



LANDBANK

SERVING THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20220426-02**

PROJECT : **Guard's Podium for New LANDBANK Branches**
IMPLEMENTOR : **HOBAC Secretariat**
DATE : **June 15, 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) The Terms of Reference (Annexes D-1 to D-5), Bid Data Sheet (ITB Clause 5.3 of Section III), Technical Specifications (Section VII) and Checklist of the Bidding Documents (Item 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-5 and specific sections of the Bidding Documents.


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

Bid Data Sheet

ITB Clause	
5.3	<p>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1 of IRR of RA 9184 will likely result to failure of bidding/monopoly that will defeat the purpose of public bidding, the Bidder should comply with the following requirements:</p> <ul style="list-style-type: none">a. The Bidder must have completed a contract that is similar to this Project, the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC of this Project. <p style="text-align: center;">or</p> <ul style="list-style-type: none">b. The Bidder must have completed at least two (2) contracts similar to this Project, the aggregate amount of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC for this Project, and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC for this Project. <p>A contract shall be considered similar to this Project if it involves supply, delivery and installation of office furniture. Moreover, it must have been completed within five (5) years prior to the set deadline for the submission and receipt of bids.</p>
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.

Technical Specifications

Specifications	Statement of Compliance
<p style="text-align: center;">Guard's Podium for New LANDBANK Branches</p> <ol style="list-style-type: none"> 1. Terms of Reference and specifications per attached Revised Annexes D-1 to D-5. 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. 2.2 LTO Official Receipt (OR) and Certificate of Registration (CR) or 	<p>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p> <p style="text-align: center;">Please state here either "Comply" or "Not Comply"</p>

<p>other documents showing proof of ownership of the vehicle.</p> <p>2.3 Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered office furniture.</p> <p>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:</p> <p>2.4.1. Model Name and Type</p> <p>2.4.2. Perspective/Photo of the item</p> <p>2.4.3. Drawing/Sketch views with dimensions/measurements (Plan/Top View, Front Elevation, Right Elevation, Rear Elevation).</p> <p>2.4.4. Complete description of the items including parts and components</p> <p>2.5 For new suppliers/bidders, submit material samples of the parts/components of the items and mock-up unit as basis in the post qualification evaluation.</p> <p>2.5.1. Material samples shall be submitted within three (3) calendar days upon receipt of request from PMED.</p> <p>2.5.2. Mock-up unit shall be submitted within fourteen (14) calendar days upon receipt of request from PMED.</p> <p>Non-submission of the above documents/requirements may result in the post-disqualification of the bidder.</p>	
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Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

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. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered systems/office furniture.
 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. For new suppliers/bidders, submit material samples of the parts/components of the items and mock-up unit as basis in the post qualification evaluation.
 - 18.1 Material samples shall be submitted within three (3) calendar days upon receipt of request from PMED.
 - 18.2 Mock-up unit shall be submitted within fourteen (14) calendar days upon receipt of request from PMED.
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
19. 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.
 20. Latest Income Tax Return filed manually or through EFPS.
 21. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 22. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 23. 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).

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 Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2).
 3. Dully filled out Bill of Quantities Form (Annex E) signed by the Bidder's authorized representative.

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

SUPPLY, DELIVERY AND INSTALLATION OF OFFICE FURNITURE

(TELLER'S CAGE / NEW ACCOUNTS COUNTER / GUARD'S PODIUM / SLIP WRITING COUNTER AND SANDBOX)

