



SERVING
THE NATION

LANDBANK

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20221116-01**

PROJECT : Lease of Forty-Four (44) Units Hot & Cold Drinking Water Dispenser for LANDBANK Plaza and Satellite Offices

IMPLEMENTOR : HOBAC Secretariat Unit

DATE : **March 24, 2022**

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 Project title has been changed, as follows:

FROM	TO
Lease of Forty-Four (44) Units Hot, Normal & Cold Drinking Water Dispenser for LANDBANK Plaza and Satellite Offices	Lease of Forty-Four (44) Units Hot & Cold Drinking Water Dispenser for LANDBANK Plaza and Satellite Offices

- 3) The Terms of Reference (Annexes D-1 to D-10) and bidding documents has been revised. Please see attached revised Annexes D-1 to D-10, and Bidding Documents.


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

TERMS OF REFERENCE

I. Name and Description of the Project

One (1) lot – Three (3) year lease and comprehensive Preventive Maintenance Services (PMS) of forty-four (44) Package Type Hot and Cold Drinking Water Dispensing units at LANDBANK Plaza and LBP satellite/extension offices including supply of consumables, materials, accessories, components/parts, water supply connecting pipe/fittings, dispenser electrical supply fixtures/wirings.

II. Objectives of the Project:

To install water dispenser and to provide healthy, safe and potable drinking water for use of LBP employees, clients and guests and to comply with the requirements of the Bank's Wellness Program and Occupational Safety and Health Standards.

III. Project Details:

III.A. Water Dispenser Technical Specifications

a. Water Output	Hot and Cold Drinking Water. Two (2) separate faucets for each water temperature (minimum)
b. Water Storage Capacity	Cold Tank : 7.5 liters at minimum Hot Tank : 2 liters at minimum
c. Temperature	Cold Tank : -4 °C to 8 °C (min to max) Hot Tank: 80 °C - 110 °C (min to max)
d. Power Consumption of Compressors	Cold Tank: 120 watts at maximum Hot Tank : 450-750 watts minimum to maximum
e. Power Input / Frequency	220V/60 Hz
f. Body Material	Stainless Steel or ABS (Acrylonitrile Butadiene Styrene)
g. Filtration System	Six (6)- stages Water Filtration System (minimum) <ul style="list-style-type: none"> • Polypropylene (PP) filter, 5 micron at maximum • Polypropylene (PP) filter, 1 micron at maximum • Coconut Carbon Filter- further line filtration • In line Post Carbon Filter – to remove odor and improve taste • Nano silver activated carbon filter • Ultra Violet (UV) Sterilizer
h. Disinfectant	16 watts at minimum with UV
i. Accessories	<ul style="list-style-type: none"> • Built-in Water Meter- to monitor water consumption • Automatic Voltage Regulator (AVR) • Pressure Reducing Valve (PRV) • Water Leak Detector • Electrical Protective Device (magnetic contactor, circuit breakers, electrical grounding, etc.)

Lease of forty-four (44) units Water Dispenser at LBP Plaza Building and other satellite/extension office

