



**SUPPLEMENTAL/BID BULLETIN NO. 2  
For LBP-HOBAC-ITB-GS-20201007-03**

**PROJECT** : **100 Sets Uninterruptible Power Supply**  
**IMPLEMENTOR** : **Procurement Department**  
**DATE** : **January 29, 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 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), Technical Specifications (Section VII), and Checklist of the Bidding Documents (Item Nos. 2, 10, 11, 12, 13, 26 & 27 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 **February 5, 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

| Specifications   | Statement of Compliance   |
|--|---|
|  | <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>100 Sets of Uninterruptible Power Supply (UPS)</b></p>   | <p><b>Please state here either “Comply” or “Not Comply”</b></p>   |
| <p><b>1. Scope of works and other requirements per attached Revised Terms of Reference (Annexes C-1 to C-5).</b></p> <p><b>2. For current and past suppliers of Uninterruptible Power Supply (UPS) 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 Certificate of Satisfactory Performance)</b></p> <p>A Certificate of Satisfactory Performance 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 shall be included in the Technical Component PDF File. The Certificate shall still be subject to verification during post-qualification of bid.</p> <p><b>Note: The Certificate of Satisfactory Performance shall be requested in writing from the Head of PMED, Mr. Enrico DJ. Samaniego at 24th Floor, (Tel. No. 8405-7362) and can be sent</b></p> |   |

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|---|--|
| <p>through email at<br/><u>richardmichaeldimapolis@gmail.com</u> at<br/>least five (5) working days prior to the<br/>submission of bid.</p> |  |
| <p>Non-submission of the above mentioned<br/>document may result in bidder's disqualification.</p>  |  |

**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. **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, 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).

#### 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. Purchase Orders, Contracts or equivalent documents to prove that the supplier has a minimum experience of 3 years in the sales, repair and support of UPS.
15. List of at least two (2) large institutional clients using the brand being offered by the prospective UPS contractor for five (5) years (with minimum of 10 units of 6KVA supplied/installed onsite) (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices). The list shall also state the addresses, contact persons and telephone numbers of the clients and shall be supported with Certificates of Satisfactory Performance from each of them.
16. Certificate of Satisfactory Performance and No Delayed Projects issued by the Head, PMED not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of UPS unit for LANDBANK).
17. Self-certification stating that the supplier/manufacture has the following requirements:
  - In-house electrical and mechanical shop;
  - 24 hours service crew for emergency repair.
18. List of at least three (3) highly-trained technicians (regular employees) with their respective bio-data and training certificates issued by the manufacturer of the offered product.

19. List of at least one (1) service center in key cities in the Philippines (with complete address and contact numbers), to wit:
  - NCR;
  - Key city in North and Central Luzon;
  - Key city in South Luzon and Bicol;
  - Key city in Visayas; and
  - Key city in Mindanao
20. Manufacturer's authorization or back-to-back certification showing that the bidder is an authorized distributor of the product being offered.
21. Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.
22. Print-out of the manufacturer's homepage website showing the URL (web address).
23. Certification from the following, whichever is available:
  - Bureau of Product Standards (PS)
  - Underwriters Laboratories (UL)
  - Conformance European (CE)
  - ISO 9001 Certification
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  24. 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.
  25. Latest Income Tax Return filed manually or through EFPS.
  26. **Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).**
  27. **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 Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2)



## TERMS OF REFERENCE

### A. Name and Description of the Project:

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

- One Hundred (100) sets – 6.0KVA UPS

### B. Objective of the Project:

1. To provide continuous Banking operations during power failure
2. To protect various computers, office equipment and ATM units

