



LANDBANK

SERVING
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20221027-01**

PROJECT : Preventive Maintenance Services for the Electrical System of
LANDBANK Plaza


IMPLEMENTOR : HOBAC Secretariat Unit

DATE : November 14, 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-14), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item No. 12 of Technical Documents) have been revised. Please see revised Annexes D-1 to D-14 and specific sections of the bidding documents.
- 3) The submission and opening of bids is re-scheduled on November 23, 2023 at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.


REMEDIOS S. LACADEN
OIC, HOBAC Secretariat Unit

Technical Specifications

Specification	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>Preventive Maintenance Services for the Electrical System of LANDBANK Plaza</p> <p>1. Scope of work and other requirements per attached revised Terms of Reference (Annexes D-1 to D-14).</p> <p>2. The documentary requirements enumerated in item V Supplier Qualification Requirements (Annex D-8) of the revised Terms of Reference shall be submitted in support of the compliance of the Bid to the Technical Specifications and other requirements.</p> <p>Non-submission of the above mentioned documents/requirements may result in bidder's post-disqualification.</p>	<p>Please state here either "Comply" or "Not Comply"</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.
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, if applicable.
 - 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 envelopes (Eligibility and Technical Components) only the above 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 Components)]
 14. Submission of at least five (5) related documents (e.g previous Purchase Orders, Contracts, etc.). The said documents must be issued five (5) years prior to the opening of bids.
 15. Certificate of Inspection issued by FMD.

TERMS OF REFERENCE

I. Project Description:

One (1) Lot – Three (3) Years Preventive maintenance services for the Electrical System of LANDBANK Plaza Headquarters, Malate, Manila, including supply of technical expertise/ supervision, labor, materials, tools, and equipment.

II. Objectives:

- To ensure the safety, efficiency normal operating condition and maintain the integrity of the electrical system of LBP Plaza
- To comply with the requirements of the Bank's Program on Environmental Management System (EMS), sustain ISO14001 certification and other regulatory laws and requirements of the Philippine Electrical Code and National Fire Protection Association (NFPA) 70B

III. Project Details:

III.1 Scope of the Project

A. Preventive Maintenance Services	
Frequency	ITEMS
BUS WAY/ DUCT AND BUS PLUG	
Semi- annual	<ol style="list-style-type: none"> 1. Conduct thermal scanning/imaging for all joint stacks during peak load 2. Check for any hotspot and conduct precautionary measure if necessary or preventive maintenance
Annual	<ol style="list-style-type: none"> 1. Re-alignment of Bus Duct if found any misalignment 2. Cleaning and Re-tightening of joint stack to its required torque 3. Checking for the Contacts and Insulation Integrity of the joint stack 4. Cleaning and wiping out of the Bus Way Housing 5. Checking and Re-tightening of Bus Plug and its Terminals <p style="text-align: center;"><i>Note: After the specified activities, a joint inspection by FMD Authorized Personnel and Contractor must be conducted for quality control and safety to energization of the equipment</i></p>
DRY TYPE TRANSFORMER	
Semi- annual	<ol style="list-style-type: none"> 1. Conduct thermal scanning/imaging. 2. Records name plate data and other information 3. Conduct Ultrasonic Detection Test (UDT) for all high noise level of Transformer 4. Conduct and record ampere-load reading/ evaluation during peak load
Annual	<ol style="list-style-type: none"> 1. Conduct and record ampere-load reading/ evaluation during peak load 2. Isolation of terminal connections and grounding system 3. General inspection, check-up and cleaning of terminal, bushings casings/housing and other accessories

