

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-GIBAC-ITB-GS-20240805-01**

PROJECT : Premises Guard Services (16 Lots)
IMPLEMENTOR : Bids and Awards Committee for Goods and Infrastructure (GI-BAC)
DATE : October 18, 2024

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 Terms of Reference (Annexes D-1 to D-25), Special Conditions of Contract (SCC Clause 2.2), Schedule of Requirements (Section VI), Technical Specifications (Section VII), Form No. 2 - Schedule of Prices (Table 1 – Breakdown of Approved Budget for the Contract for Premises Guards Services and Table 2 – Breakdown of Financial Bid) and Checklist of Bidding Documents (Item Nos. 11 and 12 of Technical Documents, Item Nos. 1 to 3 of Other Documents to Support Compliance with Technical Specifications and Item No. 2 of Financial Component) have been revised. Please see attached revised Annexes D-1 to D-25 and specific sections of the Bid Documents.
- 2) Responses to bidder's queries/clarifications per Annexes I-1 to I-3.
- 3) The submission and opening of bids is re-scheduled on October 25, 2024 at 10:00 A.M. thru video conferencing using Microsoft (MS) Teams application.

By the authority of the GI-BAC:



HONORIO T. DIAZ, JR.
Head, GI-BAC Secretariat

Special Conditions of Contract

SCC Clause	
1	<p>The procurement of Premises Guards Services was acquired through Competitive Bidding with approved Purchase Order No. _____ dated _____, with the Notice of Award and Notice to Proceed issued by LANDBANK authorized signatory/ies.</p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad:</i> The delivery terms applicable to the Contract are DDP delivered in the address/es indicated in Section VI. Schedule of Requirements. In accordance with INCOTERMS.</p> <p><i>For Goods supplied from within the Philippines:</i> The delivery terms applicable to this Contract are delivered in the address/es indicated in Section VI. Schedule of Requirements. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative/s at the Project Site/s is/are indicated in Section VI. Schedule of Requirements.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none">a. Performance or supervision of on-site assembly and/or start-up of the supplied Goods;b. Furnishing of tools required for assembly and/or maintenance of the supplied Goods;c. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;d. Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

- e. Training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period indicated in Section VI. Schedule of Requirements.

Spare parts or components shall be supplied as promptly as possible, but in any case, within months indicated in the Technical Specifications.

Packaging

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier
Contract Description
Final Destination
Gross weight
Any special lifting instructions
Any special handling instructions
Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries.

	<p>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>Pursuant to Malacañang Executive Order No. 170 (Re: Adoption of Digital Payments for Government Disbursements and Collections) issued on 12 May 2022, directing all government agencies to utilize safe and efficient digital disbursement in the payment of goods, services and other disbursements, all payments for this Contract shall be through direct credit to the supplier's deposit account with LANDBANK. Thus, the supplier shall maintain a deposit account with any LANDBANK Branch where the proceeds of its billing under this contract shall be credited.</p> <p>The documentary requirements enumerated in Item F. Payment Terms of the revised Terms of Reference (Annexes D6 to D8) shall be submitted.</p> <p>The Supplier shall be paid within sixty (60) calendar days after submission of sales invoice or claim and complete documentary requirements.</p>
3	<p>Expiration of performance security should be six (6) months after the last date of delivery/end of contract and issuance by the LANDBANK of Certificate of Final Acceptance.</p>
4	<p>Maintain the GCC Clause.</p>
6	<p>The Supplier has not made and will not make any offer, promise to pay or authorization of the payment of any money, gift or any other inducement to any official, political party, employee of Government or any other person, in contravention with applicable laws in connection with the execution of this Contract and performance of its obligations thereunder. Violation of this provision shall be a ground for immediate termination of this Contract.</p> <p>The Supplier shall not assign this Contract or sub-contract the performance of any portion of it, without the LBP's prior written consent. Prior to the assignment or subcontracting and the approval by LBP thereof, the Supplier must disclose to LBP the name of its assignee/s or subcontractor/s who/which should have a written agreement/s with the Supplier indicating: (i) that the assignee/s or subcontractor/s is aware of and shall abide with all the terms and conditions of this Agreement, as may be applicable; (ii) that the term of the assignment/sub-contract shall not exceed the term of this Agreement; (iii) the detailed terms of the assignment/sub-contract.</p>

The Supplier shall hold LBP free and harmless from any claims of third parties arising from a negligent or otherwise wrongful act, or omission by the Supplier or its employees or representatives. The Supplier shall ensure that the employees that will be deployed in LBP's premises shall faithfully observe and comply with all LBP rules and regulations.

