



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC- ITB-GS-20210615-01(2)

PROJECT : **Various Signages for the following LANDBANK Branches:**
1. Plaza Libertad
2. Puerto (Cagayan de Oro)
3. Ozamis
4. Surigao

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) Bill of Quantities (Annexes E-1.1 to 1.2, 2.1 to 2.2, 3.1 to 3.2 & 4), Bid Data Sheet (Section III), Technical Specifications (Section VII), Schedule of Prices for Goods Offered from Within the Philippines & Abroad (Form No. 2) and Checklist of Bidding Documents (Item Nos. 1, 12, 14 to 18 of Eligibility & Technical Components and Item Nos. 2 & 3 of Financial Component) have been revised. Please see attached revised Annexes E-1.1 to 1.2, 2.1 to 2.2, 3.1 to 3.2 & E-4 and specific sections of the Bidding Documents.


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



Bid Data Sheet

ITB Clause								
5.3	A contract shall be considered similar to this Project if it involves supply, delivery and installation of signages and/or merchandising materials. Moreover, it must have been completed within five (5) years prior to the set deadline for the submission and receipt of bids.							
7	Subcontracting is not allowed.							
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.							
14.1	<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" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 60%; text-align: center;">Form of Bid Security</th> <th style="width: 40%; 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 rowspan="2" style="text-align: center; vertical-align: middle;">P45,540.00</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; vertical-align: middle;">P113,850.00</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 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.</p> <p>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</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;	P45,540.00	(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.	P113,850.00
Form of Bid Security	Minimum Amount of Bid Security							
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P45,540.00							
(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.	P113,850.00							

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.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided that the Project Title and Project Identification Number are indicated therein.
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 No. 8-710-7114
(Every Tuesday and Thursday)
- (b) 12th Floor, SSHG Law Center Bldg.
105 Paseo de Roxas, Legaspi Village
Makati City
Telephone Nos. 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."

	<p>6. If in the form of Bid Securing Declaration, the attached Form No. 8 of the Bidding Documents 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>
15	<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 but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.</p> <p>In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. The qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-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.</p>
16	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on February 11, 2022. 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).</p> <p><i><u>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.</u></i> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email 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.</p>
17	<p>On the bid opening date, the bidder shall confirm its/his/her participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meeting.</p>

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.

	<p>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>
19.3	<p>The lot and reference is:</p> <p>Various Signages for Four (4) LANDBANK Branches with Project Identification Number is LBP-HOBAC-ITB-GS-20210615-01(2).</p> <p>The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.</p>

Technical Specifications

<p style="text-align: center;">Specifications</p>	<p style="text-align: center;">Statement of Compliance</p> <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>Various Signages for Four (4) LANDBANK Branches</p> <ol style="list-style-type: none"> 1. Specifications and other requirements per attached Annexes D-1 to D-52. 2. The following documents shall be submitted in the Eligibility and Technical Component to support the compliance of the Bid to the technical specifications and other requirements: <ol style="list-style-type: none"> 2.1 List of at least five (5) most recent completed projects in the Philippines for the last three (3) years indicating the name of the projects with complete address and contact details supported by copies of Contract Agreement and/or Purchase Order from said clients for each completed project. 	<p style="text-align: center;">Please state here either “Comply” or “Not Comply”</p>

2.2 LTO Official Receipt (OR) and Certificate of Registration (CR) or other documents showing proof of ownership of the required vehicle.

2.3 Product brochures or other official documents

2.4 Detailed drawings printed on the supplier's official letterhead and signed by authorized representative to include the following (per item/type of unit) for post qualification evaluation:

2.4.1. Model Name and Type

2.4.2. Perspective/Photo of the item

2.4.3. Drawing/Sketch views with dimensions/measurements (Plan/Top View, Front Elevation, Right Elevation, Rear Elevation).

2.4.4. Complete description of the items including parts and components

3. For new suppliers/bidders, submit material samples of the parts/components of the items and mock-up unit as basis of evaluation during the post qualification process.