QUALIFICATIONS	DOCUMENTARY REQUIREMENTS
1. A recognized supplier/ company, duly organized under the laws of the Philippines	Certified photocopy of Certificate of Incorporation of the Company/ SEC Registration/ DTI Registration or valid PhilGEPS Registration (Platinum Membership)
2. The supplier must have at least three (3) years of experience in the fabrication/ supply, delivery and installation of office furniture - preferably banks - with at least five (5) completed projects/ contracts in the Philippines	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, with corresponding copy of Contract Agreement and/or Purchase Order issued by the said clients for each completed project.
3. Must have a at least one (1) service delivery vehicle (preferably enclosed elf truck or pick-up)	a. LTO Official Receipt (OR) and Certificate of Registration (CR), b. Other documents showing proof of ownership of the vehicle and/or right to use the vehicle
4. The supplier must have brochures or official documents from the manufacturer indicating the complete specifications of the item.	a. Product Brochures or other official documents b. 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: <ol style="list-style-type: none"> 1. Model Name and Type 2. Perspective/ Photo of the item 3. Drawing/ sketch views with dimensions/ measurements (Plan/ Top View, Front Elevation, Right Elevation, Left Side Elevation, Rear Elevation) 4. Complete description of the items including parts and components

Revised Annex D-1

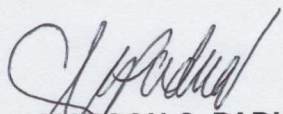
<p>5. The supplier must provide the following Technical documents</p>	<p>a. For new suppliers: submit material samples of the parts/ components of the items and mock-up unit as basis in the post qualification evaluation.</p> <ol style="list-style-type: none"> 1. Material samples shall be submitted within three (3) calendar days upon receipt of request from PMED 2. Mock-up unit shall be submitted within fourteen (14) calendar days upon receipt of request from PMED <p>b. List of at least five (5) different clients (with contact persons, numbers and addresses) with whom the supplier has previously completed projects/contracts from the last three (3) years.</p> <p>c. Within five (5) working days (w.d.) after delivery and installation, the supplier shall submit photos of each item as reference by PMED during the punch listing.</p>
<p>6. The supplier shall conduct site inspection and be responsible for the dimensions and conditions on the job.</p>	<p>a. The supplier shall verify the actual dimensions on site. Discrepancies between the plans and actual dimensions shall be forwarded immediately to PMED for resolution.</p> <p>b. Shop drawings of the proposed office furniture based on the actual site condition with complete dimensions and description of parts and components for PMED approval prior to fabrication/ implementation.</p>

DURATION

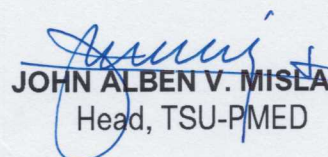
Please refer to the table below for the duration for the supply/ delivery and installation of the Office Furniture

LOCATION	DURATION (in c.d.)
1. NATIONAL CAPITAL REGION	25 days
2. NORTHERN LUZON	45 days
3. CENTRAL LUZON	25 days
4. SOUTHERN LUZON	45 days
5. VISAYAS	45 days
6. MINDANAO	45 days

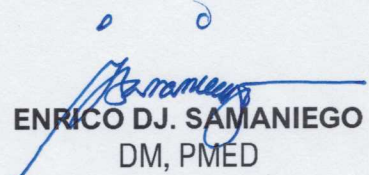
Prepared by


MARSON C. PADUA
 Architect, TSU-PMED

Reviewed by:


JOHN ALBEN V. MISLANG
 Head, TSU-PMED

Approved by:


ENRICO D.J. SAMANIEGO
 DM, PMED

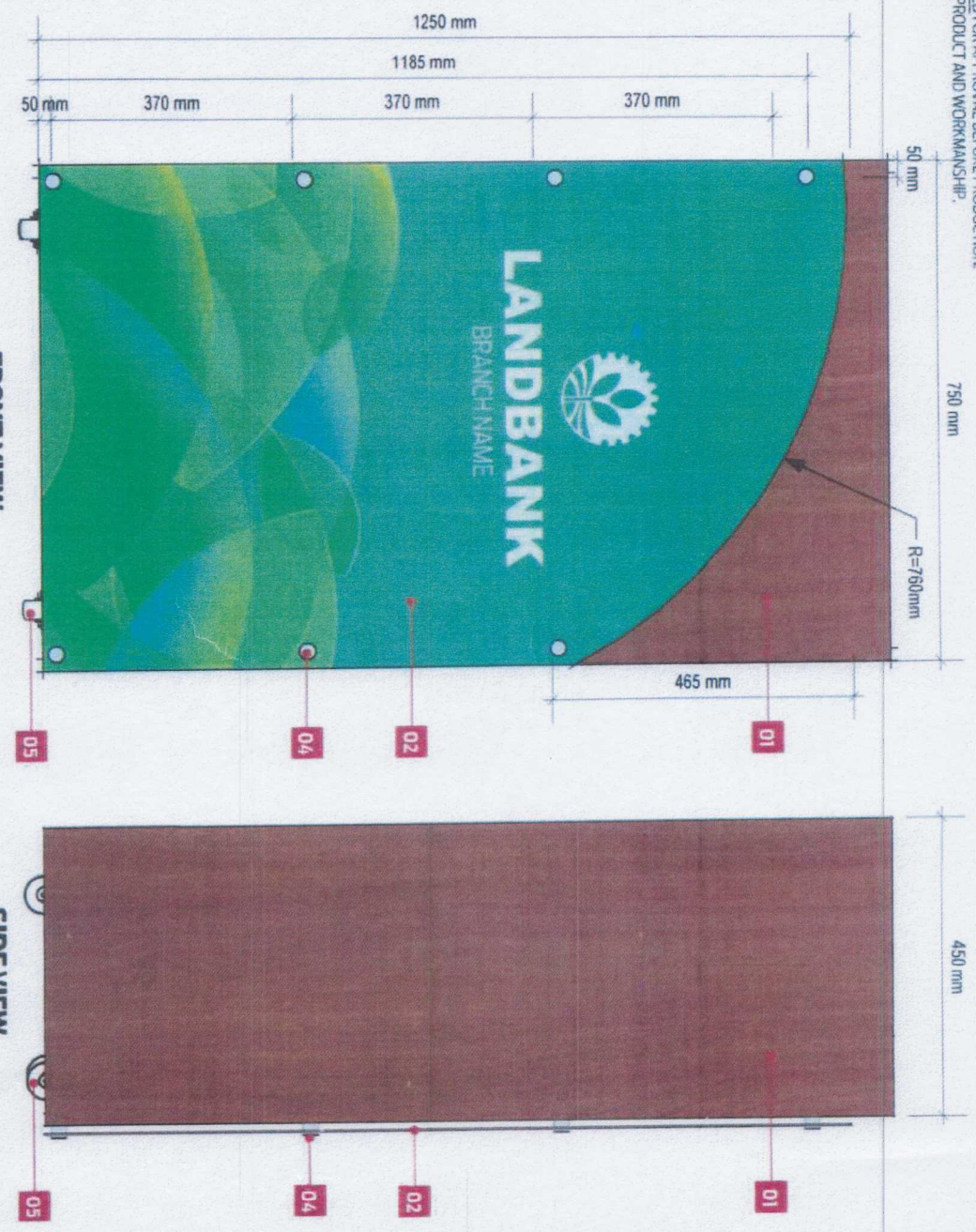
NOTES:

- WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS.
- CONTRACTOR/SUPPLIER SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS OF THE JOB.
- PMED MUST BE NOTIFIED IMMEDIATELY OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN IN THESE DRAWINGS.
- CONTRACTOR/SUPPLIER SHALL SUBMIT SHOP DRAWING AND PROTOTYPE TO PMED FOR APPROVAL BEFORE PRODUCTION.
- SUPPLIER TO SUBMIT ONE (1) YEAR WARRANTY CERTIFICATE AGAINST DEFECT IN PRODUCT AND WORKMANSHIP.

CLASS D



PERSPECTIVE



SPECIFICATIONS:

- 01 - SELF ADHESIVE DECORATIVE VINYL NO.1393
- 02 - REVERSED DIGITAL COLORED PRINTING ON CLEAR STICKER MOUNTED ON 3mm THK CLEAR ACRYLIC (COLOR: GREEN - PANTONE No. 355 C)
- 03 - 1/2" THK SOLID WOOD IN DUCTO FINISH (COLOR: OFF-WHITE)
- 04 - 24mm DIA. STAINLESS STEEL MOUNTING SCREWS COMPLETE WITH ACCESSORIES
- 05 - 70mm (2.75" x 1 1/4") HEAVY DUTY WHITE NYLON WHEEL CASTERS WITH LOCK CONNECTED TO BASE



LAND BANK OF THE PHILIPPINES
PROJECT MANAGEMENT & ENGINEERING DEPT.

