



**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-CW-20200310-01**

**PROJECT** : **Structural Retrofitting Works for the Existing Two (2)-Storey LANDBANK Kidapawan Office Building**

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

**DATE** : **December 18, 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) 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 schedule for the site inspection shall be coordinated with the Project Management and Engineering Department within five (5) calendar days prior to the proposed date of inspection.

Prospective bidders may send their formal letter request to the following authorized representatives:

- Mr. Enrico DJ. Samaniego - [hensamaniego@yahoo.com](mailto:hensamaniego@yahoo.com)
- Mr. John Alben V. Misleng - [ioannes29\\_sim@yahoo.com.ph](mailto:ioannes29_sim@yahoo.com.ph)
- Mr. Keizer John L. Cimatun - [keizercimatun@gmail.com](mailto:keizercimatun@gmail.com)

- 3) The detailed procedures in submission and opening of bids (Annex B), Terms of Reference (Annex D), Item Nos. 5, 6, 7, 8 & 9 of the Invitation to Bid, ITB Clauses 9.1 20, 21, 23, 24 & 28.2 of the Bid Data Sheet (Section III), Specifications (Section VI), and Checklist of the Bidding Documents (Item Nos. 11, 16, 17.2, 18 & 26 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes B-1 to B-7, D-1 to D-6 and specific sections of the Bidding Documents.
- 4) The deadline for the submission of electronic bids for the above project is re-scheduled on **January 15, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.

Bidder's Queries/Clarifications	LANDBANK Response/s
5) The bidder is requesting for clarification/s on the following:  1) What are the inclusions for Permits and Licenses? Does this include Business Permit? If so, we would like	1) The Permits and Licenses stated in the Bill of Quantities (BOQ) refers to all necessary permits

<p>to humbly suggest that this item be taken care of the End-user, as they are more accustomed with the area.</p> <p>2) Will the winning contractor be provided with a secure space inside the site premises to serve as temporary warehouse and barracks?</p> <p>3) Taking into account that this is an out-of-town project, we may not be able to conduct a site inspection. In lieu thereof, may we request for substantial photos and videos showing the present condition of work areas. Supposing this request is approved, how can we secure our Site Inspection Certificate?</p> <p>4) Kindly confirm if Pull-off Testing is not required, as it is not stated in the BOQ.</p>	<p>and government clearances required for the project.</p> <p>This work cannot be delegated to the End-user since this is technical in nature and would consume much of their time.</p> <p>2) A temporary warehouse and barracks or facilities including the utilities is provided for in the BOQ. The same shall be constructed by the contractor within the premises of LANDBANK Kidapawan Office Building, subject to coordination with and approval of the building administrator.</p> <p>3) Bidders are required to conduct a site inspection prior to bidding in order to prepare an accurate proposal for the proposed retrofitting works. Photos/videos may not suffice to determine the actual condition of the building.</p> <p>4) Based on Item V. Schedule of Submission of Reports, Description No. 2 of the TOR, Pull-off Test Result/Report is required.</p>
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**ALWIN I. REYES**  
Assistant Vice President  
Head, Procurement Department and  
HOBAC Secretariat



## Land Bank of the Philippines

### Invitation to Bid

#### Structural Retrofitting Works for the Existing Two (2) Storey LANDBANK Kidapawan Office Building

1. The LAND BANK OF THE PHILIPPINES, through its Corporate Budget for the contract Four Million Four Hundred Eighteen Thousand Pesos and 00/100 (PhP 4,418,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Structural Retrofitting Works for the Existing Two (2) Storey LANDBANK Kidapawan Office Building/ITB No. LBP-HOBAC-ITB-CW-20200310-01. 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 Structural Retrofitting Works for the Existing Two (2) Storey LANDBANK Kidapawan Office Building. Completion of the Works is required within one hundred twenty (120) 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 non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (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 hours, from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested bidders on October 6 to November 20, 2020 from the address indicated above and upon payment of the cost of Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Two Thousand Three Hundred Pesos Only (PhP 2,300.00). **The Bidding Documents Fee may be**

paid at any LANDBANK Branch, provided a Payment Acceptance Order (PAO) is secured first from LANDBANK – Procurement Department.

