



LANDBANK

SERVING THE NATION

SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20230112-01

PROJECT : **LANDBANK Logo and Signages for LANDBANK Plaza**
IMPLEMENTOR : **HOBAC Secretariat Unit**
DATE : **February 10, 2023**

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-10), Special Condition of the Contract (Clause 5 of Section V), Schedule of Requirements (Section VI), Technical Specifications (Section VII), Bill of Quantities (Annexes E-1 to E-3), Schedule of Prices for Goods Offered from within the Philippines and Abroad (Form No. 2), and Checklist of Bidding Documents (Items 11 and 12 of Technical Documents and Item 3 of Financial Component) have been revised. Please see attached revised Form No. 2, Annexes D-1 to D-10, and Annexes E-1 to E-3 and specific sections of the Bidding Documents.


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

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|-----|--|
| | <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> |
| 2.2 | <p>Payment shall be through direct credit to the winning bidder's deposit account with LANDBANK. The winning bidder is required to maintain a deposit account with LANDBANK's Cash Department or any of its Branches.</p> <p>The following documentary requirements for payment shall be submitted:</p> <ul style="list-style-type: none"> • Sales Invoice/Billing Statement/Statement of Account. • Delivery Receipt with printed name and signature of LANDBANK employee who received the delivery and actual date of receipt of items. • Warranty Certificate specifying the period covered by the warranty. <p>The Supplier shall be paid within sixty (60) calendar days after submission of sales invoice or claim and complete documentary requirements.</p> |
| 4 | Maintain the GCC Clause. |
| 5 | Three (3) year warranty on supplied materials (LED module lights) and ten (10) years against overall workmanship effective upon turn-over & final acceptance. |
| 6 | Maintain the GCC Clause. |

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.

| Lot No. | Description | Quantity | Delivery Weeks/Months |
|--|--|---|---|
| 1 | LANDBANK Logo and Signages for LANDBANK Plaza: | One (1) Lot See attached Revised Bill of Quantities per Annexes E-1 to E-3 | Two hundred forty (240) calendar days to commence seven (7) calendar days after receipt of Notice to Proceed. |
| <p>Delivery Site: LANDBANK Plaza 1598 MH del Pilar corner Quintos Streets, Malate, Manila</p> <p>Contact Person: Mr. Ramil P. Remillano Head, LANDBANK Facilities Management Department</p> <p>Contact Nos.: 8-522-0000 locals 7360, 2323, 2196 and 8442</p> | | | |

Conforme:

 Name of Bidder

 Signature Over Printed Name of
 Authorized Representative

 Position

Technical Specifications

| Specifications | Statement of Compliance |
|---|---|
| <p style="text-align: center;">LANDBANK Logo and Signages for LANDBANK Plaza</p> <ol style="list-style-type: none"> 1. Scope of works, minimum specifications, and other requirements per attached Revised Terms of Reference (Annexes D-1 to D-10), Floor Plan Lay-outs (Annexes D-11 to D-22), and Revised Bill of Quantities (Annexes E-1 and E-3) 2. The following documents shall be submitted in the Eligibility and Technical Component to support the compliance of the Bid to the technical specifications and other requirements: <ol style="list-style-type: none"> 2.1 At least two (2) related project documents [e.g. previous/present contracts, Purchase Orders, Official Receipt, etc. within the last five (5) years.] 2.2 Valid PCAB license (not expired) | <p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p> <p style="text-align: center;">Please state here either “Comply” or “Not Comply”</p> |

within the duration of the project and by the time of submission of bid/proposal.

2.3 For Civil/Structural Engineers who will be employed in the project:

- Curriculum Vitae
- Certified copy of Professional Regulation Commission (PRC) ID or PRC Board Certificate
- Employment Certificate
- Certificate of Membership from ASEP/PICE Specialty Division as structural specialist

2.4 Certificate of Training in Basic Occupational Safety & Health (BOSH) and Construction Occupational Safety & Health (COSH) of the Safety and Health Officer who will be employed in the project (Documentary requirements may be submitted during the evaluation of post qualification).

