

### SUPPLEMENTAL/BID BULLETIN NO. 1

PROJECT : Various Office Furniture at LANDBANK P. Ocampo Branch under

Project Identification No. LBP-GIBAC-20241204-01

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

DATE : February 13, 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:

 The Terms of Reference (Annexes D-1 to D-16), Schedule of Requirements (Section VI), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item Nos. 11 and 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-16 and specific sections of the Bidding Documents.







## 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	Delivered, Weeks/Months
One (1) Lot	Various Office Furniture for LANDBANK P. Ocampo Branch	Refer to Bill of Quantities (Annex E)	Within sixty (60) calendar days upon receipt of Notice to Proceed and advice from Project Management and Engineering Department.

### **Delivery Site and Contact Person:**

### LANDBANK P. Ocampo Branch

Ground Floor, Burgundy Westbay Tower, P. Ocampo Street, Malate, Manila Mr. Jayvee Ferrera 8523-1766

### Implementing Unit:

Mr. Enrico DJ Samaniego

Head, LANDBANK Project Management and Engineering Department

### Contact Nos.:

8-522-0000 locals 2256, 2349 and 2250

Conforme:		
	Name of Bidder	
-	Signature Over Printed Name of Authorized Representative	
-	Position	

**Technical Specifications** 

Specificat	ions	Statement of Compliance
		Bidders must signify their compliance to the Technical Specifications/Terms of Reference by stating below either "Comply" or Not "Comply
		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 unde 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.
Various Office Furniture Ocampo Br		
Scope of works, I minimum specification requirements per attraction Reference (Revised D-16) and Bill of Quantities	ons and other cached Terms of <b>Annexes D-1 to</b>	
<ol> <li>Documentary requirementary Annexes D-1 and D-2 Reference.</li> </ol>		
Non-submission of documents/requirements post-disqualification of the	the above amay result in the se bidder.	
Conforme:		
	Name of	Bidder
	Signature over P Authorized Re	

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Position

### Checklist of Bidding Documents for Procurement of Goods and Services

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

### Eligibility and Technical Components (PDF File)

- The Eligibility and Technical Component shall contain documents sequentially arranged as follows:
  - Eligibility Documents Class "A"

### Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).

### Technical Eligibility Documents

- 2. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form Form No. 7).
- 3. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
- 4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

### Financial Eligibility Documents

- 5. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- 6. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### Eligibility Documents – Class "B"

- 7. Duly signed valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
- 8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- 9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder.

### 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. List of at least five (5) contracts or purchase orders or equivalent documents for completed projects during 2022, 2023 and 2024, with the following details:
    - Name of Project
    - Location of Project
    - Type of Project
    - Duration of Project
    - Contact Persons and Number

- 15. LTO Official Receipt (OR) and Certificate of Registration (CR) or other documents showing proof of ownership of the vehicle and/or right to use the vehicle.
- 16. Detailed drawings printed on the supplier's official letterhead and signed by authorized representative to include the following (per item/type of unit) for post qualification evaluation:
  - 17.1 Model Name and Type
  - 17.2 Perspective/Photo of the item
  - 17.3 Drawing/Sketch views with dimensions/measurements (Plan/Top View, Front Elevation, Right Elevation, Rear Elevation).
  - 17.4 Complete description of the items including parts and components.
- 17. Manufacturer's authorization or back-to-back certificate confirming that the supplier is an authorized seller/distributor of the product.
- Post-Qualification Documents/Requirements <u>[The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:</u>
  - 18. 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.
  - 19. Latest Income Tax Return filed manually or through EFPS.
  - 20. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  - 21. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form Form No.6).
  - 22. 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. Dully filled out Bill of Quantities Form (Annex E) signed by the Bidder's authorized representative.
- Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

### TERMS OF REFERENCE

A. Name and Description

Supply, Delivery and Installation of Office Furniture for LANDBANK P. Ocampo Branch

B. Objective

To provide various Office Furniture for the use of LANDBANK P. Ocampo Branch

roject/Services Requirement Requirement	Documentation		
1. The supplier must have at least three (3) years of experience in the supply, delivery, and installation of office furniture - preferably banks - with at least five (5) completed projects / contracts from three (3) different clients in the Philippines.	<ul> <li>a. List of five (5) contracts or purchase order or equivalent documents completed in the last three years (2022, 2023, 2024), with the following: <ol> <li>Name of Project</li> <li>Location of Project</li> <li>Type of Project</li> <li>Duration of Project</li> <li>Contact Persons and Numbers</li> </ol> </li> <li>b. Copy of Contract Agreement and/or Purchase Order issued by the said clients for each completed project.</li> </ul>		
Must have at least one (1) service delivery vehicle.	<ul><li>a. LTO Official Receipt (OR) and Certificate of Registration (CR).</li><li>b. Other documents showing proof of ownership of the vehicle and/or right to use the vehicle.</li></ul>		
3. The supplier must have brochures or official documents from the manufacturer indicating the complete specifications of the item.	<ul> <li>a. Detailed drawings printed on the supplier's official letterhead and signed by authorized representative to include the following (per item / type of unit) for post qualification evaluation: <ol> <li>Model Name and Type</li> <li>Perspective / Photo of the item</li> <li>Drawing / sketch views with dimensions / measurements (Plan / Top View, Front Elevation, Right Elevation, Left Side Elevation, Rear Elevation)</li> <li>Complete description of the items including parts and components.</li> </ol> </li></ul>		

Terms of Reference – Office Furniture TOR ver Sep 2024

- The supplier must provide the following technical documents.
- a. Manufacturer's Authorization / Certification or equivalent document confirming that the supplier is an authorized seller / distributor of the product.

