



**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20210309-02**

PROJECT : **Airconditioning Units for the following LANDBANK Offices:**

Lot 1 – Quezon City Operations Center
Lot 2 – Talavera (Nueva Ecija) Branch

IMPLEMENTOR : **Procurement Department**

DATE : **April 23, 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 bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annex D), Technical Specifications (Section VII), Schedule of Prices (Form No. 2) and Checklist of Bidding Documents (Item Nos. 4, 12 & 23 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes D-1 to D-19 and specific sections of the Bidding Documents.

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

Revised Technical Specifications

Specifications	Statement of Compliance
<p>Air-conditioning Units for LANDBANK Quezon City Operations Center and Talavera (Nueva Ecija) Branch</p> <ol style="list-style-type: none">1. Scope of works, minimum specifications, and other requirements per attached Revised Terms of Reference (Annexes D-1 to D-19), Bill of Quantities (Annexes E-1 and E-2) and Floor Plan Lay-outs (Annexes F-1 to F-3).2. For current and past suppliers of air-conditioning units of 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>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.</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>Please state here either "Comply" or "Not Comply"</p>

A Certificate of Satisfactory Performance issued by the Head Facilities Management Department (FMD) or Head, Project Management and Engineering Department (PMED) not earlier than 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 the post-qualification of bid.

Note: The Certificate of Satisfactory Performance shall be requested in writing from the the following:

Lot 1

Mr. Ramil P. Remillano
Head, LANDBANK FMD
Tel. No. 8-522-0000 locs. 2200 and
7360

Or

Mr. Enrico DJ Samaniego
Head, LANDBANK PMED
Tel. No. 8-522-0000 locs. 2256 and
2349)

Lot 2

Mr. Enrico DJ Samaniego
Head, LANDBANK PMED
Tel. No. 8-522-0000 locs. 2256 and
2349

and can be sent through email at
emcy_040207@yahoo.com (FMD)
and/or
romerorenzmarion@gmail.com
(PMED) at least five (5) working days
prior to the submission of bid.

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

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. 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 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.

o **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.

o **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 other related documents to prove that the offered brand of Air-conditioning Unit has been in the Philippine market for at least ten (10) years (for lot 1) and five (5) years (for lot 2), prior to the deadline of submission of bid.
15. List of at least five (5) different large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlors, banks and government offices) with addresses, contact persons and contact details including Certificates of Satisfactory Performance for the brand being offered (with minimum of four [4] installed units).
16. Certificate of Satisfactory Performance and No Delayed Projects issued by the Head, LANDBANK FMD or PMED (for lot 1), Head, LANDBANK PMED (for lot 2) not earlier than thirty (30) calendar days prior to the deadline of submission of bid.
17. List of at least three (3) highly-trained technicians (regular employees) with their respective Curricula Vitae, Certificate of Employment and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by Technical Education and Skills Development Authority (TESDA).
18. List of at least two (2) Service Centers within Metro Manila (for lot 1) and within the province of the project site (for lot 2).
19. Manufacturer's authorization or back-to-back certification as an authorized seller/distributor of the product being offered and/or other supporting documents to satisfy the said requirement.
20. Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.

21. Print-out of the manufacturer's homepage website showing the URL (web address).
22. Certification from the following, whichever is available:
 - Bureau of Product Standards (PS)
 - Underwriters Laboratories (UL)
 - Conformance European (CE)
 - ISO 9001 Certification

Additional Requirement for Lot 1 only

23. Certificate of Inspection issued by LANDBANK Facilities and Management Department.
- **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)
 3. Detailed breakdown of cost (Annex E-1 and/or E-2)

TERMS OF REFERENCE

I. Name and Description of the Project:

One (1) lot supply of labor, materials, tools equipment and technical expertise for the replacement of eight (8) air conditioning units and installation of one (1) unit 5TR Inverter (floor mounted) at LANDBANK Quezon City Operations Center.

II. Objectives of the Project:

- a. To replace eight (8) worn-out and defective air conditioning units.
- b. To install one (1) unit 5TR Inverter Air conditioner at 2nd Floor Technology Management Group (TMG) Data Center to serve as back-up/stand-by unit and/or additional cooling system for the existing Precision Air Conditioner Unit (PACU).