To obtain a PAO, interested Bidders shall send a request email to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) with subject “PAO - LBP-HOBAC-ITB-CW-20200310-01” as its subject. The specific instructions on how to pay the Bidding Documents Fee and receive the Bidding Documents shall be provided in the reply email of LANDBANK to the interested Bidders.

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 November 6, 2020 – 11:20 A.M. through videoconferencing using Microsoft (MS) Teams Application.

Interested Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (Annex A of the Bidding Documents) to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) on or before 12:00 P.M. of November 5, 2020. The PBCR Form can also be downloaded from the PhilGEPS website, LANDBANK website (<https://landbank.com/forms>) or requested from Mr. ELMER ABUZO at [eabuzo@mail.landbank.com](mailto:eabuzo@mail.landbank.com) and [enr\\_elmer@yahoo.com](mailto:enr_elmer@yahoo.com). Interested Bidders shall state “PBCR - LBP-HOBAC-ITB-CW-20200310-01” in their request email as subject. The specific instructions on how to join the Pre-Bid Conference shall be provided by LANDBANK to the interested Bidders through email.

For new bidders, a briefing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bids shall be conducted on November 5, 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 January 8, 2021. 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 Film 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 revised Annexes B-1 to B-7.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

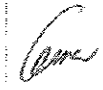
9. Bid opening shall be on January 8, 2021 through videoconferencing using Microsoft (MS) Teams application. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the 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.
11. 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)

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**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 Structural Retrofitting Works for the Existing Two (2) Storey LANDBANK Kidapawan Office Building</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-CW-20200310-01</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 2019 in the amount of Four Million Four Hundred Eighteen Thousand Pesos Only (PhP 4,418,000.00)</p> <p>The name of the Project is Structural Retrofitting Works for the Existing Two (2) Storey LANDBANK Kidapawan Office Building</p>
3.1	No further instructions.
5.1	Bidder must be a Philippine Contractors Accreditation Board (PCAB) licensed/registered contractor. No further instructions.
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 structural retrofitting of building structures.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proof shall be:</p> <ul style="list-style-type: none"><li>▪ Copy of contract or purchase order; or</li><li>▪ Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.</li></ul>
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The LANDBANK will hold a Pre-Bid Conference on <u>November 6, 2020</u> through videoconferencing using Microsoft (MS) Teams Application.

	<p>Interested Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (Annex A of the Bidding Documents) to <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a> on or before <b>12:00 P.M. of November 5, 2020</b>. The PBCR Form can also be downloaded from the PhilGEPS website, LANDBANK website (<a href="https://landbank.com/forms">https://landbank.com/forms</a>) or requested from Mr. ELMER M. ABUZO at <a href="mailto:eabuzo@mail.landbank.com">eabuzo@mail.landbank.com</a> and <a href="mailto:enr_elmer@yahoo.com">enr_elmer@yahoo.com</a>. Interested Bidders shall state "PBCR - LBP-HOBAC-ITB-CW-20200310-01" in their request email as subject. The specific instructions on how to join the Pre-Bid Conference shall be provided by LANDBANK to the interested Bidders through email.</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 <b>November 6, 2020</b> through video conferencing using MS TEAMS application.</p>
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines 25<sup>th</sup> Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila <a href="http://www.landbank.com">www.landbank.com</a></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 <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a></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</p>



	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 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 D. - KIDAPAWAN Retrofitting – Manpower and Equipment Requirements.				
12.1(b)(iii.3)	The minimum major equipment requirements are stated in Annex D. – KIDAPAWAN Retrofitting – Manpower and Equipment Requirements.				
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 Four Million Four Hundred Eighteen Thousand Pesos Only (PhP 4,418,000.00)  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 1709 1353 1906"> <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>PhP 88,360.00</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 88,360.00
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 88,360.00				



<p>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</p>	
<p>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</p>	<p>PhP 220,900.00</p>

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 – 18<sup>th</sup> Floor, LANDBANK Plaza Building  
 Telephone No. 8-405-7345 local 2117  
 (For Assets 1 Billion and up)
  - (b) SME-MLD 2 - 18<sup>th</sup> 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

