



**LANDBANK**

SERVING  
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20221209-02**

**PROJECT** : **Various Steel Cabinets for Nineteen (19) LANDBANK Offices**  
**IMPLEMENTOR** : **HOBAC Secretariat Unit**  
**DATE** : **February 10, 2023**

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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 (Annexes D-1 to D-3), Schedule of Requirements (Section VI), Technical Specifications (Section VII), and Checklist of Bidding Documents (Items 11 and 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-3 and specific sections of the Bidding Documents.

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

# Schedule of Requirements

The delivery schedule/contract period expressed as weeks/months/years stipulates hereafter a delivery/performance period which is the period within which to deliver the goods or perform the services in the project site/s.

Description	Quantity	Delivery Period
Various Steel Cabinets for Nineteen (19) LANDBANK Offices	Refer to Bill of Quantities (Annexes F-1 and F-2)	Refer to <b>Terms of Reference (Revised Annex D-2)</b>
<p><u>Delivery Site:</u></p> <p><b>LANDBANK Head Office</b> 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila Contact Details: Mr. Ramil P. Remillano / 8405-7360</p> <p><b>LANDBANK Fort Bonifacio Branch</b> NAMRIA Compound, Lawton Avenue, Fort Bonifacio, Taguig City Contact Details: Ms. Irene L. Pascual / 8887-2876, 8889-7368, 8889-7367</p> <p><b>LANDBANK Pasig C. Raymundo Branch</b> Solen Building, F. Legazpi St. corner C. Raymundo Ave., Brgy. Maybunga, Pasig City Contact Details: Ms. Rina E. Oscillada / 8640-3652, 8643-8886, 8710-7557</p> <p><b>LANDBANK Shaw-Escriva Drive Branch</b> Tune Hotel, Lot 5, Block 4, Shaw Boulevard, San Antonio, Pasig City Contact Details: Ms. Gay B. Garcia / 8633-9276 to 78</p> <p><b>LANDBANK Quezon City Hall Branch</b> CTO West Wing Annex Building, Quezon City Hall Compound, Quezon City Contact Details: Ms. Josephine D. Santiago / 8285-5015</p> <p><b>LANDBANK Las Piñas-Zapote Branch</b> UCPB Building, Real Street, Alabang-Zapote Road, Zapote, Las Piñas City Contact Details: Ms. Christie B. Arcilla / 8871-2877, 8873-9236, 8873-0939</p> <p><b>LANDBANK Sucat-A. Santos Ave. Branch</b> 8404 Dr. A. Santos Avenue corner Rainbow Drive, BF Homes 1, Sucat, Parañaque City Contact Details: Mr. Martin Philip D. Soliman / 8825-0839, 8829-2517</p> <p><b>LANDBANK Binalonan Branch</b> Mc Kinley Street, Poblacion, Binalonan, Pangasinan Contact Details: Ms. Cindy S. Cabrera / (075) 636-3938, 636-3940</p> <p><b>LANDBANK Santiago Branch</b> Heritage Building, Maharlika Road, Santiago City, Isabela Contact Details: Ms. Virginia M. Sevilla / (078) 305-2886, 305-0134</p> <p><b>LANDBANK Cainta Junction Branch</b> UCPB Building, Felix Avenue, Cainta Junction, Sto. Domingo, Cainta, Rizal Contact Details: Ms. Jennifer V. Cagampan / 8655-4050 to 52</p> <p><b>LANDBANK Calamba Crossing Branch</b> G/F Lazaro &amp; Borres Building, National Highway, Crossing, Barangay Uno, Calamba City, Laguna Contact Details: Mr. Leo L. Francia / (049) 545-2902, 545-2252</p> <p><b>LANDBANK Mamburao Branch</b> Bernardo Building, #14 Rizal Street, Barangay 5, Mamburao, Occidental Mindoro Contact Details: Mr. Russel F. Remo / (043) 458-9651</p>		

**LANDBANK Naga Gen. Luna Branch**

LBRDC Building, General Luna Street, Naga City, Camarines Sur  
Contact Details: Ms. Aisha Rhea B. Catolico / 0932-558-6780, 0956-903-4149

**LANDBANK Jolo Branch**

Travisi Street, Jolo, Sulu  
Contact Details: Ms. Shiela A. Salim / 0916-139-8223

**LANDBANK Zamboanga Main Branch**

Ground Floor LANDBANK Building, F. Marcos cor. Valderosa Sts., Pettit Barracks, Zamboanga City, Zamboanga del Sur  
Contact Details: Mr. Rodolfo A. Luceñada / (062) 991-2173, 991-0621

**Conforme:**

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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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Position

