



# LANDBANK

SERVING THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20221003-01**


**PROJECT** : **Various Systems Furniture for LANDBANK Plaza**  
**IMPLEMENTOR** : **HOBAC Secretariat Unit**  
**DATE** : **December 23, 2022**

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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, Specifications and Drawings (Annexes D-1 to D-31), Bid Data Sheet (Clause 20 of Section III), Technical Specifications (Section VII), and Checklist of Bidding Documents (Item 12 of Technical Documents and Item 18.1 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached revised Annexes D-1 to D-31 and specific sections of the Bidding Documents.
- 3) The submission and opening of bids is re-scheduled on **January 13, 2023** at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.

  
**REMEDIOS S. LACADEN**  
Officer-in-Charge  
HOBAC Secretariat Unit

## 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> <p style="margin-left: 40px;">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> <p style="text-align: center; margin-left: 100px;">or</p> <p style="margin-left: 40px;">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> <p>A contract shall be considered similar to this Project if it involves supply, delivery and installation of systems/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.						
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-top: 10px;"> <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 style="padding: 5px;">(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; padding: 5px;">P754,380.00</td> </tr> <tr> <td style="padding: 5px;">(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> </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;	P754,380.00	(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
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(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P754,380.00						
(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							

	<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>P1,885,950.00</p>
<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 Confirmation shall serve as proof of payment of the cash bid security.</p> <p>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.</p> <p>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.</p> <p>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:</p> <p>(a) CBD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building          Telephone No. 8-405-7345 local 2117          (For Assets 1 Billion and up)</p> <p>(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building          Telephone No. 8-405-7431 local 7431          (For Assets below 1 Billion)</p> <p>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> <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p>		

	<p>(a) LIBI-Forex 14<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-710-7114 (Every Tuesday and Thursday)</p> <p>(b) 12<sup>th</sup> Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephone Nos. 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 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 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</p>

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.

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.

16	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on _____. 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><u><i>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.</i></u> 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> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>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.</p> <p>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.</p>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>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> <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 Systems Furniture for LANDBANK Plaza with Project Identification Number LBP-HOBAC-ITB-GS-20221003-01.</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>

20	<p>The following documents shall be submitted by the Bidder with the Lowest Calculated Bid:</p> <ol style="list-style-type: none"><li>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 EFPS.</li><li>2. Latest Income Tax Return filed manually or through EFPS.</li><li>3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).</li><li>4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).</li><li>5. 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).</li><li>6. <b>To be submitted within five (5) calendar days upon receipt of request from FMD:</b><ol style="list-style-type: none"><li>6.1 <b>Material samples</b> <b>Sample of fabric design and color of frames for workstations – closest color/swatches to the existing workstation.</b></li></ol></li><li>7. To be submitted within twelve (12) calendar days upon receipt of request from FMD:<ol style="list-style-type: none"><li>7.1 Mock-up unit</li></ol></li></ol>
21	No further instructions.



## Technical Specifications

<b>Specifications</b>	<b>Statement of Compliance</b>
<p><b>Various Systems Furniture for LANDBANK Plaza</b></p> <ol style="list-style-type: none"><li>1. Terms of Reference, specifications and drawings per attached <b>Revised Annexes D-1 to D-31</b>. Layouts per attached Annexes D-32 to D-44.</li><li>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"><li>2.1 List of at least five (5) completed projects with five (5) different clients for the last three (3) years indicating the name of the projects, name of client with complete address and contact details supported by copies of Contract Agreement and/or Purchase Order from said clients for each completed project.</li><li>2.2 LTO Official Receipt (OR) and Certificate of Registration (CR) or other documents showing proof of ownership of the vehicle and/or right to use the vehicle.</li><li>2.3 Product brochures or other official</li></ol></li></ol>	<p><b>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.</b></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><b>Please state here either “Comply” or “Not Comply”</b></p>

