



**SUPPLEMENTAL/BID BULLETIN NO. 3
For LBP-HOBAC-ITB-CW-20200121-01**

PROJECT : **LANDBANK Baguio Corporate Center Building Construction**
IMPLEMENTOR : **Procurement Department**
DATE : **March 13, 2020**

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 Terms of Reference (Annex A), Section VI (Specifications) and Checklist of the Bidding Documents (Item Nos. 11 & 21 of the Eligibility and Technical Documents) have been revised. Please see attached revised Annexes A-1 to A-5 and specified sections of the Bidding Documents.

2)

Bidder's Queries/Clarifications	LANDBANK Responses
The bidder is requesting whether certified true copies of the engineers' respective Professional Regulation Commission (PRC) licenses may be submitted in lieu of the PRC Board certificates.	The key personnel of the prospective bidders can either submit certified photocopies of their respective PRC licenses or PRC board certificates, duly certified by the issuing agency.


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

Section VI. Specifications

Name of Project	Work Completion (Contract to start seven [7] calendar days after receipt of Notice to Proceed)
<p style="text-align: center;">LANDBANK Baguio Corporate Center Building Construction</p> <p>Scope of works and other requirements per attached Terms of Reference (Annexes A-1 to A-5), Revised Bill of Quantities (Annexes B-1 to B-28), Drawings (Annex C) and Work Experience and Equipment Requirements (Annex D).</p> <p>For current and past contractors of LANDBANK, they must have satisfactory performance in their dealings with LANDBANK for the past twelve (12) months (reckoned from the date of issuance of Certificate of Satisfactory Performance).</p> <p>A. Qualifications of Contractors:</p> <ul style="list-style-type: none"> ▪ Must be a recognized local engineering construction entity, duly organized under the laws of the Philippines; (Corporation, Partnership and Cooperative) ▪ Must have a Philippine Contractors Accreditation Board (PCAB) License with at least Category "A" and size range of Medium B (PCAB Classification: General Building/GB-1) ▪ With at least five (5) years minimum experience in general construction services (steel, reinforced concrete, composite steel-concrete, etc.) related to construction of commercial buildings, hospitals, multi-story school buildings, BPO's and Banks ▪ Currently employing experienced professionals with valid Professional Regulation Commission (PRC) registrations, to wit: <ol style="list-style-type: none"> 1. Architect 2. Civil Engineer 3. Electrical Engineer 4. Mechanical Engineer 5. Electronics And Communication Engineer 6. Sanitary Engineer <p>B. Documentary Requirements:</p> <p>The following additional documents shall be submitted inside the First Envelope:</p> <ol style="list-style-type: none"> 1. Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department (PMED) not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past contractors of LANDBANK). The Certificate shall 	<p>Four Hundred Fifty (450) calendar days</p>

<p>still be subject to verification during the post-qualification of bid.</p> <p>Note: Certificate of Satisfactory Performance shall be requested in writing from the Head of PMED at 24th Floor, LANDBANK Plaza Building with contact number 8-522-0000 local 7362, at least five (5) working days prior to the submission of bid.</p> <ol style="list-style-type: none">2. Certified copy of Philippine Contractors Accreditation Board (PCAB) Registration Certificate with at least Category "A" and size range of Medium B (PCAB Classification: General Building/GB-1).3. Certified copy of current General Information Sheet (GIS) with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).4. List of at least five (5) completed projects for multi-story buildings and three (3) fit-out projects undertaken during the last five (5) years, accompanied by certified true copy of Purchase Orders or contract agreements and Certificates of Satisfactory Performance for said projects, with the following details:<ul style="list-style-type: none">✓ Name of project✓ Location of project✓ Type of project✓ Duration of the project✓ Contact persons and number5. List of key personnel assigned for the project with the following supporting documents:<ul style="list-style-type: none">✓ Curriculum Vitae✓ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate✓ Employment Certification6. Certificate of Inspection issued by LANDBANK authorized representative. <p>Note: Non-submission of the above mentioned documents may result in bidder's disqualification.</p>	
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Conforme:

Name of Bidder

**Signature Over Printed Name of
Authorized Representative**

Position

Checklist of Bidding Documents for Procurement of Infrastructure Projects

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 No. 7).
4. Statement of the prospective bidder of all its ongoing government and private contract, 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 relevant period as provided in the Bidding Documents. The

statement shall include all information required in the PBDs prescribed by the GPPB. (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 PBDs prescribed by the GPPB (sample form – Form No. 4)
 - include all information required in the PBDs prescribed by the GPPB;
 - be supported by the notices of award and/or notices to proceed issued by the owner
 - the statement shall be supported by the Owner's Certificate of Final Acceptance or the Certificate of Completion and, whenever applicable, the Contractors Performance Evaluation Summary (CPES) Final Rating sheets, which must be satisfactory.
6. Valid PCAB License and registration for the type and cost of the contract for this Project.
7. Bid security in the prescribed form, amount and validity period. (ITB Clause 18.1 of the Bid Data Sheet).
8. Organizational chart for the contract to be bid.
9. List of contractor's personnel with their complete qualification and experience data.
10. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be.
- 11. Revised Section VI – Specifications with conformity of bidder.**
12. Section VII – Drawings with conformity of bidder.
13. Revised Section VIII – Bill of Quantities with conformity of bidder.

Financial Eligibility Documents

14. 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.

15. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form No. 5)

○ **Eligibility Documents - Class "B"**

16. 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 the 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**

17. Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department (PMED) not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past contractors of LANDBANK).
18. Certified copy of Philippine Contractors Accreditation Board (PCAB) Registration Certificate with at least Category "A" and size range of Medium B (PCAB Classification: General Building/GB-1).
19. Certified copy of current General Information Sheet (GIS) with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).
20. List of at least five (5) completed projects for multi-story buildings and three (3) fit-out projects undertaken during the last five (5) years, accompanied by certified true copy of Purchase Orders or contract agreements and Certificates of Satisfactory Performance for said projects, with the following details:
 - ✓ Name of project
 - ✓ Location of project
 - ✓ Type of project
 - ✓ Duration of the project
 - ✓ Contact persons and number

21. List of key personnel assigned for the project with the following supporting documents:
 - ✓ Curriculum Vitae
 - ✓ **Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate**
 - ✓ Employment Certification
 22. Certificate of Inspection issued by LANDBANK authorized representative.
- **Post-Qualification Documents – [The bidder may submit the following documents 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. Manpower Schedule
 26. Construction Methods
 27. Equipment Utilization Schedule
 28. PERT/CPM or other acceptable tools of project scheduling
 29. Construction Schedule and S-curve

Second Envelope - Financial Component

- **The Second Envelope shall contain the following:**
 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form – Form No. 1)
 2. Revised Bill of Quantities with bid prices
 3. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid
 4. Cash flow by quarter or payment schedule

TERMS OF REFERENCE
FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK BAGUIO CORPORATE CENTER
BUILDING CONSTRUCTION PROJECT

I. QUALIFICATIONS

REQUIREMENTS	DOCUMENTATIONS
1. Must be a recognized local engineering construction entity, duly organized under the laws of the Philippines; (Corporation, Partnership and Cooperatives)	<ul style="list-style-type: none"> • Certified copy of DTI, SEC or CDA Registration Certificate.
2. Must have a Philippine Contractors Accreditation Board (PCAB) License with at least Category "A" and size range of Medium B (PCAB Classification: General Building/GB-1)	<ul style="list-style-type: none"> • Certified copy of PCAB Registration Certificate.
3. At least sixty percent (60%) of the interest/outstanding capital stocks belongs to citizens of the Philippines	<ul style="list-style-type: none"> • Certified copy of current General Information Sheet with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).
4. With at least five (5) years minimum experience in general construction services (steel, reinforced concrete, composite steel-concrete, etc.) related to construction of commercial buildings, hospitals, multi-story school buildings, BPOs and banks.	<ul style="list-style-type: none"> • List of at least five (5) completed projects for multi-storey buildings and three (3) fit-out projects undertaken during the last five (5) years accompanied by a certified true copy of Purchase Orders or contract agreement and Certificate of Satisfactory Performance for said project, with the following details: <ul style="list-style-type: none"> ○ Name of project ○ Location of project ○ Type of project ○ Duration of the project ○ Contact persons and number
5. Currently employing experienced professionals with valid Professional Regulation Commission (PRC) registrations, to wit: 5.1. Architect 5.2. Civil Engineer 5.3. Electrical Engineer 5.4. Mechanical Engineer 5.5. Electronics And Communication Engineer 5.6. Sanitary Engineer	<ul style="list-style-type: none"> • List of key personnel assigned for the project with the following supporting documents: <ul style="list-style-type: none"> ○ Curriculum Vitæ ○ <u>Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate</u> ○ Employment Certification