Supplier shall pay taxes in full and on time.

Supplier is, likewise, required to regularly present, within the duration of the Contract, a tax clearance from the Bureau of Internal Revenue (BIR) as well as a copy of its income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon.

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.

Premises Guards Services

Lot No.	Group	Region/Area of Coverage	Year	Quantity (Estimated No. of Guards)
1	LANDBANK Plaza and Other Installations	LANDBANK Plaza and Other Installations	1	167
			2	167
2	North National Capital Region Branches Group (North NCRBG)	NCR	1	243
			2	243
3	South National Capital Region Branches Group (South NCRBG)	NCR	1	201
			2	201
4	Central National Capital Region Branches Group (Central NCRBG)	NCR	1	186
			2	186
5	Northwest Luzon Branches Group (NWLBG)	Region 1	1	163
			2	163
6	Northeast Luzon Branches Group (NELBG)	Region 2 Region 3	1	196
			2	196
7	Central Luzon Branches Group (CLBG)	Region 3A Region 3B	1	193
			2	190
8	Southeast Luzon Branches Group (SELBG)	Region 4A Region 4B	1	194
			2	194
9	Southwest Luzon Branches Group (SWLBG)	Region 4A Region 4B	1	190
			2	190
10	Bicol Branches Group (BBG)	Region 5	1	132
			2	132

Lot No.	Group	Region/Area of Coverage	Year	Quantity (Estimated No. of Guards)
11	West Visayas Branches Group (WVBG)	Region 6	1	189
			2	189
12	Central Visayas Branches Group (CVBG)	Region 7	1	220
			2	220
13	East Visayas Branches Group (EVBG)	Region 7 Region 8	1	119
			2	119
14	West Mindanao Branches Group (WMBG)	Region 9 Region 10	1	174
			2	174
15	North Mindanao Branches Group (NMBG)	Region 10 Region 11	1	166
			2	166
16	South Mindanao Branches Group (SMBG)	Region 11 Region 12	1	248
			2	248

Contract Duration:

The contract shall begin upon receipt of Notice to Proceed and Advice per office, from LANDBANK Security Department, and shall end two (2) years after or upon full utilization of the contract price, whichever comes first.

Contact Person:

MS. DANIELLE MARIE D. SOBERANO
 Administrative Specialist I
 SECURITY DEPARTMENT
 LANDBANK Plaza Building, 1598 M.H. Del Pilar corner
 Dr. J. Quintos Streets, Malate, Manila
 Telephone/Mobile Number: 8405-7320/(0917) 311-0146
 E-mail Address: ddsoberano@landbank.com

Conforme:

Registered Business Name

Signature Over Printed Name of
Authorized Representative

Position Title

Technical Specifications

Specification					Statement of Compliance				
					<p>Bidders must signify their compliance to the Technical Specifications/Terms of Reference by stating below either "Comply" or "Not Comply"</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>				
Premises Guards Services					Please state here either "Comply" or "Not Comply"				
Lot No.	Group	Region/ Area of Coverage	Year	Quantity (Estimated No. of Guards)					
1	LANDBANK Plaza and Other Installations	LANDBANK Plaza and Other Installations	1	167					
			2	167					
2	North National Capital Region Branches Group (North NCRBG)	NCR	1	243					
			2	243					