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

|                             |   |                        |
|-----------------------------|---|------------------------|
| 1. Supply and delivery      | <ul style="list-style-type: none"> <li>• Supply, delivery and installation of 100 units of 6.0 KVA UPS</li> <li>• Delivery of the said units at LANDBANK Antipolo Warehouse</li> </ul>  |                        |
| 2. Delivery Period          | Sixty (60) calendar days upon receipt of Notice to Proceed (NTP) at LANDBANK Antipolo Warehouse   |                        |
| 3. Documentary Requirements |   |                        |
| Document                    | Description   | Due Date of Submission |
| a. Warranty Certificate     | Warranty Certificate with inclusive date  | Upon Completion        |
| b. Manuals                  | Operation and Preventive Maintenance Manual   | Upon Completion        |
| 4. Warranty                 | <p>a. Workmanship and Unit<br/>Three (3) year warranty against factory/manufacturing defects on equipment, components and parts supplied and against faulty workmanship to commence upon receipt of final turn-over and acceptance documents.</p> <p>b. Battery<br/>Two (2) years warranty against factory/manufacturing defects on equipment, components and parts supplied to commence upon receipt of final turn-over and acceptance documents.</p> <ul style="list-style-type: none"> <li>• All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the bank.</li> <li>• Within the warranty period, a service unit must be provided if the installed UPS will be pulled out for repair/check-up.</li> </ul> |                        |

## D. Technical and Other Requirements:

### 1. 6.0 KVA UPS

| Particulars             |  | Unit       | LANDBANK Technical Specification  |
|-------------------------|--|------------|---|
| Capacity                |  | VA(S)/W(P) | 6000/5400   |
| INPUT                   | Voltage Range  | V          | 110 - 276   |
|                         | Frequency Range  | Hz         | 40 to 70  |
|                         | Phase  |            | Single  |
|                         | Power Factor   |            | 0.9   |
|                         | Wires  |            | <b>2 – 8.0mm sq. and 1 – 5.5mm sq. wire (Royal Cord – 3 meters)</b>   |
| OUTPUT                  | Voltage  | V          | 220/240   |
|                         | Voltage regulation   |            | 2% max  |
|                         | Frequency (Synchronized Range)   | Hz         | 40 to 70  |
|                         | Wires  |            | 2 P + G Royal Cord (3 meters)   |
| BATTERY                 | Type   |            | Lead Acid Battery, Maintenance Free   |
|                         | No. of Batteries   |            | 16 - 20   |
|                         | Voltage  |            | 12 Vdc  |
|                         | Backup Time  |            | <b>5 mins at full load, min</b>   |
|                         | Recharge Time  |            | 8 hrs charge to 90%<br><b>Internal or External</b><br><b>For external battery: Factory fabricated battery cabinet with battery support, fixed plates and caster wheels</b>  |
| INDICATOR               | LED/LCD  |            | Load Level, Battery Level, I/O Voltage, Bypass mode information, Voltage, Current, Frequency, Temperature & fault code  |
| PROTECTION              |  |            | Short Circuit Protection<br>Over and Under Voltage Protection<br>Surge Protection<br>Over Temperature Protection  |
| ALARM                   | Battery Mode<br>Low Battery<br>Fault<br>Overload   |            | Sounding every 4 second<br>Sounding every second<br>Sounding every second<br>Sounding every second/shut downs automatically   |
| ADDITIONAL REQUIREMENTS | Technology<br>Noise Level<br>RS-232/USB<br><br>Isolation Transformer<br>Rack<br>Simple Network Management Protocol (SNMP)<br>Maintenance Bypass Switch |            | Advance N+1 redundancy ready/ Advance N+X redundancy ready<br>55 dB @ 1 meter (max)<br>Windows Family, Linux, Mac, Unix, IBM Aix<br><b>Internal or External</b><br><b>For external Isolation Transformer: Factory fabricated cabinet with support, fixed plates and castor wheels</b><br>with 4 pcs caster wheels<br><br>Ready only<br><br>Breaker Type/Rotary Switch |

