



LANDBANK

SERVING
THE NATION

SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20221104-01(2)

PROJECT : **Lot 1 – Generator Sets for Three (3) LANDBANK Offices located in Luzon**

Lot 2 – Generator Sets for Two (2) LANDBANK Offices located in Mindanao

IMPLEMENTOR : **HOBAC Secretariat Unit**

DATE : **March 16, 2023**

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 (Annexes D-14 to D-18), Invitation to Bid (Items 1 & 5), General Conditions of the Contract (Item 1), Bid Data Sheet (ITB Clause 19.3), Technical Specifications (Section VII), Bid Form (Form No. 1), Schedule of Prices – For Goods Offered From Within the Philippines and Abroad (Form 2) and Checklist of Bidding Documents (Item 12 of Technical Documents and Items 1 & 2 of Financial Component) have been revised. Please see attached revised Annexes D-14 to D-18 and specific sections of the Bidding Documents.
- 3) The submission and opening of bids is re-scheduled on March 24, 2023 at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.


REMEDIOS S. LACADEN
OIC, HOBAC Secretariat Unit



Land Bank of the Philippines

INVITATION TO BID FOR

Generator Sets for Five (5) LANDBANK Offices

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its 2023 Corporate Operating Budget approved by the Board of Directors intends to apply the total sum of Three Million Seven Hundred Fifty Six Thousand Pesos Only (P3,756,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Generator Sets for Five (5) LANDBANK Offices with Project Identification Number LBP-HOBAC-ITB-GS-20221104-01(2) broken down as follows:

Lot No.	Branch/Office	Approved Budget for the Contract
1	Generator Sets for Three (3) LANDBANK Offices located in Luzon	PHP 2,069,000.00
2	Generator Sets for Two (2) LANDBANK Offices located in Mindanao	1,687,000.00
Total		PHP 3,756,000.00

Bids received in excess of the ABC on a per lot basis shall be automatically rejected at bid opening.

2. The LANDBANK now invites bids for Generator Sets for Five (5) LANDBANK Offices with Project Identification Number LBP-HOBAC-ITB-GS-20221104-01(2). The contract period is indicated in Section VI, Schedule of Requirements. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information and/or shortened electronic copy of the Bidding Documents by contacting LANDBANK – Procurement Department at the telephone numbers and email address given below during banking days from 8:00 A.M. to 5:00 P.M.

5. A complete set of Bidding Documents in electronic format may be acquired by interested Bidders on _____ from LANDBANK – Procurement Department upon payment of the non-refundable Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

Lot No.	Branch/Office	Non-Refundable Fee
1	Generator Sets for Three (3) LANDBANK Offices located in Luzon	One Thousand One Hundred Pesos Only (PHP 1,100.00)
2	Generator Sets for Two (2) LANDBANK Offices located in Mindanao	Nine Hundred Pesos Only (PHP 900.00)

The Bidding Documents Fee may be paid at any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal provided a Payment Acceptance Order (PAO) is secured first from LANDBANK – Procurement Department. The steps to follow in the payment of the Bidding Documents fee through the LANDBANK Link.BizPortal are found in Annex A of the Bidding Documents.

To obtain a PAO, interested Bidders shall send a request email to [**lbphobac@mail.landbank.com**](mailto:lbphobac@mail.landbank.com) with subject "PAO – LBP-HOBAC-ITB-GS-20221104-01(2)" as its subject. The specific instructions on how to pay the Bidding Documents Fee and receive the Bidding Documents shall be provided in the reply email of LANDBANK to the interested Bidders.

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding cost of Bidding Documents not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on _____ through videoconferencing using Microsoft (MS) Teams application.

Interested Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (Annex B of the Bidding Documents) to [**lbphobac@mail.landbank.com**](mailto:lbphobac@mail.landbank.com) on or before _____ of _____. The PBCR Form can also be downloaded from the PhilGEPS website, LANDBANK website (<https://landbank.com/forms>) or requested from Mrs. Kimberly Joy A. Sto. Tomas at [**kimjoyangeles@yahoo.com**](mailto:kimjoyangeles@yahoo.com). Interested Bidders shall state "PBCR - LBP-HOBAC-ITB-GS-20221104-01(2)" in their request email as subject. The

specific instructions on how to join the Pre-Bid Conference shall be provided by LANDBANK to the interested Bidders through email.

For new bidders, a briefing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bids shall be conducted on _____ through videoconferencing using MS Teams application.

