

**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20220126-01**

**PROJECT** : Diesel Generating Unit for Three (3) LANDBANK Offices  
**IMPLEMENTOR** : HOBAC Secretariat  
**DATE** : March 25 , 2022

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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) In view of the lifting of the suspension of the implementation of the mandatory submission of PhilGEPS Certificate of Platinum Registration and Membership in competitive bidding and limited source bidding per GPPB Resolution No. 15-2021 effective January 1, 2022, **bidders are required to submit their PhilGEPS Certificate of Registration (Platinum Membership) during bid submission, in lieu of the Class "A" eligibility documents, which were uploaded and maintained current and updated in PhilGEPS.** Failure by the prospective bidder to submit a PhilGEPS Certificate of Platinum Registration and membership with current and updated Class Eligibility Documents shall result in its automatic disqualification.
- 2) The scheduled submission and opening of bids is on **April 8, 2022, 10:00 A.M.** thru videoconferencing using MS Teams.
- 3) The Terms of Reference (Annexes D-1 to D-12), Technical Specifications (Section VII) and Checklist of Requirements (Items 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-12 and specific sections of the Bidding Documents.



**ATTY. HONORIO T. DIAZ, JR.**  
Head, HOBAC Secretariat

## Technical Specifications

<b>Specifications</b>	<b>Statement of Compliance</b>
<p><b>Diesel Generating Unit for Three (3) LANDBANK Offices</b></p> <ol style="list-style-type: none"><li>1. Terms of Reference and specifications per attached <b>Revised Annexes D-1 to D-12.</b></li><li>2. The following documents shall be submitted in the Eligibility and Technical Component to support the compliance of the Bid to the technical specifications and other requirements:<ol style="list-style-type: none"><li>2.1 Copy of Purchase Orders, contracts or other related documents to prove that the offered brand of Generator Set is being sold by the supplier in the Philippine market for at least five (5) years.</li><li>2.2 List of at least five (5) different institutional clients with addresses, contact persons and contact details including Certificates of Completion/ Acceptance for the brand being offered.</li></ol></li></ol>	<p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p> <p><b>Please state here either “Comply” or “Not Comply”</b></p>

2.3 Certification that the supplier has the following requirements:

2.3.1 In-house/manufacture electrical and mechanical shop;

2.3.2 In-house/manufacture load bank (from 5 kW to 50 kW);

2.3.3 Parts inventory for consumables and emergency repair/major overhauling; and

2.3.4 24 hours service crew for emergency repair

2.4 List of at least two (2) highly-trained technicians (regular employees) with their respective Curricula Vitae and Certificate of Employment.

2.5 List of at least two (2) Service Centers with complete addresses and contact details, within the province of the project site.

2.6 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.

2.7 Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.

2.8 Print-out of the manufacturer's homepage website showing the URL (web address).

2.9 Certification from the following, whichever is available:

- Bureau of Product Standards (PS)
- Underwriters Laboratories (UL)
- Conformance European (CE)
- ISO Certification

Non-submission of the above documents/requirements may result in the post-disqualification of the bidder.	
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**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)

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.

○ **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).

**Note: During the opening of the first bid envelope (Eligibility and Technical Component) only the above mentioned documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.**

- **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]**
  14. Copy of Purchase Orders, contracts or other related documents to prove that the offered brand of Generator Set is being sold by the supplier in the Philippine market for at least five (5) years.
  15. List of at least five (5) different institutional clients with addresses, contact persons and contact details including Certificates of Completion/ Acceptance for the brand being offered.
  16. Certification that the supplier has the following requirements:
    - 16.1 In-house/major manufacturer electrical and mechanical shop;
    - 16.2 In-house/major manufacturer load bank (from 5 kW to 50 kW);
    - 16.3 Parts inventory for consumables and emergency repair/major overhauling;
    - 16.4 24 hours service crew for emergency repair
  17. List of at least two (2) highly-trained technicians (regular employees) with their respective Curricula Vitae and Certificate of Employment.
  18. List of at least two (2) Service Centers with complete addresses and contact details, within the province of the project site.
  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 Certification
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  23. 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.
  24. Latest Income Tax Return filed manually or through EFPS.

25. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
26. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
27. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).

**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. Dully filled out Bill of Quantities Form (Annexes E-1 to E-3) signed by the Bidder's authorized representative.

***Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.***



**TERMS OF REFERENCE**

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

One (1) lot – Supply, Delivery, Installation, Testing and Commissioning of Generator set, complete with standard accessories per manufacturer’s standards for LANDBANK Daraga Branch including dismantling and hauling out of existing unit.

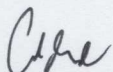
**B. Objective of the Project:**

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

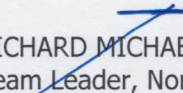
**C. Scope of the Project and Delivery Time/Completion:**

<p>1. Supply, delivery and installation</p>	<ul style="list-style-type: none"> <li>➤ Mobilization of manpower and equipment/tools at LANDBANK Daraga Branch, Rizal St., Market Side Daraga Albay</li> <li>➤ One (1) set of 20 kVA, Single Phase, 80% PF, 1800 rpm, 240VAC, Diesel Generating Unit</li> <li>➤ Five (5) meters per line of 2-22.0mm<sup>2</sup> THHN wire (Stranded) and 8.0mm<sup>2</sup> THHN Wire (Stranded) in 1" dia. Liquid Tight Flexible Metallic Tubing</li> <li>➤ Provide Safety Health Protocols as per required by the Local Government Unit (LGU) (e.g. Swab test, Certificate, etc.)</li> <li>➤ <u>Dismantling of existing unit</u></li> <li>➤ Installation, testing and commissioning</li> <li>➤ Cleaning-up works and demobilization</li> <li>➤ For technical specifications:                         <ul style="list-style-type: none"> <li>• 20kVA Generator Set with enclosure – see attachment</li> </ul> </li> </ul>
<p>2. Installation Schedule</p>	<p>Monday to Sunday or per coordination with end-user/s</p>
<p>3. Installation Period</p>	<p>Sixty (60) calendar days upon receipt of Notice to Proceed (NTP) and advice from PMED as to availability of project site</p>
<p>4. I. Other Requirements                  II. Qualification and Documentary Requirements                  III. Billing Requirements                  IV. Payment Terms                  5. Certificate of Satisfactory Performance                  6. Generator Set Load Test Report</p>	<p>See Annex A</p> <p>See Annex B</p> <p>See Annex C</p>

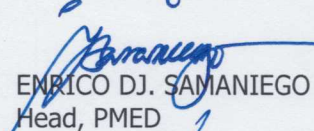
Prepared by:

  
 CHRISTOPHER R. ODAD  
 Engineer, MBG

Reviewed by:

  
 RICHARD MICHAEL DIMAPILIS  
 Team Leader, North NCRBG

Approved by:

  
 ENRICO D.J. SAMANIEGO  
 Head, PMED

Revised Annex D-1

**20 KVA Generator Set (Single Phase)**

PARTICULARS		UNIT	SPECIFICATION
<b>ENGINE</b>	Fuel Type		Diesel
	Fuel Consumption	Li/hr	8.0 (@ full load), max
	Running Hours (@ full load, @ full tank)	hr	8.0, min
	Starting System		Electric
	No. of Cylinders		Four (4), max
	Aspiration		Natural/Turbocharged
	Speed	rpm	1800
	No. of Cycle		Four (4)
	Cooling System		Water-cooled
	Rating/Capacity	kW	15, min
<b>ALTERNATOR</b>	Type		Brushless, self-regulating, self-exciting
	Rated Output (Standby)	kVA	20, min
	Frequency	Hz	60
	Voltage Regulation		1.5%, max
	Insulation Class		F min. - H max.
<b>GENSET</b>	Frequency	Hz	60
	Power Factor		0.8 - 1.0
	No. of Phase		Single
	Voltage	Volts	220 - 240
<b>OTHER TECHNICAL REQUIREMENTS</b>	Housing/Enclosure Type		Soundproof and weatherproof, Ga. #14 GI/BI plate, sound absorbing, heat retardant rebounded foam, oil resistant and heat retardant polyurethane foam, finished in baked/powder coat finish, with no accessible metering control outside except for the emergency push button engine stop.
	Control Panel Type		Digital automatic engine control module/panel, LCD display with a minimum of three point position rotary switch or scroll-type display mounted on the front panel with STOP MANUAL and AUTO positions. The following parameters are required: Frequency meter, Ameter, Voltmeter, Battery Indicator, Water Temperature Indicator Oil pressure Indicator, and Fuel Level Indicator.
	Exhaust System		Heavy-duty industrial capacity exhaust silencer muffler with suitable flanges and flexible section to connect between engine outlet muffler or standard absorption type and flexible exhaust pipe supplied loose.
	Standby Generator		Applicable for supplying electrical power (at variable load) in the event of public supply failure for the duration of the emergency. The generator set manufacturer as a whole must be ISO 9001:2000 GOEM certified

**TERMS OF REFERENCE**

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

One (1) lot – Supply, Delivery, Installation, Testing and Commissioning of Generator set, complete with standard accessories per manufacturer’s standards for LANDBANK Kabacan Branch including dismantling and hauling out of existing unit.


