

## Procedures in Submission and Opening of Electronic Bid

1. Upon submission of a duly filled-up LBP Secure File Transfer Facility (LBP SFTF) User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee to the HOBAC Secretariat, the prospective bidder shall receive an email with log-in credentials to access the LBP SFTF.
2. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility below). Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.
3. The electronic bid consisting of two copies/files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-081901(2)-C1 and XYZ-081901(2)-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.

Each of the above mentioned archived files shall contain the Technical Component and Financial Component files. The PDF files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively. Thus, using the above example, XYZ-081901(2)-C1 shall contain the PDF files labelled XYZ-081901(2)-C1-Tech and XYZ-081901(2)-C1-Fin while XYZ-081901(2)-C2 shall contain the PDF files labelled XYZ-081901(2)-C2-Tech and XYZ-081901(2)-C2-Fin.

In case of modification of bid, the qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files [e.g. First Modification: XYZ-081901(2)-C1-Mod containing XYZ-081901(2)-C1-Tech-Mod and XYZ-081901(2)-C1-Fin-Mod and Second Modification: XYZ-081901(2)-C2-Mod1, containing XYZ-081901(2)-C2-Tech-Mod1 and XYZ-081901(2)-C2-Fin-Mod1]

All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents. The documents must be signed by the authorized signatory/ies when required in the form.

**Each of the archived files and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening.**

Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.

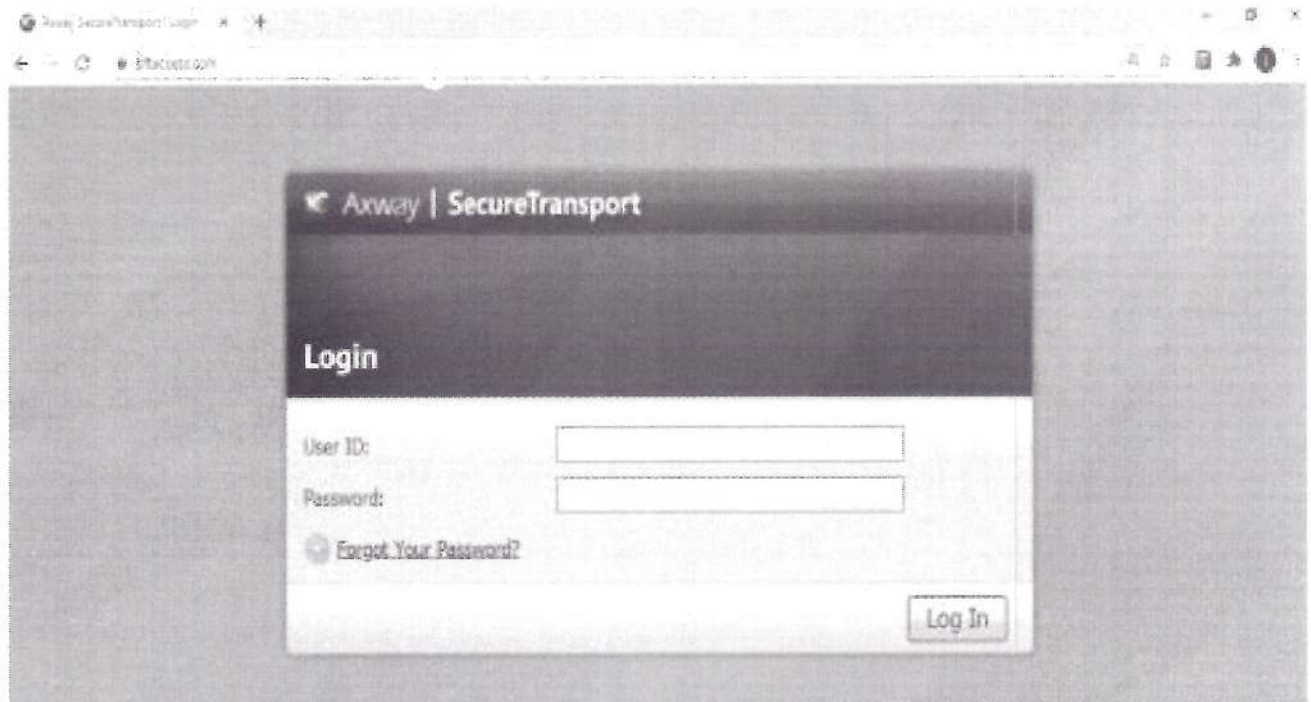
4. The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.
5. On the bid opening 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. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC 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 allowed account/connection.
6. Projects with participating bidders in attendance shall be given priority in the queuing.
7. Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.
8. Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.

