

Specifications

<p style="text-align: center;">Specification</p>	<p style="text-align: center;">Statement of Compliance</p> <p style="text-align: center;">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>One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of VRF Air-Conditioning Units at LANDBANK Sta. Cruz Office Building</p> <p>For current and past suppliers of air-conditioning units 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).</p> <p>A. Qualification Specifications</p> <ol style="list-style-type: none"> 1. The air-conditioning brand being offered must have been in the Philippine market for at least five (5) years and must be comparable to the type of air-conditioning units being procured by LANDBANK. 	<p style="text-align: center;">Please state here either “Comply” or “Not Comply”</p>

2. Supplier must:
 - ✓ be an authorized distributor of the product being offered
 - ✓ have satisfactory services to its customers
 - ✓ have highly trained technicians who are regular employees
3. The brand being offered must have:
 - ✓ 24/7 Customer Contact Center
 - ✓ brochures or other official documents showing the complete specifications
 - ✓ verifiable in the website of the manufacturer or brand owner
4. The product being offered or its manufacturer must be authorized and certified by 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

Scope of works, minimum specifications, floor plan lay-out and other requirements per attached Terms of Reference (Annexes A-1 to A-18).

B. Documentary Requirements

The following documents shall be included in the Technical Component PDF File:

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 five (5) years prior to the deadline of submission of bids.
2. List of at least five (5) large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices) with addresses, contact persons and contact details including Certificates of Satisfactory Performance for the brand being offered (with minimum of 4 units installed; two [2] for VRF and three [3]

for Split-Type Inverter ACUs).

3. List of at least three (3) highly-trained technicians (regular employees) with their respective curricula vitae, Certificate of Employment and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by Technical Education and Skills Development Authority (TESDA).
4. List of at least two (2) Service Centers within the Province of Laguna
5. Manufacturer's authorization or back-to-back certification as an authorized seller/distributor of the product being offered and/or other supporting documents to satisfy the said requirement.
6. Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered, including the technical specifications of the single unit of ACCUs being offered.
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. Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department (PMED) not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of air-conditioning units for LANDBANK). The Certificate shall still be subject to verification during the post-qualification of bid.

<p>Note: Certificate of Satisfactory Performance shall be requested in writing from Head of PMED at 24th Floor, LANDBANK Plaza Building with contact number 8-405-7362, at least five (5) working days prior to the submission of bid.</p> <p>Non-submission of the above mentioned documents may result in bidder's 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

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

PDF File - Eligibility and Technical Components

- **The contents of the First PDF File shall contain documents sequentially arranged as follows:**
 - **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 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).**
3. **Duly notarized Omnibus Sworn Statement (sample form - Form No.6)**
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 Air-conditioning Unit (ACU) has been in the Philippine market for at least five (5) years prior to the deadline of submission of bids.
13. List of at least five (5) large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices) with addresses, contact persons and contact details including Certificates of Satisfactory Performance for the brand being offered (with minimum of 4 units installed; two [2] for VRF and three [3] for Split-Type Inverter ACUs).
14. List of at least three (3) highly-trained technicians (regular employees) with their respective curricula vitae, Certificate of Employment and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by Technical Education and Skills Development Authority (TESDA).
15. List of at least two (2) Service Centers within the Province of Laguna.
16. Manufacturer's authorization or back-to-back certification as an authorized seller/distributor of the product being offered and/or other supporting documents to satisfy the said requirement.
17. Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered, including the technical specifications of the single unit of ACCUs being offered.
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. 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 air-conditioning units for LANDBANK).

- **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.2550Q) 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.

PDF File – Financial Component

- ***The Second PDF File shall contain documents sequentially arranged as follows:***
 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)