2.5 Certification on Construction Heavy Equipment (CHE) from the accredited agency by Department of Labor and Employment (DOLE) of one (1) Gondola Operator and two (2) highly trained technicians who will be employed in the project (Documentary requirements may be submitted during the evaluation of post qualification).

2.6 NC II Certificate and Certificate of Employment of other employees (Electrician, Scaffold Erector and Carpenter) who will be employed in the project. SMAW NC I Certificate for the Welder and SMAW NC II Certificate for the Foreman.

2.7 NC II Certificate or Certificate of Training for the use of Rebar Detector from supplier or distributor (e.g. Hilti, CIFRA, Bosch, Fischer, etc.) (Documentary requirements may be submitted during the evaluation of post qualification.)

| | |
|---|--|
| <p>2.8 Certificate of Satisfactory Performance from two (2) previous clients/customers.</p> <p>2.9 Certificate of Inspection issued by LANDBANK Facilities Management Department</p> <p>Non-submission of the above documents/requirements may result in the post-disqualification of the bidder.</p> | |
|---|--|

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES
 For Goods Offered from Within the Philippines

Name of Bidder _____

Project ID No. LBP-HOBAC-ITB-GS-20230112-01

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---------|---|-------------------|---|------------------|---|--|--|-------------------------------------|---|
| Lot No. | Description | Country of Origin | Quantity | Unit Price (EXW) | Transportation and Insurance and all other costs incidental to delivery, per item | Sales and other taxes payable if Contract is awarded, per item | Cost of Incidental Services, if applicable, per item | Total Price, per unit (col 5+6+7+8) | Total Price delivered Final Destination |
| 1 | LANDBANK Logo and Signages for LANDBANK Plaza | _____ | One (1) Lot [Refer to the Revised Bill of Quantities (Annexes E-1 to E-3 for the detailed breakdown of components and Contract Price)] | PHP NA | PHP NA | PHP NA | PHP NA | PHP NA | PHP |

Note: Duly accomplished **Revised Bill of Quantities Form (Annexes E-1 to E-3)** shall be submitted.

Non-submission of this document may be a ground for a "Failed" rating of the Bid.

Please credit payment to:

 Name of Bidder

 Account Name:

 Signature over Printed Name of Authorized Representative

 Account Number:

 Position

 LBP Branch:

Form No. 2

SCHEDULE OF PRICES
 For Goods Offered from Abroad

Name of Bidder _____ Project ID No. **LBP-HOBAC-ITB-GS-20230112-01**

| 1 Lot No. | 2 Description | 3 Country of Origin | 4 Quantity | 5 Unit Price* (specify port) or CIP named place (specify border point or place of destination) | 6 Transportation and insurance and all other costs incidental to delivery, per item | 7 Sales and other taxes payable if Contract is awarded, per item | 8 Cost of Incidental Services, if applicable, per item | 9 Total Price, per unit (col 5+6+7+8) | 10 Total Price delivered Final Destination |
|--------------|---|------------------------|---|--|--|---|---|--|---|
| 1 | LANDBANK Logo and Signages for LANDBANK Plaza | _____ | One (1) Lot [Refer to the Revised Bill of Quantities (Annexes E-1 to E-3 for the detailed breakdown of components and Contract Price)] | PHP NA | PHP NA | PHP NA | PHP NA | PHP NA | PHP |

Note: Duly accomplished Revised Bill of Quantities Form (Annexes E-1 to E-3) shall be submitted. Non-submission of this document may be a ground for a "Failed" rating of the Bid.

