



**SUPPLEMENTAL/BID BULLETIN NO. 2  
For LBP-HOBAC-ITB-GS-20201215-01**

**PROJECT** : **Structural Investigation and Retrofitting Design for  
LANDBANK Iloilo and Tuguegarao Office Buildings**

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

**DATE** : **January 29, 2021**

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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) Submission of 2020 Mayor's/Business permit is acceptable for the above mentioned project. The official receipt as proof that the bidder has applied for its renewal within the period prescribed by the local government unit concerned or the renewed Mayor's/Business permit for FY 2021 shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the Revised IRR of RA 9184.
- 3) The Terms of Reference (Annex C), Schedule of Requirements (Section VI), Technical Specifications (Section VII), Schedule of Prices (Form No. 2), Omnibus Sworn Statement (Form No. 6), and Checklist of the Bidding Documents (Item Nos. 2, 10, 11, 12, 13, 14, 23 & 24 of the Eligibility & Technical Components and Item Nos. 2 & 3 of the Financial Component) have been revised. Please see attached revised Annexes C-1 to C-7, and specific sections of the Bidding Documents.
- 4) The Bill of Quantities is attached as Annex D.
- 5) The Annexes shall be now identified as follows:

	Annex	
	From	To
List of LANDBANK Officers, Employees and Consultant(s)	D-1 to D-2	E-1 to E-2
List of LANDBANK Project Management and Engineering Department Personnel	E-1 to E-2	F-1 to F-2

- 6) The deadline for the submission of electronic bids for the above project is re-scheduled on **February 10, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.



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

## Schedule of Requirements

The delivery schedule/contract period expressed as weeks/months/years stipulates hereafter a delivery/performance period which is the period within which to deliver the goods or perform the services in the project site/s.

Lot No.	Description	Floor Area (sqm)	Delivered, Weeks/Months
1	Structural Investigation and Retrofitting Design of the following:		Within forty five (45) calendar days upon receipt of Notice to Proceed (NTP), Notice of Advice and Architectural Floor Plans with load map from LANDBANK-PMED, per project site
	1. LANDBANK Iloilo Office Building	3,080	
	2. LANDBANK Tuguegarao Main Office Building	1,686	

**Project Site:**

1. LANDBANK Iloilo Office Building  
Iznart and Solis Streets, Iloilo City
2. LANDBANK Tuguegarao Main Office Building  
Provincial Roa, San Gabriel Street, Tuguegarao City, Cagayan

**Contact Person:** Mr. Enrico DJ Samaniego, Head of LANDBANK PMED

**Contact No.:** 8-522-0000 local 2256 and 2349

**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

## Technical Specifications

<b>Specifications</b>	<b>Statement of Compliance</b>
<p style="text-align: center;"><b>Structural Investigation and Retrofitting Design for LANDBANK Iloilo and Tuguegarao Office Buildings</b></p> <ol style="list-style-type: none"> <li>1. <b>Scope of works, minimum specifications, and other requirements per attached Terms of Reference (Revised Annexes C-1 to C-7).</b></li> <li>2. For current and past suppliers of structural investigation and retrofitting design services of LANDBANK, they must have satisfactory performance in their dealings with LANDBANK for the past twelve (12) months (reckoned from the date of issuance of the Certificate of Satisfactory Performance).</li> </ol> <p>A Certificate of Satisfactory Performance and No Delayed Projects issued by the Head, Project Management and Engineering Department (PMED) not earlier than 30 calendar days prior to the deadline of submission of bid shall be included in the Technical Component PDF File. The</p>	<p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p> <p style="text-align: center;"><b>Please state here either “Comply” or “Not Comply”</b></p>

Certificate shall still be subject to verification during the post-qualification of bid.

Note: The Certificate of Satisfactory Performance shall be requested in writing from the Head of PMED, Mr. Enrico DJ Samaniego at 24<sup>th</sup> Floor, (Tel. No. 8-522-0000 loc. 2256) and can be sent through email at [keizercimatu@gmail.com](mailto:keizercimatu@gmail.com) at least five (5) working days prior to the submission of bid.