<p>documents coming from the manufacturer indicating the complete specifications of the offered systems 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><b>2.5 Material samples of the parts/components of the items and mock-up unit as basis in the post qualification evaluation.</b></p> <p><b>2.5.1. Material samples shall be submitted within five (5) calendar days upon receipt of request from FMD. Sample of fabric design and color of frames for workstations – closest color/swatches to the existing workstation.</b></p> <p>2.5.2. Mock-up unit shall be submitted within twelve (12) calendar days upon receipt of request from FMD.</p> <p>2.6 Certificate of Inspection issued by the LANDBANK – FMD.</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.
  - **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) completed projects with five (5) different clients for the last three (3) years indicating the name of the projects, name of client 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 and/or right to use the 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. 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 five (5) calendar days upon receipt of request from FMD. Sample of fabric design and color of frames for workstations – closest color/swatches to the existing workstation.**
    - 18.2 Mock-up unit shall be submitted within twelve (12) calendar days upon receipt of request from FMD.
  19. Certificate of Inspection issued by the LANDBANK – FMD.
- **Post-Qualification Documents/Requirements – [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).

**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****I. Project Description:**

Supply, Delivery and Installation, including the technical supervision, labor, tools, materials and equipment, of systems furniture at LANDBANK Plaza

**II. Objectives:**

1. To provide workstations for additional occupants in the LANDBANK Plaza
2. To complete the reconfiguration of the LANDBANK Plaza

**III. Scope of the Project:**

1. Conduct survey/ocular inspection to verify the actual condition for the needed details required in the implementation of the project
2. Mobilization
3. Delivery of systems furniture
4. Installation of assembled systems furniture as per proposed layout
5. Punch listing
6. Rectification works
7. Final and Joint Inspection
8. Turn-over and acceptance
9. Demobilization

**Project Duration:**

The project duration covering supply, delivery and installation of systems furniture shall be Two Hundred Forty (240) calendar days to commence seven (7) calendar days after receipt of Notice to Proceed (NTP)

**IV. Submittals:**

<b>Particulars</b>	<b>Description</b>	<b>Submission Date</b>
Contractor's All Risk Insurance (CARI) policy	Full CARI coverage for the entire duration of the project.	Upon receipt of issuance of Notice to Proceed and before actual implementation of project.
List of Contractor's Key Personnel and Equipment:	List of personnel assigned for the project implementation and electrically-operated tools/equipment with corresponding power rating and electrical loading	Prior to implementation of the project, the Contractor must coordinate with the project engineer the list of materials and equipment to be used.
Permits	Work permits to be secured from FMD	Prior to implementation of the project
Warranty Certificate a. on workmanship	a. Three (3) years on supplied materials and against faulty	Upon submission of project turn-over and acceptance

## CLASS D

	workmanship effective upon turn-over & final acceptance.	
b. On supplied materials	b. Three (3) years	

### V. Supplier Qualification Requirements:

Qualification	Documentary Requirements
A recognized supplier/company of systems furniture duly organized under the laws of the Philippines	PhilGEPs Registration Number – a valid PhilGEPs Registration Certificate (Platinum Certificate)
Must have at least three (3) years of experience in the supply, delivery and installation of systems furniture	<p>a. List of at least five (5) completed projects with five (5) different clients for the last three (3) years indicating the following:</p> <ul style="list-style-type: none"> <li>• Name of project</li> <li>• Name of client</li> <li>• Complete address</li> <li>• Name of contact person / person coordinated with</li> <li>• Contact details</li> </ul> <p>b. Copy of Contract Agreement and/or Purchase Order issued by the said clients for each completed projects</p>
Must have at least one (1) service delivery vehicle (preferably enclosed elf truck or pick-up)	<p>a. LTO Official Receipt (OR) and Certificate of Registration (CR)</p> <p>b. Other documents showing proof of ownership of the vehicle and/or right to use the vehicle</p>
Must be satisfactorily rated by at least two (2) previous clients/customers	Certificates of Satisfactory Performance from two (2) previous clients/customers
Must have brochures or official documents from the manufacturer indicating the complete specifications of the item	<p>a. Product brochures or other official documents indicating specifications of the item</p> <p>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</p> <ul style="list-style-type: none"> <li>• Model name and type</li> <li>• Perspective/photo of the item</li> <li>• Drawing/sketch views with dimensions/measurements (Plan/Top View, Front Elevation, Rear Elevation)</li> <li>• Complete description of the items including parts and components</li> </ul> <p>c. Manufacturer's Authorization or its equivalent document confirming that the supplier is an authorized seller/distributor of the product</p>
Must provide the following technical documents	<p>a. Suppliers must submit:</p> <ul style="list-style-type: none"> <li>• <b>material samples after five (5) days after opening of bid</b></li> <li>• <b>sample of fabric design and color of frames for workstations – closest color/swatches to the existing workstation</b></li> <li>• Mock-up unit within twelve (12) calendar days upon receipt of request</li> </ul>