3.1 Material samples shall be submitted within three (3) calendar days upon receipt of request from PMED.

3.2 Mock-up unit shall be submitted within fourteen (14) calendar days upon receipt of request from PMED.

4 List of at least five (5) different clients (with contacts persons, numbers and addresses) with whom the supplier has previously completed projects/contracts from the last three (3) years.

Non-submission of the above documents/requirements may result in the post-disqualification of the bidder.

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 No.	Description	Country of Origin	Quantity	Unit price EXW per item	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	Various Signages for Four (4) LANDBANK Branches	_____	refer to Bill of Quantities (Revised Annexes E-1.1 to E-4)	P _____	P _____	P _____	P _____	P _____	P _____
Total Cost		PhP _____							

Note: Breakdown of costs should be submitted using the attached Bill of Quantities Form (Revised Annexes E-1.1 to E-4).

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 No.	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	Various Signages for Four (4) LANDBANK Branches	_____	refer to Bill of Quantities (Revised Annexes E-1.1 to E-4)	P _____	P _____	P _____	P _____	P _____	P _____	
Total Cost									PhP _____	

Note: Breakdown of costs should be submitted using the attached Bill of Quantities Form (Revised Annexes E-1.1 to E-4).

 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).**

- 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 within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

- Financial Eligibility Documents

- 5. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
 6. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

○ **Eligibility Documents – Class “B”**

7. Duly signed valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

○ **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. 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).

Note: During the opening of the first bid envelope (Eligibility and Technical Component) only the above mentioned 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) most recent completed projects in the Philippines for the last three (3) years indicating the name of the projects with complete address and contact details supported by copies of Contract Agreement and/or Purchase Order from said clients for each completed project.

15. LTO Official Receipt (OR) and Certificate of Registration (CR) or other documents showing proof of ownership of the required vehicle.
 16. Product brochures or other official documents
 17. Detailed drawings printed on the supplier's official letterhead and signed by authorized representative to include the following (per item/type of unit) for post qualification evaluation:
 - 17.1 Model Name and Type
 - 17.2 Perspective/Photo of the item
 - 17.3 Drawing/Sketch views with dimensions/measurements (Plan/Top View, Front Elevation, Right Elevation, Rear Elevation).
 - 17.4 Complete description of the items including parts and components
 18. List of at least five (5) different clients (with contacts persons, numbers and addresses) with whom the supplier has previously completed projects/contracts from the last three (3) years.
- Post-Qualification Documents – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:
20. 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.
 21. Latest Income Tax Return filed manually or through EFPS.
 22. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 23. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 24. 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 (sample form - Form No. 7).
 25. To be submitted within three (3) calendar days upon receipt of request from PMED:
 - 25.1 Material samples
 26. To be submitted within fourteen (14) calendar days upon receipt of request from PMED:
 - 26.1 Mock-up unit

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 signed by the Bidder's authorized representative (Revised Annexes E-1.1 to E-4).

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

PROJECT : FOR THE PROPOSED LANDBANK PLAZA LIBERTAD BRANCH RENOVATION
LOCATION : Ground Floor, Ybernias Building, Zamora St., Iloilo City, Iloilo
SUBJECT : Bill of Quantities

