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SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC- ITB-CW-20211117-02

PROJECT : **Structural Retrofitting Works for the Proposed LANDBANK Data Operation Center**

IMPLEMENTOR : **Procurement Department**

DATE : **February 4 , 2022**

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) In view of the lifting of the suspension of the implementation of the mandatory submission of PhilGEPS Certificate of Platinum Registration and Membership in competitive bidding and limited source bidding per GPPB Resolution No. 15-2021 effective January 1, 2022, **bidders are required to submit their PhilGEPS Certificate of Registration (Platinum Membership) during bid submission, in lieu of the Class "A" eligibility documents, which were uploaded and maintained current and updated in PhilGEPS.** Failure by the prospective bidder to submit a PhilGEPS Certificate of Platinum Registration and membership with current and updated Class Eligibility Documents shall result in its automatic disqualification.
- 3) The Terms of Reference (Annexes D-1 to D-6), Bid Data Sheet (Section III), Specifications (Section VI) and Checklist of Bidding Documents (Item Nos. 1, 10 & 14 to 22 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-6 and specific sections of the Bidding Documents.


ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat

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Bid Data Sheet

ITB Clause	
5.2	A contract shall be considered similar to this Project if it involves structural retrofitting of building structures. Moreover, it must have been completed within ten (10) years prior to the set deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
10	<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 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.</p> <p><u>All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents.</u> The documents must be signed by the authorized signatory/ies when required in the form.</p> <p><u>The archived file and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening.</u> The passwords for Copy 1 and Copy 2 shall be the same.</p> <p>Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified</p>

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. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility below).

Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.

The prospective bidder shall receive an acknowledgement receipt via email *after* successful uploading of its/his/her electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.

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.

	<p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p> <p>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.</p>							
10.3	PCAB License shall be with at least Category "B" and size range of Medium A .							
10.4	The minimum work experience requirements for key personnel are stated in Annex E							
10.5	The minimum major equipment requirements are stated in Annex E							
12	No further instructions.							
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <table border="1" data-bbox="427 1106 1380 1839"> <thead> <tr> <th>Form of Bid Security</th> <th>Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td>a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td rowspan="2" style="text-align: center;">PhP825,000.00</td> </tr> <tr> <td>b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</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 style="text-align: center;">PhP2,062,500.00</td> </tr> </tbody> </table> <p>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</p>	Form of Bid Security	Minimum Amount of Bid Security	a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP825,000.00	b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	PhP2,062,500.00
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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

	<p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>6. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p> <p>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.</p>
19.2	<p>The lot and reference is:</p> <p>Structural Retrofitting Works for the Proposed LANDBANK Data Operation Center with Project Identification No. LBP-HOBAC-ITB-CW-20211117-02.</p> <p>The project is a single lot and the lot 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>

Section VI. Specifications

Name of Project	Work Completion (Number of calendar days to start within seven [7] calendar days after receipt of Notice to Proceed)								
<p>Structural Retrofitting Works for the Proposed LANDBANK Data Operation Center</p> <p>Scope of works, working drawings and other requirements are stated in the following annexes:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%; padding: 5px;">Revised Annexes D-1 to D-6</th> <th style="padding: 5px;">Revised Terms of Reference</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Annex E</td> <td style="padding: 5px;">Work Experience and Equipment Requirements</td> </tr> <tr> <td style="padding: 5px;">Annexes F-1 & F-2</td> <td style="padding: 5px;">Bill of Quantities</td> </tr> <tr> <td style="padding: 5px;">Annex G-1 to G-23</td> <td style="padding: 5px;">Electronic File of Working Drawings/ Blue Prints</td> </tr> </tbody> </table> <p>The documentary requirements enumerated in Section IV (Qualifications) of the revised Terms of Reference (Annex D) shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements.</p> <p>Non-submission of the above documents may result in the post-disqualification of the bidder.</p>	Revised Annexes D-1 to D-6	Revised Terms of Reference	Annex E	Work Experience and Equipment Requirements	Annexes F-1 & F-2	Bill of Quantities	Annex G-1 to G-23	Electronic File of Working Drawings/ Blue Prints	<p>One Hundred Twenty (120) calendar days</p>
Revised Annexes D-1 to D-6	Revised Terms of Reference								
Annex E	Work Experience and Equipment Requirements								
Annexes F-1 & F-2	Bill of Quantities								
Annex G-1 to G-23	Electronic File of Working Drawings/ Blue Prints								

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)

- 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;
 - the statement shall be supported by the Owner’s Certificate of Acceptance (OCA) issued by the owner other than the contractor (refer to the Note in Form No. 4 for the required information to be indicated in OCA) or Contractors Performance Evaluation System (CPES) Rating, which must be satisfactory. For contracts with the private sector, an equivalent document shall be submitted.
 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)

- **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.