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	from FMD, as basis in the post qualification evaluation b. Within five (5) working days (w.d.) after delivery and installation, the supplier shall submit photos of each items as reference by FMD during the punch listing
Must conduct pre-inspection, verification and overall project assessment seven (7) days prior to the opening of the bid	Certificate of Inspection issued by LANDBANK-FMD
Shall conduct site inspection and be responsible for the dimensions and conditions of the job	a. The supplier shall verify the actual dimensions on site. Discrepancies between the plans and actual dimensions and descriptions of parts and components shall be submitted to FMD for approval prior to fabrication/implementation

### VI. Manner of Payment:

Payment	Requirements
Full payment or Partial payment <sup>1</sup> of the contract price	The supplier shall be paid within sixty (60) days upon submission of the following: <ul style="list-style-type: none"> <li>• Sales Invoice</li> <li>• Photos of actual units</li> <li>• Warranty Certificate</li> <li>• Certificate of Completion/Final Acceptance</li> <li>• Delivery Receipt</li> <li>• Inspection Report</li> </ul>

<sup>1</sup> – Partial payment: For partial or staggered supply, delivery and installation of the items, only if the contract allows. Partial payment must correspond to the value of the items accepted.

### VIII. Other Terms and Conditions:

1. The contractor/supplier/service provider shall:
  - a. Submit baseline schedule, manpower allocation as well as equipment allocation subject to evaluation of FMD.
  - b. Submit detailed price per parts for each workstation for future reference in case of additional requirements by LANDBANK.**
  - c. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization.
  - 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 in the 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.

## CLASS D

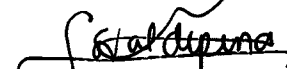
- f. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the Bank's Environmental Management System (EMS) Program 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.
  - h. All materials including accessories to be installed/ used shall comply with the details on the plans and specifications provided by FMD. Other details not specifically indicated on plans shall be based and patterned on the existing materials. Approval of actual sample shall be required prior to any installation.
  - i. Work schedule is from 5:00 PM to 4:00AM from Monday to Friday and from 8:00 AM to 5:00 PM on Saturday to Sunday (including holiday), provided it will not cause any disruption in the operation of the Bank, otherwise, work schedules shall be adjusted accordingly.
  - j. Deploy only competent workers (with prior approval with FMD) with vast experience and expertise in the entire undertaking and implementation of the project.
  - k. Provide a storage/barracks/office area at designated area approved by FMD.
2. A pre-construction meeting shall be conducted prior to the start of the project.
  3. 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.
  4. The electrical power supply and voice and data will be undertaken by FMD technicians.
  5. All waste materials shall be pulled out and dispose by the service provider. FMD Property Supply Officer, with the recommendations of FMD project-in-charge, shall certify all waste material/debris to be pulled out once proper documents are approved (i.e. Property Transfer Slip (PTS), waste material report, etc.). Further, materials with value and possible usage of the Bank shall be turned over to FMD-PSO for safekeeping.
- 6. Basis for quotation must be the Bill of Quantities (BOQ).**
- 7. Site preparation and dismantling of existing workstations shall be undertaken by FMD technical personnel.**

### IX. Contacts Persons:

For further information, you may get in touch with any of the undersigned at Tel Nos. (02) 522-0000 locals 2196, 2323 and 8442.

**CLASS D**

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