	<ol style="list-style-type: none"> 4. Re-tightening of terminal connections and grounding system 5. Perform the following standard test <ol style="list-style-type: none"> a. Transformer turn ratio (TTR) test b. Winding insulation resistance test c. Polarization index (PI) test d. Winding resistance measurement 6. Clearing and cleaning <p><i>Note: After the specified activities, a joint inspection by FMD Authorized Personnel and Contractor must be conducted for quality control and safety to energization of the equipment</i></p>
PANELBOARDS AND CIRCUIT BREAKERS	
Semi- annual	<ol style="list-style-type: none"> 1. Conduct thermal scanning/imaging 2. Check / clean all panelboards/circuit breakers terminals and connections for any signs of damages and deteriorations 3. Check, repair and re-tighten possible hot spot terminals 4. Wipe out and suction dust and foreign matters 5. Conduct and record ampere-load reading/ evaluation during peak load 6. Perform necessary corrective measures as needed in coordination with FMD 7. Submit service and evaluation reports with recommendations
Annual	<ol style="list-style-type: none"> 1. Cleaning and re-tightening of terminals and connections 2. Provide/ update panelboard and circuit directory 3. Conduct contact resistance test 4. Conduct exercising of mechanism 5. Submit service and evaluation reports with recommendations <p><i>Note: After the specified activities, a joint inspection by FMD Authorized Personnel and Contractor must be conducted for quality control and safety to energization of the equipment</i></p>
CLEANING OF ELECTRICAL ROOM AND MACHINE ROOM	
Semi- annual	<ol style="list-style-type: none"> 1. Cleaning and wiping out of dust in Bus Duct Casing 2. Cleaning and wiping out of dust Dry type Transformer 3. Check, repair and re-tighten terminals, connectors, etc. 4. Clean all air duct/ louver and exhaust fan 5. Perform necessary corrective measures as needed in coordination with FMD <p><i>Note: After the specified activities, a joint inspection by FMD Authorized Personnel and Contractor must be conducted for quality control and safety to energization of the equipment</i></p>
KILOWATT-HOUR METERS/ ELECTRIC METERS	
Annual	<ol style="list-style-type: none"> 1. Clean and check terminal lugs and connections 2. Re-tighten terminals and connections and check possible over heating 3. Calibration and sealing by third party accredited by Energy Regulatory Commission (ERC) 4. Perform necessary corrective measures as needed

16. Copy of PRC ID, Curriculum Vitae and Certificate of Employment of the Registered Electrical Engineer [Minimum of two (2) years experience in Preventive Maintenance Services for the Electrical System].
 17. At least three (3) Certificates of Satisfactory Performance from the bidder's clients. The project/s must be completed from 2017 to present.
- Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:
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).

Financial Component (PDF File)

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

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.

CABLE RISER GROUNDING AND EQUIPMENT SYSTEM	
One-time only	<ol style="list-style-type: none"> 1. Check and correct the grounding and bonding from ground floor to 35th floor 2. Installation of equipment grounding and system grounding for the following: <ol style="list-style-type: none"> a. Panelboards b. Splicing/ pull box c. Dry Type Transformer 3. Conduct Grounding Resistance Test <p>Note: Sizes of grounding wires are the following:</p> <ol style="list-style-type: none"> a. 8.0 mm² THHN – for spicing/pull box b. 14 mm² THHN – for panelboards c. 50mm Bare Copper Wire – for dry type transformers
POWER SUB-STATION	
Semi- annual	<ol style="list-style-type: none"> 1. Perform Thermo Graphic Scanning/Imaging and inspection of substation equipment and components (before and after servicing) 2. Perform and conduct Power Quality Monitoring 3. General cleaning without power Shut down / Interruptions <ol style="list-style-type: none"> a. Dismantle enclosure of Panelboards in order to provide access of the area/portion to be properly clean / serviced b. Air Blow / Vacuuming of the switch gears and live parts c. Clean / removing of clinging dirt using approved cleaning agent d. Exhaust fans and louver blades e. Doors, cable trays and cables f. Sub-station walls and flooring g. Air Blow / Vacuuming of the cable trays and checking of its hangers and supports 4. Clearing and cleaning of substation area <p><i>Note: After the specified activities, a joint inspection by FMD Authorized Personnel and Contractor must be conducted for quality control and safety to energization of the equipment</i></p>
Annual	<ol style="list-style-type: none"> 1. Perform Thermo Graphic Scanning/Imaging and inspection of substation equipment and components (before and after servicing) 2. Perform Preventive Maintenance on the following equipment: <ol style="list-style-type: none"> a. Metal Enclosed double ended integrated switchgear, Automatic Transfer Switch (ATS), Manual Transfer Switch (MTS) & Tie Breaker <ul style="list-style-type: none"> • Dismantle enclosing encasement panel in order to provide access of areas/portion to be properly serviced/cleaned • Perform visual and mechanical inspection • Air blow/ vacuum cleaning of switchgear enclosure • Conduct standard testing: (Insulation and Contact Resistance Test & Operational/Functional Test) • Exercise mechanism (open and close action) • Operational/ functional test of Protective Relay (Auxiliary Relay Intelligence Circuit), Instrument Transformer

