



**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20200917-01**

**PROJECT** : **Three (3) Years Preventive Maintenance of CCTV Camera of Three (3) LANDBANK Offices**

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

**DATE** : **January 15, 2021**

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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) Submission of 2020 Mayor's/Business permit is acceptable for the above mentioned project. The official receipt as proof that the bidder has applied for its renewal within the period prescribed by the concerned local government unit or the renewed Mayor's/Business permit for FY 2021 shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the Revised IRR of RA 9184.
- 3) The Terms of Reference (Annex C), Technical Specifications (Section VII), and Checklist of the Bidding Documents (Item Nos. 8 & 14 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes C-1 to C-5 and specific sections of the Bidding Documents.
- 4) The deadline for the submission of electronic bids for the above project is re-scheduled on **January 22, 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

## Technical Specifications

| <b>Specifications</b>  | <b>Statement of Compliance</b>  |
|--|---|
| <p><b>Three (3) years Preventive Maintenance (PM) of CCTV Camera of Three (3) LANDBANK Offices</b></p> <p><b>1.Scope of works and other requirements per attached Terms of Reference (Revised Annexes C-1 to C-5).</b></p> <p><b>2.For current and past suppliers of preventive maintenance for CCTV Camera 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></p> <p><b>A Certificate of Satisfactory Performance issued by the Head, Facilities Management Department (FMD) not earlier than thirty (30)</b></p> | <p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</b></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 applicable laws and issuances.</p> <p><b>Please state here either “Comply” or “Not Comply”</b></p> |

calendar days prior to the deadline of submission of bid shall be included in the Technical Component PDF File. The Certificate shall still be subject to verification during post-qualification of bid.

**NOTE:** The Certificate of Satisfactory Performance shall be requested in writing from the Head of FMD at 25th Floor, LANDBANK Plaza Building (Tel. No.: 8528-8559), at least five (5) working days prior to the submission of bid.

Non-submission of the above mentioned document may result in bidder's disqualification.

Conforme

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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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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. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:
  - Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (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 Bureau of Internal Revenue (BIR).

#### Technical Eligibility Documents

2. Original 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 or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.(sample form - Form No. 7).
3. Original duly notarized Omnibus Sworn Statement (OSS) (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 (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, 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. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration
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 in lieu of its NFCC computation.
- o **Eligibility Documents – Class "B"**
11. Duly signed 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.

12. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
13. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

o **Technical Documents**

14. **Purchase order, Contracts or equivalent documents to prove that the supplier has a minimum experience of 2 years in the supply & installation of CCTV System and system protocol with experience in running/operating the existing CCTV monitoring/recording system of LANDBANK**
15. Two (2) Certificates of Satisfactory Performance from previous clients/customers
16. Certificate of Inspection (CI) issued by the LANDBANK - Facilities Management Department (FMD) within five (5) banking days prior to the schedule of bid opening.
17. Certificate of Satisfactory Performance issued by the Head, Facilities Management Department (FMD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers for preventive maintenance for CCTV Camera for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.

o **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

18. 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.
19. Latest Income Tax Return filed manually or through EFPS.

**Financial Component (PDF File)**

- ***The Financial Component 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)
  3. Bill of Quantities Form (Annex D)

## TERMS OF REFERENCE

### I. Project Description :

Three (3) years Preventive Maintenance (PM) of CCTV Camera including supply of technical supervision, labor, materials, tools equipment and other consumables at the following areas:

- LANDBANK Plaza
- LANDBANK Antipolo Warehouse
- LANDBANK Makati Business Center Robinson's Summit

### II. Objective :

To ensure the continuous and good working operating condition of CCTV Cameras of Land Bank premises.

### III. Project Details :

#### III.1 List of CCTV Camera equipment/accessories:

| Areas   | Equipment                | Quantity |
|---|--------------------------|----------|
| Land Bank Plaza                                   | HD Camera                | 47       |
|   | DVR 16 channels          | 3        |
|   | Monitor 32"              | 2        |
|   | Centralized Power supply | 3        |
|   | HDMI Splitter            | 3        |
| LANDBANK Antipolo Warehouse                       | IP Camera                | 22       |
|   | NVR                      | 3        |
|   | TV Monitor               | 3        |
|   | Back-up power supply     | 1        |
| LANDBANK Makati Business Center Robinson's Summit | IP Camera                | 2        |
|   | NVR                      | 1        |
|   | Monitor                  | 1        |

#### III.2 Scope of the Project:

##### 1.) Preventive Maintenance Services

Weekly

- a. Testing of signal inputs/outputs in every interface connection of CCTV Cameras peripherals.
- b. Cleaning of CCTV cameras/DVR/NVR and lens.



## CLASS D

- c. Wire harnessing of signal/ power cables from the CCTV Camera to DVR/NVR
- d. Checking the program/data settings of DVR/NVR.
- e. Checking and setting the focus of CCTV camera.
- f. Checking/testing IP camera connected to back-up power supply at Antipolo Warehouse.
- g. Service provider should provide back-up copy on data recording.
- h. Checking/adjusting brightness/contrast of CCTV camera set to normal standard.