7. All bids shall be submitted electronically on or before the 10:00 A.M. deadline on _____. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility (SFTF) of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not be accepted. The prescribed procedures in the submission and opening of electronic bids are stated in the Detailed Procedures in Submission and Opening of Electronic Bids (Annexes C-1 to C-8 of the Bidding Documents). Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on _____ through videoconferencing using Microsoft (MS) Teams application. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank; (d) declare a failure of bidding; or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Mr. Alwin I. Reyes
Vice President
Head, Procurement Department
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.
1004 Malate, Manila
Tel. (+632) 8-522-0000 or 8-551-2200 local 7370
Email lbphobac@mail.landbank.com

REYNALDO C. CAPA
First Vice President
Chairperson, Bids and Awards Committee

1. Scope of Bid

The Procuring Entity, LANDBANK wishes to receive Bids for the Generator Sets for Five (5) LANDBANK Offices with Project Identification Number LBP-HOBAC-ITB-GS-20221104-01(2) broken down as follows:

Lot No.	Branch/Office	Approved Budget for the Contract
1	Generator Sets for Three (3) LANDBANK Offices located in Luzon	PHP 2,069,000.00
2	Generator Sets for Two (2) LANDBANK Offices located in Mindanao	1,687,000.00
Total		PHP 3,756,000.00

The Procurement Project (referred to herein as "Project") is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for 2022 in the amount of Three Million Seven Hundred Fifty Six Thousand Pesos Only (P3,756,000.00).
- 2.2. The source of funding is the LANDBANK 2023 Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

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

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

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

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

The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.

The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.

The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.

19.3	<p>The lot and reference is:</p> <p>Generator Sets for Five (5) LANDBANK Offices with Project Identification Number LBP-HOBAC-ITB-GS-20221104-01(2).</p> <p>The Goods are grouped in lots listed below:</p>	
	Lot No.	Branch/Office
	1	Generator Sets for Three (3) LANDBANK Offices located in Luzon
		Approved Budget for the Contract
		PHP 2,069,000.00

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Revised 3.16.23

2	Generator Sets for Two (2) LANDBANK Offices located in Mindanao	1,687,000.00
Total		PHP 3,756,000.00
<p>Bidders shall have the option of submitting a proposal in any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.</p>		
20	<p>The following documents shall be submitted by the Bidder with the Lowest Calculated Bid:</p> <ol style="list-style-type: none"> 1. 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. 2. Latest Income Tax Return filed manually or through EFPS. 3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission). 4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6). 5. 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). 	
21	No further instructions.	

Technical Specifications

Specifications	Statement of Compliance
	<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>Lot 1 - Generator Sets for Three (3) LANDBANK Offices located in Luzon</p>	<p>Please state here either “Comply” or “Not Comply”</p>
<p>Lot 2 - Generator Sets for Two (2) LANDBANK Offices located in Mindanao</p>	<p>Please state here either “Comply” or “Not Comply”</p>
<p>1. Terms of Reference and specifications per attached Annexes D-1 to D-26 (attached Revised Annexes D-14 to D-18 only).</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> <p>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.</p> <p>2.2 List of at least five (5) different institutional clients with addresses, contact persons and contact details including Certificates of</p>	

Completion/Acceptance for the brand being offered.

- 2.3 Certification that the supplier has the following requirements:
 - 2.3.1 In-house/maker electrical and mechanical shop;
 - 2.3.2 In-house/maker 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 specifications of the offered product posted in the manufacturer's website showing the URL (web address).
- 2.9 Certification from the following, whichever is available:
 - Bureau of Product Standards (PS)
 - Underwriters Laboratories (UL)

<ul style="list-style-type: none">▪ Conformance European (CE)▪ ISO Certification <p>Non-submission of the above documents/requirements may result in the post-disqualification of the bidder.</p>	
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Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Form No. 1

BID FORM

Date : _____

Project Identification No. : LBP-HOBAC-ITB-GS-20221104-01(2)

To: Land Bank of the Philippines
LANDBANK Plaza Building
1598 M.H. Del Pilar corner Dr. J. Quintos Streets
1004 Malate, Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, deliver and install Generator Sets for Five (5) LANDBANK Offices in conformity with the said PBDs for the sum of:

Lot No.	Total Bid Amount in Words (VAT Inclusive)	Total Bid Amount in Figures (VAT Inclusive)
1		
2		

or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules.

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached/enclosed *[state the written authority]*.

We acknowledge that failure to sign this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name:

Legal capacity:

Signature:

Duly authorized to sign the Bid for and on behalf of:

Date: _____

Form No.

SCHEDULE OF PRICES
For Goods Offered from Within the Philippines

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

1 Item	2 Description	3 Country of Origin	4 Quantity	5 Unit Price (EXW)	6 Transportation and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)
1	Generator Sets for Three (3) LANDBANK Offices located in Luzon	_____	Refer to the Bill of Quantities (Annexes E-1 to E-3) for detailed breakdown of components and the Contract Price	P N/A _____	P N/A _____	P N/A _____	P N/A _____	P N/A _____	P N/A _____
2	Generator Sets for Two (2) LANDBANK Offices located in Mindanao	_____	Refer to the Bill of Quantities (Annexes E-4 to E-5) for detailed breakdown of components and the Contract Price	P N/A _____	P N/A _____	P N/A _____	P N/A _____	P N/A _____	P N/A _____

Note: Duly accomplished Bill of Quantities (Annexes E-1 to E-5) shall be submitted. Non-submission of this document may be a ground for a "Failed" rating of the bid.