	<ul style="list-style-type: none"> Water supply pipe hose and fittings (angle valve, gate valve, etc.) 														
j. Consumables	<ul style="list-style-type: none"> Electrical tape, teflon tape, rags, cable tie , lugs, etc. 														
LOCATION:															
Quantity/unit	Areas/ Flooring/Building														
30 units	Pantries <table border="1"> <thead> <tr> <th>Location</th> <th>No. of units</th> </tr> </thead> <tbody> <tr> <td>• LBP Makati Palm Tower</td> <td>1</td> </tr> <tr> <td>• LBP Antipolo Warehouse</td> <td>1</td> </tr> <tr> <td>• JG Summit, Makati City</td> <td>1</td> </tr> <tr> <td>• LBP Quezon City Operations Center. – TMG back-up site,</td> <td>2</td> </tr> <tr> <td>• Accounting – Burgundy Towers</td> <td>2</td> </tr> <tr> <td>• LBP Plaza Building common floors : 2nd , 3rd , 11th , 14th , 15th , 16th , 17th , 18th , 19th , 20th , 21st , 22nd , 23rd , 24th , 25th , 26th , 27th , 28th , 29th , 30th , 31st , 32nd , 33rd</td> <td>23</td> </tr> </tbody> </table>	Location	No. of units	• LBP Makati Palm Tower	1	• LBP Antipolo Warehouse	1	• JG Summit, Makati City	1	• LBP Quezon City Operations Center. – TMG back-up site,	2	• Accounting – Burgundy Towers	2	• LBP Plaza Building common floors : 2 nd , 3 rd , 11 th , 14 th , 15 th , 16 th , 17 th , 18 th , 19 th , 20 th , 21 st , 22 nd , 23 rd , 24 th , 25 th , 26 th , 27 th , 28 th , 29 th , 30 th , 31 st , 32 nd , 33 rd	23
Location	No. of units														
• LBP Makati Palm Tower	1														
• LBP Antipolo Warehouse	1														
• JG Summit, Makati City	1														
• LBP Quezon City Operations Center. – TMG back-up site,	2														
• Accounting – Burgundy Towers	2														
• LBP Plaza Building common floors : 2 nd , 3 rd , 11 th , 14 th , 15 th , 16 th , 17 th , 18 th , 19 th , 20 th , 21 st , 22 nd , 23 rd , 24 th , 25 th , 26 th , 27 th , 28 th , 29 th , 30 th , 31 st , 32 nd , 33 rd	23														
1 unit	Cash Department ,Ground Floor, LBP Plaza														
1 unit	Guards Quarter ,5 th Floor, LBP Plaza														
1 unit	Technicians Quarter, 6 th Floor, LBP Plaza														
1 unit	Drivers Quarter ,7 th Floor, LBP Plaza														
1 unit	LBP Aurora DR Site														
3 units	Gym, 9 th floor, LBP Plaza Day Care Center, 9 th floor, LBP Plaza FMD's Supply & Reproduction Room, 9 th floor, LBP Plaza														
3 units	LANDBANK Canteen Canteen, 12 th Floor, LBP Plaza														
3 units	Elevator Lobby 10 th , 33 rd and 34 th floor, LBP Plaza														
44 UNITS	TOTAL WATER DISPENSER														

III.B. Scope of the Project

- Supply, delivery and installation of forty-four (44) units water station/dispenser with parts, filters and accessories including fittings/plumbing, electrical parts and other consumables.
- Preventive Maintenance- to start a week after complete installation and testing of all water dispensing units, covering the following:
 - Weekly check-up/inspection, adjustment, calibration and general cleaning of water dispenser
 - Periodic replacement and supply of filters (carbon, softener, taste, odor, etc.) based on its specified/recommended useful life or as deemed necessary, replace immediately
 - Replacement and supply of Nano silver activated carbon at pH 7.50 as deemed necessary
 - Replacement and supply of all defective / worn out parts and components, accessories, water pipes/fittings, and electrical parts (magnetic contactors, electrical wires, circuit breakers, etc.) including materials and consumables
- Monthly laboratory testing as to safety/potability of the drinking water
- Submit service report of all preventive maintenance/monitoring and repair activities/emergency replacement

III. C. Terms and Conditions

1. Ensure availability and provision of competent service technicians during the conduct of troubleshooting/emergency repairs/replacement services in case of equipment malfunction within maximum of four (4) hours upon receipt of notification from the LBP- Facilities Management Department
2. Provision of two (2) stand-by water dispenser service units for immediate replacement of malfunctioning/defective units/ to minimize downtime in case of long-time repair services
3. Cost of labor, replacement parts/accessories, consumables and other incidental expenses in the conduct of regular preventive maintenance, repair and service, including monthly laboratory testing of drinking water shall be for account of the supplier/contractor
4. Non-availability of dispensers for more than five (5) consecutive days due to none repair/replacement of defective units shall mean non-issuances of Satisfactory Performance Certificate and shall cause the contractor the equivalent of monthly rental cost of each unit to be deducted to the monthly payment dues, unless otherwise the reason for the delay was force majeure or caused by bank-instigated circumstances
5. The bank reserves the right to terminate the contract upon issuance of sixty (60) days' notice in case on unsatisfactory performance/services.

III. D. Contract Period:

Three (3) years to start upon issuance of Notice to Proceed (NTP) and advice from LANDBANK Facilities Management Department (FMD)

III. E. Submittals:

Item No.	Name of Report	Description	Due Date of Submission
1.0	Service Report	<ul style="list-style-type: none"> • Actual activities undertaken by Service Provider for the conduct of Preventive Maintenance Services (PMS) • Summary of Reports of services undertaken within a month 	<ul style="list-style-type: none"> • After the conduct of PMS activities • First working day of the preceding month
2.0	Preventive Maintenance Schedule	Submission of preventive maintenance schedule	Within thirty (30) calendar days after receipt of Notice to Proceed (NTP) or signing of contract
3.0	Monthly Summary Reports	Summary of Reports of services undertaken within a month	First Working day on the preceding month