### Monthly

- a. Checking/testing of signal inputs/outputs/connectors, repair/ re-solder if necessary
- b. Cleaning of CCTV cameras/DVR/NVR and lens.
- c. Checking the program/data settings of DVR/NVR.
- d. Checking and setting the focus of CCTV camera.
- e. Service provider should provide back-up copy on data recording.

### 2.) Others

- a. Provide/deploy competent Service Technician/Assistant in case malfunction of the equipment. Response time must be within two (2) hours upon receipt of notification from FMD.
- b. Provide service parts/units in case of failure of the equipment to ensure the continuous monitoring of facilities at all times. Prepare/submit recommendation/quotation within 24 hours and seek approval from LBP.

### 3.) Supply of spare parts and accessories, if necessary

- a. Provision of, but not limited to the following most commonly and frequently replaced parts and accessories on yearly basis.

| Parts/Accessories                               | Quantity | Price/unit | Total               |
|---|----------|------------|---------------------|
| 1. 2 mp IP Camera Bullet type                   | 12 pcs.  | 2,150.00   | P 25,800.00         |
| 2. NVR 8 channels with POE supply               | 2 pcs.   | 9,360.00   | P 18,720.00         |
| 3. DVR, 16 channel                              | 4 pcs.   | 5,500.00   | P 22,000.00         |
| 4. 2 mp Analog Camera Bullet type               | 30 pcs.  | 1,100.00   | P 33,000.00         |
| 5. CCTV Power Supply, 12V 5Amp                  | 30 pcs.  | 380.00     | P 11,400.00         |
| 6. Hard Disk, 1TB                               | 5 pcs.   | 6,500.00   | P 32,500.00         |
| 7. BNC video balun to UTP transceiver connector | 40 pair  | 180.00     | P 7,200.00          |
| <b>TOTAL</b>                                    |          |            | <b>P 150,620.00</b> |

## CLASS D

- b. Prepare and submit service report containing among others the list of parts to be replaced and the detailed evaluation of the result of actual test conducted, duly concurred and confirmed by authorized/witnessing FMD personnel/technician.
- c. Price of spare parts and accessories used during the conduct of preventive maintenance and repairs shall be based on the quotation submitted during the actual bidding.
- d. Only the cost of the used spare parts and/or accessories shall be paid and be borne by the bank. Cost of labor and other incidental expenses shall be for the account of the service provider as part of the preventive maintenance and repair services.

### III. 3 Contract Period:

**Three (3) years to start upon receipt of Notice to Proceed (NTP) and Advise from LANDBANK Facilities Management Department (FMD)**

### III.4 Submittals :

| Item No. | Name of Report                        | Description  | Due Date of Submission                          |
|----------|---------------------------------------|--|---|
| 1.       | Preventive Maintenance Service Report | Actual activities undertaken on periodic preventive maintenance services (PMS) | Within three (3) days upon every conduct of PMS |

### III.5 Estimated Project Cost:

| Particulars                                      | Monthly Cost | Annual Cost  | Three (3) years Cost    |
|--|--------------|--------------|-------------------------|
| Monthly Preventive Maintenance                   | P 42,000.00  | P 504,000.00 | P 1,512,000.00          |
| Provisional item:<br>Spare Parts and accessories |              | P 150,620.00 | P 451,860.00            |
|  |              | <b>TOTAL</b> | <b>PHP 1,963,860.00</b> |

### IV. Supplier Qualification Requirements:

| Qualification  | Documentary Requirement   |
|--|---|
| 1. <b>Must have minimum experience of two (2) years in the supply and installation of CCTV system and system protocol with experience in running/operating the existing CCTV monitoring/recording system of LANDBANK</b> | <ul style="list-style-type: none"> <li>• Purchase order, Contracts or equivalent documents</li> </ul> |
| 2. Must be satisfactorily rated by at least two (2) previous clients/customers.  | <ul style="list-style-type: none"> <li>• Two (2) Certificates of Satisfactory Performance</li> </ul>  |

*Revised CS*

|   |  |
|---|--|
| <p>3. Certificate of Inspection issued by Head-Facilities Management Department (FMD) of LANDBANK that the supplier conducted a pre-inspection, verification and assessment of the sites at least five (5) working days prior to submission of bid.</p> | <p>Certificate of Inspection issued by LANDBANK-FMD.</p> |
|---|--|

**V. Manner of Payment:**

| Particulars  | Manner of Payment  |
|--|--|
| Preventive Maintenance   | Monthly upon completion of maintenance/repair works and submission of service reports/ billing statement.  |
| Spare Parts and Accessories used in the conduct of service maintenance | Price of actual item/s used shall be computed based on the submitted quotation at the time of bidding to be incorporated in the next monthly preventive maintenance billing statement, subject to submission of service reports. |

**VI. Other Terms and Conditions:**

1. 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. Work schedule is from 6:00 PM onwards during weekdays and 8:00 AM to 5:00PM on weekends, provided it will not cause any disruption in the operation of the Bank, otherwise, adjustments in schedules shall be made accordingly.
  - b. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project. In compliance with the requirement of Environmental Management Program in accordance with ISO 14001 standards.
  - c. 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 from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
  - d. 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).

- e. 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) 8522-000 local 2250/7439 and 8405-7368

Prepared by:

  
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