Revised Annex D-3

	<p>(CT/PT) and Digital Metering</p> <ul style="list-style-type: none"> • Inspection/cleaning of all circuit breaker and its devices for proper operation • Check and clean switchgear bus for physical defects, damages, discoloration, cleanliness and proper connection accordingly • Check for tightness of bolted joints and make sure all buses are free of dust, carbon and other stain on its surface • Check/retighten all electrical terminal bolts • Check/retighten all grounding terminal bolts • Re-setting/Re-Programming the ATS <p>b. Metal enclosed vacuum fault interrupter switchgear, main 600A, branches 3-200A, 34.5 kV</p> <ul style="list-style-type: none"> • Discharge all three phase to ground • Conduct High Potential, Insulation and Contact Resistance Test • Functional/ operational simulation test • Clean and wipe to remove clinging dirt using approved cleaning solvent • Inspect all related parts • Retighten all electrical bolts using torque wrench • Exercise on/off mechanism • Final checking/ inspection • Clearing and Cleaning <p>c. 3750 kVA and 4000 kVA Pad Mounted, Oil immersed, substation transformer</p> <ul style="list-style-type: none"> • Disconnect primary and secondary terminal of transformer • Conduct standard diagnostic testing: <ul style="list-style-type: none"> - Insulation Resistance - Polarization Index - Transformer Turn Ratio - Winding Resistance - Insulation Power Factor (IEC 60247) - Dielectric Breakdown Voltage (IEC 60156) - Dissolved Gas Analysis (ASTM D3612) - Moisture Content (ASTM D1533B) - Interfacial Tension (ASTM D971) - Acid Number (ASTM D974) - Color Number & Visual Exam (ASTM D1524) - Resistivity (IEC 60247) - Oxidation Inhibitor (ASTM D2668) - Furanic Analysis (ASTM D5837) • Cleaning of primary and secondary bushing • Check transformer accessories, such as gauge, etc. • Check oil level, if necessary, filling of oil to required level • Check for oil leaks and retighten flanges • Clean/check operational condition of fan motors
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- Reconnect primary and secondary terminal of transformer
 - Retighten all terminal connection using torque wrench
 - Final checking/ inspection
 - Clearing and cleaning
- d. Metal Enclosed Bus Ducts, Lighting/UPS Bus Ducts (Substation Area only)
- Air blow/vacuum cleaning of bus duct to eliminate dust and carbon residue
 - Inspect accessible insulators for evidence for physical damage
 - Check/clean bus for physical damages, discoloration, cleanliness and proper connection accordingly
 - Check for tightness of bolted joints and make sure all buses are free of dust, carbon and other stain on its surface
 - Clean and wipe to remove clinging dirt using approved cleaning solvent
 - Perform insulation Resistance Test
 - Final checking/ inspection
 - Clearing and cleaning
- e. Cleaning of the following:
- Exhaust Fans and louver blades
 - Doors, wire trays and cables
 - Sub-station wall, ceiling and flooring
- f. Others
- Check ground lead on each equipment for individual attachment to ground bus
 - Inspect/check tightness of grounding bolted connections/ and or cable by torque wrench
 - Perform grounding continuity test and earth resistance measurement
 - Clean/inspect power cables, retighten all connections/termination
 - Air blow cable tray, check hangers and support
 - Check/clean exhaust fans, perform insulation test
 - Repair of oil leaks and replace oil seal/gasket, if incase
 - Refill of insulating fluid (vegetable oil), if necessary
3. Re-energization and re-commissioning
4. Cleaning-up works and demobilization
5. Perform Electrical System Analysis and submit findings / reports and recommendations to FMD

Note: After the specified activities, a joint inspection by FMD Authorized Personnel and Contractor must be conducted for quality control and safety to energization of the equipment

III.2 LBP Plaza Electrical Equipment:

A. Power Sub-station		
1	Assembly	Vacuum Fault Interrupter, 34.5 kV, Main: 600A, Branches:3-200A, Cooper
1	Assembly	Power Transformer No.2, 3,750 kVA, Three Phase, 34.5 kV/ 480 volts, Oil immersed, GEC Alstom
1	Assembly	Power Transformer No.3, 3,750 kVA, Three Phase, 34.5 kV/ 480 volts, Oil immersed, Cooper
1	Assembly	Power Transformer No.1, 4,000 kVA, Three Phase, 34.5 kV/ 480 volts, Oil immersed, Cooper
2	Assemblies	TVSS
1	Assembly	Manual Transfer Switch (ACB, Draw-Out Type), 5000 Amperes
1	Assembly	Tie Circuit Breaker (ACB, Draw-Out Type), 5000 Amperes
1	Assembly	Metal Enclosed Double Ended Integrated Switchgear, with 2 units Automatic Transfer Switch (ACB, Draw-Out Type), 5000 Amperes
1	Assembly	Metal Enclosed Circuit Breaker, 630 amperes main
4	Assemblies	Metal enclosed Bus Ducts
2	Assemblies	Lighting Bus Ducts and Components
1	Assembly	UPS Bus Ducts and Accessories
B. Electrical Room		
36	Rooms	Electrical Rooms with Panelboard, Circuit Breakers and Bus Plugs
28	Rooms	AHU Rooms with Panelboard and Circuit Breakers
6	Rooms	Machine Room/ Elevator Room with Panelboard and Circuit Breakers
2	Rooms	UPS Room with Panelboard and Circuit Breakers
1	Room	Pump Room with Panelboard and Circuit Breakers
71	Units	Dry Type Transformers
5	Assemblies	Bus Way / Ducts
90	Units	Kilowatt-Hour Meter
1	Lot	Riser Cables and Feeder Lines

III.3 Maintenance Period

Three (3) years upon the receipt of Notice to Proceed (NTP) and advice from Facilities Management Department (FMD)

III.4 Submittals:

Particulars	Description	Submission Date
a. Material Brochures	Brochure that contains the specifications of the equipment to be used and calibration certificate	Upon issuance of Notice to Proceed and before actual implementation of project

Revised Annex D-6

b. Contractor's All Risk Insurance (CARI) policy certificate	<p>Full CARI coverage for the entire duration of the project</p> <ul style="list-style-type: none"> CGLI coverage shall be the following <table border="1" data-bbox="544 277 1098 383"> <tr> <td>Each person</td> <td>Php 50,000.00</td> </tr> <tr> <td>Each accident</td> <td>Php 50,000.00</td> </tr> <tr> <td>Each period of indemnity</td> <td>Php 50,000.00</td> </tr> </table> <ul style="list-style-type: none"> Property damage liability <table border="1" data-bbox="544 510 1098 613"> <tr> <td>Each person</td> <td>Php 50,000.00</td> </tr> <tr> <td>Each accident</td> <td>Php 50,000.00</td> </tr> <tr> <td>Each period of indemnity</td> <td>Php 50,000.00</td> </tr> </table>	Each person	Php 50,000.00	Each accident	Php 50,000.00	Each period of indemnity	Php 50,000.00	Each person	Php 50,000.00	Each accident	Php 50,000.00	Each period of indemnity	Php 50,000.00	Upon issuance if Notice to Proceed and before actual implementation of project
Each person	Php 50,000.00													
Each accident	Php 50,000.00													
Each period of indemnity	Php 50,000.00													
Each person	Php 50,000.00													
Each accident	Php 50,000.00													
Each period of indemnity	Php 50,000.00													
c. Clearances/Permits	Clearances/permits as may be required by Government Agencies relative to the project	On daily basis until completion of the project												
d. Personnel and Equipment List	List of personnel and assigned for the project implementation and electrically-operated tools/equipment with corresponding power rating	-do-												
e. Calibration certificate	List of testing equipment with the latest calibration certificate from accredited laboratory for each of the testing equipment	-do-												
f. Daily Activity Report	Report of activities conducted	-do-												
g. Test Results and Reports	Three (3) sets of test results obtained from all electrical equipment (hard copy) and digitized /soft copy in Flash Disk Drive (e.g., CAD, JPEG, PDF)	-do-												
h. Terminal Report with recommendation	For all observation, evaluation, correction and improvement in the existing LBP Plaza electrical system with signed & sealed by Professional Electrical Engineer	-do-												

IV. Terms and Conditions

- Securing of permits/clearances from the national government agencies, local officials and relevant officer, if necessary, shall be for the account of the contractor.
- In case of damages to facilities or equipment of LBP Plaza due to the project will occur, contractor/supplier will be responsible for the repair/replacement of the damages.
- Response time for all service calls for the repair and/or maintenance work during the preventive maintenance period shall be within 24 hours upon receipt of notification call from FMD.
- If during Preventive Maintenance schedule/inspection, the preventive maintenance provider found a defective part/s, FMD will prepare separate procurement request form (PFR) on the defective item and will be subjected to the procurement process.

