



SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20210215-01(2)

PROJECT : Preventive Maintenance of Audio-Visual Equipment
IMPLEMENTOR : Procurement Department
DATE : July 9, 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), and Checklist of Bidding Documents (Item No. 12 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes D-1 to D-7 and specific sections of the Bidding Documents.
- 3) The deadline for the submission of electronic bids for the above project is re-scheduled on **July 16, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.

4)	Bidder's Queries/Clarifications	LANDBANK Responses
	1) The bidder requested to reduce the required number of years from "ten (10)" to "five (5)" years for the following: a. engagement/contracts involving Preventive Maintenance for Audio Visual Equipment; and b. years of experience for Supervisors under Employee Competency. 2) The bidder inquired whether safety and training certificates may be submitted in lieu of NCII TESDA Certificate for the technicians.	1) The number of years for the mentioned requirements were reduced from "ten (10)" to "three (3)" years. Please see Items IV.1 & IV.3.a of the revised TOR for reference. 2) The Bank will maintain its requirement.


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

Technical Specifications

Specifications	Statement of Compliance
<p>Three (3) Years Preventive Maintenance of Audio-Visual Equipment</p> <p>1. Scope of works, specifications and other requirements per attached Revised Terms of Reference (Annexes D-1 to D-7).</p> <p>2. The following documents shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements:</p> <ul style="list-style-type: none">• Purchase Order, Contract or equivalent documents to prove that the bidder has at least three (3) years experience in the preventive maintenance of audio-visual equipment.• Two (2) Certificates of Satisfactory Performance from previous clients/customers.• National Competency (NC) II Certificate as Electronic Technician issued by Technical Education and Skills Development Authority (TESDA) for the technicians.• Diploma and certificate of supervision for the	<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>

supervisors as proof that they have at least three (3) years experience in PMS of audio-visual equipment.

- Certificate of Satisfactory Performance issued by the Head, Facilities Management Department not earlier than thirty (30) calendar days prior to the deadline of submission of bids.

Non-submission of the above documents may result in the post-disqualification of the bidder.

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

In cases of recently expired mayor's/business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit. Provided, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR; 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.

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.
- **Technical Documents**
 10. Bid Security (If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration).
 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).
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 14. 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.
 15. Latest Income Tax Return filed manually or through EFPS.
 16. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 17. Original copy of duly notarized Revised 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. Duly filled out detailed breakdown of cost (Annex D).

CLASS D

TERMS OF REFERENCE

I. Project Description:

- Three (3) years Preventive Maintenance (PM) of audio-visual equipment including supply of technical supervision, labor, materials, tools equipment and consumables of audio visual equipment & accessories at LANDBANK Plaza, Malate, Manila at the following areas:
 - DM Hall - 10th floor
 - Eight (8) Function Rooms - 10th floor
 - Museum Room - 10th floor
 - Worship Room - 10th floor
 - Board Room - 34th floor
- Provision of one (1) audio-visual technician (assistance) for the programing and assistance in the operation of sound system equipment.

II. Objective:

To ensure the efficient and good operating condition of the Audio-Visual equipment/system at LANDBANK Plaza.

III. Project Details:

III.1 List of Audio-Visual Equipment/Accessories:

Areas	Equipment
DM Hall	1. Digital 32 channel Mixer
	2. 2500 watts Power Amplifier
	3. Full range speaker Dual 15"
	4. Subwoofer Dual 15"
	5. Digital equalizer
	6. Dual band Graphic equalizer
	7. Digital crossover
	8. Compressor Limiter
	9. Dual Audio Enhancement
	10. DJ Headphone
	11. Par 64 Spotlight
	12. LED Par
	13. 6 Channel Dimmer pack
	14. 12 Channel Dimmer pack
	15. Lighting Controller
	16. Wireless Handheld Microphone
	17. Moving Heads (Mac 575)

	18. Audio Powered Speakers
	19. HDMI extender
	20. Moving Heads (Beam)
	21. Moving Heads (Mac 250)
	22. Fog Machine (Magnum 550)
	23. Follow Spot
	24. FX Virtualizer
	25. V-Verb Pro
	26. Sonic Ultimzer
	27. A/V Matrix Switcher
	28. Video Mixer
	29. DLP/LCD Projector
	30. Wireless Receiver
	31. Multi effects processor
	32. Digital Delay Processor
	33. Splitter/Mixer
	34. TJ Media Player (Videoke)
	35. LED Video Wall (under PM by the BRAIN COMPUTER)
	36. LED TV Monitor
	37. LED Processor (under PM by the BRAIN COMPUTER)
	38. Intercom CD Player
	39. Gooseneck Microphone
	40. Drum kit Microphone
	41. Microphone cord
	42. Monitor Speaker Control Room
	43. Monitor Speaker Dressing Room
	44. Video Splitter
	45. VGA Splitter
	46. Wire Microphone cables
	47. Video Distribution (amplifier)
	48. Wireless microphone (Lapel)
Function Room 1, Function Room 2, Function Room 3A, Function Room 3B, Function Room 4, Function Room 5, Function Room 6A & Function Room 6B	1. Audio digital mixer
	2. Audio Amplifier
	3. Multi Media Projector
	4. 60" LED TV
	5. Motorized Projector Screen
	6. 8" Ceiling Speakers
	7. Audio/Video/Data floor
	8. Microphone cables
	9. Microphone patch cables
	10. A/V Matrix Switcher