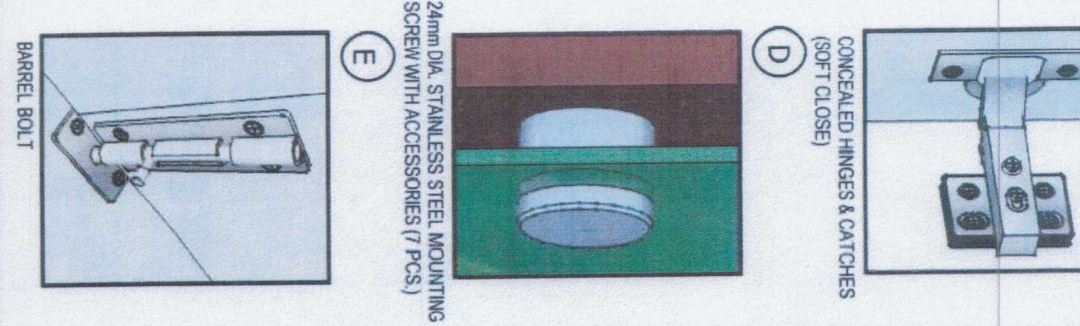
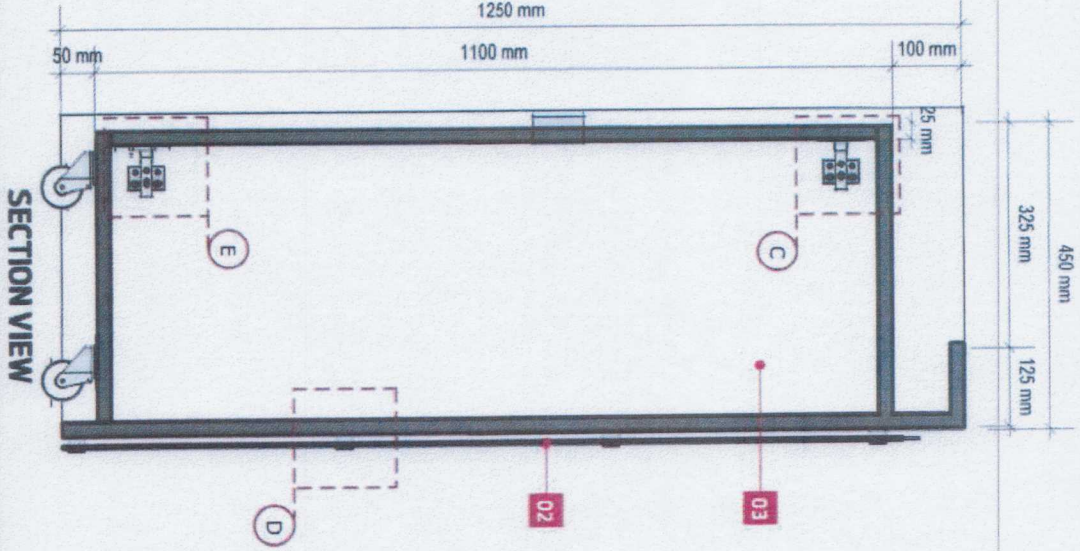
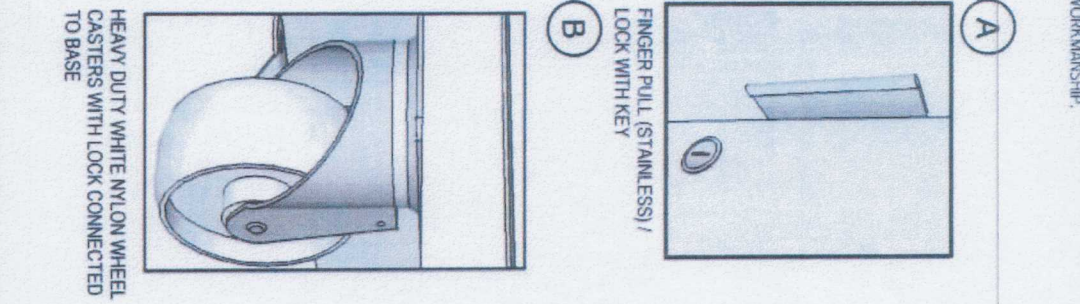
