



LANDBANK
WE HELP YOU GROW.

SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20200812-02

PROJECT : **One (1) Lot Design, Supply, Installation, Testing and Commissioning of Automatic Fire Suppression System at LANDBANK Baguio Corporate Center**

IMPLEMENTOR : **Procurement Department**

DATE : **January 29, 2021**

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 local government unit concerned 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), Bill of Quantities (Annex F), ITB Clause 5.3 of the Bid Data Sheet (Section III), Technical Specifications (Section VII), Schedule of Prices (Form No. 2) and Checklist of the Bidding Documents (Item Nos. 2, 4, 10, 11, 12, 13, 14, 15, 20 & 21 of the Eligibility & Technical Components and Item Nos. 2 & 3 of the Financial Component) have been revised. Please see attached revised Annexes C-1 to C-4, F-1 to F-3, and specific sections of the Bidding Documents.
- 4) The floor plans/layout of LANDBANK Baguio Corporate Center is attached as Annexes G-1 to G-10. Bidders may request for a copy of the floor plans/layouts from our **Mr. Ruel V. Marca** at **8522-0000 local 2979** or e-mail address **ruelmarca@yahoo.com**.
- 5) The deadline for the submission of electronic bids for the above project is re-scheduled on **February 10, 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

Bid Data Sheet

ITB Clause								
5.3	<p>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1.3 of IRR of RA 9184 will likely result to failure of bidding, the Bidders should comply with the following requirements:</p> <ul style="list-style-type: none"> a. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC of this project; and b. The largest of these similar contracts must be equivalent to at least twenty five (25%) of the ABC as required above <p>For this purpose, contracts similar to the Project must be at least equivalent to at least fifty percent (50%) of the ABC:</p> <ul style="list-style-type: none"> a. Contracts involving design, supply, installation, testing and commissioning of automatic fire suppression system; and b. Completed within five (5) years prior to the deadline for the submission and receipt of bids. 							
7	Subcontracting is not allowed.							
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%; text-align: center;">Form of Bid Security</th> <th style="width: 40%; text-align: center;">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">P223,560.00</td> </tr> <tr> <td style="vertical-align: top;">(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td> </tr> <tr> <td style="vertical-align: top;">(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td style="text-align: center; vertical-align: middle;">P558,900.00</td> </tr> </tbody> </table>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P223,560.00	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	P558,900.00
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(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	P558,900.00							

1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch. The bidder shall first secure an electronic PAO from LANDBANK - Procurement Department. The electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.
2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided that the Project Title and Project Identification Number are indicated therein.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
 - (a) CBD 2 - 18th Floor, LANDBANK Plaza Building
Telephone No. 8-405-7345 local 2117
(For Assets 1 Billion and up)
 - (b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building
Telephone No. 8-405-7431 local 7431
(For Assets below 1 Billion)
5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

- (a) LIBI-Forex
14th Floor, LANDBANK Plaza Building
Telephone No. 8-710-7114
(Every Tuesday and Thursday)
- (b) 12th Floor, SSHG Law Center Bldg.
105 Paseo de Roxas, Legaspi Village
Makati City
Telephone Nos. 8-812-4911 and 8-867-1064

Surety bonds with the following or similar conditions/phrases shall not be accepted:

- (a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in

	<p>case of re-bidding plus necessary expenses incurred by the Oblige in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>6. If in the form of Bid Securing Declaration, the attached Form No. 8 of the Bidding Documents must be used.</p> <p>7. A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. In the case of cashier's/manager's check bid security, the physical check must be delivered to and received by LANDBANK-Procurement Department not later than 5:00 P.M. of the following banking day after the opening of bids. In the case of the other forms of bid security, the physical document must be submitted to LANDBANK-Procurement Department during the post-qualification stage.</p>
15	<p>The electronic bid shall consist of two identical copies of archived/compressed files (Copy 1 and Copy 2). The archived/compressed files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the archived/compressed files shall be labelled as XYZ-081901(2)-C1 (for Copy 1) and XYZ-081901(2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-Fin.</p> <p><u>All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents.</u> The documents must be signed by the authorized signatory/ies when required in the form.</p> <p><u>The archived file and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon</u></p>

