



SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20200825-01

PROJECT : **Passenger Elevator for LANDBANK Baguio Corporate Center**

IMPLEMENTOR : **Procurement Department**

DATE : **December 18, 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 prospective bidder/s who will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) Terms of Reference (Annex C), Specifications (Section VII), and Checklist of the Bidding Documents (Item No. 8 of the Eligibility and Technical Components) have been revised. Please see attached revised Annex C-1 to C-7 and specific sections of the Bidding Documents.
- 3) The deadline for the submission of electronic bids for the above project is re-scheduled on **January 8, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.


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

Specifications

Specification	Statement of Compliance
	<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 style="text-align: center;">Passenger Elevator for LANDBANK Baguio Corporate Center</p> <ol style="list-style-type: none"> 1. Technical specifications, scope of the project and other requirements per attached Terms of Reference - Revised Annexes C-1 to C-7. 2. For current and past suppliers of Passenger Elevator 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). 3. The following documents/requirements shall be included in the Eligibility and Technical Component PDF File: <ol style="list-style-type: none"> 3.1. Copy of Securities and Exchange Commission (SEC)/Department of Trade and Industry (DTI)/Cooperative 	<p>Please state here either “Comply” or “Not Comply”</p>

<p>Development Authority (CDA) Registration and Business Permit.</p> <p>3.2. Copy of purchase orders, contracts or other related documents to prove the supplier's experience and that the offered brand has been in the Philippine market for at least five (5) years.</p> <p>3.3. Copy of Philippine Contractor's Accreditation Board (PCAB) license.</p> <p>3.4. Certificates of Satisfactory Performance issued by at least five (5) major clients (e.g., office buildings, BPOs, hospitals, banks, and government offices) using LANDBANK Standard Format (Annex C-7).</p> <p>3.5. List of at least three (3) highly trained technicians (regular employees) with their respective Curriculum Vitae and Certificate of Employment.</p> <p>3.6. List of at least one (1) Service Center in Luzon.</p> <p>3.7. Manufacturer's Authorization or Back-to-Back Certification evidencing that the bidder is an authorized seller/distributor of the offered product and/or other equivalent documents.</p> <p>3.8. Brochure or any other official documents coming from the manufacturer showing the specifications of the offered product.</p> <p>3.9. Certification from a governing body [Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (EC), or ISO] on the offered product or its manufacturer, whichever is available.</p> <p>3.10. Certificate of Satisfactory Performance and No Delayed Project 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 Passenger Elevator for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.</p>	
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<p>Note: Certificate of Satisfactory Performance shall be requested in writing from Mr. Enrico DJ. Samaniego, Head of PMED at 24th floor, LANDBANK Plaza Building (Contact No.: 8405-7362), at least five (5) working days prior to the submission of bid.</p> <p>Non-submission of the above-mentioned documents/requirements may result in bidder's disqualification.</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.

Eligibility and Technical Components (PDF File)

- **The Eligibility and Technical Component 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 Securities and Exchange Commission (SEC)/Department of Trade and Industry (DTI)/Cooperative Development Authority (CDA) Registration and Business Permit.

13. Copy of purchase orders, contracts or other related documents to prove that the offered brand has been in the Philippine market for at least five (5) years
14. Copy of Philippine Contractor's Accreditation Board (PCAB) license.
15. Certificates of Satisfactory Performance issued by at least five (5) major clients (e.g., office buildings, BPOs, hospitals, banks, and government offices) using LANDBANK Standard Format (Annex C-7).
16. Certificate of Satisfactory Performance and No Delayed Project 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 Passenger Elevator for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.

Note: Certificate of Satisfactory Performance shall be requested in writing from Mr. Enrico DJ. Samaniego, Head of PMED at 24th floor, LANDBANK Plaza Building (Contact No.: 8405-7362), at least five (5) working days prior to the submission of bid.

17. List of at least three (3) highly trained technicians (regular employees) with their respective Curriculum Vitae and Certificate of Employment.
 18. List of at least one (1) Service Center in Luzon.
 19. Manufacturer's Authorization or Back-to-Back Certification evidencing that the bidder is an authorized seller/distributor of the offered product and/or other equivalent documents.
 20. Brochure or any other official documents coming from the manufacturer showing the specifications of the offered product.
 21. Certification from a governing body [Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (EC), or ISO] on the offered product or its manufacturer, 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]:**
22. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
 23. Latest Income Tax Return filed manually or through EFPS.