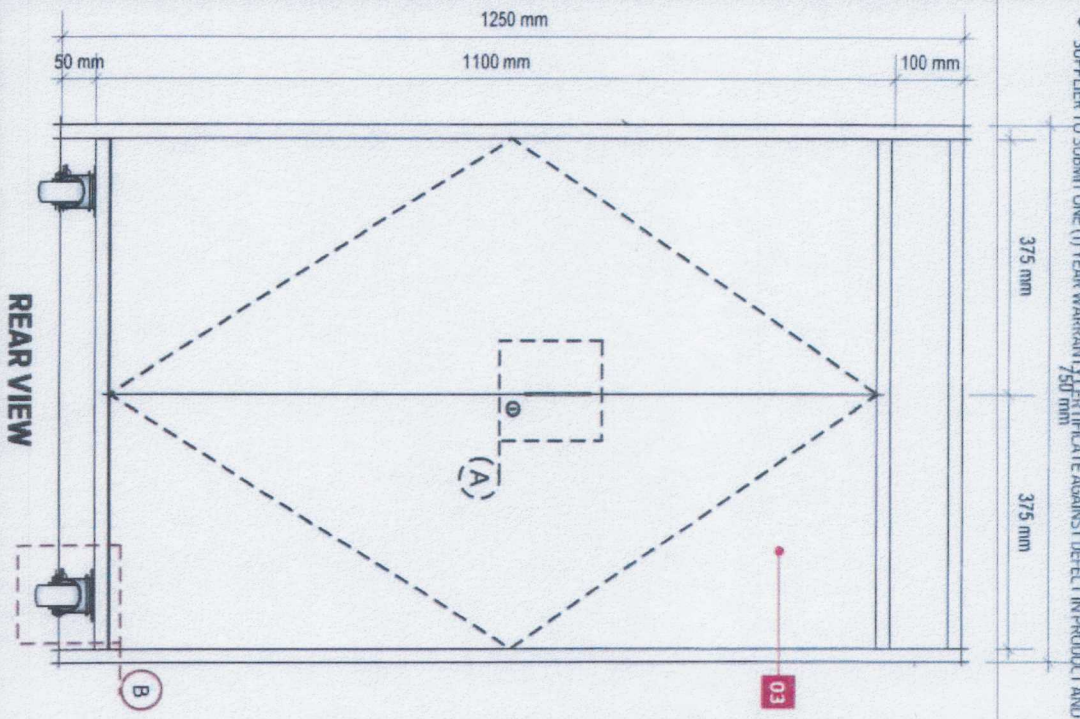
1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE MANILA

