

SUPPLEMENTAL/BID BULLETIN NO. 2

PROJECT : **Renovation of Data Center and Central Clearing Department Satellite Office at LANDBANK Aurora Boulevard Office Building under Project Identification No. LBP-GIBAC-ITB-CW-20240802-01**

IMPLEMENTOR : **Bids and Awards Committee for Goods and Infrastructure (GI-BAC)**


DATE : **January 15, 2025**

This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify specific items in the Bidding Documents. It shall form an integral part of the Bidding Documents.

Modification, amendment and/or clarification:

1. The Terms of Reference (Annexes D-1 to D-5), Bid Data Sheet (ITB Clause 10.3), Specifications (Section VI) and Checklist of Bidding Documents (Item No. 10 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-5 and specific sections of the Bidding Documents.
2. Responses to Bidder's Queries/Clarifications per Annex G of the Bidding Documents.

By the authority of the GI-BAC:



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

RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

DATE	January 14, 2025
PROEJECT INDENTIFICATION NO.	GIBAC-ITB-CW-20240802-01
PROJECT NAME	Renovation of Data Center and Central Clearing Department Satellite Office at LANDBANK Aurora Blvd. Office Building
PROPONENT UNIT/TECHNICAL WORKING GROUP	Project Management and Engineering Department

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK's RESPONSES
1	Terms of Reference	The contractor, NIDA Builder's and Supplies, requested to change the PCAB requirement from CATEGORY B, Size Range Medium A to CATEGORY C or D, Size Range Small B which is the minimum requirements for the amount of ABC 30M below as stated in the PCAB requirement General Building GB-1	Per attached Terms of Reference for the project, the requirement is "Must have a Philippine Contractors Accreditation Board (PCAB) License with at least Category "C or D" and size range of Small B (PCAB Classification: General Building/GB-1"

Prepared by:

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Reviewed by:

CHARLIE A. ELLAMIL
OIC, PDMU-North

Approved by:

ENRICO DJ. SAMAMEGO
Head, PMED

ANNEX 6

Bid Data Sheet

ITB Clause	
5.2	<p>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.2.4 of IRR of RA 9184 will likely result to failure of bidding/monopoly that will defeat the purpose of public bidding, the Bidder should comply with the following requirements:</p> <ul style="list-style-type: none">a. The Bidder must have completed a contract that is similar to this Project, the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC of this Project.orb. The Bidder must have completed at least two (2) contracts similar to this Project, the aggregate amount of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC for this Project, and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC for this Project. <p>A contract shall be considered similar to this Project if it involves <u>Building Construction</u>. Moreover, it must have been completed within five (5) years prior to the set deadline for the submission and receipt of bids.</p>
7.1	Subcontracting is not allowed.
10	<p>The electronic bid shall consist of two identical copies of archived/compressed files (Copy 1 and Copy 2). The archived/compressed files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBP-GIBAC-ITB-CW-20240802-01(2) that XYZ Company wants to bid on, the archived/compressed files shall be labelled as XYZ-080201 (2)-C1 (for Copy 1) and XYZ-080201 (2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each</p>

The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the GIBAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.

On the bid opening date, the bidder shall confirm its/his/her participation in the online meeting with the GIBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the GIBAC meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meetings.

Projects with participating bidders in attendance shall be given priority in the queuing.

Upon the instruction of the GIBAC Chairperson to start the bid opening activity, the GIBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The GIBAC Secretariat shall record the session and act as Moderator of the meeting all throughout. In case a bidder cannot connect to the videoconferencing via MS Teams application, the GIBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the GIBAC Secretariat. If the GIBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the GIBAC Secretariat to provide the passwords needed to open its electronic bids when required by the GIBAC, the bidder concerned shall be disqualified from further participating in the bidding process.

Once the connections are in place, the GIBAC, with the assistance of the GIBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the GIBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.

The GIBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.

The GIBAC, with the assistance of the GIBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the GIBAC, the bidder concerned shall disclose the password for its/his Financial Component.

