



LANDBANK

WE HELP YOU GROW.

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-CW-20200914-02**

PROJECT : **LANDBANK Libungan Branch Building Construction**
IMPLEMENTOR : **Procurement Department**
DATE : **October 9, 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 prospective bidder/s who will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The site inspection shall be done within five (5) calendar days prior to the schedule of bid opening.

Prospective bidders shall coordinate with Ms. Nora A. Alabat of LANDBANK Midsayap Branch at telephone numbers (064) 521-4223 or 229-8318 as regards the conduct of site inspection.

- 3) The Terms of Reference (Annex C), Item No. 5 of the Invitation to Bid, ITB Clause 20 of the Bid Data Sheet (Section III), Specifications (Section VI), and Checklist of the Bidding Documents (Item Nos. 3, 11 & 20 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes C-1 to C-2 and specific sections of the Bidding Documents.


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



Land Bank of the Philippines

Invitation to Bid

LANDBANK Libungan Branch Building Construction

1. The LAND BANK OF THE PHILIPPINES, through its Corporate Budget for the contract approved by the Board of Directors for 2020 intends to apply the sum of Ten Million Five Hundred Sixty Five Thousand Pesos Only (PhP10,565,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the LANDBANK Libungan Branch Building Construction/ITB No. LBP-HOBAC-ITB-CW-20200914-02. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The LAND BANK OF THE PHILIPPINES now invites bids for the LANDBANK Libungan Branch Building Construction. Completion of the Works is required within one hundred eighty (180) calendar days after receipt of Notice to Proceed. Bidders should have completed, within ten (10) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. 5183.

4. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during banking days, from 8:00 A.M. to 5:00 P.M.:

Procurement Department
Land Bank of the Philippines
25th Floor LANDBANK Plaza
1598 M.H. Del Pilar corner Dr. J. Quintos Sts.,
1004 Malate, Manila
lbphobac@mail.landbank.com

5. A complete set of Bidding Documents may be acquired by interested Bidders on September 25 to October 16, 2020 from the address indicated above and upon payment of the cost of Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, Five Thousand Three Hundred Pesos Only (PhP5,300.00).

The prospective bidder shall send an email request for the issuance of Payment Acceptance Order (PAO) for the non-refundable Bidding Documents Fee to the HOBAC Secretariat at lbphobac@mail.landbank.com. The email request shall state "PAO-ITB-GS-XXXXXXX-XX" (reference number of the project) as its subject.

Upon receipt of the request, the HOBAC Secretariat shall send an electronic copy of the PAO (in PDF format) to the prospective bidder.

The prospective bidder shall pay the Bidding Documents Fee at any LANDBANK Branch and send scanned copies of the Official Receipt (OR) and PAO to the HOBAC Secretariat in the above-mentioned email address using the above-mentioned email subject. Upon receipt of the copies of OR and PAO, the buyer concerned shall send an electronic copy of the bidding documents (in PDF format) to the email address of the prospective bidder.

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding cost of Bidding Documents not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on October 02, 2020 – 1:00 P.M. through videoconferencing using Microsoft (MS) Teams Application.

Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (per attached Annex A) to lbphobac@mail.landbank.com on or before 12:00 P.M. of October 01, 2020. The PBCR Form can also be downloaded at the PhilGEPS website or requested from MS. LUBELLE B. LUMABAS at LLUMABAS@mail.landbank.com and landbank2290@gmail.com. Bidders shall quote "PBCR-ITB- CW-20200914-02" as the email's subject.

Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, post messages therein and join the online meeting.

For new bidders, a briefing through videoconferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted on October 01, 2020 – 2:00 P.M. through videoconferencing using MS Teams application.