Please credit payment to:

Account Name: _____

Account Number: _____

LBP Branch: _____

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES
For Goods Offered from Abroad

Name of Bidder _____

Project ID No. _____

Page ___ of ___

1 Item	2 Description	3 Country of Origin	4 Quantity	5 Unit Price* CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	6 Transportation and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)
1	Generator Sets for Three (3) LANDBANK Offices located in Luzon	_____	Refer to the Bill of Quantities (Annexes E-1 to E-3) for detailed breakdown of components and the Contract Price	P N/A _____	P N/A _____	P N/A _____	P N/A _____	P N/A _____	P N/A _____
2	Generator Sets for Two (2) LANDBANK Offices located in Mindanao	_____	Refer to the Bill of Quantities (Annexes E-4 to E-5) for detailed breakdown of components and the Contract Price	P N/A _____	P N/A _____	P N/A _____	P N/A _____	P N/A _____	P N/A _____

Note: Duly accomplished Bill of Quantities (Annexes E-1 to E-5) shall be submitted. Non-submission of this document may be a ground for a "Failed" rating of the bid.

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Please credit payment to:

Account Name: _____

Account Number: _____

LBP Branch: _____

Checklist of Bidding Documents for Procurement of Goods and Services

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Components (PDF File)

- ***The Eligibility and Technical Component shall contain documents sequentially arranged as follows:***

- **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).

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.
 - **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:
 - a. In-house/manufacture electrical and mechanical shop;
 - b. In-house/manufacture load bank (from 5 kW to 50 kW);
 - c. Parts inventory for consumables and emergency repair/major overhauling;
 - d. 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 specifications of the offered product posted in the manufacturer's 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 **Revised Bid Form** signed by the Bidder's authorized representative (sample form - Form No.1).
 2. Duly filled out **Revised Schedule of Prices** signed by the Bidder's authorized representative (sample form - Form No.2).
 3. Dully filled out Bill of Quantities Form (Annex E) 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.

Financial Component (PDF File)

- ***The Financial Component shall contain documents sequentially arranged as follows:***
 1. Duly filled out Bid Form signed by the Bidder's authorized representative (sample form - Form No.1).
 2. Duly filled out Revised Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2).

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.

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"> a. In-house/manufacturers electrical & mechanical shop; b. In-house/manufacturers load bank (from 5kW to 50 kW); c. Parts inventory for consumables & emergency repair/major overhauling; d. 24 hours service crew for emergency repair 	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

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<p>5. The quoted brand/model must have authorized service center</p>	<p>List of at least two (2) service centers within the province of the project site (with complete address and contact numbers).</p> <p>If service center is not available within the province of the project site, contractor is required to submit a notarized certification that they can provide the necessary service within Twenty-Four (24) Hours upon receiving the service call from the End-user.</p> <p>In the event that the contractor could not respond to the service call within Twenty-Four (24) Hours within the warranty period, the Bank may engage the services of other Genset contractor to perform the job. The corresponding cost that will be incurred for the said 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.</p>
<p>6. The Genset contractor must be an authorized distributor of the offered product</p>	<p>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.</p>
<p>7. The offered product must have brochures or any other official documents</p>	<p>Brochure or any other official documents coming from the manufacturer showing the specifications of the offered product.</p>
<p>8. The specifications of the offered product should be verifiable in the Manufacturer's website.</p>	<p>Print-out of the specification of the offered product posted in the manufacturer's website showing the URL (web address)</p>
<p>9. The offered product or its manufacturer must be authorized and certified by the approving/governing body</p>	<p>Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available.</p>

III. Billing Requirements

Document	Description	Due Date of Submission
<p>1. Load Test Report (Annex C)</p>	<p>Duly accomplished form showing the electrical and mechanical parameters of the generator set</p>	<p>Upon Completion</p>
<p>2. Seven (7) sets of As-built plans and Bill of Materials (signed and sealed by PME)</p>	<p>Complete Mechanical As-built Plans and Bill of Materials of the installed genset</p>	<p>Upon Completion</p>
<p>3. Schedule of Maintenance/Monitoring Activities</p>	<p>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</p>	<p>Upon Completion</p>

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	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	
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 and normal operation of the equipment shall be available in the next five (5) years from the date of commissioning	Upon Completion
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) and Official Receipt	7%
Retention Fee: After 1 year of final turnover of the project	Service Reports that the contractor conducted the warranty servicing	3%
TOTAL		100%

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