Non-submission of the above mentioned document/requirement may result in bidder's disqualification.

**Conforme**

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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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Position

**Form No. 2**

**SCHEDULE OF PRICES**  
 For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_

Project ID No.: LBP-HOBAC-ITB-GS-20201215-01

1	2	3	4	5	6	7	8	9	10
Lot No.	Item Description	Country of Origin	Floor Area (sqm)	Unit Price (EXW)	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1 Lot	Structural Investigation and Retrofitting Design of the following:	N/A							
	1. LANDBANK Iloilo Office Building		3,080	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____
	2. LANDBANK Tuguegarao Main Office Building		1,686	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____
	<b>Total</b>								PhP _____

**Note: Price breakdown should be submitted using the attached Bill of Quantities Form (Annex D).**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES**  
 For Goods Offered from Abroad

Name of Bidder \_\_\_\_\_

Project ID No.: LBP-HOBAC-ITB-GS-20201215-01

1	2	3	4	5	6	7	8	9	10
Lot No.	Item Description	Country of Origin	Quantity	Unit Price (specify port) or CIP named place (specify border point or place of destination)	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1 Lot	Structural Investigation and Retrofitting Design of the following:	N/A							
	1. LANDBANK Iloilo Office Building		3,080	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____
	2. LANDBANK Tuguegarao Main Office Building		1,686	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____
	<b>Total</b>								<b>PhP _____</b>

**Note: Price breakdown should be submitted using the attached Bill of Quantities Form (Annex D).**



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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

## Form No. 6

### Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

#### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

(b)[Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_, in \_\_\_\_\_, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_, [date issued], [place issued]

IBP No. \_\_\_\_\_, [date issued] [place issued]

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

S. of \_\_\_\_\_.

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The names of specific LANDBANK officers, employees and consultants being referred to are shown in Annexes E-1 to E-2.

## Checklist of Bidding Documents for Procurement of Goods and Services

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

### Eligibility and Technical Components (PDF File)

- *The Eligibility and Technical Component shall contain documents sequentially arranged as follows:*

- **Eligibility Documents – Class “A”**

#### Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:
  - Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (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 Bureau of Internal Revenue (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 or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).**

3. Statement of the prospective bidder of all its ongoing government and private contracts, 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 last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

#### Financial Eligibility Documents

5. 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.
6. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

#### ○ **Eligibility Documents – Class "B"**

7. Duly signed 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 its 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.
8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

○ **Technical Documents**

10. **Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).**
11. **Revised Section VI – Schedule of Requirements with signature of bidder’s authorized representative.**
12. **Revised Section VII – Specifications with response on compliance and signature of bidder’s authorized representative.**
13. **Duly notarized Revised Omnibus Sworn Statement (OSS) (sample form - Form No.6).**
14. **Certificate of Incorporation of the Engineering Design Firm duly authenticated by the Corporate Secretary.**
15. List of at least ten (10) most recent completed projects for the last ten (10) years, for general structural design and investigation services for multi-storey building construction projects in diverse classification and usage in the Philippines, including project names, complete addresses and contact details, with corresponding copy of Contract Agreement or Purchase Orders and Certificate of Satisfactory Performance issued by the client for each completed projects.
16. Principal Structural Engineer’s updated/renewed Professional Regulation Commission (PRC) license and/or Certificate of Registration from PRC as Civil Engineer.
17. Principal Structural Engineer’s Certification from the Association of Structural Engineers of the Philippines (ASEP) indicating at least regular membership, with good standing status.
18. List of at least ten (10) most recent completed projects handled by the Principal Structural Engineer for the last ten (10) years for general structural design and investigation services for multi-storey building construction projects in diverse classification and usage in the Philippines, including project names, complete addresses and contact details, with corresponding copy of Contract Agreement or Purchase Orders and Certificate of Satisfactory Performance issued by the client for each completed projects.
19. Documentary proof of the Licensed Structural Engineering Software being used, whichever is available, to wit:

- 19.1 Copy of Official Receipt; or
  - 19.2 License Certificate with validity issued by the Engineering Software Distributor; or
  - 19.3 Notarized Certification of Authenticity
20. Certificate of Satisfactory Performance and No Delayed Projects issued by the Head, PMED not earlier than thirty (30) calendar days prior to the deadline of submission of bid.
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
21. 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.
  22. Latest Income Tax Return filed manually or through EFPS.
  23. **Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).**
  24. **Original copy of duly notarized Revised Omnibus Sworn Statement (OSS) (sample form - Form No.6).**

**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. **Duly filled out Revised Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2)**
  3. **Detailed breakdown of cost (Annex D)**



**TERMS OF REFERENCE**

**STRUCTURAL INVESTIGATION AND RETROFITTING DESIGN FOR THE  
LANDBANK ILOILO AND TUGUEGARAO MAIN OFFICE BUILDING**

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**I. OBJECTIVE**

1. To conduct and perform detailed structural investigation and prepare the retrofitting design, if any, to ensure the safety of its occupants of the existing LANDBANK Office Buildings:
  - a. LANDBANK Tuguegarao (Main) Building (2-Storey with Mezzanine) located along Provincial Road, San Gabriel St. Tuguegarao City, Cagayan;
  - b. LANDBANK Iloilo Office Building (3-Storey with Mezzanine) located at the corner of Iznart & Solis Streets, Iloilo City;

**II. SCOPE OF WORKS**

1. The service provider shall mobilize within seven (7) C.D. after the receipt of Notice to Advice from PMED.
2. The service provider shall secure all required documents for travel prior to mobilization, including but not limited to safety health protocols and other travel requirements of the subject city/ municipality.
3. The service provider shall provide PMED the proposed date of mobilization, list of manpower who will conduct structural investigation, list of equipment to be used on site, copy of Notice of Award, Purchase Order and Notice to Proceed within one (1) C.D. after the receipt of Notice to Proceed from ProcD.
4. All stoppage of project shall be coordinated immediately, preferably within the same day to PMED for documentary purposes.
5. The service provider personnel on-site during the performance of this contract will be subjected to the COVID-19 health/safety protocols of the bank as well as the city/ municipality where the site is located.
6. The following table is the time schedule of service provider to conduct structural investigation, viz:

Weekdays	Weekends
05:00 pm to 3:00am	08:00am to 05:00pm

*Note: The time schedule may vary based on the activities/ actual condition of the site.*

7. The service provider shall perform all duties necessary to obtain data for the completion of structural investigation and submission of all deliverables.
8. During the structural investigation, the service provider shall perform the following:
- 8.1. Perform visual assessment to the structural and non-structural component (i.e., Slab on grade and perimeter fence) of the existing building and provide the necessary recommendation and conclusion for the improvement of same for the safety of its occupancy;
- 8.2. Thorough evaluation analysis to ensure the safety of its occupant using non-destructive tests on the following components of the structure to determine its actual condition and design strength:
- Beam and Girders
  - Columns
  - Slabs
  - Stairs
  - Roof trusses
  - Retaining walls
  - And all other structural components of the existing building
  - For foundation check, use the existing as-built drawing if available as initial reference, otherwise verify actual (to be comprehensive)
- 8.3. Submit structural analysis using applicable and acceptable licensed structural/engineering design computer software. The design analysis shall:
- 2.2.1 Consider the climatic and geological conditions of the site;
- 2.2.2 Conform to, but not limited to the following standards set by the:
- ASCE 41-13 or ASCE 13-03;
  - National Building Code of the Philippines, latest edition;
  - National Structural Code of the Philippines 2015, 7<sup>th</sup> edition; and
- 2.2.3 Be based on documents/data to be provided by the Bank such as, but not limited to, the following:
- Floor plans for additional reference only;
  - Comprehensive Geotechnical soil sub-surface analysis/investigation report if necessary
- Note: Concrete coring is allowed subject for LANDBANK Project Management Engineering and Department (PMED) approval*

**III. DURATION**

The project shall have a duration of forty-five (45) calendar days upon receipt of Notice to Proceed (NTP), Notice of Advice and of architectural floor plans with load map from LANDBANK-PMED for the particular project.