Please credit payment to:

 Name of Bidder

Account Name: _____

 Signature over Printed Name of Authorized Representative

Account Number: _____

 Position

LBP Branch: _____

Checklist of Bidding Documents for Procurement of Goods and Services

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Components (PDF File)

- **The Eligibility and Technical Component shall contain documents sequentially arranged as follows:**

- **Eligibility Documents – Class “A”**

Legal Eligibility Document

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. **Revised 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. At least two (2) related project documents [e.g. previous/present contracts, Purchase Orders, Official Receipt, etc. within the last five (5) years].
15. Valid PCAB license valid (not expired) within the duration of the project and by the time of submission of bid/proposal.
16. For Civil/Structural Engineers who will be employed in the project:
 - a. Curriculum Vitae
 - b. Certified copy of Professional Regulation Commission (PRC) ID or PRC Board Certificate
 - c. Employment Certificate
 - d. Certificate of Membership from ASEP/PICE Specialty Division as structural specialist
17. Certificate of Training in BOSH and COSH of the Safety and Health Officer who will be employed in the project (Documentary requirements may be submitted during the evaluation of post qualification).
18. Certification on Construction Heavy Equipment (CHE) from the accredited agency by Department of Labor and Employment (DOLE) of one (1) Gondola Operator and two (2) highly trained technicians who will be employed in the project (Documentary requirements may be submitted during the evaluation of post qualification).

19. NC II Certificate and Certificate of Employment of other employees (Electrician, Scaffold Erector and Carpenter) who will be employed in the project. SMAW NC I Certificate for the Welder and SMAW NC II Certificate for the Welder.
20. NC II Certificate or Certificate of Training for the use of Rebar Detector for supplier or distributor (e.g. Hilti, CIFRA, Bosch, Fischer, etc.) (Documentary requirements may be submitted during the evaluation of post qualification)
21. Certificate of Satisfactory Performance from two (2) previous clients/customers.
22. Certificate of Inspection issued by LANDBANK Facilities Management Department
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 23. 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.
 24. Latest Income Tax Return filed manually or through EFPS.
 25. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 26. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 27. 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 signed by the Bidder's authorized representative (**Revised Annexes E-1 to E-3**).

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

PROJECT : Proposed Replacement of Landbank's Logos and Signages at the 35th floor
LOCATION : LANDBANK PLAZA

BILL OF QUANTITIES

| ITEM / SCOPE OF WORKS | Qty. | Unit | Unit Cost | Total Cost |
|--|---------------------------------------|-----------|-----------|------------|
| | I. CIVIL / ARCHITECTURAL WORKS | | | |
| A. DISMANTLING/DEMOLITION WORKS | | | | |
| 1.0 Dismantling of Aluminum Composite Panels, LBP Logo and Signage with the use of Gondola | 1.00 | lot | | |
| a. LBP Logo and Signage | | | | |
| b. Dismantling of Structural Steel frame supports and base plates | | | | |
| c. Removal of PVC Existing Thermoplastic Waterproofing | | | | |
| d. Dismantling and Removal of Wirings and Electrical Components | | | | |
| e. Dismantling of wooden enclosure of signage (fabricated wooden cabinets) on Mabini side | | | | |
| Sub-total | | | | |
| B. STEEL WORKS | | | | |
| Landbank Logo | | | | |
| 1.0 Provision of two (2) sets Steel Post for Landbank Logo | | | | |
| a. 350 x 350 x 20mm Base Plate | 150.00 | kg. | | |
| b. W 8x21 Galvanized zinc-coated Steel Wide Flange Post (A36) | 976.56 | kg. | | |
| c. 20mm ø Steel Anchors Applied with Epoxy (injection) | 20.00 | kg. | | |
| d. Leveling Grout | 7.00 | 25kg./bag | | |
| e. PVC Thermoplastic Waterproofing | 20.00 | sq.m. | | |
| 2.0 Provision of two (2) sets Steel Beams for the Landbank Logo | | | | |
| a. 100mm x 100mm x 10mm THK. Galvanized zinc-coated Square Tube | 1,011.36 | kg. | | |
| 3.0 Provision of two (2) Collapsible Cat Walk for the Landbank Logo | | | | |
| a. 75mm dia.Structural Galvanized zinc-coated Steel Pipe (6.0mm thk.) | 239.80 | kg. | | |
| b. Perforated Stainless Steel Sheets (3mm thk.) | 250.00 | kg. | | |
| c. 50mm Steel Flat Bars (6mm thk.) | 61.02 | kg. | | |
| d. Heavy duty Steel Hinges for pipe | 6.00 | set | | |
| Landbank Letter Signage | | | | |
| 1.0 Provision of two (2) Steel Post for the Landbank Letter | | | | |
| a. 350 x 350 x 20mm Base Plate | 425.00 | kg. | | |
| b. W 8x21 Galvanized zinc-coated Steel Wide Flange Post (A36) | 2,734.37 | kg. | | |
| c. 20mm ø Steel Anchors Applied with Epoxy (injection) | 40.00 | kg. | | |
| d. Leveling Grout | 14.00 | 25kg./bag | | |
| 2.0 Provision of two (2) Steel Beams for the Landbank Letter | | | | |
| a. 100mm x 100mm x 10mm THK. Galvanized zinc-coated Square Tube | 3,503.64 | kg. | | |
| 3.0 Provision of two (2) Collapsible Cat Walk for the Landbank Letter | | | | |
| a. 75mm dia.Structural Galvanized zinc-coated Steel Pipe (6.0mm thk.) | 523.20 | kg. | | |
| b. Perforated Stainless Steel Sheets (3mm thk.) | 1,250.00 | kg. | | |
| c. 50mm Steel Flat Bars (6mm thk.) | 132.98 | kg. | | |
| d. Heavy duty Steel Hinges for pipe | 12.00 | set | | |
| Sub-total | | | | |

