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**SUPPLEMENTAL BID BULLETIN NO. 7  
For LBP-HOBAC-ITB-GS-20190703-01(2)**

**PROJECT** : **One (1) Lot Supply, Delivery, Installation, Testing and Commissioning of Variable Refrigerant Flow (VRF) Airconditioning Units at LANDBANK Sta. Cruz (Laguna) Office Building**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **July 29, 2020**

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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) In observance of strict social distancing measures to prevent the spread of COVID-19, the Pre-Bid Conference for the above project shall be conducted through videoconferencing using MS Teams application. No more physical meeting shall be made. Thus, the potential bidders are enjoined to familiarize themselves with the use of MS Teams. Tutorials and guides in using the said application are available in Youtube and various websites in the Internet (simply type "using MS Teams" in the address/search bar of your browser).
- 2) The prospective bidder/s who would like to participate in the above conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (attached as Annex A) to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) on or before **2:00 P.M. of August 3, 2020**. The PBCR Form can also be downloaded at the PhilGEPS website or obtained from Procurement Department by sending a request to the aforementioned e-mail address quoting "PBCR – ITB-GS-20190703-01(2)" as subject.

The prospective bidder/s who have registered for the videoconference shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel, post messages therein and join the online meeting.

- 3) The orientation for the procedures in conducting the Pre-Bid Conference and the submission & opening of electronic bids through videoconferencing using MS Teams is scheduled on **August 4, 2020 at 2:00 P.M.**
- 4) The Pre-Bid Conference via videoconferencing is re-scheduled on **August 5, 2020 at 11:20 A.M.** The prospective bidder/s must confirm their attendance by sending a confirmation message to the designated Microsoft Teams meeting channel at least **one (1) hour** before the scheduled meeting. The advance confirmation will enable the HOBAC Secretariat to test the connection of the potential bidder with LANDBANK and vice versa.
- 5) The prospective bidder/s are requested to observe the prescribed videoconferencing rules and procedures (attached as Annex B).

**ALWIN REYES**  
Assistant Vice President  
Head, Procurement Department and  
HOBAC Secretariat



### Procedures in the Conduct of Pre-Bid Conference through Videoconferencing

1. The prospective bidder sends a duly filled-up Pre-Bid Conference Registration (PBCR) Form to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com). The PBCR form can be downloaded at the PhilGEPS website or requested from the buyer concerned. The prospective bidder shall quote "PBCR – ITB-GS-XXXXXXXX-XX" (reference number of the project) as the email's subject.
2. Upon receipt of the email-request, the HOBAC Secretariat shall forward the invitation email to the requesting bidder.
3. On the meeting date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. If the bidder has more than one (1) representatives, the said representatives may take turns in using the account/connection.
4. Projects with potential bidders in attendance shall be given priority in the queuing.
5. Upon the instruction of the Chairman to start the Pre-Bid Conference, the Secretariat connects the prospective bidders to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.
6. Only participants who have been duly recognized by the Chairman shall be allowed to speak at a particular time.
7. The access of the potential bidders to the session shall be terminated once the Chairman has declared that the Pre-Bid Conference for a specific project has been finished.
8. MS Teams Application shall be used in the conduct of Pre-Bid Conference. In the event that it is not available, other videoconferencing applications may be used as an alternative in conducting the meeting.