2. Other Requirements:

- a. All works shall conform to the provisions (latest edition) of the Philippine Electrical Codes and other applicable laws and regulations;
- b. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning contractor/supplier are required to use appropriate equipment, hand tools and personal protective gears and equipment during the installation;
- c. The UPS contractor should coordinate his works closely with the works of other trades concerned;
- d. The UPS contractor shall exercise extreme caution and be responsible in the hauling/transfer of the equipment to prevent damage to the delivery site. The corresponding cost to repair or replace the office equipment, facilities including parts and components damaged or lost by the UPS contractor or its workers during the course of the project shall be deductible/chargeable to the UPS contractor;
- e. The UPS contractor shall be liable for any harm, damage or injury that may be sustained or suffered by its own crew/workers while in the performance of their duties/job under this project;
- f. The UPS contractor shall be held directly responsible for any injury to person and/or damage to Bank's property arising from the act, whether partial, contributory, or due entirely to the fault, negligence and/or dishonesty of the contractor's personnel in the course of their duties;
- g. LBP-PMED will conduct inspection and load testing of the UPS at the contractor's warehouse;
- h. Response time for all service calls (repair and/or maintenance works) shall be made by the UPS contractor within 24 hours upon receipt of telephone report of the Branch Head or its authorized representative/s; For Field units and remote sites, the supplier shall give feedback to End-user thru email or telephone call;

**E. Qualification and Documentary Requirements:**

| Qualification Requirement  | Documentary Requirement   |
|--|---|
| 1. Prospective UPS contractor must have more than 3 years of experience in the sales, repair and support of UPS. | Submission of related documents (e.g. previous Purchase Orders, Contracts, etc.)  |
| 2. The UPS contractor shall provide Satisfactory Service to its customers  | <p>a. List of at least two (2) large institutional clients using the brand being offered by the prospective UPS contractor for 5 years (with minimum of 10 units of 6kVA supplied/installed onsite) (e.g. fast-foods, BPO's, hospitals, funeral parlor, Banks and government offices). The list shall also state the addresses, contact persons and telephone numbers of the clients and shall be supported with Certificate of Satisfactory Performance from each of them.</p> <p>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</p> |

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|   |   |
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| <p>3. The UPS contractor shall have the following mandatory requirement:</p> <ul style="list-style-type: none"> <li>a. In-house load bank</li> <li>b. 24 hours service crew for emergency repair</li> </ul>   | <p>Certification that the prospective UPS contractor has said requirements.</p>   |
| <p>4. The UPS contractor shall have highly trained technicians who are its regular employees</p>  | <p>List of at least 3 highly trained technicians with their respective bio-data and training certificate issued by the manufacturer of offered product</p>  |
| <p>5. List of quoted brand/model shall have authorized service centers in key cities in the Philippines</p> <ul style="list-style-type: none"> <li>a. NCR;</li> <li>b. Key city in North and Central Luzon;</li> <li>c. Key city in South Luzon and Bicol;</li> <li>d. Key city in Visayas; and</li> <li>e. Key city in Mindanao</li> </ul> | <p>List of at least one (1) service center (with complete address and contact numbers).</p>   |
| <p>6. The UPS contractor must be an authorized distributor of the offered product</p>   | <p>Manufacturer's Authorization or Back-to-Back Certification</p>   |
| <p>7. The offered product must have brochures showing the product complete specifications and demo unit</p>   | <p>Official brochure of the offered brand/model shall be verifiable from the manufacturer's website. Demo units will no longer be required for bidders who had previously passed the post qualification, however, if a different model or brand is being offered, a post qualification is required.</p> |
| <p>8. The specifications of the offered product shall be verifiable from the website of the manufacturer</p>  | <p>Print-out of the Homepage of manufacturer's website showing the URL (web address)</p>  |
| <p>9. The offered product or its manufacturer must be authorized and certified by the approving/governing body</p>  | <p>Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available</p>   |


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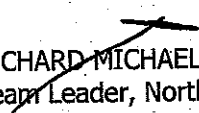
**F. Payment Terms:**

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

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