Lot No.	Group	Region/ Area of Coverage	Year	Quantity (Estimated No. of Guards)
3	South National Capital Region Branches Group (South NCRBG)	NCR	1	201
			2	201
4	Central National Capital Region Branches Group (Central NCRBG)	NCR	1	186
			2	186
5	Northwest Luzon Branches Group (NWLBG)	Region 1	1	163
			2	163
6	Northeast Luzon Branches Group (NELBG)	Region 2 Region 3	1	196
			2	196
7	Central Luzon Branches Group (CLBG)	Region 3A Region 3B	1	193
			2	190
8	Southeast Luzon Branches Group (SELBG)	Region 4A Region 4B	1	194
			2	194
9	Southwest Luzon Branches Group (SWLBG)	Region 4A Region 4B	1	190
			2	190
10	Bicol Branches Group (BBG)	Region 5	1	132
			2	132
11	West Visayas Branches Group (WVBG)	Region 6	1	189
			2	189
12	Central Visayas Branches Group (CVBG)	Region 7	1	220
			2	220

Lot No.	Group	Region/ Area of Coverage	Year	Quantity (Estimated No. of Guards)
13	East Visayas Branches Group (EVBG)	Region 7 Region 8	1	119
			2	119
14	West Mindanao Branches Group (WMBG)	Region 9 Region 10	1	174
			2	174
15	North Mindanao Branches Group (NMBG)	Region 10 Region 11	1	166
			2	166
16	South Mindanao Branches Group (SMBG)	Region 11 Region 12	1	248
			2	248

Notes (Applicable to all lots):

- 1. Scope of work and other requirements per attached revised Terms of Reference (Annexes D1 to D25).**
- 2. The documentary requirements enumerated in item D.3 Security Agency Qualification of the revised Terms of Reference (Annexes D4 & D5) shall be submitted in support of the compliance of the Bid to the Technical Specifications and other requirements.**

Non-submission of the above mentioned documents/requirements may result in bidder's post-disqualification.

Conforme:

 Registered Business Name

 Signature over Printed Name of
 Authorized Representative

 Position Title

Form No. 2

Bidder shall accomplish the Schedule of Prices (Table 2 - Breakdown of Financial Bid) for applicable lots only. The last page of the form must be signed by the Authorized Representative.

SCHEDULE OF PRICES

Table 1. Breakdown of Approved Budget for the Contract for Premises Guards Services

Lot No.	Group	Region/Area of Coverage	Year	Quantity (Estimated No. of Guards)	Annual Wage	Administrative Overhead	VAT 12% of B	Total per annum	Total for 2 Years (in Peso)
					(in Peso)	(in Peso)	(in Peso)	(in Peso) (A + B + C) D	
1	LANDBANK Plaza and Other Installations	LANDBANK Plaza and Other Installations	1	167	40,754,010.46	10,503,610.94	1,260,433.31	52,518,054.72	105,036,109.44
			2	167	40,754,010.46	10,503,610.94	1,260,433.31	52,518,054.72	
2	North National Capital Region Branches Group (North NCRBG)	NCR	1	243	54,585,861.95	14,068,521.12	1,688,222.53	70,342,605.60	140,685,211.20
			2	243	54,585,861.95	14,068,521.12	1,688,222.53	70,342,605.60	
3	South National Capital Region Branches Group (South NCRBG)	NCR	1	201	46,061,471.84	11,871,513.36	1,424,581.60	59,357,566.80	118,715,133.60
			2	201	46,061,471.84	11,871,513.36	1,424,581.60	59,357,566.80	
4	Central National Capital Region Branches Group (Central NCRBG)	NCR	1	186	42,345,249.68	10,913,724.14	1,309,646.90	54,568,620.72	109,137,241.44
			2	186	42,345,249.68	10,913,724.14	1,309,646.90	54,568,620.72	
5	Northwest Luzon Branches Group (NWLBG)	Region 1	1	163	27,511,905.63	7,090,697.33	850,883.68	35,453,486.64	70,906,973.28
			2	163	27,511,905.63	7,090,697.33	850,883.68	35,453,486.64	