	<p>In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the GIBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts or due to technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.</p> <p>The GIBAC, with the assistance of the GIBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the GIBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p> <p>MS Teams Application shall be used in the conduct of online bidding through videoconferencing. In the event that it is not available, other videoconferencing/group calling applications may be used as an alternative in conducting the meeting.</p>
10.3	PCAB License shall be at least Category "C or D" and size range of Small B (PCAB Classification: General Building/GB-1"
10.4	The minimum work experience requirements for key personnel are stated in Annex D-2
10.5	The minimum major equipment requirements are stated in Annex D-2
12	No further instructions.

15.1

The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:

Form of Bid Security	Minimum Amount of Bid Security (PhP)
a. Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP 183,341.76
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	PhP 458,354.40

1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal. The bidder shall first secure an electronic PAO from LANDBANK - Procurement Department. If the bidder opts to pay at any LANDBANK Branch, the electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.

If the bidder opts to pay through the LANDBANK Link.BizPortal, the steps to follow are found in Annex A of the Bidding Documents. The Payment Confirmation shall serve as proof of payment of the cash bid security.

2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the Project Identification No. and Name of the Project are indicated.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:

(a) CBD 2 - 18th Floor, LANDBANK Plaza Building
Telephone No. 8-405-7345 local 2117
(For Assets 1 Billion and up)

(b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building
Telephone No. 8-405-7431 local 7431
(For Assets below 1 Billion)

5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

(a) LANDBANK Insurance Brokerage, Inc. (LIBI)

LIBI-Forex
14th Floor, LANDBANK Plaza Building
Telephone 8-710-7114
(Every Tuesday and Thursday)

12th Floor, SSHG Law Center Bldg.
105 Paseo de Roxas, Legaspi Village
Makati City
Telephones 8-812-4911 and 8-867-1064

(b) Cocogen Insurance, Inc.

22nd Floor, One Corporate Center,
Dof Julia Vargas Ave., cor. Meralco, Avenue
Ortigas Center, Pasig City
Email Address/es: cathy_magtibay@cocogen.com/
bancassurance@cocogen.com
Contact No. 0917-575-9372/0917-888-9169

cc: bankassurance@landbank.com

(c) United Coconut Planters Life Assurance Corp.

Cocolife Building, 1226, 6807 Ayala Avenue,
Makati City
Email Address: zsat@cocolife.com
Contact No. 0917-836-5749

cc: bankassurance@landbank.com

Surety bonds with the following or similar conditions/phrases shall not be accepted:

	<p>(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>6. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p> <p>7. A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or Payment Confirmation and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. The prospective bidder shall prepare and upload a scanned copy of the receipt of cash payment or other forms of bid security (i.e., Manager's Check, Bank draft/guarantee or irrevocable letter of credit, Surety Bond), together with the electronic bid. The original copy of the bid security shall be submitted to the LANDBANK – BAC Secretariat Unit during post qualification. Failure to enclose the required bid security in the form and amount prescribed shall automatically disqualify the bid concerned.</p>
20	<p>This shall include all of the following documents:</p> <ul style="list-style-type: none"> • 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 • Latest Income Tax Return filed manually or through eFPS • Manpower Schedule • Construction Method • Equipment Utilization Schedule • PERT/CPM or other acceptable tools of project scheduling • Construction Schedule and S-curve • Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission). • Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6). • 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.
21	No further instructions.

TERMS OF REFERENCE

A. Name and Description of Project

PROPOSED DATA CENTER AND CENTRAL CLEARING DEPARTMENT (CCD) SATELLITE OFFICE AT LANDBANK AURORA BLVD. OFFICE BUILDING

B. Objective

As part of LANDBANK's program of increasing the Bank's touchpoint and improving the Bank's Corporate Image, LANDBANK thru the Project Management and Engineering Department (PMED) is renovating the Proposed Data Center and Central Clearing Department (CCD) Satellite Office at LANDBANK Aurora Blvd. Office Building with a lot area of 290 sq.m located at 725 Aurora Boulevard, New Manila, Quezon City. Major scope of work includes the following: Site Development Works; Carpentry Works; Masonry Works; Aluminum and Glass Works; Structural Steel Works; Painting Works; Electrical Works.