	<p>order by the IC or is currently not included in the list of blacklisted firms.</p> <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <p>(a) LIBI-Forex 14<sup>th</sup> Floor, LANDBANK Plaza Building Telephone 8-710-7114 (Every Tuesday and Thursday)</p> <p>(b) 12<sup>th</sup> 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><b>The electronic bid shall consist of two identical copies of archived/compressed files (Copy 1 and Copy 2). The archived/compressed files shall be labelled with bidder's assigned short name, last six (6) 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-20200310-01 that XYZ Company wants to bid on, the archived/compressed files shall be labelled as XYZ-031001-C1 (for Copy 1) and XYZ-031001-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</b></p> <p><b>The above mentioned archived/compressed files shall contain</b></p>

	<p>the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last six (6) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-031001-C1 and XYZ-031001-C2 shall both contain the PDF files labelled XYZ-031001-Tech and XYZ-031001-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>The archived file 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. The passwords for Copy 1 and Copy 2 shall be the same.</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>In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. 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. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-031001-C1-Mod1 and XYZ-031001-C2-Mod1 containing XYZ-031001-Tech-Mod1 and XYZ-031001-Fin-Mod1, and b) Second Modification: XYZ-031001-C1-Mod2 and XYZ-031001-C2-Mod2, containing XYZ-031001-Tech-Mod2 and XYZ-031001-Fin-Mod2. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.</p>
20.3	Each Bidder shall submit two (2) sets of electronic bids (archived files) in accordance with the instructions described in ITB Clause 20 above.

21	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on <u>January 8, 2021</u>. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on 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 revised Annexes B-1 to B-7. 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 per attached revised Annexes B-4 to B-7).</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 prospective bidder shall receive an acknowledgement receipt via email <u>after</u> successful uploading of its/his/her 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>
23	<p>In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. 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. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-031001-C1-Mod1 and XYZ-031001-C2-Mod1 containing XYZ-031001-Tech-Mod1 and XYZ-031001-Fin-Mod1, and b) Second Modification: XYZ-031001-C1-Mod2 and XYZ-031001-C2-Mod2, containing XYZ-031001-Tech-Mod2 and XYZ-031001-Fin-Mod2. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.</p>
24	<p>On the bid opening date, the bidder shall confirm its/his/her 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. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meeting.</p> <p>Projects with participating bidders in attendance shall be given</p>

priority in the queuing.

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.

In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic bids when required by the HOBAC, the bidder concerned shall be disqualified from further participating in the bidding process.

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.

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.

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.

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 or due to technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the

	<p>same to the SFTF.</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	<b>A certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS) shall also be submitted. Only tax returns filed manually or through EFPS and taxes paid shall be accepted.</b>
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> <p>(a) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)</p> <p>(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)</p>

## Section VI. Specifications

<b>Name of Project</b>	<b>Work Completion</b> (Contract to start seven [7] calendar days after receipt of Notice to Proceed)
<p><b>Structural Retrofitting Works for the Existing Two (2) Storey LANDBANK Kidapawan Office Building</b></p> <p><b>Scope of works and other requirements per attached revised Terms of Reference (Annexes D-1 to D-5), Bill of Quantities (Annexes E-1 and E-2) and Work Experience and Equipment Requirements (Annex C).</b></p> <p>For current and past contractors of structural retrofitting works 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"><li>1. <b>List of at least five (5) completed projects related in the retrofitting works using CFRP indicating the year of completion, pictures, copy of Contract Agreements or Purchase Orders and copy of Satisfactory Performance Certificate for the listed projects from the clients.</b></li><li>2. The Certifying Structural Engineer must submit the following:<ol style="list-style-type: none"><li>2.1 Copy of Birth Certificate from National Statistics Office (NSO) or Philippine Statistics Office (PSA), whichever is available.</li><li>2.2 Certification of Membership in good standing from the Association of Structural Engineers of the Philippines (ASEP) <b>as (at least) regular member).</b></li></ol></li><li>3. <b>The project engineer assigned to the project must submit a copy of updated/renewed PRC license as a Civil Engineer to act as Quality Assurance and Quality Control.</b></li></ol>	<p>One Hundred Twenty (120) calendar days upon receipt of Notice to Proceed by Contractor</p>