In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts, the bidder concerned shall be disqualified from further participating in the bidding process.

9. The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.
10. The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Component.
11. The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.
12. The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.
13. The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.
14. MS Teams Application shall be used in the conduct of online bidding. In the event that it is not available, other videoconferencing/group calling applications may be used as an alternative in conducting the meeting.

# Guide in Accessing LBP Secure File Transfer Facility

1. Open browser and type the url: <https://www.sftaccess.com>



2. Log-in with the credentials provided via email. (Note: Log-in credentials will be received upon submission of a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee)

Username: **[E-mail Address] e.g. bidder1@bidder.com**

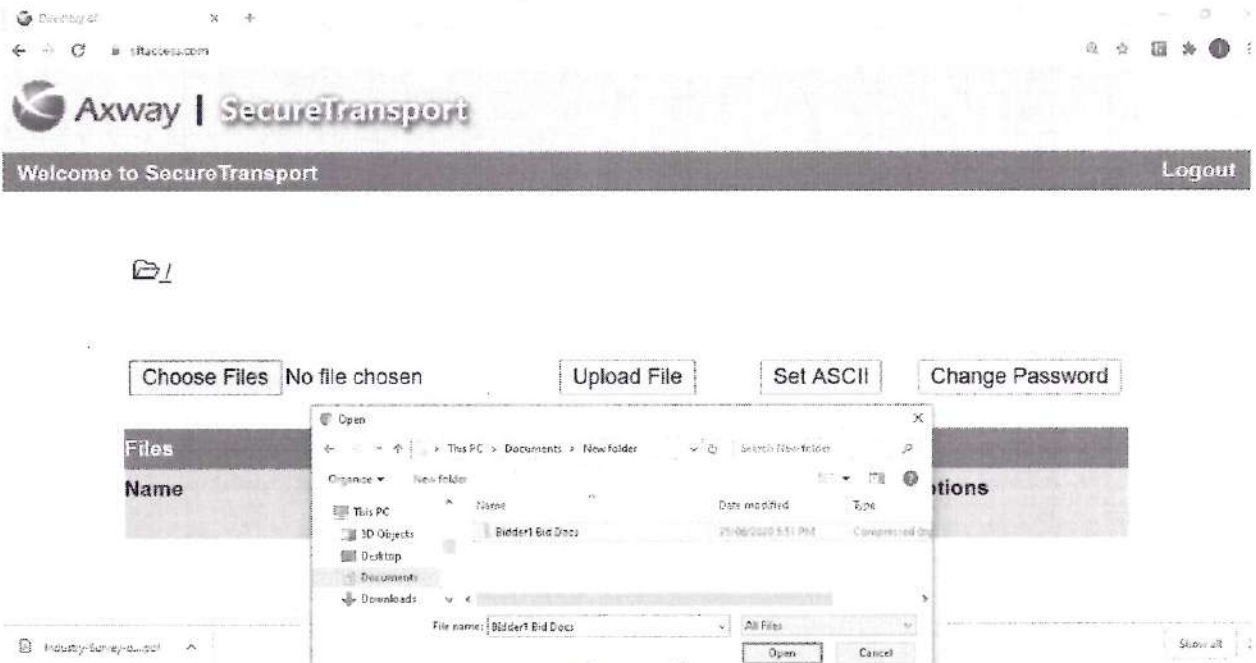
Password: **[Landbank-provided password]**

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3. Upon successful login, click '**Choose Files**' to upload file/s.