7. All bids shall be submitted electronically on or before the 10:00 A.M. deadline on October 16, 2020. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes B-1 to B-8.
8. The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

Mr. Alwin I. Reyes
Assistant Vice President
Head, Procurement Department
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.
1004 Malate, Manila
Tel (+632) 8-522-0000 or 8- 551-2200 local 7370
Fax (+632) 8-528-8587
Email lbphobac@mail.landbank.com

(Signed)

ALEX A. LORAYES
Senior Vice President
Chairman, Bids and Awards Committee

Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is LAND BANK OF THE PHILIPPINES.</p> <p>The name of the Contract is LANDBANK Libungan Branch Building Construction.</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-CW-20200914-02</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the LANDBANK Corporate Budget for the contract approved by the Board of Directors for 2020 in the amount of Ten Million Five Hundred Sixty Five Thousand Pesos Only (PhP10,565,000.00).</p> <p>The name of the Project is LANDBANK Libungan Branch Building Construction</p>
3.1	No further instructions.
5.1	Bidder must be a Philippine Contractors Accreditation Board (PCAB) licensed/registered contractor with at least Category "B" and size range of Medium A.
5.2	Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184.
5.4(b)	<p>The Bidder must have completed, within ten (10) years from the submission of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving building construction.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proof shall be:</p> <ul style="list-style-type: none">▪ Copy of contract or purchase order; or▪ Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.
8.1	Subcontracting is not allowed.
8.2	Not applicable.

9.1	<p>The LANDBANK will hold a Pre-Bid Conference on <u>October 02, 2020 – 2:00 P.M.</u> through videoconferencing using Microsoft (MS) Teams Application.</p> <p>Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form to lbphobac@mail.landbank.com on or before <u>12:00 P.M. of October 01, 2020</u>. The PBCR Form can also be downloaded at the PhilGEPS website or requested from MS. LUBELLE B. LUMABAS at LLUMABAS@mail.landbank.com and landbank2290@gmail.com. Bidders shall quote “PBCR-ITB-CW-20200914-02” as the email’s subject.</p> <p>Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, post messages therein and join the online meeting.</p> <p>For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted on <u>October 01, 2020 – 2:00 P.M.</u> through videoconferencing using MS Teams application.</p>
10.1	<p>The Procuring Entity’s address is:</p> <p>Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila</p> <p>Contact Person:</p> <p>Mr. Alwin I. Reyes Assistant Vice President Head, Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Streets 1004 Malate, Manila Tel. (+632) 8-522-0000 or 8-551-2200 local 7370 Fax (+632) 8-528-8587 Email lbphobac@mail.landbank.com</p>
12.1	<p>Bidders may still submit their Class “A” Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class “A” Documents, or a combination thereof. In case the bidder opted to</p>

	submit their Class "A" Documents, The Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.					
12.1(a)(iii)	No further instructions.					
12.1(b)(ii.2)	The minimum work experience requirements for key personnel are stated in Annex G.					
12.1(b)(iii.3)	The minimum major equipment requirements are stated in Annex G.					
13.1(b)	This shall include all of the following documents: 1) 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; and 2) Cash flow by quarter or payment schedule.					
13.2	The Approved Budget for the Contract (ABC) is Ten Million Five Hundred Sixty Five Thousand Pesos Only (PhP10,565,000.00). Any bid with a financial component exceeding this amount shall not be accepted.					
14.2	No further instructions.					
16.1	The bid prices shall be quoted in Philippines Pesos.					
16.3	No further instructions.					
17.1	Bids will be valid until 120 calendar days from date of opening of bids.					
18.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <table border="1" data-bbox="459 1473 1358 1890"> <thead> <tr> <th>Form of Bid Security</th> <th>Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td>a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td rowspan="2">PhP 211,300.00</td> </tr> <tr> <td>b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or</td> </tr> </tbody> </table>	Form of Bid Security	Minimum Amount of Bid Security	a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP 211,300.00	b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or
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a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP 211,300.00					
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or						

Commercial Bank, if issued by a foreign bank; and	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	PhP 528,250.00