**IV. QUALIFICATIONS OF THE PROSPECTIVE SERVICE PROVIDER**

Qualification Requirements	Documentary Requirements
1. A recognized Engineering Design Firm, duly organized under the laws of the Philippines	<ul style="list-style-type: none"> <li>• Photocopy of the Certificate of Incorporation of the Engineering Design Firm duly authenticated by the corporate secretary.</li> </ul>
2. The designing firm must have at least ten (10) years-experience in providing general structural design and investigation services ( <i>steel, reinforced concrete, composite steel-concrete, etc.</i> ) for multi-storey building construction projects in diverse classification ( <i>e.g. residential, commercial, industrial, institutional, etc.</i> ) and usage ( <i>e.g. office, storage/warehouse, parking, condominium, apartment, etc.</i> ) in the Philippines.	<ul style="list-style-type: none"> <li>• List of at least ten (10) most recent completed projects for general structural design and investigation services (<i>steel, reinforced concrete, composite steel-concrete, etc.</i>) for multi-storey building construction projects in diverse classification (<i>e.g. residential, commercial, industrial, institutional, etc.</i>) and usage (<i>e.g. office, storage/warehouse, parking, condominium, apartment, etc.</i>) in the Philippines for the last ten (10) years indicating the name of the projects with complete address and contact details, with corresponding copy of the following: <ul style="list-style-type: none"> <li>✓ <u>Contract Agreement or Purchase Order for each completed project</u></li> <li>✓ <u>Satisfactory Performance Certificate for each project</u></li> </ul> </li> </ul>
3. The designing firm must also have a minimum of ten (10) completed contracts/projects in the Philippines	

**SUBJECT : TERMS OF REFERENCE FOR STRUCTURAL INVESTIGATION OF LANDBANK ILOILO OFFICE BUILDING AND TUGUEGARAO MAIN OFFICE BUILDING**

<p>4. The Principal Structural Engineer of the designing firm must be a licensed Civil Engineer of the Professional Regulation Commission (PRC)</p>	<ul style="list-style-type: none"> <li>• Photocopy of updated/renewed PRC License and/or Certificate of Registration from PRC as Civil Engineer</li> </ul>
<p>5. The Principal Structural Engineer/s of the designing firm must be a bona fide member/s (at least regular membership) of the Association of Structural Engineers of the Philippines (ASEP), in good standing</p>	<ul style="list-style-type: none"> <li>• Certification from ASEP indicating at least regular membership, with good standing status</li> </ul>
<p>6. The Principal Structural Engineer of the designing firm must have at least ten (10) years-experience in providing general structural design and investigation services (<i>steel, reinforced concrete, composite steel-concrete, etc.</i>) for multi-storey building construction projects in diverse classification (<i>e.g. residential, commercial, industrial, institutional, etc.</i>) and usage (<i>e.g. office, storage/warehouse, parking, condominium, apartment, etc.</i>) in the Philippines</p> <p>7. The Principal Structural Engineer of the designing firm must also have a minimum of ten (10) completed contracts/projects in the Philippines</p>	<ul style="list-style-type: none"> <li>• List of at least ten (10) most recent completed projects for general structural design and investigation services (<i>steel, reinforced concrete, composite steel-concrete, etc.</i>) for multi-storey building construction projects in diverse classification (<i>e.g. residential, commercial, industrial, institutional, etc.</i>) and usage (<i>e.g. office, storage/warehouse, parking, condominium, apartment, etc.</i>) in the Philippines for the last ten (10) years handled by the Principal Structural Engineer, indicating the name of the projects with complete address and contact details, with corresponding copy of the following:             <ul style="list-style-type: none"> <li>✓ <u>Contract Agreement or Purchase Order for each completed project</u></li> <li>✓ <u>Satisfactory Performance Certificate for each project</u></li> </ul> </li> </ul>
<p>8. The designing firm must be using a Licensed Structural Engineering Software (preferably STAAD)</p>	<ul style="list-style-type: none"> <li>• Documentary proof of the Licensed Structural Engineering Software being used, whichever is available, to wit:             <ul style="list-style-type: none"> <li>➢ Copy of Official Receipt (OR); or</li> <li>➢ License Certificate with validity issued by the Engineering Software Distributor; or</li> </ul> </li> </ul>