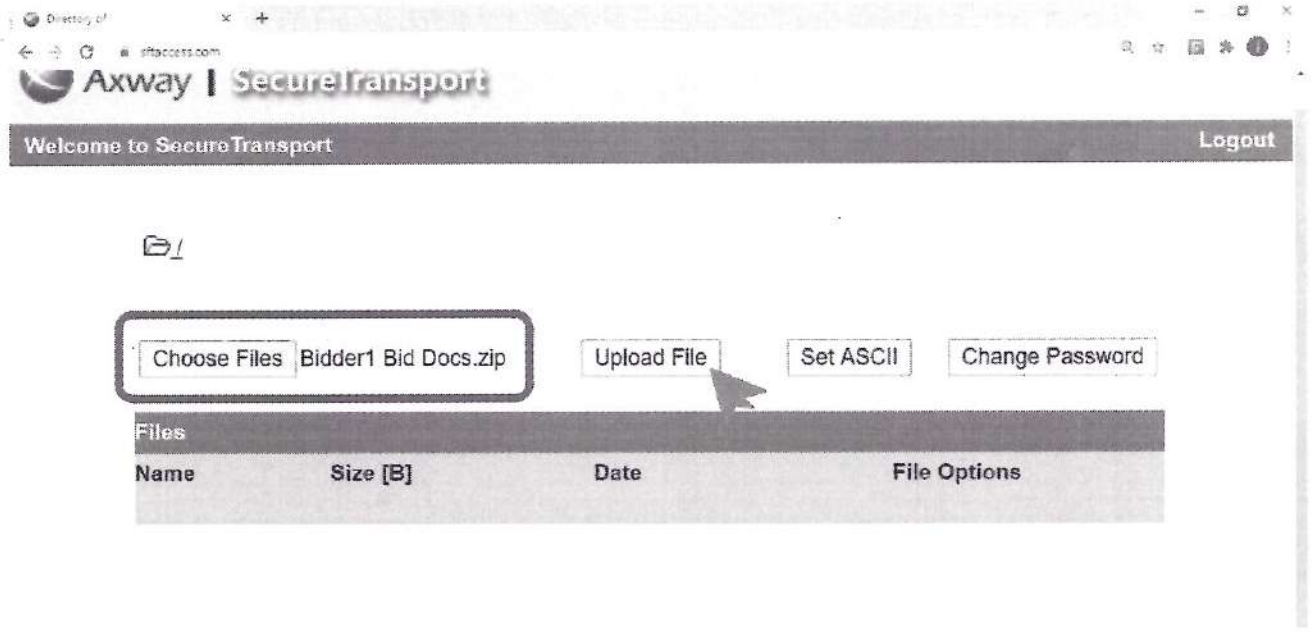
*Notes:*

1. Files should be encrypted/password-protected.
2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.



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4. Click 'Upload File' to upload the selected file/s.



5. Once a successful upload is completed, the files cannot be deleted anymore. The bidder will also receive a system-generated acknowledgement receipt in its registered e-mail address. A screenshot of the uploaded Bid/s should be taken by the bidder for record purposes.



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## **File Repository of Bid Documents**

All uploaded bid documents will be stored in the dedicated SFTF directory of a particular bidder and will be accessible by the assigned ProcD personnel.

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*No revisions as of September 08, 2020*

**TERMS OF REFERENCE**

**I. BACKGROUND OF THE PROJECT**

The Existing Building where the LANDBANK West Avenue Branch formerly located will be utilized as Data Operation Center, due to change of occupancy and usage and additional load, a structural investigation was conducted by GIBMA Engineering Services. The following retrofitting works are based on the design and recommendation of GIBMA Engineering Services to strengthen and enhance the structural stability of the building and ensure safety of its occupants.

**II. DESCRIPTION OF THE PROJECT**

Supply of Labor, Materials, Supervision, Tools and Equipment for the STRUCTURAL RETROFITTING WORKS for the proposed LANDBANK Data Operation Center located at (LANDBANK West Ave (OLD) Branch) 125 West Avenue, Barangay Bungad, Quezon City

**III. GENERAL OBJECTIVE**

- To strengthen and enhance the structural stability of the building and ensure safety of its occupants.
- To complete the Retrofitting works specified in the plans and specifications by the Structural Consultant, GIBMA Engineering Services
- To issue the Structural Integrity Certificate upon completion of retrofitting works of the existing West Avenue (Old) Branch

**IV. QUALIFICATIONS :**

**A. Company Profile**

Qualification Requirements	Documentary Requirements
1. The contractor must have a minimum of Five (5) years of experience in the related field of retrofitting works using <b>Carbon Fiber Reinforced Polymer (CFRP)</b>	<ul style="list-style-type: none"> <li>• List of at least Five (5) completed projects related in the Retrofitting works using CFRP indicating year of completion with attached pictures</li> <li>• Copy of Contract Agreement or Purchase order (P.O.) for the listed projects from the client</li> </ul>
2. With a minimum of Five (5) completed contracts or projects related to the retrofitting works for medium to high-rise buildings, ports, bridges, warehouse and other heavy industrial structures in the Philippines.	<ul style="list-style-type: none"> <li>• Copy of Satisfactory Performance Certificate for the listed projects from the client</li> </ul>