**B. Objective of the Project:**

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


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

1. Supply, delivery and installation	<ul style="list-style-type: none"> <li>➤ Mobilization of manpower and equipment/tools at LANDBANK Kabacan Branch, LANDBANK Bldg., Municipal Hall Compound, Kabacan, North Cotabato</li> <li>➤ One (1) set of 35 kVA, Three Phase, 80% PF, 1800 rpm, 240VAC, Diesel Generating Unit</li> <li>➤ Five (5) meters per line of 2-38.0mm<sup>2</sup> THHN wire (Stranded) and 14.0mm<sup>2</sup> THHN Wire (Stranded) in 1 1/2" dia. Liquid Tight Flexible Metallic Tubing</li> <li>➤ Provide Safety Health Protocols as per required by the Local Government Unit (LGU) (e.g. Swab test, Certificate, etc.)</li> <li>➤ <u>Dismantling of existing unit</u></li> <li>➤ Installation, testing and commissioning</li> <li>➤ Cleaning-up works and demobilization</li> <li>➤ For technical specifications:                         <ul style="list-style-type: none"> <li>• 35kVA Generator Set with enclosure – see attachment</li> </ul> </li> </ul>
2. Installation Schedule	Monday to Sunday or per coordination with end-user/s
3. Installation Period	Sixty (60) calendar days upon receipt of Notice to Proceed (NTP) and advice from PMED as to availability of project site
4. I. Other Requirements II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms 5. Certificate of Satisfactory Performance 6. Generator Set Load Test Report	<p>See Annex A</p> <p>See Annex B</p> <p>See Annex C</p>

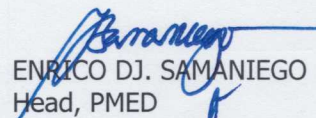
Prepared by:

  
CHRISTOPHER R. ODAD  
Engineer, MBG

Reviewed by:

  
RICHARD MICHAEL DIMAPILIS  
Team Leader, North NCRBG

Approved by:

  
ENRICO DJ. SAMANIEGO  
Head, PMED

Revised D-3

### 35 KVA Generator Set (Three Phase)

	PARTICULARS	UNIT	SPECIFICATION
<b>ENGINE</b>	Fuel Type		Diesel
	Fuel Consumption	Li/hr	11.0 (@ full load), max
	Running Hours (@ full load, @ full tank)	hr	7.0, min
	Starting System		Electric
	No. of Cylinders		Four (4), max
	Aspiration		Natural/Turbocharged
	Speed	rpm	1800
	No. of Cycle		Four (4)
	Cooling System		Water-cooled
	Rating/Capacity	kW	30, min
<b>ALTERNATOR</b>	Type		Brushless, self-regulating, self-exciting
	Rated Output (Standby)		35 kVA, min
	Frequency	Hz	60
	Voltage Regulation		1.5%, max
	Insulation Class		H
<b>GENSET</b>	Frequency	Hz	60
	Power Factor		0.8 - 1.0
	No. of Phase		Three
	Voltage	Volts	220 - 240
<b>OTHER TECHNICAL REQUIREMENTS</b>	Housing/Enclosure Type		Soundproof and weatherproof, Ga. #14 GI/BI plate, sound absorbing, heat retardant rebounded foam, oil resistant and heat retardant polyurethane foam, finished in baked/powder coat finish, with no accessible metering control outside except for the emergency push button engine stop.
	Control Panel Type		Digital automatic engine control module/panel, LCD display with a minimum of three point position rotary switch or scroll-type display mounted on the front panel with STOP MANUAL and AUTO positions. The following parameters are required: Frequency meter, Ameter, Voltmeter, Battery Indicator, Water Temperature Indicator Oil pressure Indicator, and Fuel Level Indicator.
	Exhaust System		Heavy-duty industrial capacity exhaust silencer muffler with suitable flanges and flexible section to connect between engine outlet muffler or standard absorption type and flexible exhaust pipe supplied loose.
	Standby Generator		Applicable for supplying electrical power (at variable load) in the event of public supply failure for the duration of the emergency. The generator set manufacturer as a whole must be ISO 9001:2000 GOEM certified

**TERMS OF REFERENCE**

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

One (1) lot – Supply, Delivery, Installation, Testing and Commissioning of Diesel Generating Unit complete with standard accessories per manufacturer’s standards for LANDBANK Sta. Maria Agri-Hub (Ilocos Sur) including dismantling of existing unit.

