



LANDBANK

SERVING
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 7
For LBP-HOBAC-ITB-CS-20230210-01**

PROJECT : **New LANDBANK Building Management System Inclusive of Three (3) Years Warranty and Two (2) Years Comprehensive Maintenance**

IMPLEMENTOR : **HOBAC Secretariat Unit**

DATE : **August 11, 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 Format of Curriculum Vitae (CV) for Proposed Professional Staff (TPF 6) and Checklist of Bidding Documents for Procurement of Consulting Services (Item No. 7 of Technical Proposal) have been revised. Please see attached specific sections of the bidding documents.
- 3) Responses to bidders' queries/clarifications per Annex L-1 to L-2.
- 4) The submission and opening of bids is scheduled on **August 18, 2023** at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.


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

RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

DATE	August 3, 2023
PROJECT IDENTIFICATION NO.	ITB-CS-20230210-01
PROJECT NAME	New LANDBANK Building Management System Inclusive of Three (3) Years Warranty and Two (2) Years Comprehensive Preventive Maintenance
PROPONENT UNIT/ TECHNICAL WORKING GROUP	IT Project Management Department

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK's RESPONSES
1	TPF 5. Team Composition and Task	Item # 3. Further explanation and sample.	Sample: Company A – Partner Company B – Sub-Consultant LANDBANK – Parent Company
2	TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff: • Employment Record	Is it really required to have ten (10) years' experience or a five (5) years and up can be considered?	TWG will allow five (5) years of experience and up per Section VI. Terms of Reference of the Bidding Documents. (response of the TWG)
3	TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff: • Key Qualifications	Further explanation and sample	The Consultant will have to provide a summary for each of the proposed Project Team members of their experiences and training, as well as their role/s on previous projects that are relevant to this project.
4	TPF 7. Time Schedule for Professional Personnel	May we ask if the said professional personnel are the key personnel only? Or does it include other personnel like our BMD technicians/electricians?	"Professional Personnel" refers only to the proposed Project Team members for this project.
5	FPF 3. Breakdown of Price per Activity	What do you mean by breakdown of price per activity? Does it include mobilization, delivery, roughing-ins, installation of pipes, wiring layout?	Please refer to Section VI.7.B Payment Milestone as reflected in Section VI. Terms of Reference of the Bidding Documents. (response of TWG)
6	FPF 4. Breakdown of Remuneration per Activity	1. What do you mean by Regular staff? Does it include key personnel (e.g. Project Engineer/Project Manager)? 2. And for the Local Staff, does it include support staffs & technicians?	1. "Regular staff" refers to the key personnel of the proposed Project Team for this project. 2. Yes. It includes the support staff and technicians that will be deployed for this project.
7	FPF 5. Travel Expenses, Office Rent, Accommodation and Clerical Assistance per Activity	Further explanation and sample	Consultants are required to indicate costs for travel, office rent, accommodation, and clerical assistance per activity during the

ANNEX L-1

			implementation of the contract, if there is/are any.
8	FPF 6. Miscellaneous Expenses	<p>1. Item # 1 (Communication Cost) Do phone expenses of our key personnel include here?</p> <p>2. Item # 4 (software) what are the software inclusions?</p>	<p>1. Yes.</p> <p>2. For Item No. 4 of FPF 6, costs for software, such as licenses, applications and subscriptions, used to accomplish the deliverables may be included as part of the miscellaneous expenses.</p> <p>Breakdown of costs are required for future reference only. Payment shall be fixed based on contract price.</p>

ANNEX L-2

TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Licenses and Professional Certifications: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last **five** years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____
Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

Checklist of Bidding Documents for Procurement of Consulting Services

Technical Proposal (PDF File)

The Technical Proposal shall contain documents sequentially arranged as follows (may include other documents as stated in the Bidding Documents):

1. 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 (see sample form – revised Form No. 3).
2. TPF 1 – Technical Proposal Submission Form
3. Revised TPF 2 – Experience of the Firm/Consultant References
4. Revised TPF 3 – Comments and Suggestions of Consultant on the revised Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
5. TPF 4 – Description of the Methodology and Work Plan for Performing the Project
 - 1.1. Duly accomplished Requirement Compliance Form (RCF)
 - 1.2. Implementation Methodology Document
 - 1.3. Certification or proof of Support Center within the Philippines to be issued by the bidder
6. TPF 5 – Team Composition and Task
7. **Revised TPF 6 – Format of Curriculum Vitae (CV) for Proposed Professional Staff**
8. TPF 7 – Time Schedule for Professional Personnel
9. TPF 8 – Activity (Work) Schedule
10. Form No. 6 – Deliverable Items Summary
11. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
12. Duly notarized Omnibus Sworn Statement (OSS) (sample form – Revised Form No.2).

- **Post-Qualification Documents – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 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.
 2. Latest Income Tax Return filed manually or through EFPS.
 3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.2).
 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.

Financial Proposal (PDF File)

The Financial Component shall contain documents sequentially arranged as follows:

1. FPF 1 – Financial Proposal Submission Form
2. FPF 2 – Summary of Costs
 - 2.1 Bill of Quantities (Annex L)
 - 2.2 Cost Analysis Sheet and Payment Milestones based on Item 7.0 of the revised Section VI. Terms of Reference
3. FPF 3 – Breakdown of Price per Activity
4. FPF 4 – Breakdown of Remuneration per Activity
5. FPF 5 – Travel Expenses, Office Rent, Accommodation and Clerical Assistance per Activity per Activity
6. FPF 6 – Miscellaneous Expenses

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.”