



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-CW-20201116-02(2)

PROJECT : **Building Construction of the following LANDBANK Branches:**

Lot 1 - Camotes (Cebu)
Lot 2 - Paranas (Samar)
Lot 3 - La Carlota (Negros Occidental)

IMPLEMENTOR : **Procurement Department**

DATE : **March 31, 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 Terms of Reference (Annex D), ITB Clauses 15.1.1 & 15.1.7 of the Bid Data Sheet (Section III), Specifications (Section VI), Drawings (Section VII), and Checklist of the Bidding Documents (Item Nos. 10 & 11 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes D-1 to D-12 and specific sections of the Bidding Documents.
- 3) The pictures of project sites are attached as Annexes D-10 to D-12 for your reference.


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

Bid Data Sheet

ITB Clause									
5.2	For this purpose, contracts similar to the Project must be equivalent to at least fifty percent (50%) of the ABC: <ul style="list-style-type: none"> a. Contracts involving building construction. b. Completed within ten (10) years prior to the deadline for the submission and receipt of bids. 								
7.1	Subcontracting is not allowed.								
10.3	Not applicable.								
10.4	The minimum work experience requirements for key personnel are stated in Revised Annexes F 1 to F-6.								
10.5	The minimum major equipment requirements are stated in Revised Annexes F-1 to F-6.								
12	No further instructions.								
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: <table border="1" style="margin-left: 20px; width: 80%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Form of Bid Security</th> <th style="text-align: center;">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></td> </tr> <tr> <td>b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td> <td> Lot 1 - PhP 311,720.00 Lot 2 - 232,040.00 Lot 3 - 227,980.00 </td> </tr> <tr> <td>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</td> <td> Lot 1 - PhP 779,300.00 Lot 2 - 580,100.00 Lot 3 - 569,950.00 </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;		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	Lot 1 - PhP 311,720.00 Lot 2 - 232,040.00 Lot 3 - 227,980.00	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	Lot 1 - PhP 779,300.00 Lot 2 - 580,100.00 Lot 3 - 569,950.00
Form of Bid Security	Minimum Amount of Bid Security								
a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;									
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	Lot 1 - PhP 311,720.00 Lot 2 - 232,040.00 Lot 3 - 227,980.00								
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	Lot 1 - PhP 779,300.00 Lot 2 - 580,100.00 Lot 3 - 569,950.00								

1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal. The bidder shall first secure an electronic PAO from LANDBANK - Procurement Department. If the bidder opts to pay at any LANDBANK Branch, the electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.

If the bidder opts to pay through the LANDBANK Link.BizPortal, the steps to follow are found in Annex A of the Bidding Documents. The Payment Confirmation shall serve as proof of payment of the cash bid security.

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 Project Identification No. and Name of the Project are indicated.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
 - (a) CBD 2 - 18th Floor, LANDBANK Plaza Building
Telephone No. 8-405-7345 local 2117
(For Assets 1 Billion and up)
 - (b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building
Telephone No. 8-405-7431 local 7431
(For Assets below 1 Billion)
5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

- (a) LIBI-Forex
14th Floor, LANDBANK Plaza Building
Telephone 8-710-7114
(Every Tuesday and Thursday)
- (b) 12th Floor, SSHG Law Center Bldg.
105 Paseo de Roxas, Legaspi Village
Makati City
Telephones 8-812-4911 and 8-867-1064

Surety bonds with the following or similar conditions/phrases shall not be accepted:

- (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
 - (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."
6. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.
7. **A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or Payment Confirmation and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. In the case of cashier's/manager's check bid security, the physical check must be delivered to and received by LANDBANK-Procurement Department not later than 5:00 P.M. of the following banking day after the opening of bids. In the case of the other forms of bid security, the physical document must be submitted to LANDBANK-Procurement Department during the post-qualification stage.**