PROJECT : Proposed Replacement of Landbank's Logos and Signages at the 35th floor
LOCATION : LANDBANK PLAZA

BILL OF QUANTITIES

| II. ELECTRICAL WORKS | | | | |
|--|---|--------|-------|--|
| A. Panel Board | | | | |
| 1.0 | PP, NEMA - 1, Powder Coated - Oven Baked Finishes, Galvanized Iron (GI), Gauge 16 Minimum a. Main: 50AT / 50AF, 3P, 240V, INDUSTRIAL TYPE CB b. Brs: 6 - 20AT / 50AF, 2P, 240V, BOLT - ON CB with grounding bus NOTE: All Circuit Breaker shall be Schneider | 1.00 | set | |
| B. Wires and Cables | | | | |
| | a. 3.5 mm ² THHN | 1.00 | roll | |
| | b. 5.5 mm ² THHN | 5.00 | rolls | |
| | c. 8.0 mm ² THHN | 1.00 | roll | |
| C. Conduit | | | | |
| | a. Electrical Metallic Tubing Pipe (EMT) 15 mm Ø with fittings | 66.00 | ln.m. | |
| | b. Intermediate Metal Conduit (IMC) 20 mm Ø with fittings | 2.00 | ln.m. | |
| D. Junction Box G.I. | | | | |
| 1.0 | Junction Box G.I G#16 w/ cover signage in accordance with the approved plan | 19.00 | pcs. | |
| E. Digital Timer Switch | | | | |
| 1.0 | Supply and Installation of Digital Timer Switch and Other Necessary Accessories | 2.00 | pcs. | |
| F. Miscellaneous | | | | |
| | Electrical Tape (BIG) | 10.00 | rolls | |
| | Malleable C-Clamp 3/4" | 200.00 | pcs. | |
| | Tox #8 with Screw | 2.00 | box | |
| | EMT Pipe/Tube Bender 1/2" Ø | 1.00 | assy | |
| | IMC Pipe/Tube Bender 3/4" Ø | 1.00 | assy | |
| | Rubber Tape #15 | 10.00 | rolls | |
| Sub-total | | | | |
| III. PAINTING WORKS | | | | |
| A. Logo - Application of Rust converter, Epoxy Primer and 2 coats of QDE Paint (Including proper surface preparation before any application of paint) | | | | |
| | | 1.00 | lot | |
| B. Landbank Letter Signage - Application of Rust converter, Epoxy Primer and 2 coats of QDE Paint (Including proper surface preparation before any application of paint) | | | | |
| | | 1.00 | lot | |
| C. Semi Gloss finish for the replacement of existing cabinets | | | | |
| | | 50.00 | sqm. | |
| Sub-total | | | | |
| IV. CARPENTRY WORKS | | | | |
| A. Provision of wooden cabinets as replacements to the existing cabinets | | | | |
| | | 1.00 | lot | |
| Sub-total | | | | |