IV. Qualification and Documentary Requirements:

Qualification Requirement	Documentary Requirement
1. Prior to the bidding proper, interested supplier must conduct inspection, verification, and overall project assessment.	1. Certificate of Inspection (CI) from LANDBANK – Facilities Management Department (FMD), issued within sixty (60) calendar days prior to the opening of bids
2. Must have a minimum experience of five (5) years in the sales, supply and installation of Purified Drinking Water	2. Submit at least five (5) related documents to FMD (e.g. previous Purchase Orders, Official Receipts. Etc.)
3. Certificate of satisfactory performance	3. Three (3) certificates of Satisfactory Performance issued by at least two (2) previous and one (1) existing bidder's clients, including LANDBANK. The said certificates must be issued for the past (5) years prior to the opening bids.
4. Flow Chart & Diagram	4. Flow Chart and Diagram of the unit including the installation diagram
5. Brochure	5. Full and detailed specifications of the unit
6. Must be a FDA-DOH registered company engaged in distribution/trading/services of drinking water dispenser	6. Copy of FDA-DOH Certificate of Health related device registration on water filtration system used in compliance to Philippine National Standards for drinking water (PNSDW)

V. Manner of Payment:

1. Every month, based on the approved contract price and actual equipment used to start at the end of the first month, subject to submission of invoice, service reports and other pertinent documents indicated in clause IV (Documentary Requirements)
2. Payment shall be through direct credit to winning supplier's deposit account with LANDBANK. The winning Supplier is required to maintain a deposit account with LANDBANK Cash Department or any of its Branches
3. The supplier shall be paid within sixty (60) calendar days after submission of billing statement or claim with complete documentary requirements
4. Payments shall be based on actual services rendered.
5. All payments shall be subject to LANDBANK's standard accounting and auditing rules and regulations.

V.A. Supplier Performance Evaluation:

Qualification	Documentary Requirement/s
1. Performance Evaluation Report	<ul style="list-style-type: none"> • The performance of the supplier shall be evaluated on an annual basis or as often as necessary using the parameters set forth in the Performance Assessment Report (as attached ANNEX "A") • An adjectival rating of "needs improvement" or "poor" shall be ground for pre-termination of contract, subject to a 30 calendar day notice.

V.B. Liquidated Damages:

When the supplier fails to satisfactorily deliver the services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for the damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of delayed services scheduled for delivery for every day of delay until such services are finally delivered and accepted by LANDBANK.

LANDBANK need not to prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event LANDBANK shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid, in accordance with the Revised IRR of RA 9184.

V.C. Pre-Termination Clause / Termination of Contract:

1. The Bank has the right to terminate the contract should there be unsatisfactory performance by the awarded winning bidder within the covered period and may award the same to the second lowest and responsive bidder to complete the contract. Termination of contract shall be based on the provision of the contract.
2. The contract may be terminated by any of the herein parties by reason of non-compliance with any of its provisions subject to a 30-day advance written notice.
3. In case of bankruptcy/cessation ordered by the court of business operation of the winning bidder, the second lowest bidder may assume the contract of the winning bidder provided said bidder passed the Post Qualification process.

I. Other Terms and Conditions:

1. In line with the Bank's EMS program, the winning contractor/supplier shall be required to use the appropriate equipment, hand tools and personal protective gears and equipment during the implementation of the project.
2. 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.
 - b. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project in compliance with EMS Program.
 - c. Conform to the provisions (latest edition) of the Philippine Mechanical, Electrical and Plumbing Codes, and other applicable laws and regulations.
 - d. 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.
 - e. 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

Lease of forty-four (44) units Water Dispenser at LBP Plaza Building and other satellite/extension office
Department of Environment and Natural Resources and the Environmental
Management Bureau.

- f. 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.
(8) 522-0000 and (8) 405-7360. Local 2196

Prepared By :


BRIAN PATRICK MEMORANDO
Engineer

Reviewed by:


JULIUS CYRILAG
DC, EMT

Endorsed by:


RODRIGO P. OLBES
ADM, FSU

Noted by :


ALEXANDER S. LAZARO
AVP, FMD

ANNEX A

PERFORMANCE ASSESSMENT REPORT

Name of Service Provider		Contract Period	
Assessment Period		Assessment Date	
<p>Notes:</p> <ol style="list-style-type: none"> Under the REMARKS column, indicate results, observations and/or justifications as applicable General or additional remarks may be indicated in the REMARKS section at the last page, as deemed necessary, to state issues, exemptions or recommendations. An adjectival rating of "Needs Improvement" and "Poor" shall warrant further assessment by the implementing unit noted by the Group Head concerned. This shall be clearly scored under the REMARKS section with corresponding recommendation subject to escalation to the Management Committee 			