19.2	<p>All infrastructure projects are packaged in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <table border="1" data-bbox="422 504 1385 734"> <thead> <tr> <th>Lot No.</th> <th>Branch</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LANDBANK Camotes (Cebu) Branch</td> <td>PhP 15,586,000.00</td> </tr> <tr> <td>2</td> <td>LANDBANK Paranas Branch</td> <td>11,602,000.00</td> </tr> <tr> <td>3</td> <td>LANDBANK La Carlota Branch</td> <td>11,399,000.00</td> </tr> <tr> <td>Total</td> <td></td> <td>PhP 38,587,000.00</td> </tr> </tbody> </table>	Lot No.	Branch	Amount	1	LANDBANK Camotes (Cebu) Branch	PhP 15,586,000.00	2	LANDBANK Paranas Branch	11,602,000.00	3	LANDBANK La Carlota Branch	11,399,000.00	Total		PhP 38,587,000.00
Lot No.	Branch	Amount														
1	LANDBANK Camotes (Cebu) Branch	PhP 15,586,000.00														
2	LANDBANK Paranas Branch	11,602,000.00														
3	LANDBANK La Carlota Branch	11,399,000.00														
Total		PhP 38,587,000.00														
20	<p>This shall include all of the following documents:</p> <ol style="list-style-type: none"> 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. 3) Certified true copy of latest ITR filed manually or through the Electronic Filing and Payment System (eFPS) 4) Certified true copy of VAT or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the EFPS 															
21	<p>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.</p> <p>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</p>															

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.

All bids shall be submitted electronically on or before the 10:00 A.M. deadline on April 7, 2021. 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 Annexes C-1 to C-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 Annexes C-4 to C-7).

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.

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.

Projects with participating bidders in attendance shall be given 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 same to the SFTF.

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.

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.

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.

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.

Section VI. Specifications

Name of Project	Work Completion (Contract to start seven [7] calendar days after receipt of Notice to Proceed)
<p>Building Construction of the following LANDBANK Branches:</p> <p style="padding-left: 40px;">LANDBANK Camotes (Cebu) Branch LANDBANK Paranas Branch LANDBANK La Carlota Branch</p> <p>Scope of works, working drawing and other requirements per attached Revised Terms of Reference with pictures of project sites (Annexes D-1 to D-12), Bill of Quantities (Annexes E-1 to E-20), Work Experience and Equipment Requirements (Annexes F-1 to F-6) and Blue Prints (Annex G).</p> <p>For current and past contractors 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 Certificate of Satisfactory Performance).</p> <p>A Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department (PMED) not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past contractors of LANDBANK) shall be included in the Technical Component PDF File. The Certificate shall still be subject to verification during the post-qualification of bid.</p> <p>Note: Certificate of Satisfactory Performance shall be requested in writing from the Head of PMED, Mr. Enrico DJ Samaniego at 24th Floor, (Tel. No.8-522-0000 loc. 2349 and 2256) and can be sent through email at jrio9361@gmail.com and karenferrera@gmail.com at least five (5) working days prior to the submission of bid.</p> <p>Non-submission of the above mentioned document may result in bidder's disqualification.</p>	<p>Lot 1 - Within one hundred eighty (180) calendar days</p> <p>Lot 2 - Within one hundred eighty (180) calendar days</p> <p>Lot 3 - Within one hundred fifty (150) calendar days</p>

Conforme:

Name of Bidder

**Signature Over Printed Name of
Authorized Representative**

Position

Section VII. Drawings

Name of Project:

Building Construction of the following LANDBANK Branches:
LANDBANK Camotes (Cebu) Branch
LANDBANK Paranas Branch
LANDBANK La Carlota Branch

Note:

Scope of works, working drawing and other requirements per attached Revised Terms of Reference with pictures of project sites (Annexes D-1 to D-12), Bill of Quantities (Annexes E-1 to E-20), Work Experience and Equipment Requirements (Annexes F-1 to F-6) and Blue Prints (Annex G).

Conforme:

Name of Bidder

**Signature Over Printed Name of
Authorized Representative**

Position

Checklist of Bidding Documents for Procurement of Infrastructure Projects

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

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. 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 BIR.

Technical Eligibility Documents

2. Duly notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; 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 No. 7).
3. 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).

4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid. 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.
5. Valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Venture and registration for the type and cost of the contract for this Project

Financial Eligibility Documents

6. 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.
 7. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form No. 5)
- o **Eligibility Documents - Class "B"**
8. Duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence or 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. 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**

9. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).

10. Revised Section VI – Specifications with conformity of bidder.

11. Revised Section VII – Drawings with conformity of bidder.

12. Project Requirements, which shall include the following:

- a. Organizational chart for the contract to be bid.
- b. List of key personnel that will be assigned to the project (Architect, Civil Engineer, Electrical Engineer or Master Electrician and Sanitary Engineer or Master Plumber) with the following supporting documents:
 - ✓ Curriculum Vitae
 - ✓ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate
 - ✓ Employment Certificate
- c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be

13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

14. Certified copy of Philippine Contractors Accreditation Board (PCAB) Registration Certificate with at least Category "C & D" and size range of Small B (PCAB Classification: General Building/GB-1).