	<p>the instruction of HOBAC during the actual bid opening. The passwords for Copy 1 and Copy 2 shall be the same.</p> <p>Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.</p> <p>In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. The qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-081901(2)-C1-Mod1 and XYZ-081901(2)-C2-Mod1 containing XYZ-081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1, and b) Second Modification: XYZ-081901(2)-C1-Mod2 and XYZ-081901(2)-C2-Mod2, containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.</p>
16	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on FEBRUARY 10, 2021. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes B-1 to B-7. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached Annexes B-4 to B-7).</p> <p><u>Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC.</u> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.</p>
17	<p>On the bid opening date, the bidder shall confirm its/his/her participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. A maximum of two (2)</p>

accounts/connections per participating interested bidder shall be allowed to join the meeting.

Projects with participating bidders in attendance shall be given priority in the queuing.

Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.

In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic bids when required by the HOBAC, the bidder concerned shall be disqualified from further participating in the bidding process.

Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.

The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.

The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his/her Financial Component.

In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts or due to technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.

	<p>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>
19.3	<p>The lot and reference is:</p> <p>One (1) Lot Design, Supply, Installation, Testing and Commissioning of Automatic Fire Suppression System at LANDBANK Baguio Corporate Center.</p> <p>The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.</p>
20	<p>Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.</p> <p>A certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS) shall also be submitted. Only tax returns filed manually or through EFPS and taxes paid shall be accepted.</p>

Technical Specifications

Specifications	Statement of Compliance
<p>One (1) Lot Design, Supply, Installation, Testing and Commissioning of Automatic Fire Suppression System at LANDBANK Baguio Corporate Center</p> <p>Scope of works and other requirements per attached Revised Terms of Reference (Annexes C-1 to C-4), Bill of Quantities (Annexes F-1 to F-3) and Plan/Layout (Annexes G-1 to G-10).</p> <p>For current and past suppliers of fire suppression system 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>Certificate of Satisfactory Performance (CSP) issued by the Head, Project Management and Engineering Department (PMED) not earlier than thirty (30) calendar days prior to the deadline of submission of bid. The Certificate shall still be subject to verification during evaluation of bid. CSP shall be included in the Technical Component PDF File.</p>	<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 <i>the applicable laws and issuances.</i></p> <p>Please state here either “Comply” or “Not Comply”</p>

<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 (Tel. No.: 8405-7362), at least five (5) working days prior to the submission of bid.</p> <p>Non-submission of the abovementioned document may result in bidder's disqualification.</p>	
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Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	Design, Supply, Installation, Testing and Commissioning of Automatic Fire Suppression System at LANDBANK Baguio Corporate Center	N/A	1 lot	P_____	P_____	P_____	P_____	P_____	P_____

Note: Breakdown of cost using the cost elements specified in this form should be provided (Revised Annexes F-1 to F-3).

 Name of Bidder

 Signature over Printed Name of Authorized Representative

 Position

Please credit payment to:

Account Name: _____

Account Number: _____

LBP Branch: _____

Form No. 2

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	Design, Supply, Installation, Testing and Commissioning of Automatic Fire Suppression System at LANDBANK Baguio Corporate Center	N/A	1 lot	P_____	P_____	P_____	P_____	P_____	P_____

Note: Breakdown of cost using the cost elements specified in this form should be provided (Revised Annexes F-1 to F-3).

 Name of Bidder

 Signature over Printed Name of
 Authorized Representative

 Position

Please credit payment to:

Account Name: _____

Account Number: _____

LBP Branch: _____

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. **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. 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).
4. **Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid, aggregate amount of at least two (2) similar contracts should be equivalent to at**

least fifty percent (50%) of the ABC and the largest of these contracts must be equivalent to at least twenty five percent (25%) of the ABC as required above supported with contract/purchase order, end-user's acceptance or official receipts(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).