C. Project/Services Requirement

REQUIREMENTS	DOCUMENTATIONS
1. Must have a Philippine Contractors Accreditation Board (PCAB) License with at least Category "C or D" and size range of Small B (PCAB Classification: General Building/GB-1).	<ul style="list-style-type: none"> • Certified copy of valid PCAB Registration Certificate.
2. With at least five (5) years minimum experience as a general contractor related to construction/renovation of commercial buildings, hospitals, multi-storey school buildings, BPOs and banks.	<ul style="list-style-type: none"> • Five (5) contracts or purchase order of equivalent documents completed in the last five years (from 2020 to 2024), with the following details: <ul style="list-style-type: none"> ○ Name of project ○ Location of project ○ Type of project ○ Duration of the project ○ Contact persons and number • With corresponding Performance Assessment Report (PAR) forms with at least "Satisfactory" adjectival rating duly filled out and signed by the client concerned (see attached Exhibit 1)

<p>3. Currently employing experienced professionals with valid Professional Regulation Commission (PRC) registrations, to wit:</p> <p>3.1. Project-in-Charge (Architect or Civil Engineer)</p> <p>3.2. Electrical Engineer or Master Electrician</p>	<ul style="list-style-type: none">• List of employed professionals assigned for the project with the following supporting documents (see attached Exhibit 2):<ul style="list-style-type: none">○ Curriculum Vitæ○ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate○ Employment Certification
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D. Scope of Project/Services

The contractor shall:

1. Undertake all the necessary works (Architectural, Structural, Electrical, etc.) as indicated in the plans, specifications and scope of works prepared & issued by the Project Management and Engineering Department (PMED) for the proposed **LANDBANK CCD SATELLITE OFFICE AND DATA CENTER AT LANDBANK AURORA BLVD. OFFICE BUILDING;**
2. Facilitate and secure all necessary government permits and clearances required for the implementation and completion of the project;
3. Assign a full time and competent project manager/ engineer at the site until project completion and turn-over;
4. Abide by the attached General Conditions of the Project (**Annex B**)
5. Provide monthly periodic reports on the status/ accomplishments of the project to be submitted to LANDBANK-PMED;
6. Attend all meetings as may be required during the implementation stage until the completion of the project;
7. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.
8. Exercise extreme caution and be responsible in the hauling/transfer, installation, testing and commissioning of the equipment to prevent damage to Bank properties.
9. Conduct the construction works from 7:00 PM – 4:00 AM on weekdays and 7:00 AM – 4:00 PM on weekends.

10. Submission of the following documents

- a. Construction Safety and Health Program (CSHP) approved by Department of Labor and Employment (DOLE) prior to contract implementation,
- b. Program of work showing the general methods and timing for all the activities in the project within 14 calendar days upon receipt of the Notice to Proceed, for approval of PMED. An updated program of work, if applicable, shall likewise be submitted by the contractor incorporating change or variation order. The same shall be approved by PMED. If the contractor failed to submit the said program of work, PMED shall withhold the release of its billing until such time it complies with the requirements.

E. Delivery Schedule

Completion of the **LANDBANK Proposed Data Center and Clearing Department (CCD) Satellite Office at LANDBANK Aurora Blvd. Office Building** is within 180 c.d. upon receipt of Notice to Proceed (NTP);

F. Payment Terms

1. Advance payment not exceeding fifteen percent (15%) of the total contract amount shall be made only upon submission to and acceptance by the procuring entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by surety or insurance company duly licensed by the Insurance Commission.
2. Once a month, the contractor may request for progress billing with attached Statement of Work Accomplished (SWA) and Contractor's Affidavit on payment of labor and materials. Release of payment shall be in accordance with the Bank's accounting rules & guidelines.
3. The total retention money shall be due for release one (1) year after the approval of Turn-over and Acceptance (TOA). The contractor may request the substitution of the retention money with irrevocable standby letter of credit of equivalent value from a commercial bank, bank guarantee or surety bond (warranty bond) callable upon demand.