1. If bid security is in the form of cash, a bidder is required to secure an electronic Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The electronic PAO shall then be printed and presented to the Teller at any of the LANDBANK Branches together with the corresponding cash. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. A scanned copy of the Official Receipt shall be included in the Eligibility and Technical Proposal/Documents.
2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES. The physical check must be delivered to and received by LANDBANK-Procurement Department not later than the following banking day after the opening of bids.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
 - (a) CBD 2 – 18th Floor, LANDBANK Plaza Building
Telephone No. 8-405-7345 local 2117
(For Assets 1 Billion and up)
 - (b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building
Telephone No. 8-405-7431 local 7431
(For Assets below 1 Billion)
5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:
 - (a) LIBI-Forex
14th Floor, LANDBANK Plaza Building
Telephone 8-710-7114
(Every Tuesday and Thursday)

	<p>(b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephones 8-812-4911 and 8-867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>6. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p>
18.2	The bid security shall be valid until 120 calendar days from date of opening of bids.
20	<p>The prospective bidder/s who would like to participate in the bidding for the above project must send a duly filled-up LBP Secure File Transfer Facility (SFTF) User Registration Form to lbphobac@mail.landbank.com on or before 2:00 PM a day before the scheduled bid opening.</p> <p>The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP SFTF per attached revised Annexes B-4 to B-6.</p> <p><u><i>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.</i></u> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The electronic bid consisting of two copies/files shall be labelled with bidder's <u><i>assigned</i></u> 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</p>

	<p>shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>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.</p> <p><u>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.</u> The documents must be signed by the authorized signatory/ies when required in the form.</p> <p><u>Each of the archived files and the PDF files shall be assigned with a different password</u> and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening.</p> <p>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.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email <u>after</u> 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.</p>
20.3	Each Bidder shall submit two (2) sets of electronic bids (archived files) labeled in accordance with the instructions described in ITB Clause 20 above.
21	All bids shall be submitted electronically on or before the <u>10:00 A.M.</u> deadline on <u>October 16, 2020</u> . All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only electronic bids that are successfully uploaded the Secure File Transfer Facility of LANDBANK or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed

	Procedures in Submission and Opening of Electronic Bids per attached Annexes B-1 to B-8.
23	<p>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].</p>
24	<p>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) representative, the said representatives may take turns in using the allowed account/connection.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p>

	<p>be allowed to participate in the succeeding stages of the bidding process.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
24.2	No further instructions.
24.3	No further instructions.
27.3	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
27.4	No further instructions.
28.2	<ul style="list-style-type: none"> • Certified true copy of latest ITR filed manually or through the Electronic Filing and Payment System (eFPS) • Certified true copy of VAT or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the EFPS
31.4(f)	No further instructions.

32.2	<p>If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <ul style="list-style-type: none"><li data-bbox="542 336 1228 448">(a) CBD 2 – 18th Floor, LANDBANK Plaza Building Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)<li data-bbox="542 470 1308 582">(b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)
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Section VI. Specifications

Name of Project	Work Completion (Contract to start within seven [7] calendar days upon receipt of Notice to Proceed by the supplier)
<p style="text-align: center;">LANDBANK Libungan Branch Building Construction</p> <p>Scope of works, working drawing and other requirements per attached Revised Terms of Reference (Annexes C-1 and C-2), Technical Specifications (Annexes D-1 to D-25), Blue Prints (Annex E) Bill of Quantities (Annexes F-1 and F-4) and Work Experience and Equipment Requirements (Annex G).</p> <p>For current and past contractors of building construction for 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>Documentary Requirements:</p> <p>The following documents/requirements shall be included in the Eligibility and Technical Component PDF File:</p> <ol style="list-style-type: none"> 1. Certified copy of Philippine Contractors Accreditation Board (PCAB) Registration Certificate with at least Category "C & D" and size range of Small B (PCAB Classification: General Building/GB-1). 2. Certified copy of current General Information Sheet (GIS) with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC). 3. List of at least five (5) completed projects for similar projects undertaken during the last five (5) years (2015 to present), accompanied by a 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 number 	<p>One Hundred Eighty (180) calendar days</p>

