



LANDBANK

SERVING
THE NATION

SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-CW-20220929-01

PROJECT : **Replacement of Windbreakers at the 35th Floor, LANDBANK Plaza Headquarters, Malate, Manila**

IMPLEMENTOR : **HOBAC Secretariat Unit**

DATE : **December 6, 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-6), (Bid Data Sheet (Clause 10.3 of Section III), Specifications (Section VI) and Checklist of Bidding Documents (Item 10 of Technical Documents, and Items 15 and 18 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached revised Annexes D-1 to D-6 and specific sections of the Bidding Documents.
- 3) The submission and opening of bids is re-scheduled on **December 16, 2022** at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.


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

TERMS OF REFERENCE**I. Project Description:**

One (1) Lot – Supply, Delivery and Installation (SDI) including technical supervision, labor, materials and equipment for the Proposed Replacement of Windbreakers at the 35th floor, LANDBANK Plaza Headquarters, Malate, Manila

II. Objective:

The building's windbreaker is made of steel frames and Aluminum Composite Panel (ACP). Inspections were conducted by a structural consultant; the inspection revealed that the windbreaker panels are inadequately designed to resist winds up to 350kph, as evident on the damages observed. Restoration and replacement of the existing Windbreaker is necessary to ensure safety while providing aesthetics for the building.

III. Project Details:**1. Scope of Works**

- a. Perform survey/ocular inspection to verify actual site condition for the needed details and scope of works required in the implementation of the project.
- b. Mobilization
- c. Hauling of materials from Ground floor to 35th Floor.
- d. Installation of board-up at work areas but not limited to the following, safety nets, riggings and cordoning, if necessary.
- e. Dismantling/Demolition Works:
 - i. Installation of Scaffoldings.
 - ii. Dismantling of existing aluminum composite panels under the supervision of safety officer at all times.
 - iii. Dismantling and removal of existing steel frames.
- f. Steel Works :
 - i. Rehabilitation, removal of rust and painting of the existing steel structure that is bolted to the concrete.
 - ii. Fabrication/installation and welding on site of new 6m length steel angle bars (25mm x 25mm x 5mm Thk., 50mm x 50mm x 6mm Thk. and 75mm x 75mm x 6mm) for the supports and steel frame of the Windbreakers.
 - iii. Installation of new Aluminum composite panels (ACP).

CLASS D

- g. Paint Works:
 - i. Application of one (1) coat of epoxy primer and two (2) coats of QDE enamel finish (Color: Silver) on the exposed metal surfaces.
- h. Cleaning/hauling works (Note: All dismantled materials on site shall be turned over to FMD-PSO for safekeeping. However, all waste material/debris to be pulled out by the contractor, with the recommendation of FMD Engineer-in-Charge of the project, shall be properly documented and approved (i.e. PTS, waste material report, etc.).
- i. Disposal of debris/waste certified by FMD shall be at the expense of the contractor.
- j. Joint Inspection and punch listing/rectification on completed works shall be undertaken once the project is 90% complete.
- k. Turn-over and acceptance of project.
- l. Demobilization

2. Project Duration

One Hundred Twenty Days (120) calendar days reckon from the date receipt of the Notice to Proceed (NTP).

Note: A pre-construction meeting shall be conducted prior to the start of the project.

IV. Submittals:

Particulars	Description	Submission Date
Contractor's General Liability Insurance (CGLI) and Contractor's All Risk Insurance (CARI)	Full CGLI and CARI coverage for the entire duration of the project.	Upon receipt of Notice to Proceed or before actual implementation of project.