15. Certified copy of current General Information Sheet (GIS) with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).

16. List of at least five (5) completed projects for similar projects undertaken during the last five (5) years (2015 to present), accompanied by a certified true copy of Purchase Orders or Contract Agreements and Certificates of Satisfactory Performance for said projects, with the following details:

- ✓ Name of project
- ✓ Location of project
- ✓ Type of project
- ✓ Duration of the project
- ✓ Contact persons and number

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 bid (applicable only for current and past contractors of LANDBANK).
- **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. Manpower Schedule
 21. Construction Method
 22. Equipment Utilization Schedule
 23. PERT/CPM or other acceptable tools of project scheduling
 24. Construction Schedule and S-curve
 25. Construction Safety and Health Program approved by DOLE
 26. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 27. 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 Financial Bid Form signed by the bidder's authorized representative (sample form – Form No. 1)
 2. Duly signed Bid Prices in the Bill of Quantities (Annexes E-1 to E-20)
 3. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid
 4. Cash flow by quarter or payment schedule

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

I. QUALIFICATIONS

REQUIREMENTS	DOCUMENTATIONS
1. Must be a recognized local engineering construction entity, duly organized under the laws of the Philippines (Single Proprietor, Partnership, Corporation, and Cooperatives).	<ul style="list-style-type: none"> • Certified copy of DTI, SEC or CDA Registration Certificate.
2. Must have a Philippine Contractors Accreditation Board (PCAB) License with at least Category "C & D" and size range of Small B (PCAB Classification: General Building/GB-1).	<ul style="list-style-type: none"> • Certified copy of PCAB Registration Certificate.
3. At least sixty percent (60%) of the interest/outstanding capital stocks belongs to citizens of the Philippines.	<ul style="list-style-type: none"> • Certified copy of current General Information Sheet with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).
4. With at least five (5) years minimum experience in general construction services (steel, reinforced concrete, composite steel-concrete, etc.) related to construction of commercial buildings, hospitals, multi-storey school buildings, BPOs and banks.	<ul style="list-style-type: none"> • List of at least five (5) completed projects for similar projects undertaken during the last five (5) years accompanied by a certified true copy of Purchase Orders or Contract Agreement and Certificate of Satisfactory Performance for said project, with the following details: <ul style="list-style-type: none"> ○ Name of project ○ Location of project ○ Type of project ○ Duration of the project ○ Contact persons and number
5. Currently employing experienced professionals with valid Professional Regulation Commission (PRC) registrations, to wit: <ul style="list-style-type: none"> 5.1. Architect 5.2. Civil Engineer 5.3. Electrical Engineer or Master Electrician 5.4. Sanitary Engineer or Master Plumber 	<ul style="list-style-type: none"> • List of key personnel assigned for the project with the following supporting documents: <ul style="list-style-type: none"> ○ Curriculum Vitæ ○ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate ○ Employment Certification

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

II. SCOPE OF SERVICES

The contractor shall:

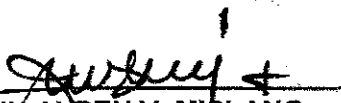
1. Undertake all the necessary works (Architectural, Structural, Electrical, Sanitary, etc.) as indicated in the plans, specifications and scope of works prepared & issued by the Project Management and Engineering Department (PMED) for the proposed construction of the **LANDBANK CAMOTES BRANCH**;
2. Construct the proposed **LANDBANK CAMOTES BRANCH** within **180 c.d.**;
3. Facilitate and secure all necessary government permits and clearances required for the implementation and completion of the project;
4. Assign a competent project manager/ engineer at the site on a 24/7 basis until project completion and turn-over;
5. Abide by the attached General Conditions of the Project (**Annex A**);
6. Provide monthly periodic reports on the status/ accomplishments of the project to be submitted to LANDBANK-PMED;
7. Attend all meetings as may be required during the implementation stage until the completion of the project; and
8. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.

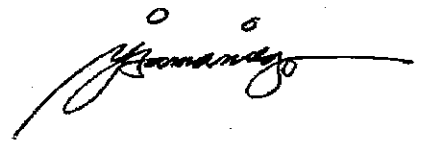
III. MANNER OF PAYMENT

Release of payment / payment schedule shall be in accordance with the Bank's accounting guidelines. Once a month, the contractor may submit a statement of work accomplished (SWA) or progress billing and corresponding request for progress payment of work accomplished.