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<p>3. The Certifying Principal Civil (Structural) Engineer of the project or retrofitting works should be a Filipino citizen not more than 55 years old</p>	<ul style="list-style-type: none"> <li>• Copy of Birth Certificate from the National Statistics Office (NSO) or Philippine Statistics Office (PSA), whichever is available</li> <li>• Certification of membership in good standing from the Association of Structural Engineers of the Philippines (ASEP) as (at least) Regular Member</li> </ul>
<p>4. The project engineer assigned to the project should be a Professional Regulation Commission (PRC) - licensed Civil Engineer and will act as Quality Assurance and Quality Control (Q.A &amp; Q.C)</p>	<ul style="list-style-type: none"> <li>• Copy of updated/renewed PRC License</li> </ul>
<p>5. Must have a Philippine Contractors Accreditation Board (PCAB) License with Category "B" and size range of Medium A.</p>	<ul style="list-style-type: none"> <li>• Copy of updated PCAB License</li> </ul>

**B. Material Specification**

<i>Qualification Requirements</i>	<i>Documentary Requirements</i>
<p>1. The type of <b>Carbon Fiber Reinforced Polymer (CFRP)</b> must be available and has been existing in the Philippine market</p>	<ul style="list-style-type: none"> <li>• Suppliers brochure with complete technical specification, address details with contact numbers and person</li> </ul>
<p>2. The quoted <b>CFRP material</b> should have a minimum of 15 years warranty</p>	<ul style="list-style-type: none"> <li>• Copy of Certificate of Warranty for at least Five (5) completed projects</li> </ul>
<p>3. The <b>CFRP material</b> or its manufacturer must be authorized and certified by the approving/governing body</p>	<ul style="list-style-type: none"> <li>• Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available</li> </ul>
<p>4. CFRP Minimum material properties are as follows:            4.a.) thickness, <math>t = 0.333\text{mm}</math>            4.b.) Weight, <math>Wt = 600\text{gsm}</math>            4.c.) tensile strength, <math>f_y = 4900\text{ MPa}</math>            4.d.) Compliant with ASTM D7565 / D4565M -10(2017)</p> <p>- Standard test method for determining tensile properties of fiber reinforced polymer matrix composites used for strengthening of civil structures</p>	<p>The following are to be submitted during the bidding:</p> <ul style="list-style-type: none"> <li>• Tensile Test Report and Result (minimum of Three samples) – To be conducted by Testing Laboratories accredited by Bureau of Research and Standards (BRS)</li> <li>• Company Profile of the Third Party Testing Laboratory</li> <li>• Certified true copy of the BRS Accreditation Certificate of the Third Party Testing Laboratory</li> </ul>

**C. SITE INSPECTION PRIOR TO BIDDING**

<i>Qualification Requirements</i>	<i>Documentary Requirements</i>
<p>1. Site Inspection/Verification prior to Bidding</p> <p>1.1 ) Schedule of inspection to be coordinated with the Project Management and Engineering Department (PMED) five (5) days prior to the proposed date of inspection. Same shall be covered by a formal letter (hard-copy or e-copy/ email) and shall contain the date of inspection, personnel who will conduct inspection and the list of equipment to be used.</p> <p>1.2 ) Inspection of the prospective bidder/s shall be limited to the entire Ground Floor portions of the 2<sup>nd</sup> Floor (except the TMG offices at the rear portion) and the entire 3<sup>rd</sup> Floor.</p> <p>1.3 ) Maximum of three (3) personnel shall be allowed to conduct site inspection</p> <p>1.4 ) Only one (1) Prospective Bidder shall be allowed per day to conduct site inspection</p> <p>1.5 ) Prospective Bidder/s shall secure copy (hard copy or e-copy) of Certificate of appearance from PMED prior to the date of inspection and have it signed to Landbank Representative on the date of inspection and shall be subject to the COVID-19 health / safety protocols of the Bank.</p> <p>1.6 ) All equipment to be used during the site inspection shall be cleared and duly approved by LANDBANK prior to inspection.</p>	<ul style="list-style-type: none"> <li>• Certificate of appearance duly signed by the Landbank Representative during the actual site inspection/verification</li> </ul>

**V. SCOPE OF WORKS**

1. To supply, deliver and complete the retrofitting works specified in the plans, specifications and detailed scope of works (see attached) including restoration to the affected areas in the retrofitting works within One Hundred Twenty (120) calendar days;
2. Fulltime supervision of the works;
3. Attend preliminary and coordination meeting from time to time with LBP officials/representative for the status, updates and problem encountered during implementation of the retrofitting works.