Weight (%)	Evaluation Criteria	Performance Standard	Rating	Weighted Rating	Remarks
20	1. Technical / Product Support a. Actions / response on any request	<p>Able to meet expectations and provides thorough assessment and evaluation of request</p> <p>4 - 80% and above of the total requests were responded, able to meet expectations and provide with thorough assessment and evaluation.</p> <p>3 - 60% to 79% of the total requests were responded, able to meet expectations and provide with thorough assessment and evaluation.</p> <p>2 - 40% to 59% of the total requests were responded, able to meet expectations and provide with thorough assessment and evaluation.</p> <p>1 - Below 40% of the total requests were responded, able to meet expectations and provide with thorough assessment and evaluation; negative publicity was encountered by the Bank due to service delivery failure.</p>			
10		Able to comply with the response time as stipulated in the contract service agreement			

Revised Annex D-7

		<p>4 - 80% and above of the total requests responded during the assessment period were responded within the agreed timeline.</p> <p>3 - 60% to 79% of the total requests responded during the assessment period were responded within the agreed timeline.</p> <p>2 - 40% to 59% of the total requests responded during the assessment period were responded within the agreed timeline.</p> <p>1 - Below 40% of the total requests responded during the assessment period were responded within the agreed timeline; negative publicity was encountered by the Bank due to service delivery failure.</p>			
15	b. Problem Resolution / Issue Management	<p>Able to address problems or resolve any errors by providing assessment, work around recommendation or permanent fixes and adequate information.</p> <p>4 - 80% and above of the total problems reported were provided with assessment, work around recommendation or permanent fixes and adequate information where the problem no longer recurred.</p> <p>3 - 60% to 79% of the total problems reported were provided with assessment, work around recommendation or permanent fixes and adequate information where the problem no longer recurred.</p> <p>2 - 40% to 59% of the total problems reported were provided with assessment, work around recommendation or permanent fixes and adequate information where the problem no longer recurred.</p> <p>1 - Below 40% of the total problems reported were provided with assessment, work around recommendation or permanent fixes and adequate information where the problem no longer recurred.; negative publicity was encountered</p>			

Revised Annex D-8

		by the Bank due to service delivery failure.			
15		<p>Able to comply with the response time as stipulated in the contract service agreement</p> <p>4 - 80% and above of the total requests responded during the assessment period were responded within the agreed timeline.</p> <p>3 - 60% to 79% of the total requests responded during the assessment period were responded within the agreed timeline.</p> <p>2 - 40% to 59% of the total requests responded during the assessment period were responded within the agreed timeline.</p> <p>1 - Below 40% of the total requests responded during the assessment period were responded within the agreed timeline; negative publicity was encountered by the Bank due to service delivery failure.</p>			
20	c. Trained and Qualified Staff	<p>Able to provide sufficient knowledgeable and skilled staff required in the maintenance of the assigned activity / service (Availability may be in various means such as email, on-site support, phone or video call, etc.)</p> <p>4 - 80% and above Provide sufficient highly skilled and knowledgeable staff support, Staff always available when called</p> <p>3 - 60% to 79% Provide sufficient highly skilled and knowledgeable staff support, Staff available on a schedule basis</p> <p>2 - 40% to 59% Provide sufficient highly skilled and knowledgeable staff support, Staff not readily available</p> <p>1 - Below 40% Lacks knowledgeable and skilled staff support; Staff cannot address the request/inquiries/issues raised</p>			

Revised Annex D-9

20	d. provision of Service Reports (documentation)	<p>Able to provide thorough service reports and recommendation, when necessary, upon completion of actions/resolution</p> <p>4 - 80% and above of the time, was able to provide thorough service reports and recommendations</p> <p>3 - 60% to 79% of the time, was able to provide thorough service reports and recommendations</p> <p>2 - 40% to 59% of the time, was able to provide thorough service reports and recommendations</p> <p>1 - Below 40% of the time, was able to provide thorough service reports and recommendations</p>			
----	---	---	--	--	--

Total Rating	
Average Rating	
Adjectival Rating	

3.4-4.0	Excellent	Exceed expectation
2.3-3.3	Good	Meet deliverables
1.7-2.2	Needs Improvement	Tighter Controls, Management Intervention required
1.0-1.6	Poor	Discontinue

Remarks: e.g. Rating result warranting further assessment and corresponding recommendation, recommendation for amendments/renewal of the outsourcing agreement to bring in line with the current market standards and to cope with changes in their business strategies, material problem; reporting of issues/incidents/non-compliance that may adversely impact the delivery of the product/service.

Prepared by:

Reviewed by:

Noted by:

Delegated Personnel

Head, Implementing Unit

Group Head Concerned

Revised Annex D-10