- **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. 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 per Annex E.
- 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 (Annex E).

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

Note: During the opening of the first bid envelopes (Eligibility and Technical Component), only the above documents will be checked

by the BAC if they are all present using a non-discretionary "pass/fail" criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

- **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)].**
- 14. List of at least five (5) completed projects related in the retrofitting works using Carbon Fiber Reinforced Polymer (CFRP) indicating year of completion with attached pictures and copy of Purchase Orders or Contract Agreement for the listed projects from the clients.**
- 15. Copy of Birth Certificate of the principal Civil (Structural) Engineer from the National Statistics Office (NSO) or Philippine Statistics Authority (PSA), whichever is available.**
- 16. Certification of Membership in good standing from the Association of Structural Engineers of the Philippines (ASEP) as at least regular member of the principal Civil (Structural) Engineer.**
- 17. Copy of updated/renewed Philippine Regulation Commission (PRC) License of the project engineer assigned to the project.**
- 18. Supplier's brochure for CFRP with complete technical specifications, address details with contact person and numbers.**
- 19. Copy of Certificate of Warranty for CFRP material of at least five (5) completed projects.**
- 20. Copy of Certification that CFRP material or its manufacturer is authorized by the Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO Certifications, whichever is available.**
- 21. For CFRP minimum material properties, the following must be submitted:**
 - **Tensile Test Report and Result (minimum of three samples) to be conducted by Testing Laboratories accredited by the Bureau of Research and Standards (BRS).**
 - **Company Profile of the Third Party Testing Laboratory**
 - **Certified true copy of the BRS Accreditation Certificate of the Third Party Testing Laboratory.**
- 22. Certificate of Appearance duly signed by the Landbank Representative during the actual site inspection.**

- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 23. 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
 24. Latest Income Tax Return filed manually or through eFPS
 25. Manpower Schedule
 26. Construction Method
 27. Equipment Utilization Schedule
 28. PERT/CPM or other acceptable tools of project scheduling
 29. Construction Schedule and S-curve
 30. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 31. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 32. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding.

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
 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

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

TERMS OF REFERENCE

I. BACKGROUND OF THE PROJECT

The Existing Building where the LANDBANK West Avenue Branch formerly located will be utilized as Data Operation Center, due to change of occupancy and usage and additional load, a structural investigation was conducted by GIBMA Engineering Services. The following retrofitting works are based on the design and recommendation of GIBMA Engineering Services to strengthen and enhance the structural stability of the building and ensure safety of its occupants.

II. DESCRIPTION OF THE PROJECT

Supply of Labor, Materials, Supervision, Tools and Equipment for the STRUCTURAL RETROFITTING WORKS for the proposed LANDBANK Data Operation Center located at (LANDBANK West Ave (OLD) Branch) 125 West Avenue, Barangay Bungad, Quezon City

III. GENERAL OBJECTIVE

- To strengthen and enhance the structural stability of the building and ensure safety of its occupants.
- To complete the Retrofitting works specified in the plans and specifications by the Structural Consultant, GIBMA Engineering Services
- To issue the Structural Integrity Certificate upon completion of retrofitting works of the existing West Avenue (Old) Branch

IV. QUALIFICATIONS :

A. Company Profile

Qualification Requirements	Documentary Requirements
1. The contractor must have a minimum of Five (5) years of experience in the related field of retrofitting works using Carbon Fiber Reinforced Polymer (CFRP)	• List of at least Five (5) completed projects related in the Retrofitting works using CFRP indicating year of completion with attached pictures • Copy of Contract Agreement or Purchase order (P.O.) for the listed projects from the client
2. With a minimum of Five (5) completed contracts or projects related to the retrofitting works for medium to high-rise buildings, ports, bridges, warehouse and other heavy industrial structures in the Philippines.	