**VI. SCHEDULE OF SUBMISSION OF REPORTS**

1. *Comprehensive and Final Inspection Report* – in any technical report format acceptable to the Bank containing among others specific statements as to compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED the following within the duration specified.

<i>Description</i>	<i>Duration</i>
1. Accomplishment report	<ul style="list-style-type: none"> <li>• Every Thirty (30) calendar days from the date of mobilization or Three (3) calendar days after the request of PMED</li> </ul>
2. Pull-off Test Report / Result (minimum of Two test each retrofitted structural member) – To be performed on project site with representative from PMED as witness and Structural Consultant approval.	<p>For the pull-off test:</p> <ul style="list-style-type: none"> <li>• Five (5) calendar days after the receipt of the notice of PMED through formal letter or email.</li> </ul> <p>For the submission of pull-off test report/result:</p> <ul style="list-style-type: none"> <li>• Seven (7) calendar days after the actual testing.</li> </ul>
<p>3. Tensile Test Report / Result (minimum of Three samples for beam, column and slab)</p> <p>3.1 Company Profile of the Third Party Testing Laboratory</p> <p>3.2 Certified true copy of the BRS Accreditation Certificate of the third party Testing Laboratory</p> <p><i>Note: Prior to the application of the CFRP, actual samples should pass the test to be conducted by a third party testing laboratory accredited by Bureau of Research and Standards (BRS) at the expense of the contractor, to be witnessed by LANDBANK/PMED representative as well as the Structural Consultant. (For approval)</i></p>	<p>For the testing of materials:</p> <ul style="list-style-type: none"> <li>• Five (5) calendar days after the receipt of the notice of PMED through formal letter or email.</li> </ul> <p>For the submission of tensile test report / result:</p> <ul style="list-style-type: none"> <li>• Seven (7) calendar days after the actual testing.</li> </ul>

<p>4. Structural Integrity Certificate (Including and/or acknowledging the liability to the retrofitted areas at basement and ground floor of the existing building) with a minimum of Fifteen (15) years warranty signed by the Contractor and the Structural Engineer-on-Record of the proposed retrofitting plans and/or investigation report</p>	<p>Five (5) calendar days after the completion of the project or request of PMED.</p>
<p>5. Detailed as-built plans on standard 11.7" x 16.5" sheets (5-set with sign and sealed by Structural Engineer) and electronic file saved in Compact Disc (CD) or Flash Drive in CAD format</p>	

**VII. WORKMANSHIP**

All operations required in performance of the scope of the project shall be undertaken in an orderly manner. Only qualified and skilled Civil Engineer and/or Structural Engineer of the contractor with sufficient experience in the Civil works and Retrofitting works shall be allowed to undertake same.

Upon receipt of the Purchase Order (PO) and Notice to Proceed (NTP), the contractor should inform immediately the Project Management and Engineering Department (PMED) for the conduct of pre-construction meeting and issuance of Notice of Advice (NOA) from PMED.

**VIII. CONTRACTOR’S RESPONSIBILITIES**

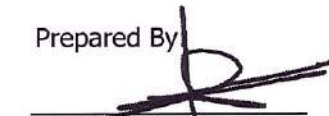
1. The contractor shall be responsible for the proper execution and coordination of his work.
2. The contractor shall take necessary precautions for the safety of all employees and End-users personnel. The contractor shall comply with all instructions and Government Safety laws and Building Codes to prevent accident or injury to persons on about or adjacent to the premises as well as for the protection of adjacent property where work is being performed. Furthermore, the contractor shall be solely responsible for any incidents and/or damages which may occur to its personnel or any third party during the duration of the works.
3. At all times, the contractor shall keep the premises free from waste materials or rubbish caused by his employees and sub-contractors. After completion of the work, the contractor shall remove from the building and site all rubbish, scaffolding and surplus materials and shall leave the work broom clean, unless otherwise specified. If the contractor fails to keep the premises clean, the End-user may remove the waste materials and rubbish to be charged the expenses to the contractor.