	➤ Notarized Certification of Authenticity
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**V. DELIVERABLES**

The winning bidder shall submit to LANDBANK/PMED four (4) copies of the following:

Document/Description	Duration
<p>3.1. Structural Investigation reports composed of, but not limited to the following:</p> <ul style="list-style-type: none"> <li>a. Background of the project;</li> <li>b. Visual assessment report/result with recommendation and conclusion for the improvement of same for the safety of its occupancy;</li> <li>c. Site photos during inspection;</li> <li>d. Results of non-destructive tests enumerated in item III.1;</li> <li>e. Structural Plans in A3 size which include but not limited to the following:                             <ul style="list-style-type: none"> <li>- As-found (concrete walls, CHB walls and drywalls should be visible and identified using legend)</li> <li>- Test locations</li> <li>- Load Maps</li> <li>- Cracks locations</li> <li>- Retrofitting plans and details</li> </ul> </li> <li>f. Complete structural analysis for the existing building;</li> <li>g. In case the result of structural analysis of the building requires improvement, the structural consultant shall prepare and submit recommendations of at least Two (2) options for the proposed retrofitting design including its implementation and</li> </ul>	<p>Forty-five (45) calendar days after the receipt of Notice to Proceed (NTP)</p>

<p>testing methodology;</p> <p>h. Preparation of scopes of works and budgetary cost estimates for the recommended Two (2) options/ of the proposed retrofitting design;</p> <p>i. Technical specifications for the 2 options of the proposed Retrofitting works with testing methodology for the proposed scope of works;</p> <p>j. Issuance of a Structural Certification that the building is structurally safe for occupancy, based on:</p> <ul style="list-style-type: none"><li>- the present condition of the building, should no retrofitting works be required, or</li><li>- should retrofitting works be required - after implementation of the said retrofitting works.</li></ul>	
3.2. Soft copy of the submitted report in PDF format and CAD file for drawings	

**VI. DOCUMENTS AND SERVICES TO BE PROVIDED BY PMED**

The following services and facilities will be provided by the LBP to the Consultants.

- Data. The LBP/PMED will provide the Service Provider with Architectural floor plans.
- Access. The LBP will assist the Project Consultant in arranging visits to project sites.

**VII. OTHER CONDITIONS**

1. All operations required in performance of the scope of the project shall be undertaken in an orderly manner. Only qualified, skilled Civil Engineer shall be allowed to undertake of same.
2. Upon receipt of the Purchase Order and Notice to Proceed, the Principal Structural Engineer or the Authorized Representative should inform immediately the LANDBANK PMED prior to the conduct of pre-construction meeting (if necessary) and issuance of Notice of Advice from LANDBANK PMED.

**IX. PAYMENT SCHEDULE**

Payment shall be paid to the consultant based on the submission and approval/ acceptance of the following outputs/deliverables:

- (a) 15 % of the consultancy/design fee set out in the Price Schedule as an advance payment/ mobilization.
- (b) 65% of the consultancy/design fee set out in the Price Schedule as payment upon submission of the structural investigation report.
- (c) 20% of the consultancy/design fee set out in the Price Schedule as payment upon completion of the reconstruction of affected areas brought about by the structural investigation of the foundation of the existing building.

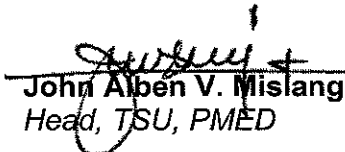
**XI. PENALTY CLAUSE**

The service provider shall not be issued with the Certificate of Satisfactory Performance as penalty for uncollected debris and uncleaned work/storage area. An amount equivalent to the cost of hauling shall likewise be deducted from the contract cost of the project.