III. Project Details:

III. A Technical Specifications:

<p>One (1) unit - 5.0 TR Floor Mounted Inverter Type</p> <p>Electrical</p>	<ul style="list-style-type: none"> • Fan Coil Application type • Cooling Capacity - 40,000 Btu/hr, minimum • Energy Efficiency Ratio (EER) - 11 kJ/hr-W, minimum • Compressor Type : Scroll/ Rotary • 220-240 Volts (min to max), 60 Hz, Three Phase • Split Type Floor Mounted • Galvanized and painted with weather resistant casing • Complete with standard accessories • Long piped Series , Type L ,Hard Drawn <ul style="list-style-type: none"> • Circuit Breaker 50 Ampere for indoor and outdoor (at minimum) • Feeder line : 8.0 square mm THHN (at minimum)
<p>Two (2) units - 3.0 TR Floor Mounted Inverter Type</p> <p>Electrical</p>	<ul style="list-style-type: none"> • Fan Coil Application type • Cooling Capacity - 24,000 Btu/hr, minimum • Energy Efficiency Ratio (EER) - 12 kJ/hr-W, minimum • Compressor Type : Scroll/ Rotary • 220-240 Volts (min to max), 60 Hz, Single Phase • Split Type Floor Mounted • Galvanized and painted with weather resistant casing • Complete with standard accessories • Long piped Series , Type L ,Hard Drawn <ul style="list-style-type: none"> • Circuit Breaker 30 Ampere for indoor and outdoor unit (at minimum) • Feeder line : 5.5 square mm THHN (at minimum)

<p>Six (6) units - 2.0 TR Wall Mounted Inverter Type</p> <p>Electrical</p>	<ul style="list-style-type: none"> • Fan Coil Application Type • Cooling Capacity - 17,000 Btu/hr, minimum • Energy Efficiency Ratio (EER) - 13 kJ/hr-W, minimum • Compressor Type : Scroll/ Rotary • 220-240 Volts (min to max), 60 Hz, Single Phase • Split Type Wall Mounted • Galvanized and painted with weather resistant casing • Complete with standard accessories • Long piped Series , Type L ,Hard Drawn <ul style="list-style-type: none"> • Circuit Breaker 30 Ampere for indoor and outdoor unit (at minimum) • Feeder line : 3.5 square mm THHN (at minimum)
<p>Others (Mechanical)</p>	<p><i>Consumables:</i></p> <ul style="list-style-type: none"> • Refrigerant R410-A/R-32 • Copper pipes and elbows • Rubber Insulator • Polythelene Tape • Mapp Gas • Nitrogen Gas • PVC Pipe Drain Line • Clamps and supports • Bolts and nuts
<p>Others (Electrical)</p>	<p><i>Consumables:</i></p> <ul style="list-style-type: none"> • Circuit Breakers • Flexible conduit pipe • Electrical tape • Terminal Lugs

III. B Scope of the Project

<p>a. Inspection</p>	<ul style="list-style-type: none"> • Thorough and detailed inspection, verification, assessment of the condition and other details of the project.
<p>b. Mobilization</p>	<ul style="list-style-type: none"> • Mobilize of manpower including tools, materials and equipment
<p>c. Dismantling Works</p>	<ul style="list-style-type: none"> • Pump down of refrigerant from outdoor to indoor unit • Dismantling of existing various Air conditioner units • Dismantling of the existing copper tube and pipe, insulators, bracket and supports, bolt and nuts. • Dismantling of the existing electrical components such as circuit breakers, wires, flexible conduit pipe, etc.