SUBJECT : TERMS OF REFERENCE FOR STRUCTURAL RETROFITTING WORKS FOR THE PROPOSED DATA CENTER

<p>3. The Certifying Principal Civil (Structural) Engineer of the project or retrofitting works should be a Filipino citizen not more than 55 years old</p>	<ul style="list-style-type: none"> • Copy of Birth Certificate from the National Statistics Office (NSO) or Philippine Statistics Office (PSA), whichever is available • Certification of membership in good standing from the Association of Structural Engineers of the Philippines (ASEP) as (at least) Regular Member
<p>4. The project engineer assigned to the project should be a Professional Regulation Commission (PRC) - licensed Civil Engineer and will act as Quality Assurance and Quality Control (Q.A & Q.C) Officer of the Retrofitting Contractor</p>	<ul style="list-style-type: none"> • Copy of updated/renewed PRC License
<p>5. Must have a Philippine Contractors Accreditation Board (PCAB) License with Category "B" and size range of Medium A.</p>	<ul style="list-style-type: none"> • Copy of updated PCAB License

B. Material Specification

<i>Qualification Requirements</i>	<i>Documentary Requirements</i>
<p>1. The type of Carbon Fiber Reinforced Polymer (CFRP) must be available and has been existing in the Philippine market</p>	<ul style="list-style-type: none"> • Suppliers brochure with complete technical specification, address details with contact numbers and person
<p>2. The quoted CFRP material should have a minimum of 15 years warranty</p>	<ul style="list-style-type: none"> • Copy of Certificate of Warranty for at least Five (5) completed projects
<p>3. The CFRP material or its manufacturer must be authorized and certified by the approving/governing body</p>	<ul style="list-style-type: none"> • Bureau of Product Standards (PS), Underwriters Laboratories (UL), European Conformity (CE) or ISO certifications, whichever is available
<p>4. CFRP Minimum material properties are as follows: 4.a.) thickness, $t = 0.333\text{mm}$ 4.b.) Weight, $Wt = 600\text{gsm}$ 4.c.) tensile strength, $f_y = 4900\text{ MPa}$ 4.d.) Compliant with ASTM D7565 / D4565M -10(2017) - Standard test method for determining tensile properties of fiber reinforced polymer matrix composites used for strengthening of civil structures</p>	<p>The following are to be submitted during the bidding:</p> <ul style="list-style-type: none"> • Tensile Test Report and Result (minimum of Three samples) – To be conducted by Testing Laboratories accredited by Bureau of Research and Standards (BRS) • Company Profile of the Third Party Testing Laboratory • Certified true copy of the BRS Accreditation Certificate of the Third Party Testing Laboratory

C. Site inspection prior to bidding

<i>Qualification Requirements</i>	<i>Documentary Requirements</i>
<p>1. Site Inspection/Verification prior to Bidding</p> <p>1.1) Schedule of inspection to be coordinated with the Project Management and Engineering Department (PMED) five (5) days prior to the proposed date of inspection. Same shall be covered by a formal letter (hard-copy or e-copy/ email) and shall contain the date of inspection, personnel who will conduct inspection and the list of equipment to be used.</p> <p>1.2) Inspection of the prospective bidder/s shall be limited to the entire Ground Floor portions of the 2nd Floor (except the TMG offices at the rear portion) and the entire 3rd Floor.</p> <p>1.3) Maximum of three (3) personnel shall be allowed to conduct site inspection</p> <p>1.4) Only one (1) Prospective Bidder shall be allowed per day to conduct site inspection</p> <p>1.5) Prospective Bidder/s shall secure copy (hard copy or e-copy) of Certificate of appearance from PMED prior to the date of inspection and have it signed to Landbank Representative on the date of inspection and shall be subject to the COVID-19 health / safety protocols of the Bank.</p> <p>1.6) All equipment to be used during the site inspection shall be cleared and duly approved by LANDBANK prior to inspection.</p>	<ul style="list-style-type: none"> • Certificate of appearance duly signed by the Landbank Representative during the actual site inspection/verification

V. SCOPE OF WORKS

1. To supply, deliver and complete the retrofitting works specified in the plans, specifications and detailed scope of works (see attached) including restoration to the affected areas in the retrofitting works within One Hundred Twenty (120) calendar days;
2. Fulltime supervision of the works;
3. Attend preliminary and coordination meeting from time to time with LBP officials/representative for the status, updates and problem encountered during implementation of the retrofitting works.

VI. SCHEDULE OF SUBMISSION OF REPORTS

1. *Comprehensive and Final Inspection Report* – in any technical report format acceptable to the Bank containing among others specific statements as to compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED the following within the duration specified.