**IX. MANNER OF PAYMENT**

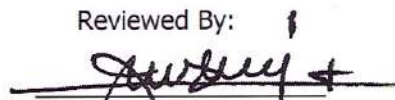
Professional Services fee based on the Approved Contract Price (ACP), inclusive of basic fee, reporting and all other miscellaneous fees, shall be payable in the manner as follows:

Description	Condition
1.1. Eighty percent (80%) of the ACP	<ul style="list-style-type: none"> <li>• All progress billing should be at least Twenty percent (20%) actual accomplishment and/or per contract agreement to LANDBANK</li> <li>• All billing subject for PMED inspection, evaluation and approval</li> </ul>
1.2. Twenty percent (20%) of the ACP	<ul style="list-style-type: none"> <li>• Upon completion of all documents enumerated in item V</li> <li>• Final billing subject for PMED inspection, approval and evaluation</li> </ul>

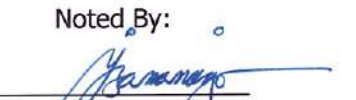
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Reviewed By:

  
**John Alben V. Nislang**  
 Head, TSU-PMED

Noted By:

  
**Enrico DJ. Samaniego**  
 Head, PMED

List of LANDBANK Officers, Employees and Consultant(s)

**A. Board of Directors**

Ex-Officio Chairman: Sec. Carlos G. Dominguez, Department of Finance  
 Vice Chairperson: Ms. Cecilia C. Borromeo, President and CEO  
 Members: Sec. William D. Dar, Department of Agriculture  
 Sec. Silvestre H. Bello III, Department of Labor and Employment  
 Sec. John R. Castriciones, Department of Agrarian Reform  
 Mr. Virgilio DV. Robes, Representative - Agrarian Reform Beneficiaries Sector  
 Mr. Jaime Llaneta Miralles, Representative - Agrarian Reform Beneficiaries Sector  
 Mr. Jesus V. Hinlo, Jr., Representative - Private Sector  
 Mr. Nanç, Irlanda Tanjuatco, Representative - Private Sector

**B. President and CEO: Ms. Cecilia C. Borromeo**

**C. Bids and Awards Committee (HOBAC)**

Chairman: Mr. Alex A. Lorayes, Senior Vice President – Agrarian Service Group  
 Vice Chairman: **Mr. Reynaldo C. Capa, First Vice President – Banking Services Group**  
 Regular Members: **Ms. Ma. Elizabeth L. Gener, First Vice President – Treasury Support Department**  
 Ms. Elenita C. Rapanut, Vice President – Branch Banking Services Department  
 Mr. Emmanuel G. Hio, Jr., Vice President – Organizational Development Department  
 Ms. Esperanza N. Martinez, Vice President – Public Sector Department  
 Ms. Dina Melanie R. Madrid, Vice President - Facilities and Procurement Services Group  
 Provisional Member: Atty. Joseph Dennis C. Castro, Legal Manager - Legal Services Group

**D. Technical Working Group**

Chairman: \_\_\_\_\_  
 Vice Chairman: \_\_\_\_\_  
 Members: \_\_\_\_\_  
 \_\_\_\_\_  
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**E. Procurement Department**

Head: Mr. Alwin I. Reyes, Assistant Vice President  
 Officers and Staff: Ms. Ma. Victoria C. Viray, Assistant Department Manager - Purchasing Administration Unit  
 Ms. Rosemarie SJ. Mirando, Assistant Department Manager - Contracts Administration Unit  
 Engr. Elmer M. Abuso, Assistant Department Manager  
 Ms. Remedios S. Lacaden, Senior Management Associate  
 Ms. Helen S. Purificacion, Chief of Division  
 Ms. Kristi Ann P. Rutab, Chief of Division  
 Ms. Leonor F. Santos, Assistant Chief of Division  
 Mr. Joel R. Perez, Assistant Chief of Division  
 Mr. Ruel V. Marca, Procurement Specialist II  
 Mr. Rosalino V. Cruz, Procurement Specialist II  
 Ms. Ruby S. Cortez, Procurement Specialist II  
 Mr. Rommel C. Pascua, Procurement Specialist II  
 Mr. Nestor C. Pineda, Procurement Specialist I  
 Ms. Lubelle B. Lumabas, Procurement Specialist I