Lot No.	Group	Region/Area of Coverage	Year	Quantity (Estimated No. of Guards)	Annual Wage	Administrative Overhead	VAT 12% of B	Total per annum	Total for 2 Years
					(in Peso) A	(in Peso) B	(in Peso) C	(in Peso) (A + B + C) D	
6	Northeast Luzon Branches Group (NELBG)	Region 2 Region 3	1	196	35,323,001.66	9,103,866.41	1,092,463.97	45,519,332.04	91,038,664.08
			2	196	35,323,001.66	9,103,866.41	1,092,463.97	45,519,332.04	
7	Central Luzon Branches Group (CLBG)	Region 3A Region 3B	1	193	36,818,437.81	9,489,288.10	1,138,714.57	47,446,440.48	93,855,691.08
			2	190	36,013,578.47	9,281,850.12	1,113,822.01	46,409,250.60	
8	Southeast Luzon Branches Group (SELBG)	Region 4A Region 4B	1	194	34,632,938.98	8,926,015.20	1,071,121.82	44,630,076.00	89,260,152.00
			2	194	34,632,938.98	8,926,015.20	1,071,121.82	44,630,076.00	
9	Southwest Luzon Branches Group (SWLBG)	Region 4A Region 4B	1	190	33,842,963.84	8,722,413.36	1,046,689.60	43,612,066.80	87,224,133.60
			2	190	33,842,963.84	8,722,413.36	1,046,689.60	43,612,066.80	
10	Bicol Branches Group (BBG)	Region 5	1	132	18,740,765.22	4,830,094.13	579,611.30	24,150,470.64	48,300,941.23
			2	132	18,740,765.22	4,830,094.13	579,611.30	24,150,470.64	
11	West Visayas Branches Group (WVBG)	Region 6	1	189	34,496,682.91	8,890,897.66	1,066,907.72	44,454,488.28	88,908,976.56
			2	189	34,496,682.91	8,890,897.66	1,066,907.72	44,454,488.28	
12	Central Visayas Branches Group (CVBG)	Region 7	1	220	38,321,045.60	9,876,558.14	1,185,186.98	49,382,790.72	98,765,581.44
			2	220	38,321,045.60	9,876,558.14	1,185,186.98	49,382,790.72	
13	East Visayas Branches Group (EVBG)	Region 7 Region 8	1	119	18,380,910.05	4,737,347.95	568,481.75	23,686,739.76	47,373,479.52
			2	119	18,380,910.05	4,737,347.95	568,481.75	23,686,739.76	

Lot No.	Group	Region/Area of Coverage	Year	Quantity (Estimated No. of Guards)	Annual Wage (in Peso) A	Administrative Overhead (in Peso) B	VAT 12% of B (in Peso) C	Total per annum (in Peso) (A + B + C) D	Total for 2 Years (in Peso) E
14	West Mindanao Branches Group (WMBG)	Region 9 Region 10	1	174	29,021,591.28	7,479,791.57	897,574.99	37,398,957.84	74,797,915.68
			2	174	29,021,591.28	7,479,791.57	897,574.99	37,398,957.84	
15	North Mindanao Branches Group (NMBG)	Region 10 Region 11	1	166	25,092,053.37	6,467,024.06	776,042.89	32,335,120.32	64,670,240.64
			2	166	25,092,053.37	6,467,024.06	776,042.89	32,335,120.32	
16	South Mindanao Branches Group (SMBG)	Region 11 Region 12	1	248	39,026,582.13	10,058,397.46	1,207,007.69	50,291,987.28	100,583,974.56
			2	248	39,026,582.13	10,058,397.46	1,207,007.69	50,291,987.28	