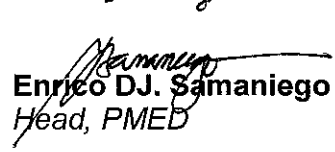
Prepared by:

  
**Keizer John L. Cimatu**  
Engineer, TSU, PMED

Reviewed by:

  
**John Alben V. Misleng**  
Head, TSU, PMED

Approved by:

  
**Enrico DJ. Samaniego**  
Head, PMED

PROJECT : STRUCTURAL INVESTIGATION FOR THE LANDBANK ILOILO AND TUGUEGARAO (MAIN) BUILDING OFFICE BUILDINGS  
LOCATION : LANDBANK Iloilo Building at Iznart & Solis Streets, Iloilo City / LANDBANK Tuguegarao (Main) Building at Provincial Road, San Gabriel St., Tuguegarao City, Cagayan  
SUBJECT : BIDFORM

SCOPE OF WORKS	QTY.	UNIT	UNIT PRICE	TOTAL
<b>A. Mobilization &amp; Demobilization (For LANDBANK Iloilo and Tuguegarao (Main) Offices)</b>				
A.1 Health protocol requirements prior to mobilization	1.0	lot		
A.2 Mobilization	1.0	lot		
A.3 Accommodation	1.0	lot		
A.4 Demobilization	1.0	lot		
<b>TOTAL COST A</b>				
<b>B. Dismantling &amp; restoration of affected claddings, ceilings, cabinets, floor tiles and other office furnitures &amp; partitions (For LANDBANK Iloilo and Tuguegarao (Main) Offices)</b>	1.0	lot		
<b>TOTAL COST B</b>				
<b>C. Structural Investigation</b>				
C.1 For LANDBANK Iloilo Offices				
Ground Floor	620.000	m <sup>2</sup>		
Mezzanine	710.00	m <sup>2</sup>		
Second Floor	710.00	m <sup>2</sup>		
Third Floor	520.00	m <sup>2</sup>		
Roof	520.00	m <sup>2</sup>		
C.2 For LANDBANK Tuguegarao (Main) Offices				
Ground Floor	502.000	m <sup>2</sup>		
Second Floor	504.00	m <sup>2</sup>		
Third Floor	680.00	m <sup>2</sup>		
<b>TOTAL COST C</b>				
<b>D. Retrofitting Design of the Existing Building</b>				
D.1 For LANDBANK Iloilo Offices				
Ground Floor	620.000	m <sup>2</sup>		
Mezzanine	710.00	m <sup>2</sup>		
Second Floor	710.00	m <sup>2</sup>		
Third Floor	520.00	m <sup>2</sup>		
Roof	520.00	m <sup>2</sup>		
D.2 For LANDBANK Tuguegarao (Main) Offices				
Ground Floor	502.000	m <sup>2</sup>		
Second Floor	504.00	m <sup>2</sup>		
Third Floor	680.00	m <sup>2</sup>		
<b>TOTAL COST D</b>				
<b>E. Reports and Blueprints (For LANDBANK Iloilo and Tuguegarao (Main) Offices)</b>	2.0	lot		
<b>TOTAL COST E</b>				
<b>F. Remobilization for the certification of retrofitting works (For LANDBANK Iloilo and Tuguegarao (Main) Offices)</b>				
F.1 Health protocol requirements prior to mobilization	1.0	lot		
F.2 Mobilization	1.0	lot		
A.3 Accommodation	1.0	lot		
A.4 Demobilization	1.0	lot		
<b>TOTAL COST F</b>				
<b>TOTAL PROJECT COST</b>				

Annex D



List of LANDBANK Officers, Employees and Consultant(s)

**A. Board of Directors**

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

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

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

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

**D. Technical Working Group**

Chairman: \_\_\_\_\_  
 Vice Chairman: \_\_\_\_\_  
 Members: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. Procurement Department**

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

- Ms. Hazel S. Arche, Procurement Analyst
- Ms. Ma. Angela Q. Emeterio, Procurement Assistant
- Ms. Jeramae T. Fabella, Procurement Assistant
- Ms. Kimberly Joy A. Sto. Tomas, Procurement Assistant
- Mr. Jollianzen Jenkin G. Dy, Procurement Assistant
- Mr. Mark Anthony C. Pantalla, Procurement Assistant
- Ms. Charmaine S. Florido, Procurement Assistant
- Ms. Jeah Crysel L. Escañona, Procurement Assistant
- Ms. Jenica V. De Vicente, Procurement Assistant
- Mr. Nathaniel P. Martinez, Procurement Assistant
- Ms. Arvie B. Estrella, Procurement Assistant
- Mr. Aaron V. Sedanto, Procurement Assistant
- Ms. Ma. Theresa N. Cruz, Secretary III
- Ms. Ruthcelyn U. Francisco, ASO I
- Mr. Roman R. Eala, ASO I
- Ms. Princess Joy V. Dalida, ASO I
- Ms. Ramila A. Condeza, ASO-I