Financial Eligibility Documents

5. 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.
 6. 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.
- **Eligibility Documents – Class "B"**
7. 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.
 8. 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.
 9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.
- **Technical Documents**
10. **Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission)**
 11. **Section VI – Schedule of Requirements with signature of bidder's authorized representative.**

12. **Revised Section VII – Specifications with response on compliance and signature of bidder’s authorized representative.**
 13. **Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6)**
 14. **Philippine Contractors Accreditation Board (PCAB) License with a Category B – specialty licensee contractor under the Fire Protection Work (SP-FP).**
 15. **Contracts/Purchase Orders for at least three (3) completed projects from 2017 up to present and at least three (3) years experience in the installation of Fire Protection System .**
 16. Certificate of Satisfactory Performance from at least three (3) different large institutional clients (e.g. office buildings, BPOs, hospitals, banks and government offices) including the addresses, contact persons and contact numbers of bidder’s clients using LANDBANK Standard Format (Annex D).
 17. Certificate of Satisfactory Performance (CSP) issued by the Head, Project Management and Engineering Department (PMED) not earlier than thirty (30) calendar days prior to the deadline of submission of bid. The Certificate shall still be subject to verification during evaluation of bid.
- **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.
 20. **Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).**
 21. **Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6)**

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 Revised Schedule of Prices signed by the bidder’s authorized representative (sample form - Form No.2).
 3. **Duly filled out Revised Bill of Quantities (Annexes F1 to F3).**

TERMS OF REFERENCE

AUTOMATIC FIRE SPRINKLER SYSTEM (AFSS) FOR THE PROPOSED LANDBANK BAGUIO CORPORATE CENTER

I. NAME AND DESCRIPTION OF THE PROJECT:

Supply, Delivery, Installation, Testing & Commissioning of the Automatic Fire Sprinkler System (AFSS) for the proposed LANDBANK Baguio Corporate Center located at 85 Harisson Road, Baguio City in accordance with the PD 9514 Fire Code of the Philippines (Rev. 2019).

II. OBJECTIVE OF THE PROJECT:

- To ensure the safety of the occupants of the building especially employees and clients of the Bank during fire;
- To protect the Bank from possible lost/damages to property during fire incident;
- To control the possible spread of fire in case of fire incident.

III. SCOPE OF WORK:

The contractor shall:

ITEM	REMARKS
1. Supply, delivery and installation	<ul style="list-style-type: none"> ➤ Mobilization of manpower and equipment/tools ➤ Installation of sprinkler pipes and heads ➤ Supply & installation of pumps including accessories ➤ Perform other activities necessary to complete the system ➤ Shoulder all cost of consumables, basic replacement of parts, servicing and other incidental expenses of the Sprinkler contractor or its authorized representatives, such as traveling expenses, lodging, food, PPEs, including water and electric consumption, etc. ➤ Demobilization
2. Testing & Commissioning	<ul style="list-style-type: none"> ➤ Leak Testing ➤ Pressure Testing ➤ Commissioning of the installed AFSS
3. Permits & Certificate	<ul style="list-style-type: none"> ➤ Signed and sealed Construction Plans by Professional Mechanical Engineer ➤ Secure permits and clearances as required by the Office of the Building Official, Bureau of Fire Protection and other local agencies ➤ Testing and Commissioning Certificates for all systems (FSIC and One (1) set of Fire Safety Compliance and Commissioning Report (FSCCR) with Certificate of Completion of Construction signed by the AFSS contractor). FSCCR shall include the following: Short Description of the project, Statement and Description of the Changes made in the design, plans and specifications, Standards used for Authorized Changes, Certification that fire safety measures have been implemented, and Submission

Automatic Fire Sprinkler System TOR: Rev 28 December 2020

	of the following documents signed by the AFSS Contractor: "As-built" plans, calculations, specifications, test report, and product data sheet and material test Certificate
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IV. DURATION:

The project has a duration of Ninety (90) calendar days upon receipt of Notice to Proceed (NTP) or availability/ readiness of the project site.