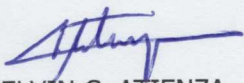
**B. Objective of the Project:**

1. To provide continuous Banking operation during power failure
2. To protect various computers and office equipment

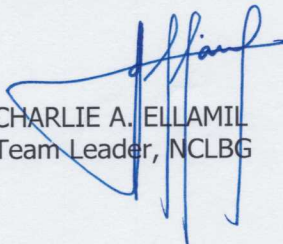
**C. Scope of the Project and Delivery Time/Completion:**

<p>➤ Supply, delivery and installation</p>	<p>➤ Mobilization of manpower and equipment/tools at Brgy. Maynganay Sur, Sta. Maria, Ilocos Sur</p> <p>➤ One (1) set of 35 KVA, Single Phase, 80% PF, 240VAC, 1800 rpm Diesel Generating Unit</p> <p>➤ Five (5) meters per line of 2-50.0 mm<sup>2</sup> THHN Wires (Line) and 1-14mm<sup>2</sup> THHN G green Wires (Ground)</p> <p>➤ Provide Health and Safety Protocols as per required by the Local Government Unit (LGU) (e.g. Swab test, Certificates, etc.)</p> <p>➤ <u>Dismantling of existing unit</u></p> <p>➤ Installation, testing and commissioning</p> <p>➤ Cleaning-up works and demobilization</p> <p>➤ For technical specifications:</p> <p>➤ 35 kVA Generator Set with enclosure – see attachment</p>
<p>2. Installation Schedule</p>	<p>Monday to Sunday or per coordination with end-user/s</p>
<p>3. 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. Other Requirements II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms</p>	<p>See Annex A</p>
<p>5. Generator Set Load Test Report</p>	<p>See Annex B</p>

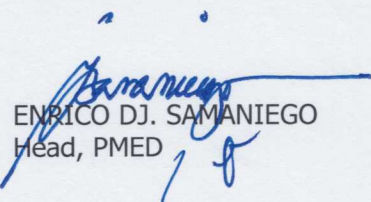
Prepared by:

  
MELVIN C. ATIENZA  
Engineer, South NCRBG

Reviewed by:

  
CHARLIE A. ELLAMIL  
Team Leader, NCLBG

Approved by:

  
ENRICO D.J. SAMANIEGO  
Head, PMED

Revised Annex D-5

Terms of Reference for the procurement of Generator Unit

**35 KVA Generator Set (Single Phase)**

	PARTICULARS	UNIT	SPECIFICATION
<b>ENGINE</b>	Fuel Type		Diesel
	Fuel Consumption	Li/hr	11.0 (@ full load), max
	Running Hours (@ full load, @ full tank)	hr	7.0, min
	Starting System		Electric
	No. of Cylinders		Four (4), max
	Aspiration		Natural/Turbocharged
	Speed	rpm	1800
	No. of Cycle		Four (4)
	Cooling System		Water-cooled
	Rating/Capacity	kW	30, min
<b>ALTERNATOR</b>	Type		Brushless, self-regulating, self-exciting
	Rated Output (Standby)		35 kVA, min
	Frequency	Hz	60
	Voltage Regulation		1.5%, max
	Insulation Class		H
<b>GENSET</b>	Frequency	Hz	60
	Power Factor		0.8 - 1.0
	No. of Phase		Single
	Voltage	Volts	220 - 240
<b>OTHER TECHNICAL REQUIREMENTS</b>	Housing/Enclosure Type		Soundproof and weatherproof, Ga. #14 GI/BI plate, sound absorbing, heat retardant rebounded foam, oil resistant and heat retardant polyurethane foam, finished in baked/powder coat finish, with no accessible metering control outside except for the emergency push button engine stop.
	Control Panel Type		Digital automatic engine control module/panel, LCD display with a minimum of three point position rotary switch or scroll-type display mounted on the front panel with STOP MANUAL and AUTO positions. The following parameters are required: Frequency meter, Ameter, Voltmeter, Battery Indicator, Water Temperature Indicator Oil pressure Indicator, and Fuel Level Indicator.
	Exhaust System		Heavy-duty industrial capacity exhaust silencer muffler with suitable flanges and flexible section to connect between engine outlet muffler or standard absorption type and flexible exhaust pipe supplied loose.
	Standby Generator		Applicable for supplying electrical power (at variable load) in the event of public supply failure for the duration of the emergency. The generator set manufacturer as a whole must be ISO 9001:2000 GOEM certified