CLASS D

<p>List of Contractor's Key Equipment:</p> <ul style="list-style-type: none"> - Welding Machine - Drilling Machine - Lifting Equipment - Grinding machine - Portable Plasma Cutting Machine <p>List of Contractor's Key Personnel:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Position</th> <th style="width: 40%;">Years of Experience</th> </tr> <tr> <th></th> <th>Relative Experience</th> </tr> </thead> <tbody> <tr> <td>Project/Civil Engineer</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Safety and Health Officer</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Foreman</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Welder</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Scaffold Erector</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	Position	Years of Experience		Relative Experience	Project/Civil Engineer	5	Safety and Health Officer	5	Foreman	8	Welder	5	Scaffold Erector	5	<ul style="list-style-type: none"> • List of key personnel assigned for the project (Civil Engineer) with the following documents: <ul style="list-style-type: none"> ○ Curriculum Vitae ○ Certified copy of Professional Regulation Commission (PRC) ID or PRC Board Certificate ○ Employment Certificate • Safety and Health Officer-Certificate of training in BOSH and COSH • Carpenter - NC II certificate and certificate of employment. • Welder - SMAW NC I certificate and certificate of employment. • Foreman - SMAW NC II certificate and certificate of employment. 	<p>Prior to implementation of the project, the Contractor must coordinate with the project engineer the list of materials and equipment to be used.</p>
Position	Years of Experience															
	Relative Experience															
Project/Civil Engineer	5															
Safety and Health Officer	5															
Foreman	8															
Welder	5															
Scaffold Erector	5															
<p>Warranty Certificate</p>	<p>Two (2) years on supplied materials and against overall faulty workmanship effective upon turn-over & final acceptance.</p>	<p>Upon project turn-over and acceptance</p>														
<p>As-built Plans</p>	<p>Duly signed and sealed as-built plans in hard (blueprint) and digitized copy.</p>	<p>Upon project turn-over and acceptance.</p>														
<p>Clearances / Permits</p>	<p>Clearances / permits as may be required by government agencies relative to the project.</p>	<p>Prior to implementation of the project.</p>														

CLASS D

V. Contractor Qualification Requirement:

Qualification requirement	Documentary requirement
1. Must be a registered contractor engaged in the services for installation of exterior aluminum composite panel of high rise building (min. of 15-storey building) with a minimum of five (5) years active experience.	Submission of related project documents (e.g. previous/present contracts, Purchase Orders, Official receipt, etc.) of at least one (1) project completed in installation of aluminum composite panels for buildings .
2. Must be satisfactorily rated by at least two (2) previous clients/customers.	Certificates of Satisfactory Performance from each of the previous clients/customers.
3. Must conduct pre-inspection, verification and over-all project assessment seven (7) calendar days prior to opening of bid.	Certificate of Inspection issued by LANDBANK-FMD
4. Must have a PCAB License with a minimum Size Range of Small A, License Category C & D and specializations category listed below: <ul style="list-style-type: none">• GB-1 Category C & D	PCAB license valid (not expired) within the project duration of the project and by the time of submission of bid/proposal to Procurement Department.

VI. Manner of Payment:

1. All payments shall be subject to LANDBANK's standard accounting and auditing rules and regulation.

VII. Terms and Conditions:

1. All installations shall be based on the FMD-provided plan and specifications/details. Any changes in the plan shall be coordinated with FMD for approval prior to any implementation.
2. The contractor/supplier/service provider shall:
 - a. Ensure no old steel frame materials and aluminum composite panel shall be re-used for the project.

CLASS D


- b. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization. Work schedule is from 8:00 AM to 5:00PM from Monday to Sunday (including holiday), provided it will not cause any disruption in the operation of the Bank, otherwise, work schedules shall be adjusted accordingly.
- c. Deploy competent technicians/workers with vast experience and expertise in the entire undertaking and implementation of the project.
- d. Provide its workers with the required personal protective equipment (PPE) and appropriate tools in the implementation of the project in compliance with the Environmental Management System (EMS) Program of the Bank in accordance with the requirement of ISO 14000.
- e. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any person during implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
- f. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the Bank's Environmental Management System (EMS) Program and the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).
- g. Be bounded by and shall strictly observe the existing rules and regulations with regards to the standard security policies and procedures while inside the Bank's premises.

CLASS D

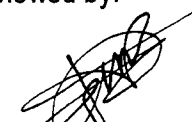
VIII. Contacts Persons:

For further information, you may get in touch with any of the undersigned at Tel Nos. (02) 522-000 locals 7360, 2323, 2196 and 8442.

Prepared by:


BRYAN NATHANIEL Y. CAULAN
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DC, FAD, FMD-FSU

Endorsed by:


RODRIGO P. OLBES, JR.
ADM, FMD-FSU

Approved by:


RAMIL T. REMILLANO
AVP, FMD

Bid Data Sheet

ITB Clause	
5.2	<p>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.2.4 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>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 <u>fabrication and/or installation of steel frames and/or aluminum composite panels</u>. Moreover, it must have been completed within ten (10) years prior to the set deadline for the submission and receipt of bids.</p>
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</p>

separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-Fin.

All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents. The documents must be signed by the authorized signatory/ies when required in the form.

The archived file and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening. The passwords for Copy 1 and Copy 2 shall be the same.

Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.

In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. The qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-081901(2)-C1-Mod1 and XYZ-081901(2)-C2-Mod1 containing XYZ-081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1, and b) Second Modification: XYZ-081901(2)-C1-Mod2 and XYZ-081901(2)-C2-Mod2, containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.