<p>4. List of key personnel assigned for the project (Architect, Civil Engineer, Electrical Engineer, Mechanical Engineer, Electronics and Communication Engineer and Sanitary Engineer) with the following supporting documents:</p> <ul style="list-style-type: none">✓ Curriculum Vitae✓ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate✓ Employment Certificate <p>5. Certificate of Appearance signed by LANDBANK representative from Midsayap Branch.</p> <p>6. 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 building construction for LANDBANK). The Certificate shall still be subject to verification during the post-qualification of bid.</p> <p>Note: Certificate of Satisfactory Performance shall be requested in writing from Mr. Enrico DJ Samaniego of PMED at 24th Floor, LANDBANK Plaza Building with contact number 8-522-0000 local 2256, at least five (5) working days prior to the submission of bid.</p> <p>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

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

PDF File - Eligibility and Technical Components

- **The Eligibility and Technical Component shall contain documents sequentially arranged as follows:**
 - **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 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).
3. **Duly notarized Omnibus Sworn Statement (Sample form – Form No. 6)**

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.

Financial Eligibility Documents

13. 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.
14. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form No. 5).

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

15. 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**

16. Certified copy of Philippine Contractors Accreditation Board (PCAB) Registration Certificate with at least Category "C & D" and size range of Small B (PCAB Classification: General Building/GB-1).
17. Certified copy of current General Information Sheet (GIS) with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).
18. List of at least five (5) completed projects for similar projects undertaken during the last five (5) years (2015 to present), accompanied by a 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

19. List of key personnel assigned for the project (Architect, Civil Engineer, Electrical Engineer, Mechanical Engineer, Electronics and Communication Engineer and Sanitary Engineer) with the following supporting documents:
 - ✓ Curriculum Vitae
 - ✓ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate
 - ✓ Employment Certificate
 20. **Certificate of Appearance signed by LANDBANK representative from Midsayap Branch.**
 21. 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 building construction for LANDBANK).
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
22. 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
 23. Latest Income Tax Return filed manually or through eFPS
 24. Manpower Schedule
 25. Construction Methods
 26. Equipment Utilization Schedule
 27. PERT/CPM or other acceptable tools of project scheduling
 28. Construction Schedule and S-curve

PDF File – Financial Component

- **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. 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

**REVISED TERMS OF REFERENCE
FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK LIBUNGAN BRANCH BUILDING CONSTRUCTION**

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 "C & D" and size range of Small 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 similar 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: <ul style="list-style-type: none"> 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 or Master Plumber 	<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 ○ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate ○ Employment Certification
6. Contractors are required to conduct ocular inspection at the project site. The latest date of the inspection shall be done five calendar days before the bidding date	<ul style="list-style-type: none"> • Certificate of appearance signed by LBP representative from LBP Midsayap Branch (nearest branch from the proposed site) *Contact Person and Number Nora A. Alabat (064)521-4223, 229-8318

TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE PROPOSED
PROPOSED LANDBANK LIBUNGAN BRANCH BUILDING CONSTRUCTION

II. SCOPE OF SERVICES

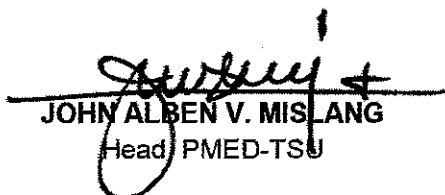
The contractor shall:

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 LIBUNGAN BRANCH;
2. **Construct the proposed LANDBANK LIBUNGAN BRANCH within 180 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.

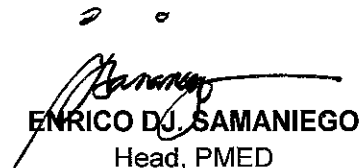
III. MANNER OF PAYMENT

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:


JOHN ALBEN V. MISLANG
Head, PMED-TSU

Approved by:


ENRICO D.J. SAMANIEGO
Head, PMED