**I. Other Requirements:**

- a. Prospective bidders/contractors are encouraged to inspect, verify and assess the condition, location and details of the project;
- b. 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;
- c. 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 implementation of project;
- d. Genset shall be installed in approximate location as shown in the mechanical/electrical layout;
- e. Any proposed change or deviation from the original mechanical/layout plans or specifications either initiated by the mechanical contractor, the end-user or due to actual site condition, must be submitted to LBP-PMED (in the form of shop drawings) for approval prior to implementation;
- f. The Genset contractor should coordinate his works closely with the works of other trades concerned;
- g. 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 layouts and scope of works as determined by the LBP-PMED engineer or technical representative/s shall be removed and replaced within seven (7) calendar days by the Genset contractor at no extra cost;
- h. The Genset contractor shall provide all the necessary components or accessories, e.g., brackets, clamps, fasteners, etc., to ensure the safe, normal and efficient operation of the installed Genset;
- i. The Genset contractor shall properly account and turn-over all dismantled/ replaced materials to the Branch Head or its authorized representative/s;
- j. The Genset contractor shall exercise extreme caution and be responsible in the hauling/transfer, installation, testing and commissioning of the equipment to prevent damage to Bank properties. The corresponding cost to repair or replacement of the Bank equipment, facilities including parts and components damaged or lost by the Genset contractor or its workers during the course of the project shall be deductible/chargeable to the Genset contractor;
- k. The Genset 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;
- l. The Genset 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;
- m. The Genset contractor shall maintain cleanliness of all workplace at all times. They shall clean the affected areas immediately after each workday;
- n. The Genset contractor shall conduct familiarization seminar/training to orient the end-user on the basic concept, functions, operation and maintenance of the equipment installed;
- o. The Genset contractor is required to submit the names of its worker who will conduct or inspect the installation. As maybe required, identification cards shall be presented;
- p. The Genset contractor or its engineer/foreman shall coordinate with the Branch Head or its authorized representative/s to discuss the work activities prior to implementation of this project;
- q. The Genset contractor shall strictly observe the Bank's existing rules and regulations and shall be subject to the Bank's standard security policies and procedures while inside the LBP premises;

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- r. The following set of tools shall be given by the Genset contractor to the Branch Head:
  - o One (1) set of adjustable wrench (open);
  - o One (1) set screwdriver (flat and cross);
  - o One (1) set pliers (flat and longnose);
  - o One (1) vice grip;
  - o One (1) filter wrench
- s. Payment of construction bond (if applicable) shall be charged on the account of the Genset contractor;
- t. It is understood that Warranty servicing for the installed Genset shall be performed by the Genset contractor on or before the expiration of the warranty period. Schedule of servicing shall be in coordination with the Branch concerned;
- u. All incidental expenses for the servicing of the installed Genset within the warranty period shall be borne by the Genset contractor at no extra cost on the part of the Bank which includes the cost of consumables, basic replacement parts, labor, materials, equipment including the traveling expenses, lodging, food, etc. of the Genset contractor's authorized representative/s;
- v. The schedule of activities and the names of authorized representative/s of the contractor shall be submitted to the Branch concerned prior to servicing;
- w. Response time for all service calls (repair and/or maintenance works) shall be made by the Genset contractor within 24 hours upon receipt of telephone report of the Branch Head or its authorized representative/s;
- x. Should the presence of contractor's engineer/technician is required on-site in order to restore the Genset to its normal and safe operating condition, the contractor shall make available its engineer/technicians on site within three (3) calendar days upon receipt of telephone report by the Branch representative concerned at no extra cost on the part of the Bank;
- y. In the event that the Genset contractor fails to perform the services indicated in the maintenance schedule during service calls, the Bank may engage the services of other Genset contractor to perform the job. The corresponding cost that will be incurred for the servicing shall be deducted from the Genset contractor's retention money. This however, shall not void the warranty of the Genset unit supplied by the Genset contractor.

