



SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20201028-02

PROJECT : **Systems Furniture for the following LANDBANK Offices:**

- 1) Paranas (Samar Branch)
- 2) San Francisco (Agusan del Sur) Office Building
- 3) Camotes (Cebu) Branch
- 4) South West Leyte Lending Center
- 5) North Avenue Branch
- 6) Talavera (Nueva Ecija) Branch
- 7) Calamba City Hall (Laguna) Branch
- 8) Lanao (Iligan City) Lending Center

IMPLEMENTOR : **Procurement Department**

DATE : **March 12, 2021**

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 bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The minimum specifications, working drawings, floor plans, and other requirements (Annex C), Bill of Quantities (Annex D), Schedule of Requirements (Section VI), Technical Specifications (Section VII), Schedule of Prices (Form No. 2), and Checklist of the Bidding Documents (Item Nos. 11, 12 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-63, D-1 to D-8, and specific sections of the Bidding Documents.
- 3) The deadline for the submission of electronic bids for the above project is re-scheduled on **March 19, 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.

Item Number	Description	Quantity	Delivered, Weeks/Months
1	Systems Furniture for Eight (8) LANDBANK Offices	See attached Bill of Quantities (Revised Annexes D-1 to D-8)	Within thirty (30) calendar days upon receipt of Notice to Proceed (NTP) and Advice from Project Management and Engineering Department (PMED) as to availability of project site. (NTP and Advice shall be issued for each project site.)

Destination and Contact Details:

1. **LANDBANK Paranas (Samar) Branch**
Maharlika Highway, Poblacion 4, Paranas, Samar
Contact Details: Mr. Khurshid U. Kalabud/ (032) 416-7966 / 254-7923
2. **LANDBANK San Francisco Office Building**
San Francisco Public Market Mall, Center Island Street San Francisco, Agusan del Sur
Contact Details: Mr. Joseph R. Agullo/ (085) 839-0333 / 343-9376 / 343-8473
3. **LANDBANK Camotes (Cebu) Branch**
National Road corner Gomez St., Eastern Poblacion, Poro, Camotes Islands, Cebu
Contact Details: Mr. Khurshid U. Kalabud / (032) 416-7966 / 254-7923
4. **LANDBANK South West Leyte Lending Center**
2nd Floor, Aviles Business Center, Apo Street, Barangay Cogon, Ormoc City, Leyte
Contact Details: Mr. Buenaventure V. Leyva/ (053) 832-0962
5. **LANDBANK North Avenue Branch**
Sugar Regulatory Administration Building, North Avenue, Diliman, Quezon City
Contact Details: Ms. Maybelyn H. Villareal/ 8926-0951 / 8926-0953
6. **LANDBANK Talavera Branch**
Pecache Bldg., A. Diaz cor. Quezon Sts., Talavera, Nueva Ecija
Contact Details: Mr. Arthur N. Andres/ (044) 411-1555 / 940-5978
7. **LANDBANK Calamba City hall Branch**
New City Hall Bldg. Bacnotan Rd. Brgy. Real, Calamba City, Laguna
Contact Details: Ms. Anna Marie L. Mundin/ (049) 545-0177 / 545-5108
8. **LANDBANK Lanao Lending Center**
2nd Floor, Oasis Building, Quezon Avenue Extension, Brgy. Palao, Iligan City
Contact Details: Ms. Nena P. Mendoza/ (063) 221-3444

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Technical Specifications

Specifications	Statement of Compliance
<p style="text-align: center;">Systems Furniture for Eight (8) LANDBANK Offices</p> <p>A. Minimum specifications, working drawings, floor plans and other requirements per attached Revised Annexes C-1 and C-63.</p> <p>B. For current and past suppliers of systems furniture 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 the Certificate of Satisfactory Performance).</p> <p>C. The following documents/requirements shall be included in the Eligibility and Technical Component (PDF File):</p> <ol style="list-style-type: none"> 1. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered systems furniture. 2. Shop drawings (showing detailed 	<p>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.</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;">Please state here either “Comply” or “Not Comply”</p>

<p>dimensions with reference to the overall design of the item) printed on the supplier's official letterhead and signed by authorized representative.</p> <p>3. List of at least five (5) different clients (with contact persons, numbers and addresses) with whom the supplier has previously completed projects/contracts from 2015-present supported with Certificates of Satisfactory Performance issued by the said clients.</p> <p>4. Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bids. The Certificate shall still be subject to validation during the evaluation of bid.</p> <p>Note: Certificate of Satisfactory Performance shall be requested in writing from Mr. Enrico D.J. Samaniego of PMED at 24th Floor, LANDBANK Plaza Building (Tel. No.: 8405-7362) and can be sent through email at arch_aveck@yahoo.com at least least five (5) working days prior to the submission of bid.</p> <p>Non-submission of the above mentioned documents/requirements may result in bidder's disqualification.</p>	
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Conforme

Name of Bidder

Signature over Printed Name of Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10	
Item	Description	Country of Origin	Quantity	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	Systems Furniture for Eight (8) LANDBANK Offices	_____	See attached Bill of Quantities (Revised Annexes D-1 to D-8)	P_____	P_____	P_____	P_____	P_____	P_____	
Total Cost									PhP _____	

Note: Price breakdown should be submitted using the attached Revised 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. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10	
Item	Description	Country of Origin	Quantity	Unit Price* CIF port of entry (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	Systems Furniture for Eight (8) LANDBANK Offices	_____	See attached Bill of Quantities (Revised Annexes D-1 to D-8)	P _____	P _____	P _____	P _____	P _____	P _____	
Total Cost									PhP _____	

Note: Price breakdown should be submitted using the attached Revised 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: _____

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.

o **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 Omnibus Sworn Statement (OSS) (sample form - Form No.6).
14. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered systems furniture.
15. Shop drawings (showing detailed dimensions with reference to the overall design of the item) printed on the supplier’s official letterhead and signed by authorized representative.
16. List of at least five (5) different clients (with contact persons, numbers and addresses) with whom the supplier has previously completed projects/contracts from 2015-present supported with Certificates of Satisfactory Performance issued by the said clients.
17. Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department (PMED) not earlier than 30 calendar days prior to the deadline of submission of bids.

○ **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

18. 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.
19. Latest Income Tax Return filed manually or through EFPS.
20. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
21. Original copy of duly notarized 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. **Duly filled out Bill of Quantities Form (Revised Annexes D-1 to D-8)**