<p>d. Installation Works</p> <ul style="list-style-type: none"> • Six (6) units - 2.0 TR Wall Mounted Inverter • Two (2) units - 3.0 TR Floor Mounted Inverter • One (1) unit – 5.0 TR floor mounted inverter 	<ul style="list-style-type: none"> • Installation of brand new Air conditioner (Indoor/ Evaporator and outdoor/Condenser) units • Installation of brand new copper tube and pipe, insulators, bracket and supports, bolt and nuts, pipe sleeve, etc. • Installation of brand new electrical components such as, circuit breakers, wires, flexible conduit pipe, etc. • Installation of Electrical Metallic Tubing (EMT) pipes for electrical conduit with anti-rust, epoxy primer and enamel finish. • Refrigerant pipe shall be type L, hard drawn seamless copper, using standard pipe recommended by the manufacturer (Submit copy of piping schedule). • Pipes shall be anchored, plumbed and parallel to the building's vertical horizontal lines. Pipe hangers and support shall be of the type specified. Pipe sleeves thru walls shall be provided. • Leak testing thru vacuuming and dehydration system. All piping shall be leak tested with pressure of at least 1.5times the designed working pressure. • Refrigerant suction line shall be insulated with pre-molded elastomeric rubber insulation of at least 25mm thick. • Supply and installation of the following components/parts if not included in the unit's standard accessories <ul style="list-style-type: none"> ➢ Liquid line filter drier, flare type ➢ Contactor with external thermal overload relay ➢ On-Delay Timer ➢ Plug-in type High and Low Pressure Switches • Use Schedule 40 PVC pipe color blue for the drain line using the appropriate size/s recommended by the manufacturer. • Charging of additional refrigerant gas • Installation of electrical/feeder lines up to electrical room. • Provision of NEMA 3R, UL Listed Circuit Breaker (CB) for Indoor and outdoor unit. • Cleaning and clearing/restoration of the affected area
<p>e. Testing and Commissioning</p>	<ul style="list-style-type: none"> • Comprehensive testing and commissioning.

III. C Terms and Conditions:

- a. All parts that will be supplied shall be brand new and approved products of reputable manufacturers.
- b. No existing/old materials shall be re-used (e.g., brackets, frames, pipes, electrical wires, etc.)
- c. The project duration and completion shall be thirty (30) calendar days to commence on the day following the receipt of Notice to Proceed.
- d. Work schedule shall be daily from 8:00 AM to 5:00 PM provided it will not cause any

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disruption in the operation of the Bank, otherwise, adjustments in schedules shall be made accordingly.

- e. The winning contractor shall conduct appropriate training/seminar to the LANDBANK technical personnel on the operation and maintenance of the air conditioners.
- f. The contractor shall provide Five (5) year warranty for the compressor and One (1) warranty on other parts and components against factory/manufacturing defects on and faulty workmanship to commence upon receipt of commissioning and final acceptance.

III.D Submittals:

Item	Description	Submission Date
Costing breakdown	<ul style="list-style-type: none"> • Submission of detailed/itemized breakdown of costing 	Upon submission of bid proposal
Schematic Layout	<ul style="list-style-type: none"> • Detailed drawing plans and layout 	Upon conduct of final testing and commissioning of the units
Testing Report	<ul style="list-style-type: none"> • Detailed activity report from start to end (testing and commissioning) of the project. 	Upon conduct of final testing and commissioning of the units
Operations and Maintenance Manual	<ul style="list-style-type: none"> • Operations and Maintenance Manual 	Upon conduct of final testing and commissioning of the units
Warranty Certificate	<ul style="list-style-type: none"> • Warranty coverage for compressor and other parts and components against factory/manufacturing defects on and faulty workmanship. • Schedule of monthly check up and cleaning during warranty period. 	Upon conduct of final testing and commissioning of the units

IV. Supplier Qualification Requirements:

Qualification	Documentary Requirement/s
1. Must conduct inspection and submit a Completed Inspection Report.	<ul style="list-style-type: none"> • Certificate of Inspection (CI) issued by the LANDBANK – Facilities Management Department (FMD) five (5) banking/working (8:00AM- 5:00 PM) days before opening of bid. Non-inspection/submission of CI will result to outright disqualification of the bid.
2. The quoted brand of prospective ACU contractor must be in the Philippine market for a minimum of ten (10) years and must be comparable to the type of Air conditioner unit being procured (split type, variable refrigerant, flow, etc.)	<ul style="list-style-type: none"> • Copy of purchase orders, contracts or other related documents to prove that the offered brand of ACU has been in the Philippine market for at least ten (10) years prior to deadline for the submission of bids