ITEM/SCOPE OF WORKS	SUPPLIER'S QUOTATION		
	QTY	UNIT	TOTAL COST
Supply, Delivery and Installation of the ff:			
1.0 Horizontal signage w/ digital timer switch (Dimension: 20.85mL x 0.8mH)	1.00	unit	
2.0 Vertical Signage - Flag Type w/ digital timer switch (Dim: 1.75mL x 1.50mH)	1.00	unit	
3.0 Acrylic Frame Panels for Thru-the-wall ATM	1.00	units	
4.0 Wrap-around sticker with built-up compartment and accessories	2.00	units	
5.0 Parking delineator	3.00	units	
6.0 ATM Sunshade for single ATM unit	1.00	unit	
7.0 NVR Enclosure	1.00	unit	
8.0 Dismantling of existing Horizontal signage	1.00	unit	
9.0 Dismantling of existing Vertical signage	1.00	unit	
10.0 Dismantling of existing TTW Flushed type signage	1.00	units	
Various Indoor Signages			
11.0 Bulletin Board (Wall Mounted)	1.00	unit	
12.0 Acrylic Poster Holder	6.00	units	
13.0 Acrylic Transaction Bins	2.00	units	
14.0 Acrylic Teller Number Standees	4.00	units	
15.0 Sticker cut-out for main door	1.00	unit	
16.0 Glass Panel Sticker <i>For façade window only</i>	2.00	lm	
BASIC			
17.0 New Accounts (A)	2.00	units	
18.0 Verification Counter (B)	1.00	unit	
19.0 Customer Care Desk (C)	1.00	unit	
20.0 Special Lane (D)	1.00	unit	
21.0 Count your money before leaving the counter (E)	1.00	unit	
22.0 Restricted Area (F)	1.00	unit	
23.0 Seats for pregnant women, Sr. citizens & PWD (G)	1.00	unit	
24.0 Bank Reminders (H)	1.00	unit	
25.0 Fire Extinguisher (I)	7.00	units	
26.0 Fire Exit (J)	1.00	unit	
27.0 Fire Exit Directional (K)	5.00	units	
28.0 Ladies' Room (M)	1.00	unit	
29.0 Gentlemen's Room (N)	1.00	unit	
30.0 Push/Pull (O)	1.00	unit	
31.0 Nameplate - cubicle signage (P)	2.00	units	

PROJECT : FOR THE PROPOSED LANDBANK PLAZA LIBERTAD BRANCH RENOVATION
 LOCATION : Ground Floor, Ybernias Building, Zamora St., Iloilo City, Iloilo
 SUBJECT : Bill of Quantities

ITEM/SCOPE OF WORKS	SUPPLIER'S QUOTATION			
	QTY	UNIT	UNIT COST	TOTAL COST
WITH ACRYLIC INSERTS				
32.0 Clearing cut-off time (Q)	1.00	unit		
33.0 US Dollar exchange rates (R)	1.00	unit		
34.0 Calendar (S)	1.00	unit		
35.0 Initial minimum deposit & maintaining balance (T)	1.00	unit		
	0.00	0.00		
STANDEE 1 with CUSTOMIZED INSERTS				
36.0 Nameplate for frontliners (U)	10.00	units		
	0.00	0.00		
STANDEE 2				
37.0 Requirements in account opening (V)	1.00	unit		
38.0 For check encashment (W)	1.00	unit		
	0.00	0.00		
0.0 WALL HANG (back-to-back)	1.00	unit		
37.0 Open/Closed (X)	1.00	unit		
38.0 Online/Offline (Y)	0.00	0.00		
	1.00	lot		
39.0 Installation Cost	1.00	lot		
40.0 Delivery Cost	1.00	lot		
41.0 Health Safety Requirements	1.00	lot		
TOTAL COST				

Note: The Supplier shall fill in rates and prices for all items of the Bill of Quantities. Quotations not addressing or providing all of the required items in the Bill of Quantities shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free.