Financial Component (PDF File)

- **The Financial Component shall contain the 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).

TERMS OF REFERENCE
One (1) UNIT PASSENGER ELEVATOR FOR
LANDBANK BAGUIO CORPORATE CENTER

I. NAME AND DESCRIPTION OF THE PROJECT

Supply, Delivery, Installation, Testing and Commissioning of One (1) unit Brand New Passenger Elevator with a capacity of 450 kgs. (6 passengers) for the proposed LANDBANK Baguio Corporate Center.

II. OBJECTIVE OF THE PROJECT

1. To properly transport personnel to different floors of the Building.
2. To maintain the corporate image of the Bank;

III. SCOPE OF WORK

The contractor/supplier shall:

ITEM	REMARKS
1. Supply, delivery and installation	<ul style="list-style-type: none"> • Supply, delivery and installation of passenger elevator (6 pax capacity) assembly including its components and accessories, such as but not limited to provision of railings, connection of the railings to the beams, hook eye, etc. necessary for its operation.
2. Testing & Commissioning	<ul style="list-style-type: none"> • The supplier/winning bidder shall conduct testing & commissioning of the passenger elevator prior to turn-over.
3. Permits & Certificate	<ul style="list-style-type: none"> • Secure necessary clearances and permits during first year operation (i.e., Mechanical Permit, Permit to Operate) for the initial year
4. Others	<ul style="list-style-type: none"> • All incidental cost shall be included in the bid price such as: <ol style="list-style-type: none"> a. Mechanical Permit b. Cost of the equipment, installation and importation cost c. Marine insurance including the Comprehensive General Liability Insurance (please see details on item VII no.19) d. Expenses such as customs duty, marine insurance brokerage fee, loading and delivery from Manila seaport to job site, on-site unloading and warehousing e. As-built plans f. Permit to Operate (for initial year only) g. Facilitation of necessary certificates and licenses h. Installation Price is inclusive of Value Added Tax (VAT) and covers the job contents directly related with the installation such as project management, scaffolding, erection and removal, component installation, facilitation of the Mechanical permit and Permit to Operate for the

	<p>initial year, testing and commissioning, etc.</p> <p>i. Submission of the following documents upon completion of the project:</p> <ul style="list-style-type: none"> • Start-up Data Sheet • Seven (7) Sets As-Built Plans and Bill of Materials • Guarantee Certificate • Warranty Certificate • Certificate of Training • Permits and Clearances (Mechanical Permit, Permit to operate for the initial year, etc.) • Schedule of Preventive Maintenance during warranty period • Operations and Maintenance Manual • Importation documents, i.e. Certificate from Principal Abroad, LC, among others
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IV. DURATION

The project has a duration of One Hundred Eighty (180) calendar days upon receipt of Notice to Proceed (NTP) or availability/ readiness of the project site.

V. QUALIFICATION REQUIREMENT

Qualification Requirements	Documentary Requirement
a) Must be a recognized local Elevator Supplier/Contractor, duly organized under the laws of the Philippines; (Corporation, Partnership and Cooperatives)	Copy of SEC/ DTI/ CDA registration Copy of Business Permit
b) The quoted brand of prospective Passenger Elevator supplier must be in the Philippine market for a minimum of five (5) years	Copy of purchase orders, contracts or other related documents to prove that the offered brand of Passenger Elevator has been in the Philippine market for at least five (5) years prior to deadline for the submission of bids.
c) Must have a valid PCAB license re: Specialty contractor for elevators or equivalent.	Submit photocopy of PCAB license.
d) Supplier's Experience	Copy of purchase orders, contracts or other related documents to prove that the offered brand of Passenger Elevator has been in the Philippine market for at least five (5) years prior to deadline for the submission of bids.
e) The Passenger Elevator supplier shall provide Satisfactory Service/ Performance to its customers	a. Submit Certificate of Satisfactory Performance from at least five (5) different large institutional clients (e.g. Office Buildings, BPOs, hospitals, banks and government offices) including the addresses, contact persons and telephone numbers of the supplier's clients using LANDBANK Standard Format (Annex A).