<p>4. Suppliers brochure with complete technical specifications, address details with contact person/s and contact numbers.</p> <p>5. Copy of Certificate of Warranty for at least five (5) completed projects.</p> <p>6. Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE), ISO certifications, whichever is available.</p> <p>7. Tensile Test Report and Result (minimum of three [3] samples) – to be conducted by the Testing Laboratories accredited by Bureau of Research and Standards (BRS).</p> <p>8. Company Profile of the Third Party Testing Laboratory.</p> <p>9. Certified true copy of the BRS Accreditation Certificate of the Third Party Testing Laboratory.</p> <p>10. Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department (PMED) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past contractors for structural retrofitting works for LANDBANK). The Certificate shall still be subject to verification during 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 (Tel. No.: 8405-7362), at least five (5) working days prior to the submission of bid.</p> <p>11. <b>Certificate of Appearance duly signed by the LANDBANK Representative during the actual site inspection/verification.</b></p> <p>Non-submission of the above mentioned documents may result in bidder's disqualification.</p>	
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**Conforme:**

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**Name of Bidder**

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**Signature over Printed Name of  
Authorized Representative**

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**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.

### Eligibility and Technical Component (PDF)

- 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 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)

o **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.

o **Technical Documents**

16. **List of at least five (5) completed projects related in the retrofitting works using CFRP with year of completion, pictures, copy of Contract Agreements or Purchase Orders and copy of Satisfactory performance Certificate for the listed projects from the clients.**
17. The certifying Structural Engineer must submit the following:
  - 17.1 Copy of Birth Certificate from National Statistics Office (NSO) or Philippine Statistics Office (PSA), whichever is available.
  - 17.2. **Certification of Membership in good standing from the Association of Structural Engineers of the Philippines (ASEP) as (at least) regular member).**
18. **The project engineer assigned to the project must submit a copy of updated/renewed PRC license as a Civil Engineer to act as Quality Assurance and Quality Control.**
19. Suppliers brochure with complete technical specifications, address details with contact numbers and person.
20. Copy of Certificate of Warranty for at least five (5) completed projects.
21. Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE), ISO certifications, whichever is available.
22. Tensile Test Report and Result (minimum of three [3] samples) – to be conducted by the Testing Laboratories accredited by Bureau of Research and Standards (BRS).

23. Company Profile of the Third Party Testing Laboratory.
24. Certified true copy of the BRS Accreditation Certificate of the Third Party Testing Laboratory.
25. Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department (PMED) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of office furniture for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.
- 26. Certificate of Appearance duly signed by the LANDBANK Representative during the actual site inspection/verification.**
- Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:
  27. 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
  28. Latest Income Tax Return filed manually or through eFPS
  29. Manpower Schedule
  30. Construction Methods
  31. Equipment Utilization Schedule
  32. PERT/CPM or other acceptable tools of project scheduling
  33. Construction Schedule and S-curve

Financial Component (PDF File)

- The Financial Component shall contain 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; and
  4. Cash flow by quarter or payment schedule.

## 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 consist of two identical copies of archived/compressed files (Copy 1 and Copy 2). The archived/compressed 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/compressed files shall be labelled as XYZ-081901(2)-C1 (for Copy 1) and XYZ-081901(2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.

The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF 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 the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-Fin.

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.

The archived file 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. The passwords for Copy 1 and Copy 2 shall be the same.

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.

In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. 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. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-081901(2)-C1-Mod1 and XYZ-081901(2)-C2-Mod1 containing XYZ-

081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1, and b) Second Modification: XYZ-081901(2)-C1-Mod2 and XYZ-081901(2)-C2-Mod2, containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.

3. All bids shall be submitted electronically on or before the 10:00 A.M. deadline. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. 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.

The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her 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.

4. On the bid opening date, the bidder shall confirm its/his/her 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. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meetings.
5. Projects with participating bidders in attendance shall be given priority in the queuing.
6. 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.

In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic bids when required by the HOBAC, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are



encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.