Table 2. Breakdown of Financial Bid

Lot No.	Group	Region/Area of Coverage	Year	Quantity (Estimated No. of Guards)	Annual Wage	Administrative Overhead	VAT 12% of B	Total per annum	Total for 2 Years
					(in Peso) A	(in Peso) B	(in Peso) C	(in Peso) (A + B + C) D	(in Peso) E
1	LANDBANK Plaza and Other Installations	LANDBANK Plaza and Other Installations	1	167					
			2	167					
2	North National Capital Region Branches Group (North NCRBG)	NCR	1	243					
			2	243					
3	South National Capital Region Branches Group (South NCRBG)	NCR	1	201					
			2	201					
4	Central National Capital Region Branches Group (Central NCRBG)	NCR	1	186					
			2	186					
5	Northwest Luzon Branches Group (NWLBG)	Region 1	1	163					
			2	163					
6	Northeast Luzon Branches Group (NELBG)	Region 2 Region 3	1	196					
			2	196					
7	Central Luzon Branches Group (CLBG)	Region 3A Region 3B	1	193					
			2	190					
8	Southeast Luzon Branches Group (SELBG)	Region 4A Region 4B	1	194					
			2	194					

Lot No.	Group	Region/Area of Coverage	Year	Quantity (Estimated No. of Guards)	Annual Wage	Administrative	VAT 12% of B	Total per annum	Total for 2 Years
					(in Peso) A	(in Peso) B	(in Peso) C	(in Peso) D (A + B + C)	(in Peso) E
9	Southwest Luzon Branches Group (SWLBG)	Region 4A Region 4B	1	190					
			2	190					
10	Bicol Branches Group (BBG)	Region 5	1	132					
			2	132					
11	West Visayas Branches Group (WVBG)	Region 6	1	189					
			2	189					
12	Central Visayas Branches Group (CVBG)	Region 7	1	220					
			2	220					
13	East Visayas Branches Group (EVBG)	Region 7 Region 8	1	119					
			2	119					
14	West Mindanao Branches Group (WMBG)	Region 9 Region 10	1	174					
			2	174					
15	North Mindanao Branches Group (NMBG)	Region 10 Region 11	1	166					
			2	166					
16	South Mindanao Branches Group (SMBG)	Region 11 Region 12	1	248					
			2	248					

Please credit payment to:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Account Name: _____

Account Number: _____

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 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, if applicable.
 - 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 envelopes (Eligibility and Technical Components) 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 Components)]
 1. **Duly notarized statement from the bidder that it is duly licensed security agency capable of deploying at least 1:3 firearm-to-guard ratio in any case for about 200 security guards.**
 2. **Certified true copies of current and valid documents (Online/Digital file from the PNP is acceptable subject to validation of LANDBANK Security Department, as follows:**
 - 2.1 **Copy (in color ink) of firearms licenses or Long Regular Registration (LRR) under the ownership of the Security Agency.**
 - 2.2 **Certification from the Firearms and Explosives Office (FEO) that the Security Agency firearms existed in the Firearms Information Management System (FIMS) Masterfile.**
 - 2.3 **Certificate of "No Derogatory Records" issued either by the PNP-SOSIA/Regional SOSIA/PADPAO.**
 - 2.4 **Copy (in color ink) of the Security Agency License to Operate.**
 3. **At least two (2) Certificates of Satisfactory Performance. (Date of issuance for certificates shall be within sixty (60) calendar days before the date of bidding)**

The Security Agency must be satisfactorily rated by:

- 3.1 **At least two (2) previous clients/customers (completed contract); or**
- 3.2 **One (1) previous client and one (1) current client with ongoing contract wherein the Security Agency has been rendering services for at least a year.**

New Security Agency:

For new security agency without existing or completed contract with the Procuring Entity for the years 2020 to 2024, two (2) certificates shall be submitted wherein one (1) of which must be issued by a Bank operating in the Philippines with a least sixty (60) branches covered.

Existing Security Agency:

For security agency with existing and completed contract with the Procuring Entity from 2020 to 2024, two (2) certificates shall be submitted wherein one (1) of the Certificates must be issued by LANDBANK-Security Department.

- Post-Qualification Documents/Requirements – [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.6).
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).

Financial Component (PDF File)

- The Financial Component shall contain the 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 Revised Schedule of Prices (Table 2 - Breakdown of Financial Bid) for applicable lots only (sample form - Form No.2) signed by the Bidder's authorized representative.***
 3. Duly filled out Breakdown of Bids signed by the Bidder's authorized representative (Annexes F1 to F31).

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.