	b. For current and past suppliers of LANDBANK, Certificate of Satisfactory Performance and No Delayed Projects issued by the Head, Project Management and Engineering Department (PMED) not earlier than 30 calendar days prior to the deadline of submission of bid.
f) The Passenger Elevator supplier must have highly trained technicians who are its regular employees.	List of at least 3 highly trained technicians (regular employees) with their respective Curriculum Vitæ, Certificate of Employment
g) The quoted brand must have Service Center.	At least one (1) Service Center in Luzon Island
h) The Passenger Elevator supplier 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.
i) The offered product must have brochures or any other official documents	Brochure or any other official documents coming from the manufacturer showing the specifications of the offered product
j) 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.

VI. SPECIFICATIONS

ITEM	LBP SPECIFICATIONS
1. General Specifications	<ul style="list-style-type: none"> • Type: Machine Room-Less Passenger Elevator • Load Capacity: 450kg/6 persons max • No. of Stop/Doors: 5/5 • No. of Floors: 5 • Speed: 1.0 m/s min • Floor Destination: G, 2, 3, 4, 5 (Front) • Door width: 900mm • Door Height: 2100mm • Main Power Supply: 220V, Three Phase, 60Hz
2. Elevator Car	<ul style="list-style-type: none"> • Hoistway Size provided (W x D): 2300mmx2000mm • Door Type: Two (2) panel center opening Single Entrance
3. Features	<ul style="list-style-type: none"> • Attendant Service Operation • Automatic Rescue Operation • False Car Call Cancellation • Emergency Fireman Operation • CCTV Cable (Inside Hoistway & Car) • Independent Service Operation • Parking Operation • Emergency Intercom car – machine room – control room • Car emergency lighting

<p>4. Interior Finishes:</p> <p>a) Control Panel</p> <p>b) Car Ceiling</p> <p>c) Car Floor</p> <p>d) Rear Wall panel</p> <p>e) Side Wall Panel</p> <p>f) Car Front Wall</p> <p>g) Car door</p> <p>h) Handrail</p> <p>i) Car door Sill</p> <p>j) Sill Type</p> <p>5. Landing Area</p> <p>a) Landing Call Station</p> <p>b) Landing Door</p> <p>c) Landing Door Sill</p> <p>6. Ceiling Lighting</p> <p>7. Power Supply for Lighting</p>	<p>Full Height, Stainless Steel Hairline Finish, Silver, with surface-mounted Buttons</p> <p>Stainless Steel Hairline Finish, Silver</p> <p>PVC</p> <p>Stainless Steel Hairline Finish, Silver</p> <p>Stainless Steel Hairline Finish, Silver</p> <p>Stainless Steel Hairline Finish, Silver</p> <p>Stainless Steel Hairline Finish, Silver</p> <p>Curved end, Silver Brushed</p> <p>Installation Position: Rear Wall, Side Walls</p> <p>Extruded Aluminum Profile</p> <p>Type N Sill</p> <p>Landing Call Integrated, Stainless Steel Hairline Finish, Silver</p> <p>Brushed Stainless Steel, Silver</p> <p>Extruded Aluminum Profile</p> <p>LED Downlights (<i>minimum requirements</i>)</p> <p>Quantity: 4 Lights</p> <p>Type: MR-16</p> <p>Wattage: 6W</p> <p>Overall Diameter: 1.96"</p> <p>Input Voltage: 12V AC/DC</p> <p>Color Temperature 5,000K</p> <p>LED Transformer</p> <p>Wattage: 30W</p> <p>Input Voltage: AC 120-240V</p> <p>Current: 5 Amps</p> <p>Output Voltage: 12V AC</p>
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VII. OTHER TERMS AND CONDITIONS

1. Winning supplier should inspect, verify and assess condition, location and details of the project prior installation.
2. All equipment, units and parts/components to be supplied shall be brand new, clean and approved products of reputable manufacturers;
3. 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;
4. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning Passenger Elevator supplier 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;
5. The winning Passenger Elevator supplier should coordinate his works closely with the works of other trades concerned;
6. Installation of works shall be done in neat workmanship and like manners. All improperly set works, rough finishes or other works not in accordance with the approved 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 Passenger Elevator supplier at no extra cost;