G. Updated Tax Clearance

Updated Tax Clearance shall be presented by the supplier/contractor in accordance with Executive Order No. 398, Series of 2005 and BIR Regulations No.17-2024 prior to final settlement of government contracts.

H. Liquidated Damages

If the winning bidder fails to deliver any or all of the goods and/or services within the period/s specified in this Contract, the Bank shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent (0.001) of the price of the unperformed portion of the goods and/or services for each day of

delay based on the approved contract. LANDBANK need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to contractor. In case the total sum of liquidated damages reached ten percent (10%) of the total contract price, LANDBANK may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

I. Pre-Termination/Termination of Contract

Pre-termination/Termination of Contract shall be governed by the guidelines on Termination of the Contract per Annex "I" of the 2016 Revised Implementing Rules and Regulations

In addition to the grounds under the said Guidelines for Contract Termination the following are also grounds for pre-termination/termination:

- Failure by the service provider to perform its obligation thereon;
- Unsatisfactory Performance by the service provider within the contract duration

J. Other Terms and Condition

a. Site Inspection

The contractor/s are not required to inspect the project site and may refer to the plans and photos (Annex A) provided. However, if the contractor/s opt to inspect the project, they must send their request to LANDBANK-PMED via email at PMED@landbank.com.

b. Performance Evaluation

LANDBANK PMED, using the Exhibit 1 proforma, shall rate the performance of all its contractors upon completion of the warranty period of one (1) year as provided in the contract.

c. Warranty

1. From the commencement of the project up to the final acceptance/Turn-over and Acceptance (TOA), the contractor shall take full responsibility for the safety, protection, and security of his personnel, third parties, and the public at large, as well as the works, equipment, and the installation to be affected by his contraction work.
2. One (1) year from the final acceptance of the project /Turn-over and Acceptance (TOA), the contractor shall undertake the replacement/ repair works, at their own expense, of any defects and damage to the infrastructure on account of the use of materials of inferior quality.

K. Contact Person

Name	Email Address	Contact Number
Kim Allen J. Espineda	kjespineda@landbank.com	8522-0000 (loc 2256)
Richard Michael B. Dimapilis	rbdimapilis@landbank.com	8522-0000 (loc 2649)

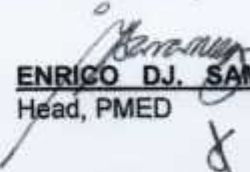
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Approved by:


ENRICO D.J. SAMANIEGO
Head, PMED
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Section VI. Specifications

Name of Projects	Work Completion														
<p style="text-align: center;">Renovation of Data Center and Central Clearing Department Satellite Office at LANDBANK Aurora Blvd. Office Building</p> <p>Scope of works, working drawings and other requirements are stated in the following annexes:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td style="width: 30%; padding: 5px;">Revised Annexes D-1 to D-5</td> <td style="padding: 5px;">Terms of Reference</td> </tr> <tr> <td style="padding: 5px;">Annex D-6</td> <td style="padding: 5px;">Plans and Photos of the Project Site</td> </tr> <tr> <td style="padding: 5px;">Annexes D-7 to D-9</td> <td style="padding: 5px;">General Conditions of the Project</td> </tr> <tr> <td style="padding: 5px;">Annexes D-10 to D-13</td> <td style="padding: 5px;">Performance Assessment Report</td> </tr> <tr> <td style="padding: 5px;">Annexes D-14 & D-15</td> <td style="padding: 5px;">Work Experiences of Key Personnel and Equipment Requirements</td> </tr> <tr> <td style="padding: 5px;">Annexes D-16 to D-36</td> <td style="padding: 5px;">Working/Drawings and other Requirements</td> </tr> <tr> <td style="padding: 5px;">Annexes E-1 to E-5</td> <td style="padding: 5px;">Bill of Quantities</td> </tr> </table> <p>The documentary requirements enumerated in Section C (Qualifications) of the Revised Terms of Reference in Annexes D-1 to D-36 shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements.</p> <p>Non-submission of the above documents may result in the post-disqualification of the bidder.</p>	Revised Annexes D-1 to D-5	Terms of Reference	Annex D-6	Plans and Photos of the Project Site	Annexes D-7 to D-9	General Conditions of the Project	Annexes D-10 to D-13	Performance Assessment Report	Annexes D-14 & D-15	Work Experiences of Key Personnel and Equipment Requirements	Annexes D-16 to D-36	Working/Drawings and other Requirements	Annexes E-1 to E-5	Bill of Quantities	<p>Within One Hundred Eighty (180) calendar days upon receipt of Notice to Proceed</p>
Revised Annexes D-1 to D-5	Terms of Reference														
Annex D-6	Plans and Photos of the Project Site														
Annexes D-7 to D-9	General Conditions of the Project														
Annexes D-10 to D-13	Performance Assessment Report														
Annexes D-14 & D-15	Work Experiences of Key Personnel and Equipment Requirements														
Annexes D-16 to D-36	Working/Drawings and other Requirements														
Annexes E-1 to E-5	Bill of Quantities														