PROJECT : Proposed Replacement of Landbank's Logos and Signages at the 35th floor
LOCATION : LANDBANK PLAZA

BILL OF QUANTITIES

| V. SPECIALTY WORKS | | | | |
|--|-------|-------|--|--|
| Landbank Letter Signage | | | | |
| a. 3mm Cut out letter signages, extruded 30cm (thickness) wrapped around in all visible with heavy duty sticker (LBP GREEN) preferred brand 3m sticker with 4mm back acrylic cover for white LED strip backlit with 30cm shadow | 2.00 | Units | | |
| b. Aluminum composite panel (ACP) Backing 5mm thk with 5mm dia. perporation aluminum composite cladding for signage backing (silver gray or black for approval) cut in to actual Heightback sealant by silicon clear | 2.00 | Units | | |
| c. Electrical wiring , LED module, Led transformer, and other supplies | 1.00 | Lot | | |
| Landbank Logo | | | | |
| a. 3mm stainless steel cut-out logo signage with heavy duty sticker (LBP green) preferred 3m sticker , with water resistant and weather proof white led strip backlit at the back with acrylic cover operable to create a sophisticated halo effect for the backlighting 20cm shadow effect | 2.00 | Units | | |
| b. Aluminum composite panel (ACP) Backing 5mm thk with 5mm dia. perporation aluminum composite cladding for signage backing (silver gray or black for approval) cut in to actual Heightback sealant by silicon clear | 2.00 | Units | | |
| c. Electrical wiring , LED module, Led transformer, and other supplies | 1.00 | Lot | | |
| Sub-total | | | | |
| VI. GENERAL REQUIREMENTS | | | | |
| a. Preparation of Design Analysis/Investigation of steel supports for the proposed Logo and Signages | 1.00 | lot | | |
| b. Mobilization (including the use of the lifting machine and provision of an operator) | 1.00 | lot | | |
| c. Temporary Facilities and Utilites | 1.00 | lot | | |
| d. Installation of Safety nets (maximum mesh size 60mm) | 80.00 | In.m. | | |
| e. Insurance of Gondola's movable parts | 1.00 | lot | | |
| Sub-total | | | | |
| VII. PERMITS | | | | |
| 1.0 Permit | | | | |
| a. Contractor's General Liability Insurance (CGLI) and Contractor's All Risk Insurnce (CARI) | 1.00 | lot | | |
| b. Brgy. Clearance | 1.00 | lot | | |
| c. Signed Structural/Civil Engineering Permit | 1.00 | lot | | |
| Sub-total | | | | |
| TOTAL Cost (Inclusive of VAT) | | | | |

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

One (1) Lot – Supply, Delivery and Installation including technical expertise/supervision, labor, materials and equipment for the Proposed Replacement of LANDBANK Logos and Signage including existing steel supports at the 34th and 35th floor, LANDBANK Plaza Headquarters, Malate, Manila.

II. Objective:

To replace the four (4) existing LANDBANK's Logos/Signage, including the structural steel framing supports and aluminum composite cladding at the 34th and 35th floor of LANDBANK Plaza to ensure safety while providing aesthetics and corporate identity for the building.

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

- a. Perform thorough ocular inspection survey to verify actual site condition for the needed details required in the implementation of the project.
- b. Perform and prepare structural analysis, plan and design investigation of the steel supports for the signage and logos in compliance to latest edition of National Structural Code of the Philippines (Design Investigation/Analysis to be signed and sealed by Civil/Structural Engineer).

Note: The Electrical design will be provided by the Electrical Engineer of FMD-EMT.

- c. Mobilization
- d. Installation, but not limited to the following, of board-up or enclosures, safety nets, riggings and cordoning.

Note: Minimum requirement for installation of safety nets - Safety nets should be installed underneath the gondola using B.I pipes, detachable clamp and construction safety nets with a maximum mesh size of 60mm per industry practice.

