		Online/Double Conversion
Input	DISPLAY	LCD Display
	CAPACITY	2000 VA / 1600 Watts
	VOLTAGE	220V/ 230 V
	VOLTAGE WINDOW	110 VAC to 270 VAC
	FREQUENCY	60 Hz
	FREQUENCY WINDOW	+ / - 5 Hz
Output	POWER FACTOR	0.80
	VOLTAGE (ON BATTERY)	220 V
	VOLTAGE REGULATION	+ / - 2 %
	TRANSFER TIME	0
Battery (Internal)	Battery Type	7.0 Ah, min
	Back-up time	7 mins at full load, min
	Recharge Time	8 hrs charge to 90%
Others	Centralized Network Monitoring Tool with SNMP READY only	
Protection	1. Fuse/ Breaker for Overload and Short Circuit Protection 2. UPS output cutoff immediately when SHORT CIRCUIT occurs 3. Over voltage protection 4. Under voltage protection 5. Surge / Spike protection	

2. Other Requirements:

- a. All works shall conform to the provisions (latest edition) of the Philippine Electrical Codes and other applicable laws and regulations;
- b. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning contractor/supplier are required to use appropriate equipment, hand tools and personal protective gears and equipment during the installation;
- c. The UPS contractor should coordinate his works closely with the works of other trades concerned;
- d. The UPS contractor shall exercise extreme caution and be responsible in the hauling/transfer of the equipment to prevent damage to the delivery site. The corresponding cost to repair or replace the office equipment, facilities including parts and components damaged or lost by the UPS contractor or its workers during the course of the project shall be deductible/chargeable to the UPS contractor;
- e. The UPS contractor shall be liable for any harm, damage or injury that may be sustained or suffered by its own crew/workers while in the performance of their duties/job under this project;
- f. The UPS contractor shall be held directly responsible for any injury to person and/or damage to Bank's property arising from the act, whether partial,

- contributory, or due entirely to the fault, negligence and/or dishonesty of the contractor's personnel in the course of their duties;
- g. LBP-PMED will conduct inspection and load testing of the UPS at the contractor's warehouse of the winning bidder prior to delivery at site;
 - h. Response time for all service calls (repair and/or maintenance works) shall be made by the UPS contractor within 24 hours **at the branch/field units** upon receipt of telephone report of the Branch Head or its authorized representative/s; For Field units and remote sites, the supplier shall give feedback to End-user thru email or telephone call;

E. Qualification and Documentary Requirements:


Qualification Requirement	Documentary Requirement
1. The quoted brand of prospective UPS contractor shall be in the Philippine market for a minimum of 3 years.	Copy of purchase orders, contracts or other related documents to prove that the offered brand of UPS has been in the Philippine market for at least three (3) years prior to deadline of submission of bids.
2. The UPS contractor shall provide Satisfactory Service to its customers	<p>a. List of at least two (2) large institutional clients, 1 of which is a Bank (e.g. fast foods, BPO's, hospitals, funeral parlor and government offices) with addresses, contact persons and telephone numbers including Certificate of Satisfactory Performance using the brand being offered by the prospective UPS contractor for 5 years (with minimum of 10 units of 2kVA supplied/installed onsite)</p> <p>b. For current and past suppliers of LANDBANK, Certificate of Satisfactory Performance/No Delayed Projects issued by the Head of Project Management and Engineering Department (PMED) not earlier than 30 Calendar days prior to the deadline of submission of bid</p>
3. The UPS contractor shall have the following mandatory requirement: <ol style="list-style-type: none"> a. In-house electrical and mechanical shop; b. In-house load bank (from 1kw to 20 kw); c. 24 hours' service crew for emergency repair 	Certification that the prospective UPS contractor has said requirements.
4. The quoted brand/model should have a Nationwide network of service centers with 24/7 Customer Contact Center	List of 24/7 Customer Contact Center and at least three (3) service centers in the key cities of the country (with complete addresses and contact numbers), viz: <ol style="list-style-type: none"> a. NCR and Luzon - 1 b. Visayas - 1 c. Mindanao - 1

5. The UPS contractor must be an authorized distributor of the offered product	Manufacturer's Authorization or Back-to-Back Certification
6. The offered product must have brochures and demo unit matching the complete specifications of LANDBANK	Brochure or any other official documents coming from the manufacturer showing the specification of the offered product. Demo units will no longer be required for bidders who had previously passed the post qualification. However, if a different model or brand is being offered, a Demo unit is required within 3 calendar days upon advise from PMED during post qualification period.
7. 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)
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), European Conformity (CE) or ISO certifications, whichever is available

F. Payment Terms:

1. Request for payment for every completed project/installation shall be entertained after the final turn-over and acceptance of the project and upon submission of complete billing documents required by the Procurement Department;
2. Partial payment is allowed based on completed project.


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