F. Implementing Unit

Head: See attached Annex F-1 and E-F  
Officers and Staff: \_\_\_\_\_  
\_\_\_\_\_

G. End-user Units:

Head: \_\_\_\_\_  
Officer: \_\_\_\_\_  
\_\_\_\_\_

H. Project Consultants

Team Lead: \_\_\_\_\_  
Members: \_\_\_\_\_  
\_\_\_\_\_

PROJECT MANAGEMENT AND ENGINEERING DEPARTMENT  
List of Personnel as of September 03, 2020

NAME OF EMPLOYEE	POSITION TITLE
Abalos, Jessica Mae S.	Electrical Engr
Aquino, Maria Jesusa R.	ADM
Atienza, Meivin C.	Electrical Engr
Bacot, Andreane Maine C.	Civil Engineer
Barrientos, Kenneth B.	Civil Engineer
Bautista, Jayson T.	Architect
Bernardo, Ma. Victoria B.	PDO
Cataluña, Charlemagne C.	Electrician
Chan, Bernadeth B.	Draftsman
Cimatu, Keizer John L.	Civil Engineer
Condeza, Samida A.	ASO
Cuyral, Cynthia R.	PDS III
De Jesus, Angelo B.	Draftsman
Delos Reyes, Marian Aubrey G.	Architect
Diaz, Jessica S.	PDA
Dimapias, Richard Michael B.	SPDS
Ebora, Aries Victor R.	PDA
Elazegui, Roel Eugene C.	Mechanical Engr
Ellamil, Charlie A.	PDO
Enagat, John Carlo J.	Electrician
Espinosa, Kim Allen J.	Civil Engineer
Estinopo, Jay Mark P.	Civil Engineer
Eugenio, Guillan Miles R.	Civil Engineer
Feraer, John Benedict I.	Civil Engineer
Flembar, Naereen S.	Draftsman
Francia, Gaskell T.	Civil Engineer
Fronda, Renerrio D.	Civil Engineer
Gerolao, Imelda M.	Clerk
Go, Jesse Dominique A.	Civil Engineer
Gomez, Edrel Eunice A.	Draftsman
Guldaven, Karen P.	Civil Engineer
Hilbays, Robert V.	PDO
Ilag, Luis Emmanuel B.	PDA
Lalores, Emy Marence N.	Courier
Laurel, Emmanuel E.	Architect
Laxa, Roland Edrome Lee E.	Architect
Leyba, Laurence Marion C.	Civil Engineer
Lobrio, Vincent Renz G.	PDA
Macawile, King Odyssey A.	Civil Engineer
Madrigal, Ierald B.	Civil Engineer

Annex F-1

Martin, Rolly B.	Engr Asst
Miguel, Proceso P.	Electrician
Mislang, John Alban V.	PDO
Montiza, Quincy T.	Draftsman
Moya, Maureen T.	PDA
Ojeda, Christopher R.	Electrical Engr
Ostán, Jonas B.	Electrical Engr
Padua, Marsón C.	Architect
Palado, Marc Janier DP.	Architect
Pañares, Kryslie C.	Architect
Paras, Noel P.	Electrician
Pérez, Kathleen R.	Civil Engineer
Pineda, Edgar F.	Civil Engineer
Ponce, Diana L.	Electrical Engr
Ramos, Marie Grace S.	Draftsman
Reyes, Anabella M.	ADM
Rodríguez, Bryon Miguel S.	Architect
Romero, Ranz Marion R.	Electrical Engr
Samaniego, Enrico DJ.	Dept Head
Sula, Rosanna Mariya R.	PDA
Villanueva, Arriane Rel P.	Architect
Vilag, Recto L.	COD