

**SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20230712-01**

PROJECT : **Airconditioning Units for Two (2) LANDBANK Offices**
IMPLEMENTOR : **HOBAC Secretariat Unit**
DATE : **September 1, 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-1 to D-2), Bill of Quantities (Annex E-2), Schedule of Requirements (Section VI), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item Nos. 11 & 12 of Technical Documents have been revised. Please see attached revised Annexes D-1 to D-2 and E-2 and specific sections of the bidding documents.
- 3) The submission and opening of bids is scheduled on September 8, 2023 at 10:00 A.M.


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

TERMS OF REFERENCE

A. Name and Description of the Project:

One (1) lot – Supply, Delivery, Installation, Testing and Commissioning of Air-Conditioning Units, complete with standard accessories per manufacturer’s standards including dismantling and hauling out of existing units from old site to new site.

B. Objective of the Project:

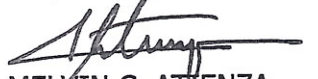
1. To properly ventilate the Office area.
2. To maintain the corporate image of the Bank.
3. To provide a conducive banking and working area.

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

| | |
|---|---|
| 1. Supply, delivery and installation | <ul style="list-style-type: none"> ➤ Mobilization of manpower and equipment/tools at Deogracias St., Brgy. Malusac, Boac, Marinduque Ground Floor ➤ One (1) unit - 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) ➤ <u>Five (5) units - 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type)</u> Second Floor ➤ One (1) unit - 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) ➤ <u>Three (3) units - 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type)</u> ➤ Installation, testing and commissioning ➤ Dismantling and hauling out of six (6) existing units to the new site Note: Distance between old site to new site is approximately 130 meters only ➤ Cleaning-up works and demobilization ➤ For technical specifications: <ul style="list-style-type: none"> • 2.0TR Wall Mounted, split type air-conditioning unit (Inverter Type) – see attachment 1 • 3.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 2 • 3.0TR Ceiling Mounted, split type air-conditioning unit (Inverter Type) – see attachment 3 • 5.0TR Floor Mounted, split type air-conditioning unit (Inverter Type) – see attachment 4 |
| 2. Installation Schedule | Monday to Sunday or per coordination with end-user/s |
| 3. Installation Period | Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and Advice from PMED as to availability of project site |
| 4. I. General Notes II. Qualification and Documentary Requirements III. Billing Requirements IV. Payment Terms | See Annex A |

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| 5. Refrigerant Pipe Insulation Details, Schematic Piping Diagram and Electrical Riser Diagram | See Annex B |
| 6. Start-up Data Sheet | See Annex C |

Prepared by:



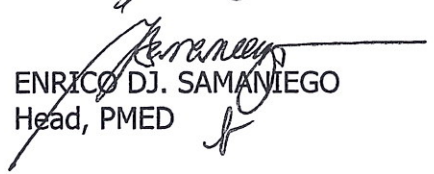
MELVIN C. ATIENZA
Engineer, South NCRBG

Reviewed by:



RENERIO D. FRONDA
Team Leader, South NCRBG

Approved by:



ENRICO D.J. SAMANIEGO
Head, PMED

BILL OF QUANTITIES

Project LANDBANK Boac Branch
Location: Deogracias Street, Brgy. Malusac, Boac, Marinduque

| Item No. | Item Description | Qty. | Unit | Unit Cost | Total Cost |
|----------|---|----------|-------------|-----------|------------|
| | Supply, Delivery, Installation, Testing and Commissioning of New Air-Conditioning Units including dismantling and hauling-out of existing units from old site to new site | | | | |
| | <u>GROUND FLOOR</u> | | | | |
| | 2.0 TR Wall Mounted (Inverter) | 1 | set | | |
| | 3.0 TR Ceiling Mounted (Inverter) | 5 | sets | | |
| | Installation Cost | 1 | lot | | |
| | <u>SECOND FLOOR</u> | | | | |
| | 2.0 TR Wall Mounted (Inverter) | 1 | set | | |
| | 3.0 TR Ceiling Mounted (Inverter) | 3 | sets | | |
| | Installation Cost | 1 | lot | | |
| | Delivery Cost | 1 | lot | | |
| | Dismantling and Hauling-out of Existing Units | 6 | sets | | |
| | Total Cost (Inclusive of VAT) | | | | |

Note: The Bidder shall fill in rates and prices for all items of the Bill of Quantities. Bids not addressing of providing all of the required items in the Bill of Quantities shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying "0" (zero) for the said item would mean that it is being offered for free.