V. MANPOWER REQUIREMENT

The Contractor shall employ a technical team made up of the following personnel during the contract implementation:

Particular	Years of Experience Required
Project Engineer/ Project In-charge - 1	At least 2 years
Project Foreman -1	At least 2 years

VI. QUALIFICATION REQUIREMENTS:

	QUALIFICATION	DOCUMENTARY REQUIREMENTS
A	Must be a recognized local Fire Protection Contractor, duly organized under the laws of the Philippines; (Corporation, Partnership and Cooperatives)	<ol style="list-style-type: none"> 1. Copy of SEC/ DTI/ CDA registration 2. Copy of Business Permit
B	Must be a Category B, PCAB Specialty licensee contractor under the Fire Protection Works (SP-FP)	<ol style="list-style-type: none"> 1. Copy of PCAB License
C	Must have at least three (3) completed project from 2017 up to present and at least three (3) year experience in the installation of Fire Protection System.	<ol style="list-style-type: none"> 1. Copy of Contracts 2. Copy of Purchase Orders
D	Certificate of Satisfactory Performance	<p>Submit Certificate of Satisfactory Performance from at least three (3) 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 B).</p> <p>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.</p>

VII. PAYMENT SCHEDULE:

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

- **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.
- **Retention:** Ten (10) percent retention shall be paid upon submission of billing request and a bond for the equivalent amount.


VIII. BILLING REQUIREMENTS

Document	Description	Due Date of Submission
FOR ADVANCE BILLINGS		
1. Copy of Purchase Order/ Contract	P.O., NTP, NOA and Surety Bond	Upon submission of billing request
FOR PROGRESS BILLINGS		
1. Permits and clearances	Fire Safety Evaluation Clearance from the Bureau of Fire Protection (BFP)	Upon submission of first progress billing request
	Mechanical Permit	
	Fire Safety and Inspection Certificate from the Bureau of Fire Protection (BFP)	Upon release of retention money
2. Inspection reports	Inspection reports evaluated/ confirmed by PMED showing percentage of accomplishment	Upon submission of progress billing request
3. Test Results (<i>Annex C</i>)	Duly accomplished form showing the electrical and mechanical parameters of the Fire Pumps and Jockey Pumps. The entire system must pass the 24 hours, 200psi pressure/leak test to be conducted by the contractor	Upon submission of last progress billing request
4. Seven (7) sets of As-built plans and Bill of Materials (signed and sealed by PME)	Complete As-built Plans showing the locations of the installed Fire Sprinkler System and Bill of Materials	Upon submission of last progress billing request
5. Schedule of Maintenance/Monitoring Activities	The contractor shall provide the standard warranty servicing for all installed equipment and its components (checking and testing at least twice within the warranty period). 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 submission of last progress billing request

**SUBJECT: TERMS OF REFERENCE FOR THE PROCUREMENT OF AUTOMATIC FIRE SPRINKLER SYSTEM FOR
LANDBANK BAGUIO CORPORATE CENTER**

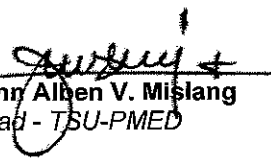
<p>6. Warranty Certificate with inclusive dates</p>	<p>One (1) year warranty against factory/manufacturing defects on AFSS equipment, components and parts supplied and against faulty workmanship to commence upon receipt of final turn-over and acceptance documents.</p> <p>All AFSS equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the Bank</p>	<p>Upon submission of last progress billing request</p>
<p>7. Certificate of Training</p>	<p>Certificate that the contractor conducted familiarization briefing/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.</p>	<p>Upon submission of last progress billing request</p>
<p>8. Approved Permits and Clearances</p>	<p>Various permits and clearances as required by the Office of the Building Official, Bureau of Fire Protection and other agencies</p> <p>In the event that a new or additional permits/clearance are required by the various agencies, the AFSS Sprinkler contractor shall be responsible to secure same</p>	<p>Upon submission of last progress billing request</p>
<p>9. Guarantee Certificate</p>	<p>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</p>	<p>Upon submission of last progress billing request</p>