<i>Description</i>	<i>Duration</i>
1. Accomplishment report	<ul style="list-style-type: none"> • Every Thirty (30) calendar days from the date of mobilization or Three (3) calendar days after the request of PMED
2. Pull-off Test Report / Result (minimum of Two test each retrofitted structural member) – To be performed on project site with representative from PMED as witness and Structural Consultant approval.	<p>For the pull-off test:</p> <ul style="list-style-type: none"> • Five (5) calendar days after the receipt of the notice of PMED through formal letter or email. <p>For the submission of pull-off test report/result:</p> <ul style="list-style-type: none"> • Seven (7) calendar days after the actual testing.
3. Tensile Test Report / Result (minimum of Three samples for beam, column and slab) 3.1 Company Profile of the Third Party Testing Laboratory 3.2 Certified true copy of the BRS Accreditation Certificate of the third party Testing Laboratory <i>Note: Prior to the application of the CFRP, actual samples should pass the test to be conducted by a third party testing laboratory accredited by Bureau of Research and</i>	<p>For the testing of materials:</p> <ul style="list-style-type: none"> • Five (5) calendar days after the receipt of the notice of PMED through formal letter or email. <p>For the submission of tensile test report / result:</p> <ul style="list-style-type: none"> • Seven (7) calendar days after the actual testing.

<p>4. Structural Integrity Certificate (Including and/or acknowledging the liability to the retrofitted areas of the existing building) signed by the Contractor and the Structural Engineer-on-Record of the proposed retrofitting plans and/or investigation report</p>	<p>Five (5) calendar days after the completion of the project.</p>
<p>5. Detailed as-built plans on standard 11.7" x 16.5" sheets (5-set with sign and sealed by Structural Engineer) and electronic file saved in Compact Disc (CD) or Flash Drive in CAD format</p>	

VII. WORKMANSHIP

All operations required in performance of the scope of the project shall be undertaken in an orderly manner. Only qualified and skilled Civil Engineer and/or Structural Engineer of the contractor with sufficient experience in the Civil works and Retrofitting works shall be allowed to undertake same.

Upon receipt of the Purchase Order (PO) and Notice to Proceed (NTP), the contractor should inform immediately the Project Management and Engineering Department (PMED) for the conduct of pre-construction meeting and issuance of Notice of Advice (NOA) from PMED.

VIII. CONTRACTOR'S RESPONSIBILITIES

1. The contractor shall be responsible for the proper execution and coordination of his work.
2. The contractor shall take necessary precautions for the safety of all employees and End-users personnel. The contractor shall comply with all instructions and Government Safety laws and Building Codes to prevent accident or injury to persons on about or adjacent to the premises as well as for the protection of adjacent property where work is being performed. Furthermore, the contractor shall be solely responsible for any incidents and/or damages which may occur to its personnel or any third party during the duration of the works.
3. At all times, the contractor shall keep the premises free from waste materials or rubbish caused by his employees and sub-contractors. After completion of the work, the contractor shall remove from the building and site all rubbish, scaffolding and surplus materials and shall leave the work broom clean, unless otherwise specified. If the contractor fails to keep the premises clean, the End-user may remove the waste materials and rubbish to be charged the expenses to the contractor.

SUBJECT : TERMS OF REFERENCE FOR STRUCTURAL RETROFITTING WORKS FOR THE PROPOSED DATA CENTER

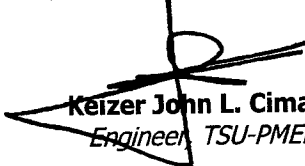
user may remove the waste materials and rubbish to be charged the expenses to the contractor.

IX. MANNER OF PAYMENT

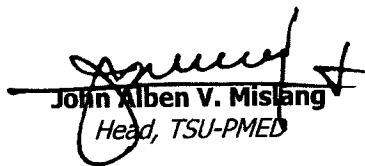
Professional Services fee based on the Approved Contract Price (ACP), inclusive of basic fee, reporting and all other miscellaneous fees, shall be payable in the manner as follows:

Description	Condition
1.1. Eighty percent (80%) of the ACP	<ul style="list-style-type: none">• All progress billing should be at least Twenty percent (20%) actual accomplishment and/or per contract agreement to LANDBANK• All billing subject for PMED inspection, evaluation and approval
1.2. Twenty percent (20%) of the ACP	<ul style="list-style-type: none">• Upon completion of all documents enumerated in item V• Final billing subject for PMED inspection, approval and evaluation

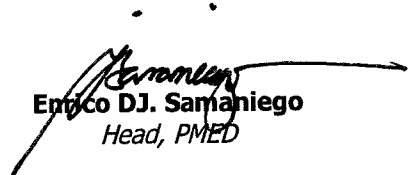
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