	11. Audio Digital Equalizer
	12. Wall Mounted Intercom
	13. 1 in 2 out VGA Splitter
Museum Room & Worship Room	1. Audio Mixer
	2. Audio Digital Equalizer
	3. Integrated Amplifier
	4. Multi Media Projector
	5. Microphone cables
	6. Microphone patch cable
	7. Motorized Projector Screen
Board Room	1. Audio Mixer
	2. Audio Equalizer 31 band
	3. Audio Processor
	4. Audio Video Selector/switcher
	5. 90 inch LED Smart TV
	6. 42 inch LED TV
	7. Conference Microphone
	8. DVD Player
	9. Motorized Projector Screen
	10. Microphone patch cable
	11. Microphone cables
	12. Front Speaker (L,R) channel
	13. Ceiling Speaker
	14. VGA Splitter
Conference Rooms	1. LED Multi Media Projector (24 sets)

III.2 Scope of the Project:

1.) Preventive Maintenance Services

Daily

- a. Testing of signal inputs/outputs in every interface connection of audio visual equipment peripherals.
- b. Adjustment/program setting of audio visual equipment as per event requirements.
- c. Conduct decibel meter reading
- d. Checking/adjusting of audio levels within safe/normal standard.
- e. Submit service report with recommendation, if any.

Monthly

- a. Checking and testing of speakers
- b. Checking and testing of audio connectors, repair if necessary

- c. Checking, testing and cleaning amplifiers and processors
- d. Checking, testing and cleaning of audio player lens and head
- e. Checking and testing of wired microphone
- f. Checking and testing of wireless microphone and lapel.
- g. Checking and cleaning of moving heads, upload of new software, light effects and spot light bulb, repair if necessary.
- h. Calibration, checking and testing of all projectors/LED TV.
- i. Checking/testing of signal inputs/outputs/patch panels/ connectors, repair/ re-solder if necessary
- j. Checking/testing on the interface connection of audio visual connection.
- k. Programming of lighting settings, etc.
- l. Wire harnessing of signal/ power cables from the equipment rack and panels
- m. Checking and adjusting of audio levels within safe/normal standard.
- n. Fill-up the repair history card
- o. Submit service report with recommendation

Quarterly

- a. General cleaning and checking of audio lighting equipment.
- b. Checking of microphone including stand.
- c. Checking and testing of band equipment.
- d. Checking and testing of fog machine and re-fill fog fluid if necessary.
- e. Cleaning, calibration and testing of all audio system, equipment and component
- f. Checking and adjusting of audio levels within safe/normal standard.
- g. Conduct physical inventory with status of every component
- h. Submit service report with recommendation

2.) Others

- a. Provide competent Service Technician/Assistance during events/party's or malfunction of the equipment. Response time must be within two (2) hours upon receipt of notification from FMD.
- b. Provide service parts/units in case of failure of the equipment to ensure availability of audio visual equipment at all times. Prepare/submit recommendation/quotation within 24 hours and seek approval from LBP.

III. 3 Contract Period:

Three (3) years to start upon receipt of Notice to Proceed

III.4 Submittals:

Item No.	Name of Report	Description	Due Date of Submission
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1.	Service Reports	Actual activities conducted by the service provider/ contractor after each workday	Upon completion
2.	Preventive Maintenance Service Report	Actual activities undertaken on periodic preventive maintenance services (PMS)	After conducting of PMS
3.	Summary Report	Submit of summary report including recommendation	Within two (2) calendar days after end of the month

III.5 Estimated Project Cost:

Particulars	Monthly Cost	Total Cost
Monthly Preventive Maintenance	P 47,222.22	P 1,700,000.00

IV. Supplier Qualification Requirements:

Qualification Requirement	Documentary Requirement
1. Must have an engagement/contracts of at least three (3) years in the Preventive maintenance of audio visual equipment.	1. Submission of document as proof, e.g. Purchase Order, Contract, etc.
2. Must be satisfactorily rated by at least two (2) previous clients/customers.	2. Certificates of Satisfactory Performance
3. Employee Competency: a. For two (2) supervisors: a bachelor's degree in relevant field; and experience of at least Three (3) years in the PMS at audio-visual equipment. b. For four (4) technician: must have a National Competency II (NCII) Certified Audio-Visual Technician from TESDA or any accredited agencies.	3. a. To submit a copy of Diploma and certificate of three (3) years PMS at audio-visual equipment. b. Submission of NCII Certificate of Audio-Visual Technician

V. Manner of Payment:

Particulars	Manner of Payment
Preventive Maintenance	Monthly upon completion of maintenance/repair works and submission of service reports/ billing statement.

VI. Other Terms and Conditions:

1. The winning contractor/supplier/service provider shall :
 - a. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization. Work schedule is from 6:00 PM onwards during weekdays and 8:00 AM to 5:00PM on weekends, provided it will not cause any disruption in the operation of the Bank, otherwise, adjustments in schedules shall be made accordingly.
 - b. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project. In compliance with the requirement of Environmental Management Program in accordance with ISO 14001 standards.
 - c. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any other person in the implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
 - d. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).
 - e. Be bounded by and shall strictly observe the Bank's existing rules and regulations with regards to the standard security policies and procedures while in the premises.


VII. Contacts Persons:

For further information, you may get in touch with any of the undersigned at Tel Nos. (02) 8522-000 local 2250/7439 and 8405-7368


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