<p>3. Must be satisfactory rated by previous customers/clients.</p>	<ul style="list-style-type: none"> • Certificate of Satisfactory Performance issued by at least five (5) large institutional clients (e.g. Fast foods, BPOs, hospitals, funeral parlor, banks and government offices) using the brand being offered by the prospective ACU contractor with minimum of 4 units installed (with addresses, contact persons and telephone numbers) • Latest Certificate of Satisfactory Performance issued by Head of FMD or PMED, if bidder has existing or completed contracts with LANDBANK
<p>4. The ACU contractor must have highly trained technicians who are regular employees</p>	<ul style="list-style-type: none"> • List of at least 3 highly trained technicians(regular employees) with their respective Curriculum Vitae, Certificate of Employment and National Certificate II (NC II) for Refrigeration and Air-Conditioning Servicing issued by TESDA
<p>5. The quoted brand must have 24/7 Customer Contact Center.</p>	<ul style="list-style-type: none"> • List of at least two (2) service centers within the Metro Manila of the project site
<p>6. The ACU contractor must be authorized distributor of the offered product</p>	<ul style="list-style-type: none"> • Manufacturer's Authorization or Back-to-Back Certification citing that the bidder is an authorized seller/distributor of the offered product and/or other supporting documents to satisfy the said requirements.
<p>7. The offered product must have brochures or any other official documents</p>	<ul style="list-style-type: none"> • Brochure or any other official documents coming from the manufacturer showing the specifications of the offered product
<p>8. The brand model and specifications of the offered product must be verifiable from the website of the manufacturer</p>	<ul style="list-style-type: none"> • Print-out of the Homepage of manufacturer's/brand owner's website showing the URL (web address)
<p>9. The offered product or its manufacturer must be authorized and certified by the approving/governing body.</p>	<ul style="list-style-type: none"> • Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (EU) or International Organization for Standardization (ISO) Certifications, whichever is available

V. Manner of Payment:

- a. One-time payment payable upon full completion of the project
- b. Payment shall be subject to LANDBANK's standard accounting and auditing rules and regulations

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VI. Other Terms and Conditions:

- a. In line with the Bank's EMS program, the winning contractor/supplier shall be required to use the appropriate equipment, hand tools and personal protective gears and equipment during the implementation of the project.
- b. The winning contractor/supplier/service provider shall:
 - 1. Coordinate with FMD and TMG for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization.
 - 2. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project in compliance with EMS Program.
 - 3. 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. 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.
 - 5. 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 DENR and the EMB.
 - 6. 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) 8551-2200 and 8405-7360.

Prepared By




ENRICO V. DEL ROSARIO
Engineer

Reviewed by:




JULIUS C. ILAG
DC, EMT

Endorsed by:



RODRIGO P. OLBES
ADM, FSU

Noted by :



RAMIL P. REMILLANO
AVP, FMD

TERMS OF REFERENCE

A. Name and Description of the Project:

One (1) lot – Supply, Delivery, Installation, Testing and Commissioning of Air-conditioning Units, complete with standard accessories per manufacturer’s standards for LANDBANK Talavera (Nueva Ecija) Branch.

B. Objective of the Project:

1. To properly ventilate the Office area.
2. To maintain the corporate image of the Bank.
3. To provide a conducive banking and working area.

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

<p>1. Supply, delivery and installation</p>	<ul style="list-style-type: none"> ➤ Mobilization of manpower and equipment/tools at LANDBANK Talavera Branch, Pecache Bldg., A. Diaz Cor. Quezon Sts., Talavera, Nueva Ecija ➤ Three (3) units of 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) ➤ One (1) unit of 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) ➤ Two (2) units of 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) ➤ Provide Health Safety protocols as per required by the Local Government Unit (LGU) (e.g. Swab test, certificates, etc.) ➤ Installation, testing and commissioning ➤ Cleaning-up works and demobilization ➤ For technical specifications: <ul style="list-style-type: none"> • 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) – see attachment 1 • 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 2 • 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type) – see attachment 3 • 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 4
<p>2. Installation Schedule</p>	<p>Monday to Sunday or per coordination with end-user/s</p>
<p>3. Delivery and Installation Period</p>	<p>Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and Advice from PMED as to availability of project site</p>
<p>4. I. General Notes II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms 5. Refrigerant Pipe Insulation Details, Schematic Piping Diagram and Electrical Riser Diagram 6. Certificate of Satisfactory Performance Format 7. Start-up Data Sheet</p>	<p>See Annex A</p> <p>See Annex B</p> <p>See Annex C</p> <p>See Annex D</p>

Prepared by:

Renzo Romero
 RENZO MARION R. ROMERO
 Engineer, North NCRBG

Reviewed by:

Richard Michael B. Dimapilis
 RICHARD MICHAEL B. DIMAPILIS
 Team Leader, North NCRBG

Approved by:

Emrico D.J. Samaniego
 EMRICO D.J. SAMANIEGO
 Head, PMED

Revised Annex D-7

2.0 TR Wall Mounted (Inverter Type)

Features	LBP SPECIFICATIONS
Fan Coil Application Type	Wall Mounted
Cooling Capacity, minimum	20,000 Btu/hr or 21,000 kJ/hr or 5.83 KW (whichever of the three)
Energy Efficiency Ratio (EER), minimum	9.76 Btu/W-hr or 10.3 kJ/W-hr or 2.86 W/W-hr (Whichever of the three)
Air-Flow (Ft ³ /Min/Sec), minimum	(588/776/562) CFM or (16.1/17.9) CMH or (201/456/330) LPM (Whichever of the three)

Features	Unit	LBP SPECIFICATIONS
Power Supply	V-Hz	220-240, 60
Phase	Ø	single
Start Power Input, max	Watts	2,600
Sound Pressure Level (Indoor), max	dB(A)	65
Compressor Type		Scroll/Rotary
Refrigerant		R-410A/R-32
Controls		remote

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3.0 TR Floor Mounted (Inverter Type)

Features	LBP SPECIFICATIONS
Fan Coil Application Type	Floor Mounted
Cooling Capacity, minimum	34,000 Btu/hr or 35,500 kJ/hr or 9.90 kW (whichever of the three)
Energy Efficiency Ratio (EER), minimum	9.75 Btu/W-hr or 10.3 kJ/W-hr or 2.85 W/W-hr (whichever of the three)
Air-Flow (Hi/Mid/Lo), minimum	(1410/1140/562) CMH or (23/19/14) CMM or (829/670/494) CFM (Whichever of the three)

Features	Unit	LBP SPECIFICATIONS
Power Supply	V-Hz	230-740, 50
Phase	Ø	single
System Power Input, max	Watts	3,900
Sound Pressure Level (Indoor), max	dB(A)	65
Compressor Type		Scroll/Rotary
Refrigerant		R-410A/R-32
Controls		remote

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3.0 TR Ceiling Mounted (Inverter Type)

Features	LBP SPECIFICATIONS
Fan Coil Application Type	Ceiling Mounted
Cooling Capacity, minimum	34,000 Btu/hr or 35,800 kJ/hr or 9.96 kW (whichever of the three)
Energy Efficiency Ratio (EER), minimum	9.76 Btu/W-hr or 10.3 kJ/W-hr or 2.36 W/W-hr (Whichever of the three)
Air Flow (Hi/Mid/Lo), minimum	(1,200/1,000/960) CMH or (20/18/16) CMH or (706/635/565) CFM (whichever of the three)

Features	Unit	LBP SPECIFICATIONS
Power Supply	V-Hz	220-240, 60
Phase	Ø	Single
System Power Input, max	Watts	3,980
Sound Pressure Level (1 meter), max	dB(A)	65
Compressor type		Scroll/Rotary
Refrigerant		R-410A/R-32
Controls		remote

Revised Annex D-10

5.0 TR Floor Mounted (Inverter Type)

Features	LPS SPECIFICATIONS
Fan Coil Application Type	Floor Mounted
Cooling Capacity, minimum	55,000 Btu/hr or 58,000 kJ/hr or 16.0 KW (whichever of the three)
Energy Efficiency Ratio (EER), minimum	9.76 Btu/W-hr or 10.3 kJ/W-hr or 2.86 W/W-hr (Whichever of the three)
Air Flow (Hi/Mid/Lo), minimum	(2200/1900/1500) CFM or (36/31/25) CMH or (1294/1118/882) CFM (whichever of the three)

Features	Unit	LPS SPECIFICATIONS
Power Supply	V-Hz	220-240, 60
Phase	Ø	three
System Power Input, max	Watts	5,000
Sound Pressure Level (Indoor), max	dB(A)	65
Compressor Type		Scroll/ Rotary
Refrigerant		R-410A/R-32
Controls		remote