- e. Dismantling/Demolition Works:
 - i. Removal of existing wooden enclosure at 34th floor for the signage facing Mabini St.
 - ii. Dismantling of existing LBP logos, signage, and aluminum composite panels using FMD's gondola equipment which shall be operated only

CLASS D

by a certified operator of the service provider under the supervision of its safety officer at all times.

- iii. Dismantling and removal of existing rough-ins of electrical lighting, wirings, conduits and breakers.
 - iv. Dismantling of existing claddings (Aluminum Composite Panels and wooden structure) and the structural supports (wide flanges, base plates and square tubular steel frames).
 - v. Removal of PVC Thermoplastic Waterproofing in the affected areas of works.
- f. Steel Works :
- i. Installation of new Galvanized zinc-coated I-Beam frames and square tubular frames for the supports of the LBP logos and signages – see attached structural plans.
 - ii. Installation of new LANDBANK's signages and logos, two sets each, with stainless hair lined steel face, steel sidings and with heavy duty sticker (LBP Green) – see attached architectural plans.
 - iii. Installation of catwalk for the Logos and Signages facing M.H Del Pila, Dr. J. Quintos St. side and beside Marina Residential Suite.
 - iv. Installation of new aluminum composite material cladding and new dry wall partition for the signages facing Mabini St. side.
 - v. Installation of new aluminum composite material cladding for the signages and logos facing M.H Del Pilar St. side, Dr. J. Quintos St. side and beside Marina Residential Suite.
- g. Electrical Lighting Works
- i. Installation of white LED module lights at the back edges of the logos and signages – see attached electrical layout/plans.
- h. Specialty Works/Fabrication:
- Logo
- i. 3mm thick Stainless steel cut-out logo with new backing frame supports (same specifications with the existing – verify actual) and heavy duty sticker (LBP Green), with water resistant/weather proof white LED module backlit and 4mm acrylic cover. **Aluminum Composite Panel (ACP) backing 5mm thk with 5mm diameter perforation.**
- Signage
- i. 3mm thick stainless steel cut-out letter signages, extruded 30cm (thk) (hollow) with heavy duty sticker (LBP Green), with water resistant/weather proof white LED module backlit and 4mm back acrylic cover. Verify actual backing framing supports.

Supply Delivery and Installation (SDI) including the supply of technical supervision, labor, materials, and equipment for the Proposed Replacement of Landbank Logos and Signages at the 34th and 35th floor, LANDBANK Plaza Headquarters, Malate, Manila.

CLASS D

- ii. **Aluminum Composite Panel (ACP) backing 5mm thk with 5mm diameter perforation.**
- i. Paint Works:
 - i. Application of one (1) coat of epoxy primer or equivalent on the Galvanized zinc-coated steel wide flange frames.
 - ii. Application of two (2) coats of quick dry enamel paint finish (color – LBP green) on the Galvanized zinc-coated steel wide flange frames.
- j. Cleaning/hauling works
- k. Disposal of debris/waste certified by FMD shall be at the expense of the contractor.
- l. Inspection and punch listing/rectification on completed works.
- m. Turn-over and acceptance of project.
- n. Demobilization

2. Project Duration

- a. The project duration covering the implementation, delivery and fabrication of materials shall be Two Hundred Forty (240) calendar days to commence seven (7) calendar days after receipt of the Notice to Proceed (NTP).
- b. The actual work activities shall only start upon release of approved building permit from Office of the Building Official (OBO)

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 including Gondola. | Upon receipt of Notice to Proceed or before actual implementation of project. |
| Building Management Unit (BMU) Certificate of Fitness | Certificate of Fitness for the use of BMU from accredited/authorized Government Agency. | Prior to scheduled use of BMU. |
| List of Contractor's Key Equipment: – Portable Generator set - Welding Machine | | Prior to implementation of the project. |