Prepared By:

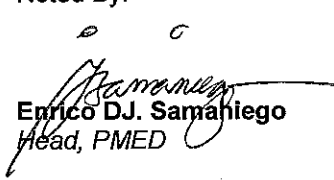

Marian Aubrey G. de los Reyes
 Architect – TSU-PMED


Roel Eugene Elazegui
 Mechanical Engineer – TSU-PMED

Reviewed By:


John Alben V. Mislang
 Head - TSU-PMED

Noted By:


Enrico DJ. Samaniego
 Head, PMED

PROJECT TITLE : PROPOSED LANDBANK BAGUIO CORPORATE CENTER AUTOMATIC FIRE SUPPRESSION SYSTEM
 LOCATION : No. 85 Harrison Road, Baguio City
 SUBJECT : BILL OF QUANTITIES

SCOPE OF WORKS	BILL OF QUANTITIES			Total Cost
	Qty	Unit	Unit Cost	
I. AUTOMATIC FIRE SUPPRESSION SYSTEM				
A. B.I PIPES SCH.40 (6.0 m)				
150mm ϕ	16.00	lg/s		
100mm ϕ	68.00	lg/s		
65mm ϕ	3.00	lg/s		
50mm ϕ	10.00	lg/s		
40mm ϕ	43.00	lg/s		
25mm ϕ	44.00	lg/s		
B. FITTINGS -MECH				
Elbow 90 deg.				
150mm ϕ	17.00	pc/s		
65mm ϕ	6.00	pc/s		
50mm ϕ threaded	57.00	pc/s		
40mm ϕ	65.00	pc/s		
25mm ϕ	550.00	pc/s		
Tee Std				
150mm ϕ	3.00	pc/s		
50mm ϕ	26.00	pc/s		
Tee Reducer				
65mm ϕ x 40mm ϕ	6.00	pc/s		
40mm ϕ x 25mm ϕ	106.00	pc/s		
Bell Reducer				
40mm ϕ x 25mm ϕ	105.00	pc/s		
25mm ϕ x 15mm ϕ	240.00	pc/s		
End Cap				
100mm ϕ	32.00	pc/s		
50mm ϕ	1.00	pc/s		
Thread-o-let				
65mm ϕ	5.00	pc/s		
50mm ϕ	57.00	pc/s		
Straight Coupling				
50mm	6.00	pc/s		
Flange				
Slip-on-Flange 150mm ϕ	38.00	pc/s		
Slip-on-Flange 100mm ϕ	137.00	pc/s		
Slip-on-Flange 65mm ϕ	2.00	pc/s		
Blind Flange 150mm ϕ	1.00	pc/s		
Blind Flange 100mm ϕ	2.00	pc/s		
Coupling				
Flexible Coupling 100mm (Victaulic Brand)	13.00	pc/s		
C. FIRE DEPARTMENT CONNECTION				
"GIACOMINI" A95 Brass Single Clapper Siamese, 150mm x (2) 65mm 150mm ϕ Swing Check Valve	2.00	set/s		
	2.00	pc/s		
Fire Hose Cabinet with complete accessories	6.00	set/s		
D. Floor Control Valve				
100mm ϕ OS & Y Gate Valve	6.00	pc/s		
100mm ϕ Water Flow Switch	6.00	pc/s		
Supervisory Switch	6.00	pc/s		
Union Patente 25mm	6.00	pc/s		
Union Patente 32mm	6.00	pc/s		
Gate Valve 32mm	6.00	pc/s		
Test Valve 25mm	6.00	pc/s		
Sight Glass 25mm	6.00	pc/s		
Pressure Gauge 3" dial face, 1/4 NPT 0-300 psi	6.00	pc/s		
Gate Valve 1/4"	6.00	pc/s		
Calibration of Pressure Gauge	6.00	pc/s		
BI Nipple 1/4"x2" (6mmx50)	6.00	pc/s		
BI Bushing Reducer 1"x1/4"	6.00	pc/s		