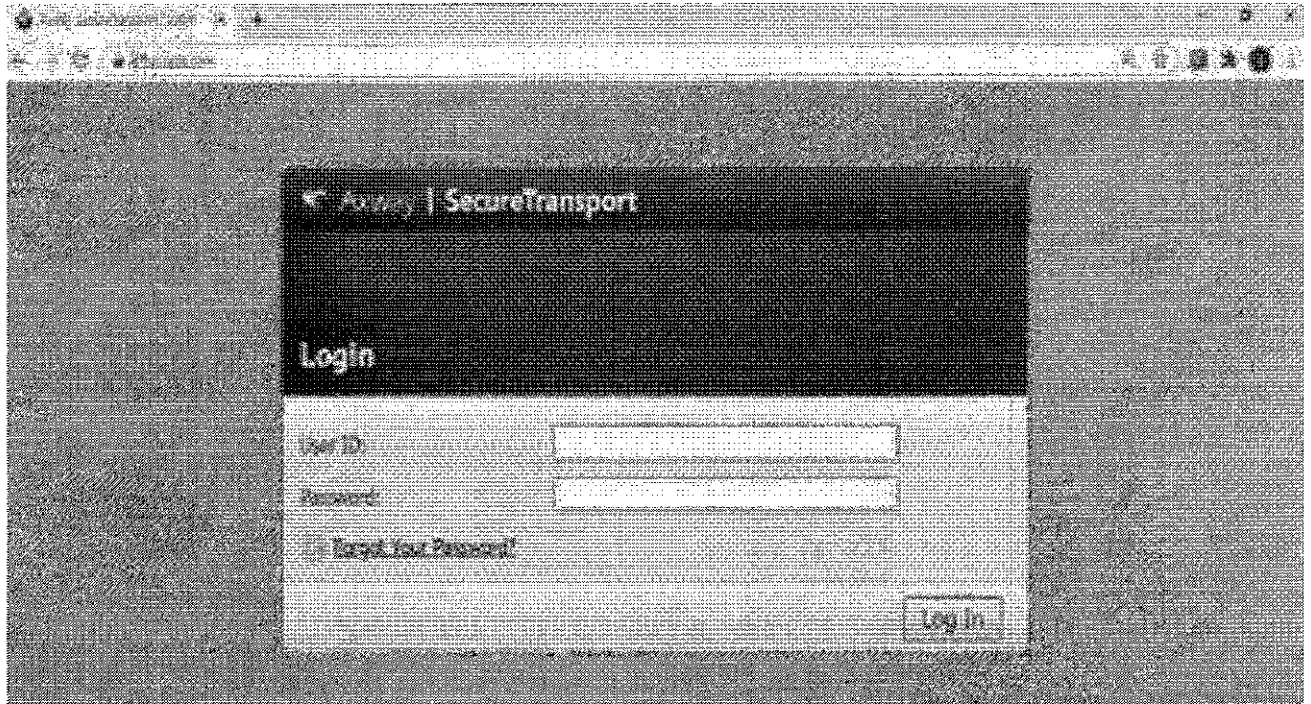
7. Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.
8. 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.
9. 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/her Financial 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 or due to technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.

10. 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.
11. 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.
12. 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.
13. MS Teams Application shall be used in the conduct of online bidding through videoconferencing. 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)

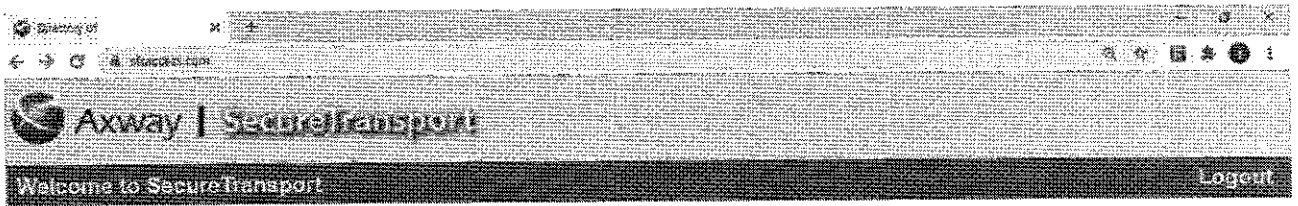
Username: [E-mail Address] e.g. bidder1@bidder.com