All bids shall be submitted electronically on or before the 10:00 A.M. deadline. 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

	<p>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> <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> <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 a minimum Size Range of Small A, License Category C & D and specialization as GB-1 Category C & D					
10.4	The minimum work experience requirements for key personnel are stated in Annex D-3					
10.5	The minimum major equipment requirements are stated in Annex D-3					
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="459 1469 1358 1890"> <thead> <tr> <th data-bbox="459 1469 986 1559">Form of Bid Security</th> <th data-bbox="986 1469 1358 1559">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 1559 986 1682">a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td data-bbox="986 1559 1358 1890" rowspan="2">PhP137,000.00</td> </tr> <tr> <td data-bbox="459 1682 986 1890">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</td> </tr> </tbody> </table>	Form of Bid Security	Minimum Amount of Bid Security	a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP137,000.00	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
Form of Bid Security	Minimum Amount of Bid Security					
a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP137,000.00					
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						

<p>Universal or Commercial Bank, if issued by a foreign bank; and</p>	
<p>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</p>	<p>PhP342,500.00</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.

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.

	<p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <p>(a) LIBI-Forex 14th Floor, LANDBANK Plaza Building Telephone 8-710-7114 (Every Tuesday and Thursday)</p> <p>(b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephones 8-812-4911 and 8-867-1064</p> <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>Replacement of Windbreakers at the 35th Floor, LANDBANK Plaza Headquarters, Malate, Manila with Project Identification No. LBP-HOBAC-ITB-CW-20220929-01.</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>

	In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.
20	<p>This shall include all of the following documents:</p> <ol style="list-style-type: none">1) 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 eFPS2) Latest Income Tax Return filed manually or through eFPS3) Manpower Schedule4) Construction Method5) Equipment Utilization Schedule6) PERT/CPM or other acceptable tools of project scheduling7) Construction Schedule and S-curve8) Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).9) Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).10) 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.
21	No further instructions.

Section VI. Specifications

Name of Projects	Work Completion (Number of calendar days to start upon receipt of Notice to Proceed)								
<p>Replacement of Windbreakers at the 35th Floor, LANDBANK Plaza Headquarters, Malate, Manila</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-top: 10px;"> <thead> <tr> <th style="width: 25%; padding: 5px;">Annexes D-1 to D-6</th> <th style="width: 75%; padding: 5px;">Revised Terms of Reference</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Annex D-3</td> <td style="padding: 5px;">Work Experience and Equipment Requirements</td> </tr> <tr> <td style="padding: 5px;">Annexes E-1 to E-3</td> <td style="padding: 5px;">Detailed Drawings</td> </tr> <tr> <td style="padding: 5px;">Annex F</td> <td style="padding: 5px;">Bill of Quantities</td> </tr> </tbody> </table> <p>The documentary requirements enumerated in the Sections IV (Submittals) and V (Contractor Qualification Requirement) of the Revised Terms of Reference in 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>	Annexes D-1 to D-6	Revised Terms of Reference	Annex D-3	Work Experience and Equipment Requirements	Annexes E-1 to E-3	Detailed Drawings	Annex F	Bill of Quantities	<p>One Hundred Twenty (120) calendar days</p>
Annexes D-1 to D-6	Revised Terms of Reference								
Annex D-3	Work Experience and Equipment Requirements								
Annexes E-1 to E-3	Detailed Drawings								
Annex F	Bill of Quantities								

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

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

12. **Section VIII – Bill of Quantities**

13. **Project Requirements**, which shall include the following:

- a. Organizational chart for the contract to be bid.
- b. List of contractor's key personnel to be assigned to the contract to be bid with the following supporting documents:
 - Curriculum Vitae
 - Certified photo copy of Professional Regulation Commission (PRC) ID of PRC Board Certificate
 - Employment Certificate
- c. Safety and Health Officer Certificate of Training in BOSH and COSH.

d. 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 D-3).

14. 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 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)].**

15. Documents of at least **one (1)** completed project related to the installation of **aluminum composite panels for buildings** (e.g. Contracts, Purchase Orders, Official Receipts, etc.).

16. Certificate of Satisfactory Performance from at least two (2) previous clients/customers.

17. Certificate of Inspection issued by LANDBANK FMD.

18. Copy of PCAB License **with a minimum Size Range of Small A, License Category C & D and specialization category of GB-1 Category C & D** valid within the duration of the project and by the time of submission of bid/proposal.

○ **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. Manpower Schedule

22. Construction Method

23. Equipment Utilization Schedule

24. PERT/CPM or other acceptable tools of project scheduling
25. Construction Schedule and S-curve
26. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
27. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
28. 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.