TITLE:		RECOMMENDING APPROVAL:		DESIGN:	TSL-PMED	SHEET NO.:
GUARD'S PODIUM				DRAWN:	TSL-PMED	GP 10F2
LANDBANK STANDARD DETAILS & SPECIFICATIONS		RICARDO D. SAMANIEGO HEAD PMED		DATE:	AUGUST 2020	
				REVIEWED:	J MISLANG	
				DATE:		

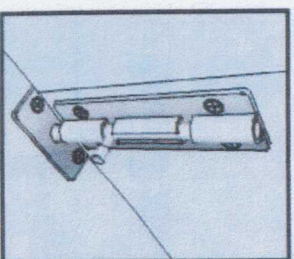
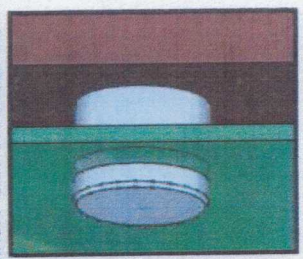
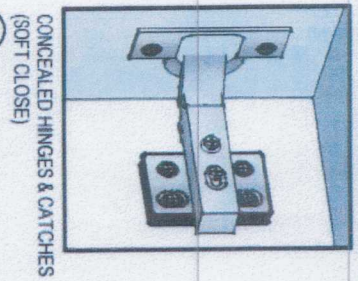
D-3

NOTES:

- WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS.
- CONTRACTOR/SUPPLIER SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS OF THE JOB.
- PMED MUST BE NOTIFIED IMMEDIATELY OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN IN THESE DRAWINGS.
- CONTRACTOR/SUPPLIER SHALL SUBMIT SHOP DRAWING AND PROTOTYPE TO PMED FOR APPROVAL BEFORE PRODUCTION.
- SUPPLIER TO SUBMIT ONE (1) YEAR WARRANTY CERTIFICATE AGAINST DEFECT IN PRODUCT AND WORKMANSHIP.



CLASS D



LAND BANK OF THE PHILIPPINES
PROJECT MANAGEMENT & ENGINEERING DEPT.
1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE MANILA

TITLE:	GUARD'S PODIUM
RECOMMENDING APPROVAL:	ESPERO D.L. SAMANIEGO HEAD, PMED
DESIGN:	TSL/PMED
DRAWN:	TSL/PMED
DATE:	AUGUST 2020
REVIEWED:	J. MISLANG
DATE:	

DESIGN:	TSL/PMED	SHEET NO.:	GP
DRAWN:	TSL/PMED		20F3
DATE:	AUGUST 2020		
REVIEWED:	J. MISLANG		
DATE:			

D-4

NOTES:

- WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS.
- CONTRACTOR/SUPPLIER SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS OF THE JOB.
- PAVED MUST BE NOTIFIED IMMEDIATELY OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN IN THESE DRAWINGS.
- CONTRACTOR/SUPPLIER SHALL SUBMIT SHOP DRAWINGS AND PROTOTYPE TO PAVED FOR APPROVAL BEFORE PRODUCTION.
- SUPPLIER TO SUBMIT ONE (1) YEAR WARRANTY CERTIFICATE AGAINST DEFECT IN PRODUCT AND WORKMANSHIP.