**II. Qualification and Documentary Requirements:**

Qualification Requirement	Documentary Requirement
1. The prospective genset contractor must have been selling Genset in the Philippine market for a minimum of five (5) years	Submission of related documents (e.g. previous Purchase Orders, Contracts and notarized certification).
2. The Genset contractor must have satisfactorily completed/installed Genset with minimum capacity of 25kVA using the brand being offered to at least five (5) different institutional clients in the Philippines.	List of at least five (5) different institutional clients with addresses, contact persons and contact details including Certificate of Completion/Acceptance.
3. The Genset contractor shall have the following mandatory requirement: <ul style="list-style-type: none"> <li>a. In-house/manufacturers electrical &amp; mechanical shop;</li> <li>b. In-house/manufacturers load bank (from 5kW to 50 kW);</li> <li>c. Parts inventory for consumables &amp; emergency repair/major overhauling;</li> <li>d. 24 hours service crew for emergency repair</li> </ul>	Certification that the prospective Genset contractor/manufacturer has the said requirements.
4. The Genset contractor shall have highly trained technicians who are its regular employees	List of at least 2 highly trained technicians (regular employees) with their respective Curriculum Vitae and Certificate of Employment
5. The quoted brand/model must have	List of at least two (2) service centers within the

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authorized service center	province of the project site (with complete address and contact numbers).
6. The Genset 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.
7. 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.
8. The specifications of the offered product shall be verifiable from the website of the manufacturer	Print-out of the Homepage of manufacturer's website showing the URL (web address). The offered products and its technical specifications must be in the manufacturer's website.
9. 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. Load Test Report (Annex C)	Duly accomplished form showing the electrical and mechanical parameters of the generator set	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 genset	Upon Completion
3. Schedule of Maintenance/Monitoring Activities	The Genset contractor shall provide the standard warranty servicing for the installed equipment and its components (check-up and general cleaning of Genset which includes change oil, filters, other consumables, etc. including the unit's mechanical/electrical components as recommended by the genset manufacturer at least two times within the warranty period, every six (6) months after the unit has been installed or earlier as the need arises). The schedule of the 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 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	Upon Completion

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	and normal operation of the equipment shall be available in the next five (5) years from the date of commissioning	
6. Mechanical Permit	Permit from the locality. If not required by the local Building Official, the supplier shall submit a notarized certificate ( <u>attested by the LBP Branch Head</u> ) that the said permit is not required by the Office of the Building Official (OBO). In any instance that the OBO required the Mechanical Permit, the supplier/contractor shall be the one to secure the same at no additional cost to the Bank within the warranty period.	Upon Completion
7. Photocopy of Certificate of Compliance (COC) and Official Receipt (OR)	Photocopy of the duly accomplished form and OR as submitted to the Energy Regulatory Commission (ERC) as proof that the supplier has filed the said COC.	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 Branch Head or its authorized representative	Upon Completion
9. Certificate of Completion	Certificate that the genset has been installed, tested and operational at the site. Said certificate must include the date of completion and must be duly noted by Branch Head or its authorized representative	Upon Completion
10. Manuals	Operation and Preventive Maintenance Manual	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 as 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	a. Load Test Report b. Schedule of Maintenance c. Warranty Certificate d. Guarantee Certificate e. Certificate of Training f. Certificate of Completion g. Manuals	90%
	a. As-Built Plans b. Mechanical Permit or if not required by the local Building Official, Notarized Certificate attested by the LBP Branch Head  c. Certificate of Completion (COC) from the Energy Regulatory Commission (ERC)	7%

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	and Official Receipt	
Retention Fee: After 1 year of final turnover of the project	Service Reports that the contractor conducted the warranty servicing	3%
<b>TOTAL</b>		<b>100%</b>

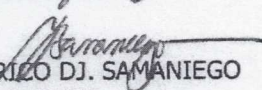
Prepared by:

  
 RENZ MARION R. ROMERO  
 Engineer, North NCRBG-PMED

Reviewed by:

  
 RICHARD MICHAEL B. DIMAPILIS  
 SPDS/Team Leader, North-NCRBG

Approved by:

  
 ENRIQUEZ D.J. SAMANIEGO  
 Head, PMED