Password: [Landbank-provided password]

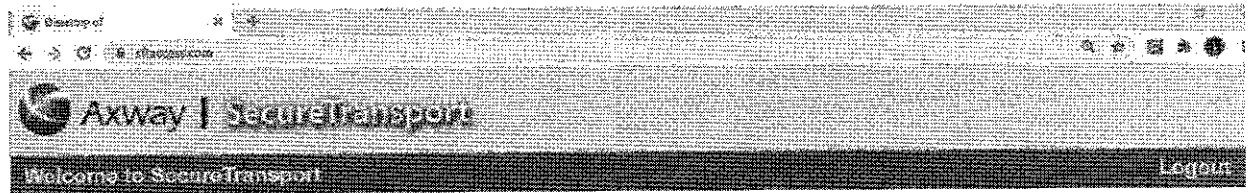
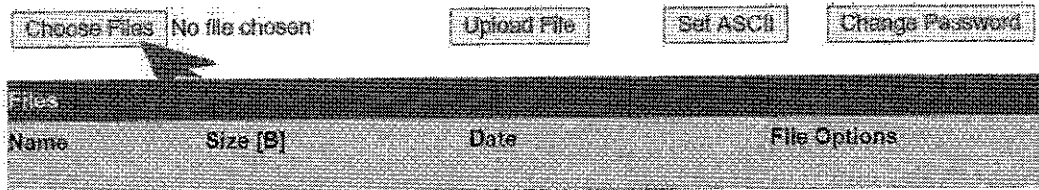
3. Upon successful login, click '**Choose Files**' to upload file/s.

### *Notes:*

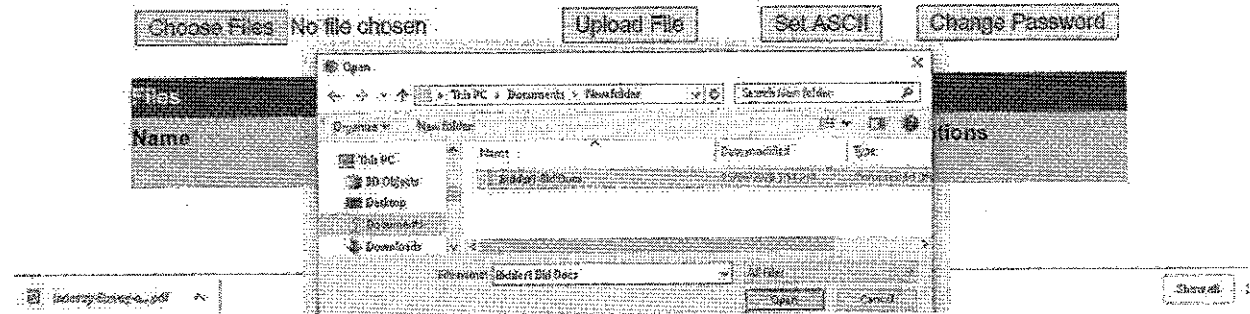
1. Files should be encrypted/password-protected.
2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.