CLASS D

MATERIAL SPECIFICATIONS

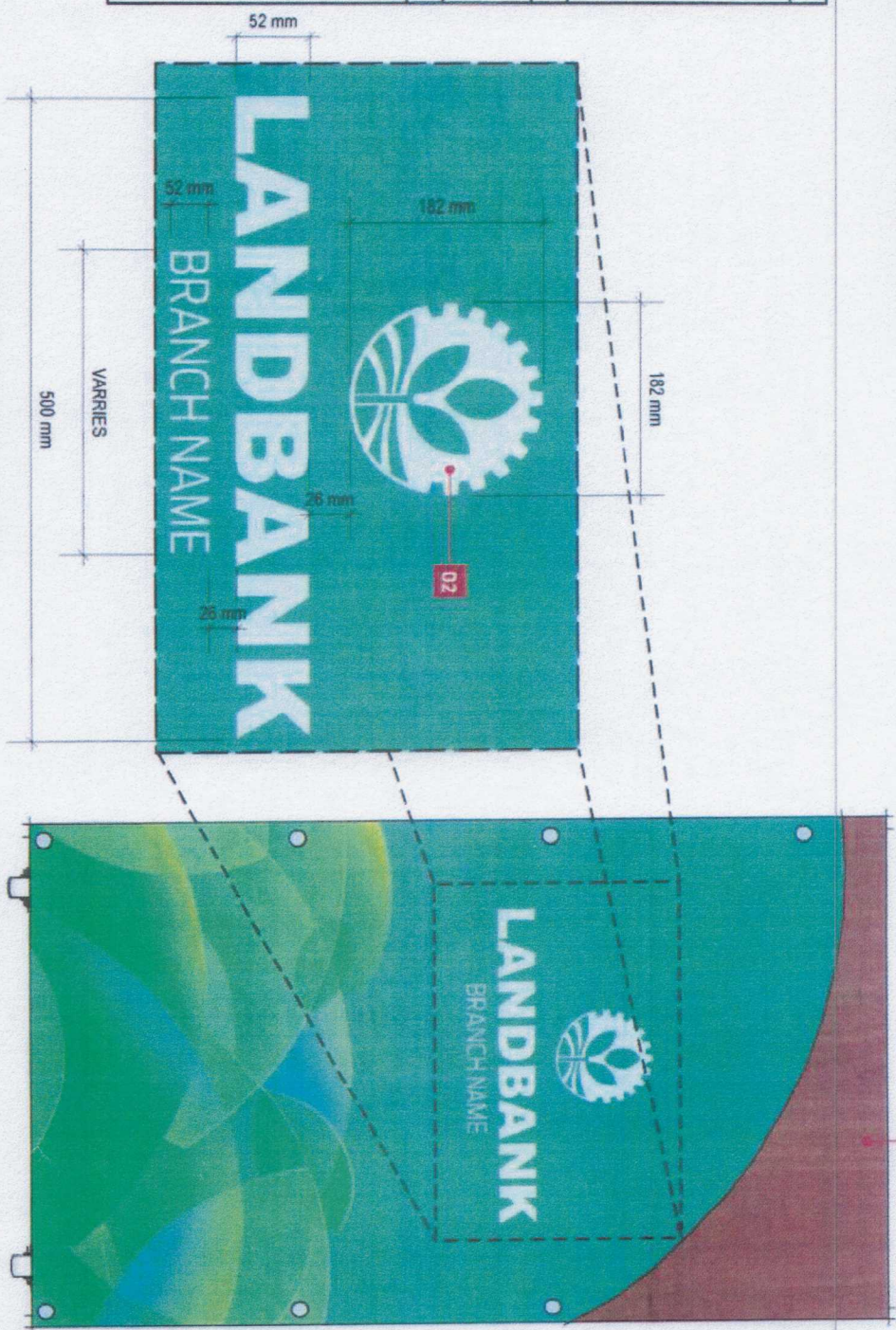
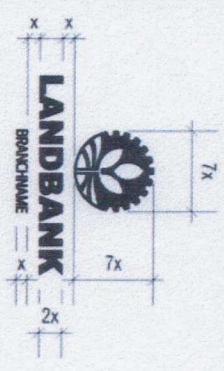
- 01 - SELF ADHESIVE DECORATIVE VINYL NO.1383
- 02 - REVERSED DIGITAL COLORED PRINTING ON CLEAR STICKER MOUNTED ON 3mm THK CLEAR ACRYLIC (COLOR: GREEN -PANTONE No. 355 C)
- 03 - 1/2" THK SOLID WOOD IN DUCCO FINISH (COLOR: OFF-WHITE)
- 04 - 24mm DIA. STAINLESS STEEL MOUNTING SCREWS COMPLETE WITH ACCESSORIES
- 05 - 70mm (2.75" x 1 1/4") HEAVY DUTY WHITE NYLON WHEEL CASTERS WITH LOCK CONNECTED TO BASE

FONT GUIDE

LANDBANK - ARIAL BLACK
BRANCHNAME - ANTENNACOND-LIGHT

SCALING REFERENCE

X = (GRID SQUARE) = 26mm



BLOW-UP DETAIL OF LOGO



LAND BANK OF THE PHILIPPINES
PROJECT MANAGEMENT & ENGINEERING DEPT.
1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE MANILA

TITLE:	LANDBANK STANDARD DETAILS & SPECIFICATIONS		
RECOMMENDING APPROVAL:	 ERICO D. SAMANIEGO HEAD, PAVED		
DESIGN:	TSU-PMED	SHEET NO.:	
DRAWN:	TSU-PMED	DATE:	AUGUST 2020
REVIEWED:	J. MISLANG	DATE:	
			GP
			3 OF 3

D-5