Revised Annex D-7

V. Supplier Qualification Requirements:

Qualification Requirement	Documentary Requirement
1. Must have a minimum of five (5) years of experience on Preventive Maintenance of Electrical System	1. Submission of at least five (5) related documents (e.g., previous Purchase Orders, Contracts and etc.)
2. Must have site inspection	2. Certificate of inspection issued by FMD
3. Must employ a Registered Electrical Engineer with two years in preventive maintenance experience minimum.	3. PRC ID, Registered Electrical Engineer, Curriculum vitae and work certificate
4. Certificate of satisfactory performance from pervious clients. (Banks or similar institutions)	4. At least three (3) certificates of satisfactory performance from finished projects from 2017 to Present

VI. Supplier Performance Evaluation:

1. 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 (Exhibit 1).
2. An adjectival rating of "Needs Improvement" or "Poor" shall be a ground for pre-termination of the contract, subject to a 30 calendar day notice.

VII. Manner of Payment

1. Pursuant to Malacañang Executive Order No. 170 – Adoption of Digital Payments for Government Disbursements and Collections, directing all government agencies to utilize safe and efficient digital disbursement in the payment of goods, services and other disbursements. The winning supplier is required to maintain a deposit account with LANDBANK Cash Department or any of its Branches.
2. Payment shall be through direct credit to the winning supplier's deposit account with LANDBANK.
3. The supplier shall be paid within sixty (60) calendar days after submission of billing or claim, and complete documentary requirements.

VIII. Liquidated Damages

When the supplier fails to satisfactorily deliver the goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for 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 goods/services scheduled for delivery for every day of delay until such goods/services are finally delivered and accepted by LANDBANK.

Revised Annex D-8

LANDBANK need not 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.

IX. Other Terms and Conditions:

1. Prior to the bidding proper, interested contractors must conduct inspection, verification, and overall project assessment. A corresponding Certificate of Inspection (CI) shall be issued by the LANDBANK - Facilities Management Department (FMD) which shall form part of the bidding requirements/submittals. Non-inspection/submission of CI will result to outright disqualification of the bid.
2. The winning contractor/supplier/service provider shall:
 - a. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured to FMD prior to any mobilization.
 - b. Deploy competent technicians/workers with vast experience and expertise in the entire undertaking and implementation of the project.
 - c. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project. In compliance with the requirement of Environmental Management Program in accordance with ISO 14001 standards.
 - 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.
 - 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.


X. Pre -Termination Clause / Termination of Contract

1. The Bank has the right to pre-terminate the contract for the following reasons:
 - a. Failure by the winning supplier to perform its obligations thereon;
 - b. Unsatisfactory Performance by the winning supplier within the contract duration.
2. Guidelines on Termination of Contracts per Annex "I" of the 2016 Revised Implementing Rules and Regulations shall be observed.

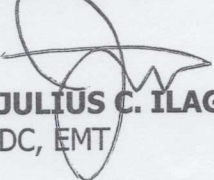
XI. Contacts Persons:

For further information, you may get in touch with any of the following personnel of the Facilities Management Department at telephone nos. (02) 8551-2200 local 2196 & 8405-7439.

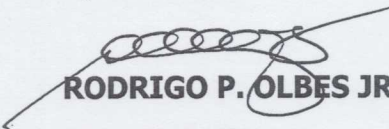
Prepared by:


JEHOMAR S. PABLO
Engineer, EMT

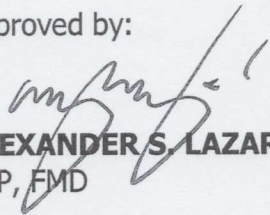
Checked by:


JULIUS C. ILAG
DC, EMT

Endorsed by:


RODRIGO P. OLBES JR.
ADM, FMD-FSU

Approved by:


ALEXANDER S. LAZARO
AVP, FMD

THIRD-PARTY SERVICE PROVIDER (TPSP)
PERFORMANCE ASSESSMENT REPORT

Name of TPSP		Contract Period	
Service Provided		Assessment Period	

Notes:

- 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 any issues, exceptions 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 STANDARDS	RATING	WEIGHTED RATING	REMARKS
1. Conformity to Technical Requirements (25%)					
15%	Technical Product Support a. Actions/ response on any request	Able to meet expectations and provides thorough assessment and evaluation of request 4 - 80% and above of the total requests were responded, able to meet expectations and provided with thorough assessment and evaluation. 3 - 60% to 79% of the total requests were responded, able to meet expectations and provided with thorough assessment and evaluation. 2 - 40% to 59% of the total requests were responded, able to meet expectations and provided with thorough assessment and evaluation. 1 - Below 40% of the total requests were responded, able to meet expectations and provided with thorough assessment and evaluation; negative publicity was encountered by the Bank due to service delivery failure.			
10%	b. Provision of service reports (documentation)	Able to provide thorough service reports and recommendations, when necessary, upon completion of actions/resolutions 4 - 80% and above of the time, was able to provide thorough service reports and recommendations 3 - 60% to 79% of the time, was able to provide thorough service reports and recommendations 2 - 40% to 59% of the time, was able to provide thorough service reports and recommendations 1 - Below 40% of the time, was able to provide thorough service reports and recommendations			

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WEIGHT	EVALUATION CRITERIA	PERFORMANCE STANDARDS	RATING	WEIGHTED RATING	REMARKS
2. Timeliness in the Delivery of Services (25%)					
25%	Response time in the delivery of service	<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>			
3. Behaviour of Personnel (Courteous, Professional and Knowledgeable) (20%)					
20%	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 - Provided sufficient highly skilled and knowledgeable staff support; Staff always available when called</p> <p>3 - Provided sufficient highly skilled and knowledgeable staff support; Staff available on a schedule basis</p> <p>2 - Provided sufficient highly skilled and knowledgeable staff support; Staff not readily available</p> <p>1 - Lacks knowledgeable and skilled staff support; Staff cannot address the requests/inquiries/issues raised</p>			

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WEIGHT	EVALUATION CRITERIA	PERFORMANCE STANDARDS	RATING	WEIGHTED RATING	REMARKS
4. Response to Complaints (20%)					
20%	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 by the Bank due to service delivery failure.</p>			
5. Compliance with set office policies for such service (10%)					
4%	a. Business Continuity Plan (BCP)	<p>Able to provide a document/report/certification on the availability of contingency measures/BCP for continued delivery of service to the Bank in case of adverse events (to be validated during audit)</p> <p>4 - Provided a document/report/certification on the availability of contingency measures/BCP in case of adverse events.</p> <p>1 - Does not provide document/report/certification on the availability of contingency measures/BCP</p>			

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WEIGHT	EVALUATION CRITERIA	PERFORMANCE STANDARDS	RATING	WEIGHTED RATING	REMARKS
	b. Compliance to Audit Requirement	Allowed access of the Bank's internal and external auditors and BSP auditors to information regarding the outsourced activities/services and comply with the following requirements			
3%	b.1. Data Segregation	Observed segregation of data of the Bank from that of service provider and its other clients 4 - Observe data segregation for controls and for easily accessible/fast data recovery 1 - Does not comply with data segregation			
3%	b.2. BCP/Contingency Measures/Disaster Recovery	Allowed access to disaster recovery/ business continuity contingency plans and procedures 4 - Has a BC to provide contingency measures specific to the Bank 3 - Has a BCP to provide contingency measures in general to its clients 2 - Has a BCP to provide contingency measures but on a limited basis only 1 - Has no BCP to provide contingency measures to its clients			

The total weight for the performance rating is equivalent to 100 %.
The service provider must attain at least a "Satisfactory" rating of 80 %.

TOTAL RATING	
AVERAGE RATING	
ADJECTIVAL RATING	

3.4 - 4.0	Excellent	Exceeds expectations/deliverables
2.3 - 3.3	Good	Meets 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 amendment/renewal of the outsourcing agreement to bring them in line with current market standards and to cope with changes in their business strategies; Statement of TPSP material problem; Reporting of issues/incidents/non-compliance that may adversely impact the delivery of product/service]

Prepared by:

Reviewed by:

Noted by:

Designated Personnel

Head, Implementing Unit

Group Head Concerned

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