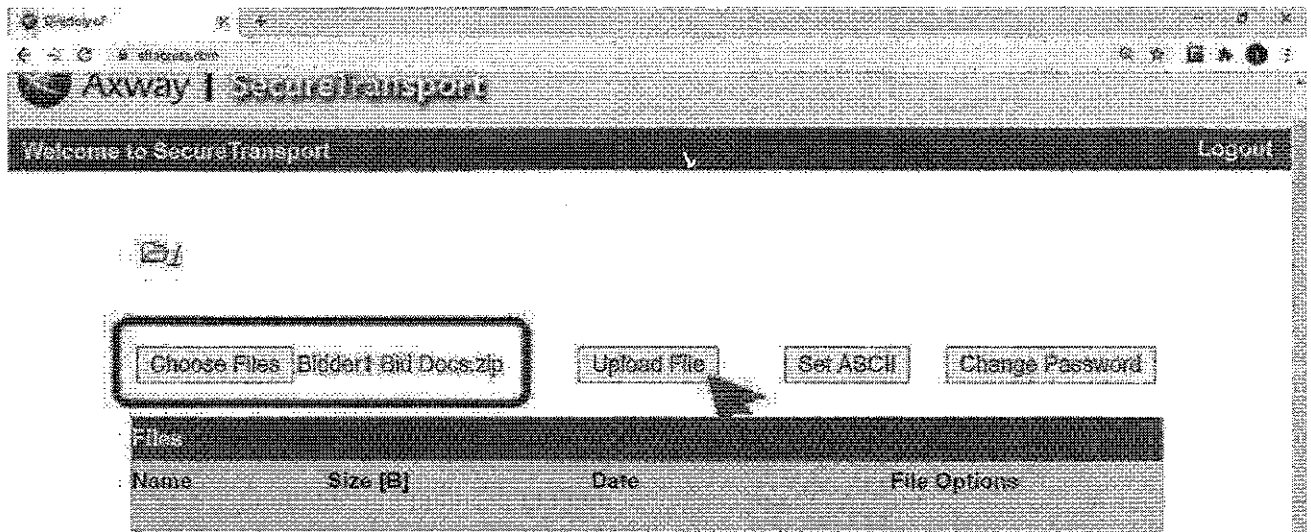
B1



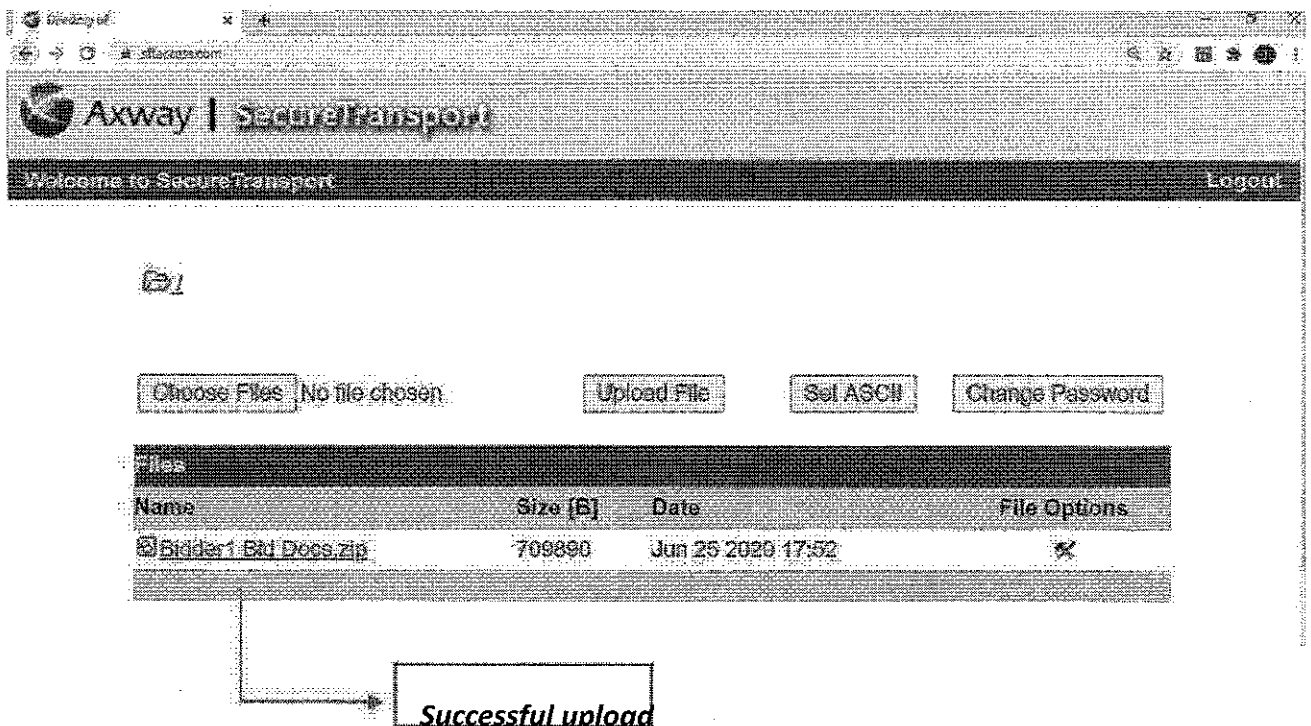
B2



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.