Revised Annex D-11

I. General Notes

1. Piping, Electrical and Accessories

- a. Refer to Annex B for refrigerant pipe insulation detail, schematic piping diagram and electrical riser diagram;
- b. Refrigerant piping shall be TYPE-M, Hard Drawn Seamless Copper using the standard pipe size recommended by the manufacturer;
- c. Pipes shall be anchored, plumbed and parallel to the building's vertical and horizontal lines. Pipe hangers and supports shall be of the type as specified. Pipe sleeves thru walls and wall penetrations, roofs and floors shall be provided by the supplier/installer. The gap between the pipe and the pipe sleeves must be provided with water proofing and sealant;
- d. All piping shall be leak tested with pressure of at least 1.5 times the designed working pressure;
- e. Refrigerant suction line shall be insulated with pre-moulded elastomeric rubber insulation 15 mm thick for 3.0 TR and below, and 25 mm thick for 5.0 TR up to 10 TR. Insulation installed outdoor shall be provided with weather proof coating;
- f. Without additional cost to the bank, the supplier/installer shall supply and install the following components/parts if not included in the unit's standard accessories (for split-type units with capacities of 2.0 TR and above)
 - Liquid Line Filter Drier, Flare-type
 - Magnetic Contactor with External Thermal Overload
 - On-Delay Timer
 - Plug-in type High and Low Pressure Switches
- g. Provide NEMA type, UL listed bolt-on circuit breakers for FCU and ACCU
- h. Use EMT for electrical pipes and stranded THHN wires for feeder lines;
- i. Use color blue, schedule 40 PVC pipe for drain lines using the appropriate size recommended by the manufacturer, but not less than 1 inch in diameter.

2. Other Requirements:

- a. Prospective ACU contractors are encouraged to inspect, verify and assess the existing condition, location and details of the project;
- b. All equipment, units and parts/components to be supplied shall be brand new, clean and approved products of reputable manufacturers;
- c. 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;
- d. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, the winning ACU contractor 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;
- e. All equipment shall be installed in approximate location as shown in the mechanical plans;
- f. Any proposed change or deviation from the original mechanical plans or specifications either initiated by the ACU contractor, the end-user or due to actual site condition, must be submitted to LBP-PMED in the form of shop drawing for approval prior to implementation;

Terms of Reference for the procurement of Air-conditioning Unit (ACU)

- g. The winning ACU contractor should coordinate his works closely with the works of other trades concerned;
- h. 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 ACU contractor at no extra cost;
- i. No existing/old materials shall be re-used; e.g., circuit breakers, electrical and mechanical controls, materials and components, refrigerant pipes, fittings, insulations, etc., unless otherwise specified in the scope of works or technical specifications;
- j. The ACU contractor shall provide all the necessary components or accessories, e.g., brackets, pedestals, clamps, fasteners, air deflectors, etc., to ensure the safe, normal and efficient operation of the installed ACUs;
- k. The ACU contractor shall properly account and turn-over all dismantled/replaced materials to the branch head or its authorized representative/s;
- l. The ACU contractor 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 ACU contractor or its workers during the course of the project shall be deductible/chargeable to the ACU contractor;
- m. The ACU 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;
- n. The ACU 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;
- o. The ACU contractor shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;
- p. The ACU contractor 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;
- q. The ACU contractor 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;
- r. The ACU contractor 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;
- s. Payment of construction bond (if applicable) shall be charged on the account of the ACU contractor;
- t. Should the ACU contractor fails to provide the required warranty servicing within the warranty period per submitted schedule of activities, the ACU contractor agrees, without invalidating the provisions of the warranty that the Bank may opt to contract the services of another ACU contractor/installer for the servicing of the equipment and components. The corresponding cost that will be incurred for the servicing shall be deducted from the ACU contractor's retention money;
- u. Included in the bids or tender and warranty are the cost of consumables, basic replacement of parts, servicing and other incidental expenses of the ACU contractor or its authorized representatives, such as traveling expenses, lodging, food, etc.

II. Qualification and Documentary Requirements:

Qualification Requirement	Documentary Requirement
1. The quoted brand of prospective ACU contractor must be in the Philippine market for a minimum of five (5) years and must be comparable to the type of Airconditioning Unit being procured (Split type, Variable Refrigerant Flow, etc.)	Copy of purchase orders, contracts or other related documents to prove that the offered brand of ACU has been in the Philippine market for at least five (5) years prior to deadline for the submission of bids.
2. The ACU contractor shall provide Satisfactory Service to its customers using the standard format of Landbank (Annex C)	a. List of at least five different (5) large institutional clients (e.g. fast foods, BPOs, hospitals, funeral parlor, banks and government offices) with addresses, contact persons and telephone numbers including Certificate of Satisfactory Performance using the brand being offered by the prospective ACU contractor (with minimum of 4 units installed). 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.
3. The ACU contractor must have highly trained technicians who are its regular employees.	List of at least 3 highly trained technicians (regular employees) with their respective Curriculum Vitae, Certificate of Employment and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by TESDA
4. The quoted brand must have 24/7 Customer Contact Center	List of at least two (2) Service Centers within the province of the project site.
5. The ACU contractor 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.
6. 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
7. The brand model and specifications of the offered product shall be verifiable from the website of the manufacturer.	Print-out of the Homepage of manufacturer's /brand owner's website showing the URL (web address).
8. 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.

