



SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20190306-01

PROJECT : **Supply, Delivery and Installation of Office Furniture at the following LANDBANK Branches:**

Lot 1 – North-Central Luzon Offices
Lot 2 – Southern Luzon Offices
Lot 3 – Visayas Offices
Lot 4 – Mindanao Offices


IMPLEMENTOR : **Procurement Department**

DATE : **June 6, 2019**

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:

- Section VII (Specifications) and Checklist of the Bidding Documents (Item Nos. 8 & 13 of the Eligibility & Technical Components) have been revised. Please see attached revised specific sections of the Bidding Documents.


ALWIN I. REYES, CSSP
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

Specifications

| Lot No. | Specification | Statement of Compliance |
|---------|--|--|
| | <p>Supply, Delivery and Installation of Office Furniture at Nineteen (19) LANDBANK Branches categorized as follows:</p> <ol style="list-style-type: none"> 1 LANDBANK North-Central Luzon Branches 2 LANDBANK Southern Luzon Branches 3 LANDBANK Visayas Branches 4 LANDBANK Mindanao Branches <p>Minimum specifications, proposed floor plans and working drawings per attached Annexes B-1 to B-39.</p> <p>The following documents shall be submitted inside the First Envelope:</p> | <p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment 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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p> <p>Please state here either “Comply” or “Not Comply”</p> |

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| | <p>a) Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered office furniture.</p> <p>b) List of at least five (5) previous clients with whom the bidder has completed office furniture projects for the last five (5) years supported with Certificates of Satisfactory Performance issued by the said clients.</p> <p>c) For previous/current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts) or Certificate of No Delayed Projects (for on-going contracts) issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bid.</p> <p>The lowest calculated bidder must submit working drawings within five (5) calendar days after the opening of bids for evaluation/approval. Mock-up samples shall be submitted within fourteen (14) calendar days after approval of working drawings. Bidders whose offered products had been previously evaluated by LANDBANK and found to be complying with the Bank's specifications may no longer be required to comply with this requirement</p> | |
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Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

First Envelope - Eligibility and Technical Components

- **The First Envelope shall contain the following:**
 - **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
 - Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents;
 - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Eligibility Documents

2. Duly notarized Omnibus Sworn Statement (sample form - Form No.6)
3. 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 (sample form - Form No. 7).
4. 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).

5. Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).
6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. Section VI - Schedule of Requirements with signature of bidder's authorized representative.
8. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**

Financial Eligibility Documents

9. 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.
10. 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.

○ **Eligibility Documents – Class "B"**

11. 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.

○ **Technical Documents**

12. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered office furniture.

13. List of at least five (5) previous clients with whom the bidder has completed office furniture projects for the last five (5) years supported with Certificates of Satisfactory Performance issued by the said clients.

14. For previous/current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts) or Certificate of No Delayed Projects (for on-going contracts) issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bid.

○ **Post-Qualification Documents – (Non-submission of the following documents may result in bidder’s post-disqualification):**

15. 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.

16. Income Tax Return for 2017 filed manually or through EFPS.

Second Envelope – Financial Component

• **The Second Envelope shall contain the following:**

1. Duly filled out Revised 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)