PROJECT TITLE	: PROPOSED LANDBANK BAGUIO CORPORATE CENTER AUTOMATIC FIRE SUPPRESSION SYSTEM
LOCATION	: No. 85 Harrison Road, Baguio City
SUBJECT	:BILL OF QUANTITIES

SCOPE OF WORKS	BILL OF QUANTITIES			
	Qty	Unit	Unit Cost	Total Cost
E. Pump Valves				
150mm ø OS & Y Gate Valve (Fireking)	5.00	pc/s		
50mm gate valve	3.00	pc/s		
150mm ø Swing Check Valve	1.00	pc/s		
50mm ø Swing Check Valve	1.00	pc/s		
Alarm Check Valve 150mm	1.00	pc/s		
Pressure Gauge 3" dial face, 1/4 NPT 0-300 psi	4.00	pc/s		
Calibration of Pressure Gauge	4.00	pc/s		
BI Nipple 1/4"x2" (8mmx50)	4.00	pc/s		
BI Bushing Reducer 1"x1/4"	4.00	pc/s		
F. Sensing Line Accessories				
Brass Gate Valve 1/2" (15mm)	2.00	lgt/s		
Brass Ball Valve 1/2" (15mm)	2.00	pc/s		
Brass Check Valve 1/2" (15mm)	4.00	pc/s		
BI Union Patente 1/2" (15mm)	8.00	pc/s		
Pressure Gauge 3" dial face, 1/4 NPT 0-300 psi	2.00	pc/s		
BI Elbow 1/2" (15mm)	2.00	pc/s		
BI Tee 1/2" (15mm)	2.00	pc/s		
Brass Ball Valve 1/4" (15mm)	2.00	set/s		
Bushing Reducer 1x1/4"	2.00	set/s		
G. Fire Fighting pump set (1 electric + Jockey)	1.00	set/s		
"SFFECO" UL/FM Approved Split case (SFP 500=25 SH)				
Electric Motor Driven Skid Pump 500GPM @ 9Bar Coupled with UL Listed Motor 220V/3PH/60Hz with standard accessories (Pressure Gauge, Air Release Valve, Casing Relief Valve) Along with UL/FM Controller (Star-Delta) NEMA 2-1P31 Encl.				
GMAX Pump Vertical Multistage Jockey 18GPM@9.5Bar, 4HP, 3500rpm, 220V/3PH?60Hz Gmax Model GV4-80 along with UL Controller (DOL) NEMA 2 Encl.				
Fire Pump Flow Meter Size 6" FM Approved for 500GPM to 1000GPM Below Terminal Box 60-125 HP Fire Pump.				
H. Inspector's Test Connection				
Pigtail Connector 1/4"	6.00	pc/s		
Slight Glass 25mm	6.00	pc/s		
Test Valve 25mm	6.00	pc/s		
Pressure Gauge 3" dial face, 1/4 NPT 0-300 psi	6.00	pc/s		
Gate Valve 1/4"	6.00	pc/s		
I. Hydro Testing				
Brass Gate Valve 1" (25mm)	1.00	pc/s		
Brass Ball Valve 1" (25mm)	1.00	pc/s		
Brass Check Valve 1" (25mm)	1.00	pc/s		
Pressure Gauge 3" dial face, 1/4 NPT 0-300 psi	1.00	set/s		
J. Pump House Construction	1.00	lot		
K. Electrical Works for Fire pump controller to Motor only	1.00	lot		
L. BesTank (5300gal)	3.00	lot		
M. Tank Installation	1.00	lot		
N. Sprinkler Head	229.00	pc/s		
Pendent type, Model GL5651 chrome plated 1/2" NPT, 155F (68C) 5.6K factor, w/ excutcheon plate				
O. Hanger and Supports for piping				
Angle bar (2x2x1/4)	33.00	lgt/s		
Angle bar (2.5x2.5x1/4)	8.00	lgt/s		
Threaded Rod (3/8" dia)	48.00	lgt/s		
Loop Hanger 1" w/ Nut	44.00	pc/s		
Loop Hanger 1.5" w/ Nut	35.00	pc/s		
Loop Hanger 2" w/ Nut	9.00	pc/s		
Loop Hanger 2.5" w/ Nut	3.00	pc/s		
Loop Hanger 4" w/ Nut	82.00	pc/s		
U-bolt 1"x1/4" w/ Nut and Washer	80.00	pc/s		
U-bolt 1.5"x1/2" w/ Nut and Washer	86.00	pc/s		