 Name of Supplier/Bidder

 Signature Over Printed Name of Authorized Representative

 Position

PROJECT : LANDBANK PUERTO (CDO) BRANCH

LOCATION : Sayre National Highway, Puerto, Cagayan de Oro City, Misamis Oriental

SUBJECT : Bill of Quantities

ITEM/SCOPE OF WORKS	SUPPLIER'S QUOTATION		
	QTY	UNIT	TOTAL COST
Supply, Delivery and Installation of the ff:			
1.0 Horizontal signage w/ digital timer switch (Dimension: 8.2mL x 1.00mH)	1.00	unit	
2.0 Vertical signage with two pylon post & digital timer switch (Dim: 1.75mL x 1.50mH)	1.00	unit	
3.0 Acrylic Frame Panels for Thru-the-wall ATM	3.00	units	
4.0 Parking Delineator	4.00	units	
5.0 ATM Sunshade for 3-4 ATM units	1.00	unit	
6.0 NVR Enclosure	1.00	unit	
7.0 Dismantling of existing Horizontal signage	1.00	unit	
8.0 Dismantling of existing Vertical signage	1.00	unit	
9.0 Dismantling of existing TTW Flushed type signage	3.00	units	
Various Indoor Signages			
10.0 Bulletin Board (Wall Mounted)	1.00	unit	
11.0 Acrylic Poster Holder	6.00	units	
12.0 Acrylic Transaction Bins	2.00	units	
13.0 Acrylic Teller Number Standees	4.00	units	
14.0 Brochure Rack	1.00	unit	
15.0 Sticker cut-out for main door	1.00	unit	
16.0 Glass Panel Sticker	9.20	lm	
<i>For front and left side including main entrance door</i>			
17.0 New Accounts (A)	2.00	units	
18.0 Verification Counter (B)	1.00	unit	
19.0 Customer Care Desk (C)	1.00	unit	
20.0 Special Lane (D)	1.00	unit	
21.0 Count your money before leaving the counter (E)	1.00	unit	
22.0 Restricted Area (F)	1.00	unit	
23.0 Seats for pregnant women, Sr. citizens & PWD (G)	1.00	unit	
24.0 Bank Reminders (H)	1.00	unit	
25.0 Fire Extinguisher (I)	6.00	units	
26.0 Fire Exit (J)	1.00	unit	
27.0 Fire Exit Directional (K)	3.00	units	
28.0 Restroom (L)	1.00	unit	
29.0 Ladies' Room (M)	1.00	unit	

Revised

Annex E - 2.1

PROJECT : LANDBANK PUERTO (CL), BRANCH

LOCATION : Sayre National Highway, Puerto, Cagayan de Oro City, Misamis Oriental

SUBJECT : Bill of Quantities

ITEM/SCOPE OF WORKS	SUPPLIER'S QUOTATION			
	QTY	UNIT	UNIT COST	TOTAL COST
30.0 Gentlemen's Room (N)	1.00	unit		
31.0 Push/Pull (O)	1.00	unit		
32.0 Nameplate - cubicle signage (P)	5.00	units		
WITH ACRYLIC INSERTS				
33.0 Clearing cut-off time (Q)	1.00	unit		
34.0 US Dollar exchange rates ('R)	1.00	unit		
35.0 Calendar (S)	1.00	unit		
36.0 Initial minimum deposit & maintaining balance (T)	1.00	unit		
STANDEE 1 with CUSTOMIZED INSERTS				
37.0 Nameplate for frontliners (U)	9.00	units		
STANDEE 2				
38.0 Requirements in account opening (V)	1.00	unit		
39.0 For check encashment (W)	1.00	unit		
WALL HANG (back-to-back)				
40.0 Open/Closed (X)	1.00	unit		
41.0 Online/Offline (Y)	1.00	unit		
Installation Cost	1.00	lot		
Delivery Cost	1.00	lot		
Health Safety Requirements	1.00	lot		
TOTAL COST				

Note: The Supplier shall fill in rates and prices for all items of the Bill of Quantities. Quotations not addressing or providing all of the required items in the Bill of Quantities shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free.