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE PROPOSED
LANDBANK BAGUIO CORPORATE CENTER BUILDING CONSTRUCTION PROJECT**

II. SCOPE OF SERVICES

The contractor shall :


1. Undertake all the necessary works (Architectural, Structural, Electrical, Sanitary, etc.) as indicated in the plans, specifications and scope of works prepared & issued by the Project Management and Engineering Department (PMED) for the proposed construction of the **LANDBANK BAGUIO CORPORATE CENTER**;
2. Construct the proposed **LANDBANK BAGUIO CORPORATE CENTER** within **450 c.d.**;
3. Facilitate and secure all necessary government permits and clearances required for the implementation and completion of the project;
4. Assign a competent project manager/ engineer at the site on a 24/7 basis until project completion and turn-over;
5. Abide by the attached General Conditions of the Project (Annex A);
6. Provide monthly periodic reports on the status/ accomplishments of the project to be submitted to LANDBANK-PMED;
7. Attend all meetings as may be required during the implementation stage until the completion of the project; and
8. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.


III. MANNER OF PAYMENT

Release of payment / payment schedule shall be in accordance with the Bank's accounting guidelines. Once a month, the contractor may submit a statement of work accomplished (SWA) or progress billing and corresponding request for progress payment of work accomplished.

Prepared by:

Approved by:


JOHN ALBEN V. MISLANG
Head, PMED-TSU


ENRICO D.J. SAMANIEGO
Head, PMED

**ATTACHMENT TO THE TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR
THE PROPOSED LANDBANK BAGUIO CORPORATE CENTER BUILDING CONSTRUCTION PROJECT**

GENERAL CONDITIONS OF THE PROJECT

1. PROJECT OBJECTIVE

- a) To start and finish the project as stated in the contract including punchlisting and rectification of defective works.
- b) To complete the project with good quality/workmanship and in compliance with the Architect's specifications.

2. COMMUNICATION ROUTE

- a) All correspondence of the end-user (*i.e. request for change orders, additional OFMs and other issues and concerns.*) addressed to PMED shall be coursed thru their respective Group Head. Otherwise, PMED shall defer action on the same.
- b) Correspondence/Letters of Contractor to end-user shall be coursed thru to PMED.

3. OFFICE & HOUSING FACILITIES/UTILITIES

- a) The Contractor shall construct temporary facilities (*tempfacil*) for the project (*e.g. barracks/ warehouse with field office and comfort rooms*), as well as the maintenance of the same.
- b) The Contractor shall coordinate with the respective service provider for the temporary electric and water line connections needed for the project.
- c) Monthly electricity and water consumptions during the project implementation shall be for the account of Contractor.

4. SITE RULES & REGULATIONS

- a) Any worker or staff of the contractor or its suppliers who are under the influence of liquor or prohibited drugs are not allowed at the site. Drinking of liquor, gambling and other illegal activities are strictly prohibited at the site.
- b) Wearing of proper uniform, ID and Personal Protective Equipment (PPE) shall be observed during working hours. The Contractor shall be responsible for the safety and welfare of its workers.
- c) Strict compliance/observance to the Occupational Safety and Health Standards of 1989, as amended, particularly "*Rule 1410 (Construction Safety) and Department Order No. 13, s. of 1998*".
- d) LANDBANK is an ISO Certified institution, hence, Guidelines for Environmental Management System (EMS) shall likewise be observed/adopted by both Contractor and End-user (*e.g. Waste segregation and proper disposal*).