7. No existing/old materials shall be re-used; e.g., circuit breakers, electrical and mechanical controls, materials and components, fittings, etc.
8. All necessary certificates/ government clearances and permits, fees, equipment, materials, parts and supplies needed in the installation of the passenger elevator shall be for the account of the supplier.
9. The Passenger Elevator supplier 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 Passenger Elevator supplier or its workers during the course of the project shall be deductible/chargeable to the Passenger Elevator supplier;
10. The Passenger Elevator supplier 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;
11. The Passenger Elevator supplier shall properly account and turn-over all dismantled/replaced materials to the branch head or its authorized representative/s;
12. The Passenger Elevator supplier shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;
13. The Passenger Elevator supplier 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;
14. The Passenger Elevator supplier 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;
15. The Passenger Elevator supplier shall strictly observe the Bank's existing rules and regulations and shall be subject to the latter's standard security policies and procedures while inside its premises;
16. Payment of construction bond (if applicable) shall be charged on the account of the Passenger Elevator supplier;
17. Should the Passenger Elevator supplier fails to provide the required warranty servicing within the warranty period per submitted schedule of activities, the Passenger Elevator supplier agrees, without invalidating the provisions of the warranty that the Bank may opt to contract the services of another Passenger Elevator supplier for the servicing of the equipment and components. The corresponding cost that will be incurred for the servicing shall be deducted from the Passenger Elevator supplier retention money;
18. Included in the bids or tender and warranty are the cost of consumables, basic replacement of parts, servicing and other incidental expenses of the Passenger Elevator supplier or its authorized representatives, such as traveling expenses, lodging, food, etc.
19. The Passenger Elevator supplier shall secure a Comprehensive General Liability Insurance (CGLI) to be submitted to LBP prior to the start of the project or issuance of Notice to Proceed (NTP)
 - CGLI coverage of the following:
 - Bodily injury liability
 - Each person P 50,000.00
 - Each accident P 50,000.00
 - Each period of indemnity P 50,000.00
 - Property damage liability
 - Each person P 50,000.00
 - Each accident P 50,000.00
 - Each period of indemnity P 50,000.00
 - Maximum aggregate limit
 - Contract amount under this project per bid offered by the winning supplier

VIII. PAYMENT SCHEDULE

The method and conditions of payment to be made to the Contractor under this contract shall be as follows:

1. For Imported Equipment:

- 100% Cost of imported equipment shall be paid to the supplier/contractor upon submission of request for payment and presentation of Bill of Lading

2. For Installation Local Materials & Testing Commissioning:

- **Mobilization Fee:** Fifteen (15) percent of the Contract Price shall be paid upon submission of billing request and a bond for the equivalent amount.
- **Balance thru Progress Billing:** The contractor shall submit billing request accompanied by detailed breakdown of work accomplished and progress photos. Ten percent (10%) retention shall be deducted in each progress billing.

IX. DOCUMENTS TO BE SUBMITTED UPON COMPLETION

Document	Description	Due Date of Submission
1. Start Up Data Sheet (Annex D)	Duly accomplished form showing the electrical and mechanical parameters of the Passenger Elevator	Upon Completion
2. Seven (7) sets of As-built plans and Bill of Materials (signed and sealed by PME)	Complete Mechanical As-built plans and Bill of Materials of the installed Passenger Elevator	Upon Completion
3. Schedule of Maintenance/Monitoring Activities	The Passenger Elevator supplier shall provide the standard warranty servicing for all installed equipment and its components (supplier must conduct servicing every month during the warranty period after the unit/s has been installed) or earlier as the need arises. 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	Upon Completion
4. Warranty Certificate with inclusive dates	One (1) year warranty for the unit 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.	Upon Completion

	All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the Bank. Included in the warranty are the cost of consumables, replacement parts (if any), servicing and other incidental expenses of the contractor or its authorized representative such as travel, lodging, etc.	
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 familiarization seminar/training to orient the end-user on the basic concept, functions and operation of the equipment installed. Said certificate must be duly noted by the end-user or its authorized representative.	Upon Completion
9. Permits and Clearances	<p>Various permits and clearances as required by the Office of the Building Official, and other agencies</p> <p>In the event that a new or additional permits/clearances are required by the other agencies, the Elevator Contractor shall be responsible to secure same</p>	Upon Completion

Prepared by:


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