## Revised Annex B-6

No revisions as of November 5, 2020

## **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.

**Revised Annex B-7**

*No revisions as of November 5, 2020*

**TERMS OF REFERENCE**

**I. DESCRIPTION OF THE PROJECT**

STRUCTURAL RETROFITTING WORKS for the existing Two (2) Storey LANDBANK Kidapawan Office Building located at Quezon Boulevard Corner Alim Street, Kidapawan City, North Cotabato

**II. GENERAL OBJECTIVE**

- To complete the Retrofitting works specified in the plans and specifications
- To issue the Structural Integrity Certificate upon completion of retrofitting works

**III. 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 <u>from the client</u></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 <u>in the Philippines.</u>	<ul style="list-style-type: none"> <li>• Copy of Satisfactory Performance Certificate for the listed projects <u>from the client</u></li> </ul>
3. The Certifying Principal Civil (Structural) Engineer of the project or retrofitting works should be a Filipino citizen not more than 55 years old	<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) <u>as (at least) Regular Member</u></li> </ul>

<p>4. <u>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)</u></p>	<ul style="list-style-type: none"> <li>• <u>Copy of updated/renewed PRC License</u></li> </ul>
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**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, t = 0.333mm            4.b.) Weight, Wt = 600gsm            4.c.) tensile strength, fy = 4900 MPa            4.d.) Compliant with ASTM D7565 / D4565M -10(2017)</p> <p>- <i>Standard test method for determining tensile properties of fiber reinforced polymer matrix composites used for strengthening of civil structures</i></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. <u>Site Inspection/Verification prior to Bidding</u></p> <p>1.1 ) <u>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.</u></p> <p>1.2 ) <u>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.</u></p> <p>1.3 ) <u>Maximum of three (3) personnel shall be allowed to conduct site inspection</u></p> <p>1.4 ) <u>Only one (1) Prospective Bidder shall be allowed per day to conduct site inspection</u></p> <p>1.5 ) <u>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.</u></p> <p>1.6 ) <u>All equipment to be used during the site inspection shall be cleared and duly approved by LANDBANK prior to inspection.</u></p>	<ul style="list-style-type: none"> <li>• <u>Certificate of appearance duly signed by the Landbank Representative during the actual site inspection/verification</u></li> </ul>

**IV. SCOPE OF WORKS**

1. To supply, deliver and complete the retrofitting works specified in the plans and specifications (see attached) including dismantling and 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.

**V. 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 and or Structural Consultant.	<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>
3. Tensile Test Report / Result (minimum of Three samples for beam, column and slab)  3.1 Company Profile of the Third Party Testing Laboratory  3.2 Certified true copy of the BRS Accreditation Certificate of the third party Testing Laboratory  <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</i>	<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><i>Standards (BRS) at the expense of the contractor, to be witnessed by LANDBANK/PMED representative as well as the Structural Consultant.</i></p>	
<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 upon request of PMED after the completion of the project</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) in CAD format</p>	

**VI. 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 with the Project Management and Engineering Department (PMED) prior for the conduct of pre-construction meeting (if necessary) and issuance of Notice of Advice (NOA) from PMED.

**VII. 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, 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.

**VIII. MANNER OF PAYMENT**

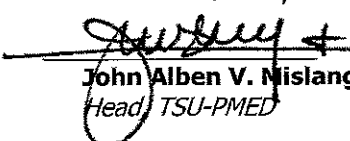
Professional Services fee based on the Approved Contract Price (ACP), inclusive of basic fee, reporting and all other miscellaneous fees, shall be payable in the manner as follows:

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, approval and evaluation</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>

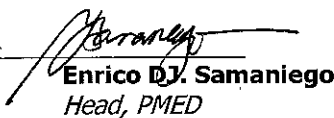
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