ANNEX A

Revised Annex A-3

**ATTACHMENT TO THE TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR
THE PROPOSED LANDBANK LEADERSHIP DEVELOPMENT CENTER BUILDING CONSTRUCTION PROJECT**

5. MATERIALS & EQUIPMENT STORAGE

- a) All materials to be used in the project shall conform to the Architect's specifications.
- b) The Contractor is not allowed to stock pile their construction material (e.g. CHB/sand/ gravel) along the road side.
- c) The Contractor shall be responsible for the safety and security of the construction materials delivered on the site.

6. PERIODIC INSPECTION & CONSTRUCTION MEETING

- a) The Contractor shall prepare an inspection report at least twice a month, or as the need arises, indicating the accomplishment of the project and must be readily available within 1 day upon request.
- b) The Contractor, or his authorized representative as well as the project engineer-on-site shall be made available should construction meetings be requested by LANDBANK PMED in the resolution of matters relative to the project.

7. QUALITY CONTROL

- a) Material samples such as tiles, electrical fixtures, final color for painting, angle bar/plate, etc., must be submitted to Architect's for approval prior to procurement and installation
- b) Material testing such as reinforcing bars to be used, poured concrete, pipes pressure test, flood test for the applied waterproofing system, etc. shall be undertaken and for the account of the Contractor.
- c) All Test Results, Certifications and Warranties must be submitted to PMED by the Contractor, if applicable.
- d) PMED, with the assistance of the end-user's point person/Technical Representative for the project shall ensure that the workmanship is in good quality and in accordance with the Bank's standard specifications.

8. SITE PROBLEMS/SOLUTIONS

- a) Variation/Change Orders (Additional and Deductive Works). All change orders must be supported with justification/s as to the necessity of the subject work/s. The Contractor shall submit quotation for the change order for PMED's evaluation.
- b) Contract time extension (CTE). Request for CTE must be supported with documents (e.g. weather chart/s, etc.) as basis for the evaluation and approval of same.
- c) Hold Orders (HO) & Work Resumption Orders. Request for HO must be properly justified. A Work Resumption Order will be issued only upon resolution of concerns/ issues/matters involved.

ATTACHMENT TO THE TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE PROPOSED LANDBANK LEADERSHIP DEVELOPMENT CENTER BUILDING CONSTRUCTION PROJECT

- d) All issues concerning the project (e.g. change order, CTE, HO, etc.) that requires approval of the Building Committee (BC) shall be immediately endorsed to PMED for evaluation and presentation to the BC. Endorsement must be within the contract period or at least a month prior to the end of contract, for appropriate action. No change orders shall be implemented or HO/CTE shall be issued without prior clearance/approval from the Building Committee.

9. JOINT PUNCHLISTING

- a) Joint punchlisting shall be conducted by the contractor, PMED, Architect and end-user at 90-95% accomplishment of the project. The agreed punchlisted items are final and shall be rectified/completed by the Contractor within the contract period.
- b) Final inspection shall be conducted by the same group (contractor, PMED, Architect & End-user). Other punchlists that may arise and not previously included in the final punchlisted items shall be considered part of the warranty.

10. TURN-OVER AND ACCEPTANCE OF THE PROJECT

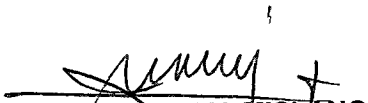
- a) The Contractor shall submit the signed and sealed As-built plans prior to the completion of the project.


11. OTHER MATTERS

- a) The Contractor shall provide logbook at the site to monitor the day to day activities and project condition, such as but not limited to the following: weather condition, manpower complement, delivery of construction materials, construction activities, equipment utilization, etc.

Prepared by:

Approved by:


JOHN ALBEN V. MISLANG
Head, TSU-PMED


ENRICO D.J. SAMANIEGO
Head, PMED

I shall abide by the provisions of this General Conditions of the Project

Contractor or Authorized Representative