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| <p>– Drilling Machine – Lifting Equipment/Building Management Unit (BMU)</p> <p>List of Contractor's Key Personnel:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <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 Engineer</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Civil/Structural Engineer</td> <td style="text-align: center;">10</td> </tr> <tr> <td>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>Gondola Operator</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>Electrician</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Rebar Detector Technician</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Scaffold Erector</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Carpenter</td> <td style="text-align: center;">5</td> </tr> </tbody> </table> | Position | Years of Experience | | Relative Experience | Project Engineer | 5 | Civil/Structural Engineer | 10 | Civil Engineer | 5 | Safety and Health Officer | 5 | Gondola Operator | 5 | Foreman | 8 | Welder | 5 | Electrician | 5 | Rebar Detector Technician | 5 | Scaffold Erector | 5 | Carpenter | 5 | | |
|--|--|--|--|---------------------|------------------|---|---------------------------|----|----------------|---|---------------------------|---|------------------|---|---------|---|--------|---|-------------|---|---------------------------|---|------------------|---|-----------|---|--|--|
| Position | Years of Experience | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Relative Experience | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Engineer | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Civil/Structural Engineer | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Civil Engineer | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Safety and Health Officer | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gondola Operator | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Foreman | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Welder | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Electrician | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rebar Detector Technician | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scaffold Erector | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Carpenter | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Warranty Certificate | <p>Three (3) year warranty on supplied materials (LED module lights) and ten (10) years against overall workmanship effective upon turn-over & final acceptance.</p> | Upon project turn-over and acceptance | | | | | | | | | | | | | | | | | | | | | | | | | | |
| As-built Plans | <p>Duly signed and sealed as-built plans in hard (blueprint or A3) and digitized copy. With certification that the plans is in compliance with present Building Code requirements.</p> | Upon project turn-over and acceptance. | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Clearances / Permits | <p>Clearances / permits as may be required by government agencies relative to the project.</p> <p>Permits: -Barangay Clearance -Signed Structural/Civil Engineering Permit -Signed and sealed Plans including structural analysis if required</p> <p>Occupancy Permit: -Certificate of Occupancy -Fire Safety Inspection Certificate -Signed and sealed as built plans</p> | Prior to implementation of the project. |
|----------------------|--|---|

V. Contractor Qualification Requirement:

| Qualification requirement | Documentary requirement |
|--|---|
| 1. Must be a registered contractor engage in the installation of exterior signage of high rise building (min. of 15-storey building) with a minimum of five (5) years active experience. | Submission of at least two (2) related project documents (e.g. previous/present contracts, Purchase Orders, Official receipt, etc within the last five (5) years. |
| 2. Must have PCAB License with Size Range Small B, License Category C and specializations category listed below: <ul style="list-style-type: none"> • GB-1 Category C | PCAB license valid (not expired) within the project duration of the project and by the time of submission of bid/proposal to Procurement Department. |

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3. Must employ the following:

| Position | Years of Relative Experience |
|---|------------------------------|
| Project Engineer | 5 |
| Civil/Structural Engineer | 10 |
| Safety and Health Officer | 5 |
| Gondola Operator and Two (2) Assistants | 5 |
| Foreman | 8 |
| Welder | 5 |
| Electrician | 5 |
| Rebar Detector Technician | 5 |
| Scaffold Erector | 5 |
| Carpenter | 5 |

- (Civil/Structural Engineer) with the following documents:
 - Curriculum Vitae
 - Certified copy of Professional Regulation Commission (PRC) ID or PRC Board Certificate
 - Employment Certificate
 - Certificate of Membership from ASEP/PICE Specialty Division as structural specialist.
- Safety and Health Officer- Certificate of training in BOSH and COSH. Documentary requirements may be submitted during the evaluation of post qualification.
- Gondola unit must have one (1) operator and (2) highly trained technicians (Submit the required certification under Construction Heavy Equipment (CHE) from the accredited agency by Department of Labor and Employment (DOLE) for the Gondola Unit. Documentary requirements may be submitted during the evaluation of post qualification.
- NC II certificate and certificate of employment (Electrician, Scaffold Erector and Carpenter). SMAW NC I certificate for the Welder and SMAW NC II certificate for the Foreman.