Conforme:

| |
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| Name of the Bidder |
| Signature Over Printed Name of Authorized Representative |
| Position |
| Date |

Schedule of Requirements

The delivery schedule/contract period expressed as weeks/months/years stipulates hereafter a delivery/performance period which is the period within which to deliver the goods or perform the services in the project site/s.

| Lot No. | Description | Quantity | Delivered, Weeks/Months |
|---------|---|--|--|
| 1 | Air-Conditioning Units for LANDBANK Southern Isabela Lending Center | See attached Bill of Quantities per Annex E-1 | Within Thirty (30) calendar days upon receipt of Notice to Proceed and Advice from LANDBANK PMED as to availability of project site. |
| 2 | Air-Conditioning Units for LANDBANK Boac Branch | See attached Bill of Quantities per Revised Annex E-2 | Within Thirty (30) calendar days upon receipt of Notice to Proceed and Advice from LANDBANK PMED as to availability of project site. |

Delivery Sites:

Please see attached Annex F.

Implementing Unit:

Kindly coordinate with Project Management and Engineering Department (PMED)
Mr. Enrico DJ. Samaniego, Head, PMED

Contact Nos.:

8-522-0000 locals 2200, 2496, 2250 and 2323

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Technical Specifications

| <p style="text-align: center;">Specifications</p> | <p style="text-align: center;">Statement of Compliance</p> <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 style="text-align: center;">Air-Conditioning Units for Two (2) LANDBANK Offices</p> <ol style="list-style-type: none"> 1. Scope of works, minimum specifications, and other requirements per attached Terms of Reference (Revised Annexes D-1 & D-2 to D-14), Floor Plan Lay-outs (Annexes D-15 to D-17), and Bill of Quantities (Annexes E-1 & Revised E-2). 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"> 2.1 Purchase Orders, contracts or other related documents to prove that the offered brand of Air-conditioning Unit has been in the Philippine market for at least five (5) years prior to the deadline of submission of bid. 2.2 List of at least five (5) different institutional clients in the Philippines with addresses, contact persons and contact details including Certificates of Completion/ Acceptance. | |

| | |
|---|--|
| <p>2.3 List of at least three (3) highly-trained technicians (regular employees) with their respective Curricula Vitae, Certificate of Employment and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by Technical Education and Skills Development Authority (TESDA).</p> <p>2.4 List of at least two (2) Service Centers within the province of the project site.</p> <p>2.5 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.</p> <p>2.6 Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.</p> <p>2.7 Print-out of the specifications of the offered product posted in the manufacturer's website showing the URL (web address).</p> <p>2.8 Certification from the following, whichever is available:</p> <ul style="list-style-type: none">▪ Bureau of Product Standards (PS)▪ Underwriters Laboratories (UL)▪ Conformance European (CE)▪ ISO 9001 Certification <p>Non-submission of the above documents/requirements may result in the post-disqualification of the bidder.</p> | |
|---|--|

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.

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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 – Revised Schedule of Requirements with signature of bidder's authorized representative.**
 12. **Section VII – Revised 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.

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- **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]**
 14. Purchase Orders, contracts or other related documents to prove that the offered brand of Air-conditioning Unit has been in the Philippine market for at least five (5) years prior to the deadline of submission of bid.
 15. List of at least five (5) different institutional clients in the Philippines with addresses, contact persons and contact details including Certificates of Completion/ Acceptance.
 16. List of at least three (3) highly-trained technicians (regular employees) with their respective Curricula Vitae, Certificate of Employment and National Certificate II (NC II) for Refrigeration and Air-conditioning Servicing issued by Technical Education and Skills Development Authority (TESDA).
 17. List of at least two (2) Service Centers within the province of the project site.
 18. 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.
 19. Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.
 20. Print-out of the specifications of the offered product posted in the manufacturer's website showing the URL (web address).
 21. Certification from the following, whichever is available:
 - Bureau of Product Standards (PS)
 - Underwriters Laboratories (UL)
 - Conformance European (CE)
 - ISO 9001 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]:**
 22. 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.
 23. Latest Income Tax Return filed manually or through EFPS.

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24. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
25. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
26. 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 & Revised E-2) 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.