# Technical Specifications

<b>Specifications</b>	<b>Statement of Compliance</b>
<p><b>Various Steel Cabinets for Nineteen (19) LANDBANK Offices</b></p> <p>Notes:</p> <ol style="list-style-type: none"><li>1. Technical specifications and other requirements per attached <b>Terms of Reference (TOR) – Revised Annexes D-1 to D-3</b> and Drawings – Annexes E-1 to E-20.</li><li>2. The documentary requirements enumerated in the TOR shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements.</li></ol> <p>Non-submission of above requirement may result to post-disqualification of the bidder.</p>	<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>

**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 – Revised Schedule of Requirements with signature of bidder's authorized representative.**
    12. **Section VII – Revised 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 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 following:
    - Name of Project
    - Name of Client
    - Complete address
    - Name of contact person/Person coordinated with
    - Contact details
  15. Copy of Contract Agreement and/or Purchase Order issued by the said clients for each completed projects.
  16. Photocopy of LTO Official Receipt (OR) and Certificate of Registration (CR) or other documents as proof of ownership of the vehicle and/or right to use the vehicle.
  17. Product Brochures or other official documents indicating the complete specifications of the item.
  18. Detailed drawings printed on the supplier's official letterhead and signed by authorized representative to include the following (per item/type of unit):
    - Model Name and Type
    - Perspective photo of the item
    - Drawing/sketch views with dimension/measurements (Top View, Front, Right, Left and Rear Side Elevations).
    - Complete description of the items including parts and components.
  19. Manufacturer's Authorization/Certification or equivalent document confirming that the bidder is an authorized seller/distributor of the product.
- **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. Duly filled out Bill of Quantities Form signed by the Bidder's authorized representative (Annexes F-1 and F-2).

***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 AND DELIVERY OF STEEL CABINETS AND SHELVES**

**I. QUALIFICATION AND DOCUMENTARY REQUIREMENTS**

<b>QUALIFICATIONS</b>	<b>DOCUMENTARY REQUIREMENTS</b>
<p>1. The supplier must have at least three (3) years of experience in the supply, delivery of office chairs - preferably banks - with at least five (5) completed projects/ contracts from five (5) different clients in the Philippines.</p>	<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> <ol style="list-style-type: none"> <li>1. Name of Project</li> <li>2. Name of Client</li> <li>3. Complete address</li> <li>4. Name of contact person/ Person coordinated with</li> <li>5. Contact Details</li> </ol> <p>b. Copy of Contract Agreement and/or Purchase Order issued by the said clients for each completed project.</p>
<p>2. Must have a at least one (1) service delivery vehicle (preferably enclosed elf truck or pick-up)</p>	<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>
<p>3. The supplier must have brochures or official documents from the manufacturer indicating the complete specifications of the item.</p>	<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> <ol style="list-style-type: none"> <li>1. Model Name and Type</li> <li>2. Perspective/ Photo of the item</li> <li>3. Drawing/ sketch views with dimensions/ measurements (Plan/ Top View, Front Elevation, Right</li> </ol>

	Elevation, Left Side Elevation, Rear Elevation) 4. Complete description of the items including parts and components.
4. The supplier must provide the following technical documents	a. Manufacturer's Authorization/ Certification or equivalent document confirming that the supplier is an authorized seller/ distributor of the product.  b. For new suppliers: submit material samples of the parts/ components of the items and mock-up unit for PMED's approval prior to production. <ul style="list-style-type: none"> <li>• Material samples shall be submitted within three (3) calendar days upon issuance of Notice to Proceed (NTP).</li> <li>• Mock-up unit shall be submitted within ten (10) calendar days upon approval of the material samples.</li> </ul> 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.

**II. PROJECT DURATION**

Please refer to the table below for the duration for the supply and delivery of steel cabinets and shelves:

LOCATION	DURATION (in c.d.)
1. NATIONAL CAPITAL REGION	30 days
2. NORTHERN LUZON	30 days
3. CENTRAL LUZON	30 days
4. SOUTHERN LUZON	30 days
5. VISAYAS	40 days
6. MINDANAO	40 days

Delivery of the items to the project site shall commence upon the issuance of Notice of Advice from PMED.

**III. WARRANTY**

The supplier shall submit a warranty certificate against any defect in product (including labor, parts and other incidental chargers), with validity of one (1) year from the issuance of the Certificate of Completion/ Final Acceptance.

Prepared by:

Reviewed by:

Approved by:

  
**SARAHLEEN B. BUAG**  
Architect, TSU-PMED

  
**JOHN ALBEN V. MISLANA**  
Head, TSU-PMED

  
**ENRICO D.J. SAMANIEGO**  
DM, PMED

READ AND ACCEPTED AS PART OF THE CONTRACT

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date