Name of Supplier/Bidder

Signature Over Printed Name of Authorized Representative

Position

PROJECT : LANDBANK OZAMIZ BRANCH

LOCATION : Don Alsemo Bernard Avenue, Ozamiz, Misamis Occidental

SUBJECT : Bill of Quantity

ITEM/SCOPE OF WORKS	SUPPLIER'S QUOTATION			
	QTY	UNIT	UNIT COST	TOTAL COST
Supply, Delivery and Installation of the ff:				
1.0 Horizontal signage w/ digital timer switch (Dimension: 18.5mL x 1.00mH)	1.00	unit		
2.0 Vertical signage with two pylon post & digital timer switch (Dim: 1.75mL x 1.50mH)	1.00	unit		
3.0 Acrylic Frame Panels for Thru-the-wall ATM	3.00	units		
4.0 Parking Delineator	2.00	units		
5.0 ATM Sunshade for three (3) ATM unit	1.00	unit		
6.0 NVR Enclosure	1.00	unit		
Various Indoor Signages				
7.0 Bulletin Board (Wall Mounted)	1.00	unit		
8.0 Acrylic Poster Holder	6.00	units		
9.0 Acrylic Transaction Bins	2.00	units		
10.0 Acrylic Teller Number Standees	5.00	units		
11.0 Brochure Rack	1.00	unit		
12.0 Sticker cut-out for main door	1.00	unit		
13.0 Glass Panel Sticker	9.00	lm		
BASIC				
14.0 New Accounts (A)	2.00	units		
15.0 Verification Counter (B)	1.00	unit		
16.0 Customer Care Desk (C)	1.00	unit		
17.0 Special Lane (D)	1.00	unit		
18.0 Count your money before leaving the counter (E)	1.00	unit		
19.0 Restricted Area (F)	1.00	unit		
20.0 Seats for pregnant women, Sr. citizens & PWD (G)	1.00	unit		
21.0 Bank Reminders (H)	1.00	unit		
22.0 Fire Extinguisher (I)	8.00	units		
23.0 Fire Exit (J)	1.00	unit		
24.0 Fire Exit Directional (K)	3.00	units		
25.0 Restroom (L)	1.00	unit		
26.0 Ladies' Room (M)	1.00	unit		
27.0 Gentlemen's Room (N)	1.00	unit		
28.0 Push/Pull (O)	1.00	unit		
29.0 Nameplate - cubicle signage (P)	4.00	units		
WITH ACRYLIC INSERTS				
30.0 Clearing cut-off time (Q)	1.00	unit		
31.0 US Dollar exchange rates (R)	1.00	unit		
32.0 Calendar (S)	1.00	unit		
33.0 Initial minimum deposit & maintaining balance (T)	1.00	unit		

Revised

PROJECT : LANDBANK OZAMIZ BRANCH
 LOCATION : Don Alsemo Bernard Avenue, Ozamiz, Misamis Occidental
 SUBJECT : Bill of Quantity

ITEM/SCOPE OF WORKS	SUPPLIER'S QUOTATION			
	QTY	UNIT	UNIT COST	TOTAL COST
STANDEE 1 with CUSTOMIZED INSERTS				
34.0 Nameplate for frontliners (U)	8.00	units		
STANDEE 2				
35.0 Requirements in account opening (V)	1.00	unit		
36.0 For check encashment (W)	1.00	unit		
WALL HANG (back-to-back)				
37.0 Open/Closed (X)	1.00	unit		
38.0 Online/Offline (Y)	1.00	unit		
Installation Cost	1.00	lot		
Delivery Cost	1.00	lot		
Health Safety Requirements	1.00	lot		
TOTAL COST				

Note: The Supplier shall fill in rates and prices for all items of the Bill of Quantities. Quotations not addressing or providing all of the required items in the Bill of Quantities shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free.

 Name of Supplier/Bidder

 Signature Over Printed Name of Authorized Representative

 Position

BILL OF QUANTITIES FORM

PROJECT: VARIOUS ATM SIGNAGE AT SURIGAO BRANCH OFFSITE ATM AT GSIS
Address: Surigao City Hall Compound, Borrromeo Street, Surigao City, Surigao del Norte

Item No.	Description	Qty.	Unit	Unit Cost	Total Cost
1	ATM Acrylic Enclosure	1	unit		
2	ATM Acrylic Frame Panel	1	lot		
3	Delivery Cost	1	lot		
4	Installation Cost	1	lot		
5	Safety and Health Protocol	1	lot		
TOTAL				Php	

Note: The Supplier shall fill in rates and prices for all items of the Bill of Quantities. Quotations not addressing or providing all of the required items in the Bill of Quantities shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free.

Submitted by:

Name of Bidder/Supplier

Date

Signature Over Printed Name of Authorized Representative

Position