Prepared by:

Approved by:


JOHN ALBEN V. MISLANG
Head, PMED-TSU


ENRICO DJ. SAMANIEGO
Head, PMED

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

I. QUALIFICATIONS

REQUIREMENTS	DOCUMENTATIONS
1. Must be a recognized local engineering construction entity, duly organized under the laws of the Philippines (Single Proprietor, Partnership, Corporation, and Cooperatives).	<ul style="list-style-type: none"> • Certified copy of DTI, SEC or CDA Registration Certificate.
2. Must have a Philippine Contractors Accreditation Board (PCAB) License with at least Category "C & D" and size range of Small B (PCAB Classification: General Building/GB-1).	<ul style="list-style-type: none"> • Certified copy of PCAB Registration Certificate.
3. At least sixty percent (60%) of the interest/outstanding capital stocks belongs to citizens of the Philippines.	<ul style="list-style-type: none"> • Certified copy of current General Information Sheet with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).
4. With at least five (5) years minimum experience in general construction services (steel, reinforced concrete, composite steel-concrete, etc.) related to construction of commercial buildings, hospitals, multi-storey school buildings, BPOs and banks.	<ul style="list-style-type: none"> • List of at least five (5) completed projects for similar projects undertaken during the last five (5) years accompanied by a certified true copy of Purchase Orders or Contract Agreement and Certificate of Satisfactory Performance for said project, with the following details: <ul style="list-style-type: none"> ○ Name of project ○ Location of project ○ Type of project ○ Duration of the project ○ Contact persons and number
5. Currently employing experienced professionals with valid Professional Regulation Commission (PRC) registrations, to wit: <ul style="list-style-type: none"> 5.1. Architect 5.2. Civil Engineer 5.3. Electrical Engineer or Master Electrician 5.4. Sanitary Engineer or Master Plumber 	<ul style="list-style-type: none"> • List of key personnel assigned for the project with the following supporting documents: <ul style="list-style-type: none"> ○ Curriculum Vitæ ○ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate ○ Employment Certification

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

II. SCOPE OF SERVICES

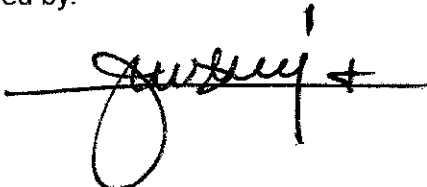
The contractor shall:

1. Undertake all the necessary works (Architectural, Structural, Electrical, Sanitary, etc.) as indicated in the plans, specifications and scope of works prepared & issued by the Project Management and Engineering Department (PMED) for the proposed construction of the **LANDBANK PARANAS BRANCH**;
2. Construct the proposed **LANDBANK PARANAS BRANCH** within **180 c.d.**;
3. Facilitate and secure all necessary government permits and clearances required for the implementation and completion of the project;
4. Assign a competent project manager/ engineer at the site on a 24/7 basis until project completion and turn-over;
5. Abide by the attached General Conditions of the Project (**Annex A**);
6. Provide monthly periodic reports on the status/ accomplishments of the project to be submitted to LANDBANK-PMED;
7. Attend all meetings as may be required during the implementation stage until the completion of the project; and
8. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.

III. MANNER OF PAYMENT

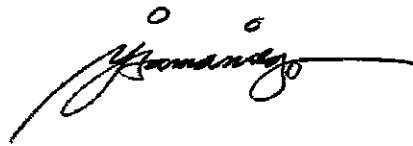
Release of payment / payment schedule shall be in accordance with the Bank's accounting guidelines. Once a month, the contractor may submit a statement of work accomplished (SWA) or progress billing and corresponding request for progress payment of work accomplished.

Prepared by:



JOHN ALBEN V. MISLANG
Head, PMED-TSU

Approved by:



ENRICO DJ. SAMANIEGO
Head, PMED

**TERMS OF REFERENCE
FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK LA CARLOTA BRANCH BUILDING CONSTRUCTION**

I. QUALIFICATIONS

REQUIREMENTS	DOCUMENTATIONS
1. Must be a recognized local engineering construction entity, duly organized under the laws of the Philippines (Single Proprietor, Partnership, Corporation, and Cooperatives).	<ul style="list-style-type: none"> • Certified copy of DTI, SEC or CDA Registration Certificate.
2. Must have a Philippine Contractors Accreditation Board (PCAB) License with at least Category "C & D" and size range of Small B (PCAB Classification: General Building/GB-1).	<ul style="list-style-type: none"> • Certified copy of PCAB Registration Certificate.
3. At least sixty percent (60%) of the interest/outstanding capital stocks belongs to citizens of the Philippines.	<ul style="list-style-type: none"> • Certified copy of current General Information Sheet with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).
4. With at least five (5) years minimum experience in general construction services (steel, reinforced concrete, composite steel-concrete, etc.) related to construction of commercial buildings, hospitals, multi-storey school buildings, BPOs and banks.	<ul style="list-style-type: none"> • List of at least five (5) completed projects for similar projects undertaken during the last five (5) years accompanied by a certified true copy of Purchase Orders or Contract Agreement and Certificate of Satisfactory Performance for said project, with the following details: <ul style="list-style-type: none"> ○ Name of project ○ Location of project ○ Type of project ○ Duration of the project ○ Contact persons and number
5. Currently employing experienced professionals with valid Professional Regulation Commission (PRC) registrations, to wit: <ul style="list-style-type: none"> 5.1. Architect 5.2. Civil Engineer 5.3. Electrical Engineer or Master Electrician 5.4. Sanitary Engineer or Master Plumber 	<ul style="list-style-type: none"> • List of key personnel assigned for the project with the following supporting documents: <ul style="list-style-type: none"> ○ Curriculum Vitæ ○ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate ○ Employment Certification

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

II. SCOPE OF SERVICES

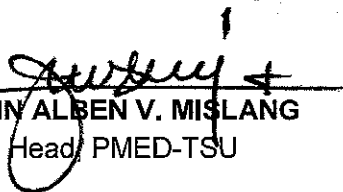
The contractor shall:

1. Undertake all the necessary works (Architectural, Structural, Electrical, Sanitary, etc.) as indicated in the plans, specifications and scope of works prepared & issued by the Project Management and Engineering Department (PMED) for the proposed construction of the **LANDBANK LA CARLOTA BRANCH**;
2. Construct the proposed **LANDBANK LA CARLOTA BRANCH** within **150 c.d.**;
3. Facilitate and secure all necessary government permits and clearances required for the implementation and completion of the project;
4. Assign a competent project manager/ engineer at the site on a 24/7 basis until project completion and turn-over;
5. Abide by the attached General Conditions of the Project (**Annex A**);
6. Provide monthly periodic reports on the status/ accomplishments of the project to be submitted to LANDBANK-PMED;
7. Attend all meetings as may be required during the implementation stage until the completion of the project; and
8. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.

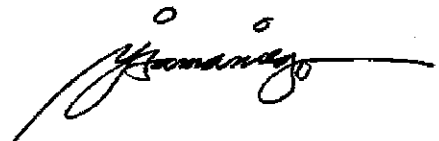
III. MANNER OF PAYMENT

Release of payment / payment schedule shall be in accordance with the Bank's accounting guidelines. Once a month, the contractor may submit a statement of work accomplished (SWA) or progress billing and corresponding request for progress payment of work accomplished.

Prepared by:


JOHN ALBEN V. MISLANG
Head, PMED-TSU

Approved by:


ENRICO D.J. SAMANIEGO
Head, PMED

"ANNEX A"

GENERAL CONDITIONS OF THE PROJECT

1. PROJECT OBJECTIVE

- a) To start and finish the project as stated in the contract including punchlisting and rectification of defective works.
- b) To complete the project with good quality/workmanship and in compliance with the Bank's specifications.

2. COMMUNICATION ROUTE

- a) Correspondence/Letters of Contractor and the end-user shall be coursed thru PMED.

3. OFFICE & HOUSING FACILITIES/UTILITIES

- a) The Contractor shall construct temporary facilities (tempfacil) for the project (e.g. barracks/ warehouse with field office and comfort rooms), and properly maintain the same.
- b) The Contractor shall post the project information plotted in an 8' x 8' tarpaulin in accordance with the Commission on Audit (COA) format.
- c) The Contractor shall coordinate with the concerned service providers for the temporary electric and water line connections needed for the project.
- d) Monthly electricity and water consumptions during the project implementation shall be for the account of Contractor.