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Infrastructure Projects

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

Eligibility and Technical Component (PDF)

- 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 in case of a corporation, partnership, or cooperative; 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 No. 7).
 3. Statement of the prospective bidder of all its ongoing government and private contract, 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 relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (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. The statement shall include all information required in the PBDs prescribed by the GPPB (sample form – Form No. 4)
 - include all information required in the PBDs prescribed by the GPPB;
 - the statement shall be supported by the Owner's Certificate of Acceptance (OCA) issued by the owner other than the contractor (refer to the Note in Form No. 4 for the required information to be indicated in OCA) or Contractors Performance Evaluation System (CPES) Rating, which must be satisfactory. For contracts with the private sector, an equivalent document shall be submitted.
 5. Valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Venture and registration for the type and cost of the contract for this Project

- Financial Eligibility Documents

6. 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.
 7. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form No. 5)
- o **Eligibility Documents - Class "B"**
8. Duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence or 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. 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 the 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.
- o **Technical Documents**
9. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
- 10. Revised Section VI – Specifications with conformity of bidder.**
11. Section VII – Drawings with conformity of bidder.
 12. Section VIII – Bill of Quantities with conformity of bidder.
 13. Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid.
 - b. List of contractor's key personnel (Annex D-14) to be assigned to the contract to be bid with the following supporting documents:
 - o Curriculum Vitae
 - o Certified photo copy of Professional Regulation Commission (PRC) ID or PRC Board Certificate
 - o Employment Certificate
 - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be (Annexes D-1 to D-15).

7. Construction Schedule and S-curve
8. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
9. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
10. 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 Component (PDF File)

- **The Financial Component shall contain documents sequentially arranged as follows:**
 1. Duly filled out Financial Bid Form signed by the bidder's authorized representative (sample form – Form No. 1)
 2. Duly signed Bid Prices in the Bill of Quantities
 3. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid
 4. Cash flow by quarter or payment schedule

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.

14. 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)].**

15. List of at least five (5) contracts or purchase order of equivalent documents completed in the last five years (from 2020 to 2024) as proof that the contractor has at least five (5) years minimum experience as a general contractor related to construction/renovation of commercial buildings, hospitals, multi-storey school buildings, BPOs and Banks with at least two (2) fit-out projects, with the following details:

- Name of project
- Location of project
- Type of project
- Duration of the project
- Contact persons and number

Submitted list of five (5) latest completed construction projects shall be accompanied by a Performance Assessment Report (PAR) for each project with at least a "Satisfactory" adjectival rating duly signed by the Owner and/or representative. The standard for PAR shown in Annexes D-10 to D-13 shall be adopted.

- **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. Manpower Schedule
4. Construction Method
5. Equipment Utilization Schedule
6. PERT/CPM or other acceptable tools of project scheduling