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|---|---|
| | <ul style="list-style-type: none"> • Rebar Detector Technician - NC II or certificate of training for the use of Rebar Detector from supplier or distributor (e.g. Hilti, CIFRA, Bosch, Fischer, etc.). Documentary requirements may be submitted during the evaluation of post qualification. |
| 4. Must be satisfactorily rated by at least two (2) previous clients/customers. | Certificates of Satisfactory Performance from two (2) previous clients/customers. |
| 5. 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 |

VI. Manner of Payment:

1. Mobilization Cost - 15% of the project cost
2. Progress billing.

Note: Progress billing report submitted to FMD will be evaluated by engineer in charge of the project. FMD's validated progress report/billing shall be the basis of the payment.

3. A retention fee of Ten Percent (10%) of the total contract price shall be payable/release after the warranty period.
4. All payments shall be subject to LANDBANK's standard accounting and auditing rules and regulation.

VII. Terms and Conditions:

1. A pre-construction meeting shall be conducted prior to the start of the project.
2. 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.

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3. The Electrical design will be provided by the Electrical Engineer of FMD-EMT.
4. Minimum requirement for installation of safety nets – Safety nets should be installed underneath the BMU using B.I. pipes, detachable clamp and construction safety nets with a maximum mesh size of 60mm per industry practice (see attached plan).
5. No old steel frame materials, aluminum composite panel backing, logos and signages shall be re-used for the project.
6. The contractor/supplier/service provider shall:
 - a. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD at least one week 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.
 - b. Deploy only competent technicians/workers (with prior approval from FMD) with vast experience and expertise in the entire undertaking and implementation of the project.
 - c. 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.
 - d. 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.
 - e. 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).
 - f. 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.

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- g. Provide, but not limited to the following, sturdy safety protections/nets or equivalent along the perimeter of the building at all times to ensure safety of passersby and avoid damage to adjacent properties using applicable protection per industry practice.
- h. For portable BMU use, the following must be strictly observed or complied with by the service provider:
- Obtain Certificate of Fitness of the BMU from competent or accredited individual or institution before any usage.
 - Employ BMU operator with at least two (2) assistants to be charged to the contractor's account
 - Shall inspect the site including existing conditions of anchors in all parts of the equipment such as but not limited to the following, parts subject to wear, counterweights, mountings, motor brakes safety locks working platform, wire ropes, bearings, harnesses and anchors incorporating control frameworks and test same per manufacturer's/suppliers specifications. The certification & inspection record shall incorporate the date of the inspection, the signature of the individual who performed the certification, and the number, or other identifier, of the building structure and equipment which was inspected per OSHA standards. This inspection record/certification needs be kept promptly accessible for audit & review.
 - Posting of safety working load capacity of the cradle.
 - Workers shall only embark from the BMU at the ground floor.
 - All moving parts of the BMU shall be replaced to the account of the contractor once the project is completed.

Note:

- (a) If the existing LBP BMU shall be used, same shall be inspected and certified by a registered/ authorized preventive maintenance supplier for BMU.
- (b) Replacement of all moving parts of the BMU shall be for the account of the contractor upon completion of the project including but not limited to:
- Limit Switches
 - Guide Rollers
 - Front and Rear wheels
 - Pulleys with clip
 - Wedge lock with bolt
- (c) The unit cost of using equivalent lifting equipment shall be deducted from the total cost once the existing BMU gondola of LBP is used for the project.

- i. Provide a storage/barracks/office area at designated area approved by FMD.

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- j. Fabricate needed steel works at contractor's warehouse. No fabrication of steel works shall be undertaken on site unless it is approved by FMD.
 - k. Coordinate with the barangay of the area for assistance of all works concerning Public Safety.
7. All waste materials shall be pulled out and dispose by the service provider. FMD Property Supply Officer, with the recommendation of FMD Engineer-in-Charge, shall certify all waste material/debris to be pulled out once proper documents are approved (i.e. PTS, waste material report, etc.). Further, materials with value and possible usage for the Bank shall be turned over to FMD-PSO for safekeeping.

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:



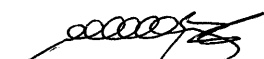
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