PROJECT TITLE : PROPOSED LANDBANK BAGUIO CORPORATE CENTER AUTOMATIC FIRE SUPPRESSION SYSTEM
 LOCATION : No. 85 Harrison Road, Baguio City
 SUBJECT :BILL OF QUANTITIES

SCOPE OF WORKS	BILL OF QUANTITIES			
	Qty	Unit	Unit Cost	Total Cost
U-bolt 2"x1/2" w/ Nut and Washer	20.00	pc/s		
U-bolt 2.5"x1/2" w/ Nut and Washer	6.00	pc/s		
U-bolt 4"x1/2" w/ Nut and Washer	137.00	pc/s		
U-bolt 6"x1/2" w/ Nut and Washer	32.00	pc/s		
Expansion Shield 3/8in ø	435.00	pc/s		
P. Other Materials				
Welding Rod (6011)	10.00	box		
Welding Rod (6013)	10.00	box		
Grinding Disc	79.00	pc/s		
Cutting disc	79.00	pc/s		
Cutting wheel	5.00	pc/s		
Drill bit 3/8	11.00	pc/s		
QDE paint	11.00	gal		
Primer Paint	11.00	gal		
Paint Thinner	11.00	lit		
Paint brush	21.00	pc/s		
Bolt & Nut 3/4 w/ Washer	302.00	pc/s		
Bolt & Nut 5/8 w/ Washer	1,105.00	pc/s		
1/8in Thick rubber gasket	2.00	roll		
Fire stopping sealant and coring works	1.00	lot		
Teflon tape	1,202.00	pc/s		
Cutting oil	2.00	ptais		
Dark glass	21.00	pc/s		
Clear glass	21.00	pc/s		
Cotton gloves	84.00	pc/s		
Welding gloves	2.00	pc/s		
Welding jacket	1.00	pc/s		
Fire blanket	2.00	pc/s		
Rags	2.00	kls		
Electrical items (wires/cables/outlets/lighting)	1.00	lot		
welding Mask	1.00	pc/s		
Oxygen (Refill)	2.00	tnks		
Acytelene (Refill)	1.00	tnks		
Visor	1.00	pc/s		
Special Jockey Flange 1mm	2.00	pc/s		
Special discharge flange	1.00	pc/s		
Special suction flange	1.00	pc/s		
Restoration workd	1.00	lot		
Consumables and Contingency	1.00	lot		
II. SUPERVISION AND LABOR COST (installation, testing and commissioning)	1.00	lot		
III. GENERAL REQUIREMENTS	1.00	lot		
Mobilization/Demobilization, As-built plans & other				
Documentations, Permits & Office Overheads,				
BFP Permit				
TOTAL PROJECT COST				

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position