III. Billing Requirements

Document	Description	Due Date of Submission
1. Start Up Data Sheet (Annex D)	Duly accomplished form showing the electrical and mechanical parameters of the air-conditioning unit/s	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 air-conditioning units	Upon Completion
3. Schedule of Maintenance/Monitoring Activities	The ACU contractor shall provide the standard warranty servicing for all installed equipment and its components (checking and general cleaning of the unit at least three times within the warranty period, every four (4) months 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 and five (5) years warranty for compressor 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. All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the Bank	Upon Completion
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

IV. 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. Manner of Payment shall be based on the following:

Deliverables	Documents to be Submitted	Percentage of Payment
Upon 100% completion and acceptance of the project	Documents as required in Item III. Billing Requirements	87%
Retention fee: After 1 year of final turnover of the project	Service Reports that the contractor conducted the warranty servicing	3%
TOTAL		90%

Prepared by:

Reviewed by:

R. Blazgou
ROEL EUGENE C. BLAZGOU
Engineer, ISU-PMED

R. Dimapilis
RICHARD MICHAEL S. DIMAPILIS
SPDB Team Leader, North NCRBG

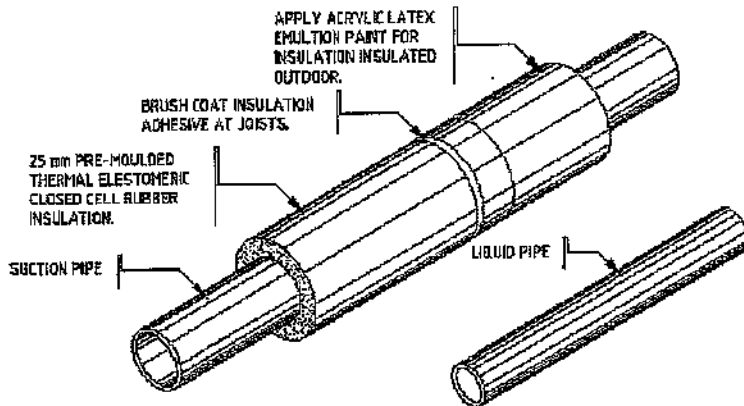
Approved by:

E. Samaniego
ENRICO D.L. SAMANIEGO
HEAD, PMED

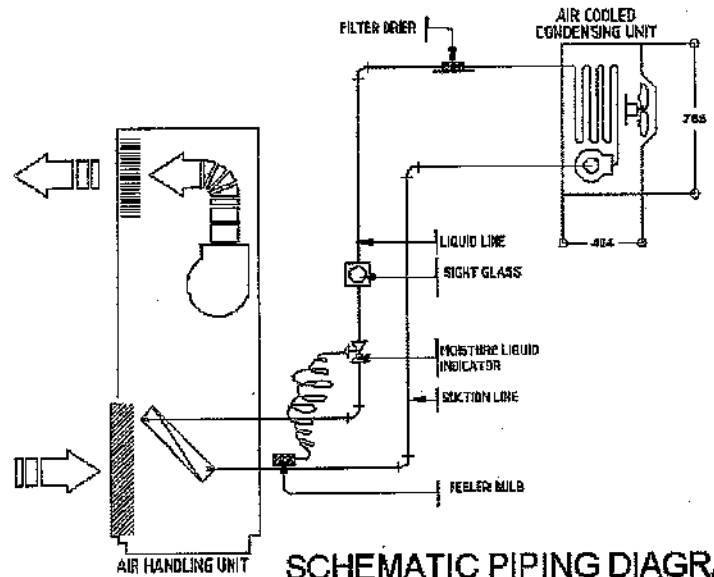
ANNEX B

NOTE:

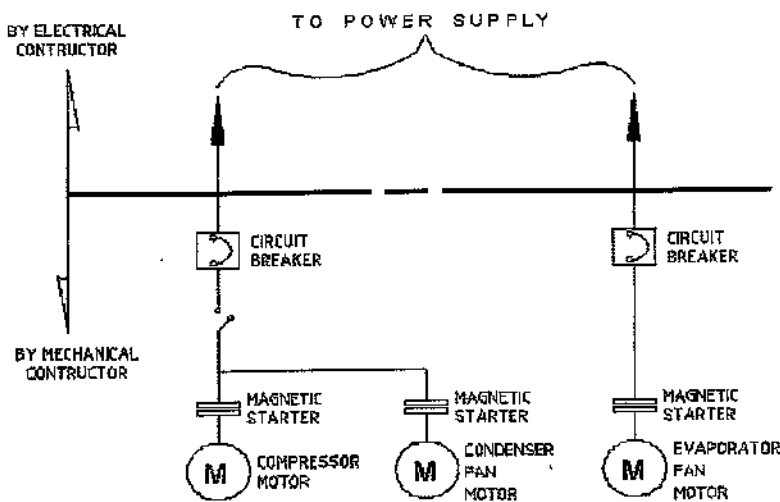
1. ADHESIVE AND LATEX PAINT SHOULD BE COMPATIBLE TO INSULATION USED.
2. CONDENSATE DRAIN PIPE INSULATION SHALL BE OF SIMILAR MATERIAL BUT 19 mm THK.



REFRIGERANT PIPE INSULATION DETAIL



SCHEMATIC PIPING DIAGRAM



**ACCU FCU
ELECTRICAL RISER DIAGRAM**

ANNEX C

CERTIFICATE OF SATISFACTORY PERFORMANCE

This is to certify that **(Prospective Bidder/Supplier Company Name)** has supplied our company/agency with **(Items/Goods)**. Based on our evaluation on as to specifications, performance, supplier's timely delivery, conformity to warranty and after sales service, we give a rating of:

SATISFACTORY

POOR

Below are the list of Purchase Order (POs)/ Contracts supplied and installed by **(Prospective Bidder/Supplier Company Name)**, to wit:

PO Nos./Contracts	Project Site

Issued this _____ day of _____ in (location), Philippines

Signature
(Name of Authorized Representative)
(Position)
(Agency)
(Contact No.)

LANDBANK OF THE PHILIPPINES
PROJECT MANAGEMENT AND ENGINEERING DEPARTMENT

ANNEX D

NAME OF THE BRANCH :
LOCATION :
DATE :

P.O. NO. _____

START - UP DATA SHEET

SUPPLIER'S DATA:

Name of Supplier: _____
Address: _____
Contact Person: _____ Tel.No.: _____

INSTALLATION DATA:

Technician In-charge: _____ Accreditation No: _____
Date Started: _____ Date Finished: _____ Start-up Date: _____
FCU Model No: _____ ACCU Model No: _____
FCU Serial No: _____ ACCU Serial No: _____

OPERATING DATA:

Suction Line Temperature: _____ Suction Line Pressure: _____
Discharge Line Temperature: _____ Discharge Line Pressure: _____
FCU Intake Air Temperature: _____ FCU Discharge Air Temp.: _____
ACCU Intake Air Temperature: _____ ACCU Discharge Air Temp.: _____
Room Temperature: _____ Ambient Temperature: _____

ELECTRICAL PARAMETERS:

Power Supply (Voltage), L1-L2: _____ L2-L3: _____ L3-L1: _____
Overall Ampere Readings, L1: _____ L2: _____ L3: _____
Current Draws, Compressor: _____ ACCU Fan Motor: _____ FCU Fan Motor: _____

OTHER INSTALLATION DATA

Refrigerant Piping:
Suction Diameter: _____ Length: _____ Insulation Thickness: _____
Discharge Diameter: _____ Length: _____ Insulation Thickness: _____
Drain Line:
Drain Line Diameter: _____ Length: _____ Insulation Thickness: _____
Electrical Lines:
Feeder Line Conduit Diameter: _____ Feeder Line Wire Size: _____ Length: _____
Control Line Conduit Diameter: _____ Control Line Wire Size: _____ Length: _____
Circuit Breaker: _____

Technician's Signature over Printed Name: _____

Revised Annex D-19