4. SITE RULES & REGULATIONS

- a) Any worker or staff of the contractor or its suppliers who are under the influence of liquor or prohibited drugs shall not be allowed to enter the site. Drinking of liquor, gambling, smoking and illegal activities are strictly prohibited at the site.
- b) Wearing of proper uniform, ID and Personal Protective Equipment (PPE) shall be observed during working hours. The Contractor shall be responsible for the safety and welfare of its workers.
- c) Strict compliance/observance to the DOLE Occupational Safety and Health Standards of 1989, as amended, particularly "Rule 1410 (Construction Safety) and Department Order No. 13, s. of 1998".
- d) LANDBANK is an ISO Certified institution, hence, Guidelines for Environmental Management System (EMS) shall likewise be observed/adopted by both Contractor and End-user (e.g. waste segregation and proper disposal).
- e) The Contractor shall not employ minor workers and shall hire qualified and competent workers/ equipment operators for the project.

5. MATERIALS & EQUIPMENT STORAGE

- a) All materials to be used in the project shall conform to the Bank's specifications.
- b) The Contractor is not allowed to stock pile their construction material (e.g. CHB/sand/ gravel) along the road side.
- c) The Contractor shall be responsible for the safety and security of the construction materials delivered on the site.

6. PERIODIC INSPECTION & CONSTRUCTION MEETING

- a) The Contractor shall prepare an inspection report at least twice a month, or as the need arises, indicating the accomplishment of the project and must be readily available within 1 day upon request.
- b) The Contractor, or his authorized representative as well as the project engineer-on-site shall be made available should construction meetings be requested by PMED in the resolution of matters relative to the project.

7. QUALITY CONTROL

- a) Samples for tiles, electrical fixtures, final color for painting, angle bar/plate, etc., must be submitted to PMED for approval prior to procurement and installation
- b) Material testing of **reinforcing bars, concrete, pipes** (pressure test), **waterproofing system** (flood test), etc. shall be undertaken in the presence of a representative from PMED and the same shall be for the account of the Contractor
- c) All Test Results, Certifications and Warranties must be submitted to PMED by the Contractor, if applicable.
- d) PMED, with the assistance of the end-user's point person/Technical Representative for the project shall ensure that the workmanship is in good quality and in accordance with the Bank's standard specifications.

8. SITE PROBLEMS/SOLUTIONS

- a) Variation/Change Orders (Additional and Deductive Works). All Change Orders must be supported with justification/s as to the necessity of the subject work/s. The Contractor shall submit quotation for the change order for PMED's evaluation. Cumulative amount of the positive or additive Variation Order should not exceed ten percent (10%) of the original contract price. Any cumulative positive Variation Order beyond ten percent (10%) of the contract price shall be subject of another contract to be bid out if the works are separable from the original contract.
- b) Contract time extension (CTE). Request for CTE must be supported with documents (e.g. weather chart/s, etc.) as basis for the evaluation and approval of same.
- c) Hold Orders (HO) & Work Resumption Orders. Request for HO must be properly justified. A Work Resumption Order will be issued only upon resolution of concerns/ issues/matters involved.

- d) All issues concerning the project (e.g. Change Order, CTE, HO, etc.) that requires approval shall be immediately endorsed to PMED for evaluation and presentation to the Bank's Approving Authority. Endorsement must be within the contract period or at least a month prior to the end of contract, for appropriate action. No Change Orders shall be implemented or HO/CTE shall be issued without prior clearance/approval from the Bank's Approving Authority.

Note: Should discrepancies on site occur that needs resolution, the Contractor shall submit shop drawings of same and shall forward to PMED for evaluation/ approval prior to implementation.

9. JOINT PUNCHLISTING

- a) Joint punchlisting shall be conducted by Contractor, PMED and End-user at 90-95% accomplishment of the project. The agreed punchlisted items are final and shall be rectified/completed by the Contractor within the contract period.
- b) Final inspection shall be conducted by the same group (Contractor, PMED & End-user). Other punchlists that may arise and not previously included in the final punchlisted items shall be considered part of the warranty.

10. TURN-OVER AND ACCEPTANCE OF THE PROJECT

- a) The Contractor shall submit the signed and sealed As-built plans prior to the completion of the project.

11. OTHER MATTERS

- a) The Contractor shall provide logbook at the site to monitor the day to day activities and project condition, such as but not limited to the following: weather condition, manpower complement, delivery of construction materials, construction activities, equipment utilization, etc.

Prepared by:

PROJECT MANAGEMENT AND ENGINEERING DEPARTMENT

I shall abide by the provisions of this General Conditions of the Project

Contractor or Authorized Representative

Revised D-10



- LANDBANK
Camotes Branch
Proposed Site



Focus D-11

LANDBANK Paranas
Branch Proposed Site

Paired D-12



- LANDBANK La Carlota Branch Proposed Site