### D. Scope of Project/Services

Supply, Delivery, and Installation of the following office furniture (see attached technical specification for reference).

### E. Delivery Schedule

Delivery of the items to the project site is 60 calendar days and shall commence upon the issuance of Notice of Advice by PMED.

Delivery Address: Ground Floor, Burgundy Tower, Pablo Ocampo St., Malate, Manila

### F. Payment Terms

Partial payment may be allowed upon request of the supplier stating justifiable reason/s subject to evaluation and recommendation of PMED and subject to the Bank's accounting rules and regulation.

### G. Submittals of the Winning Bidder

- a. For new suppliers and new item of the existing supplier the following are required to submit prior to fabrication and installation.
  - Material samples shall be submitted within three (3) calendar days upon issuance of Notice to Proceed (NTP).
  - 2. Mock-up unit shall be submitted within ten (10) calendar days upon approval of the material samples.
- b. Shop Drawing based on actual site condition is required for PMED Approval prior to installation.
- c. The supplier shall provide a copy of the sales invoice to PMED prior to delivery. Upon delivery, the supplier is required to submit the delivery receipt and inspection report signed by the end-user within twenty-four (24) hours to PMED at email address: pmed@landbank.com

### H. Warranty

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

### I. Termination of Contract

- a. Termination of Contract shall be governed by the Guidelines on Termination of Contracts per Annex "I" of the 2016 Revised Implementing Rules and Regulation.
- b. In addition to the grounds under the said Guidelines for Contract Termination the following are also grounds for termination:
  - 1. Failure by the service provider to perform its obligation thereon;
  - 2. Unsatisfactory Performance by the service provider within the contract duration.

Terms of Reference – Office Furniture TOR ver Sep 2024

### **CLASS D**

### J. Contact Person

Name	Email Address	Contact Number
EDGAR F. PINEDA	efpineda@landbank.com	loc. 2256
RENERRIO D. FRONDA	rdfronda@landbank.com	loc. 2442

Prepared by:

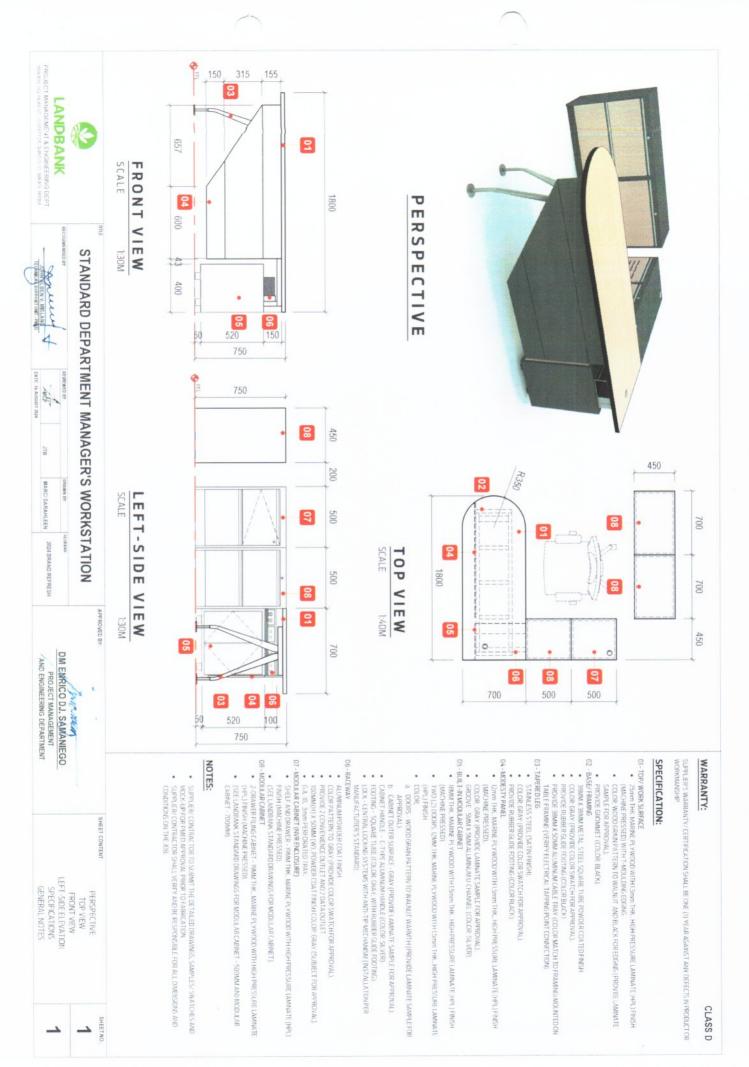
EDGAR F. PINEDA CE SNCRBG - PMED Checked by:

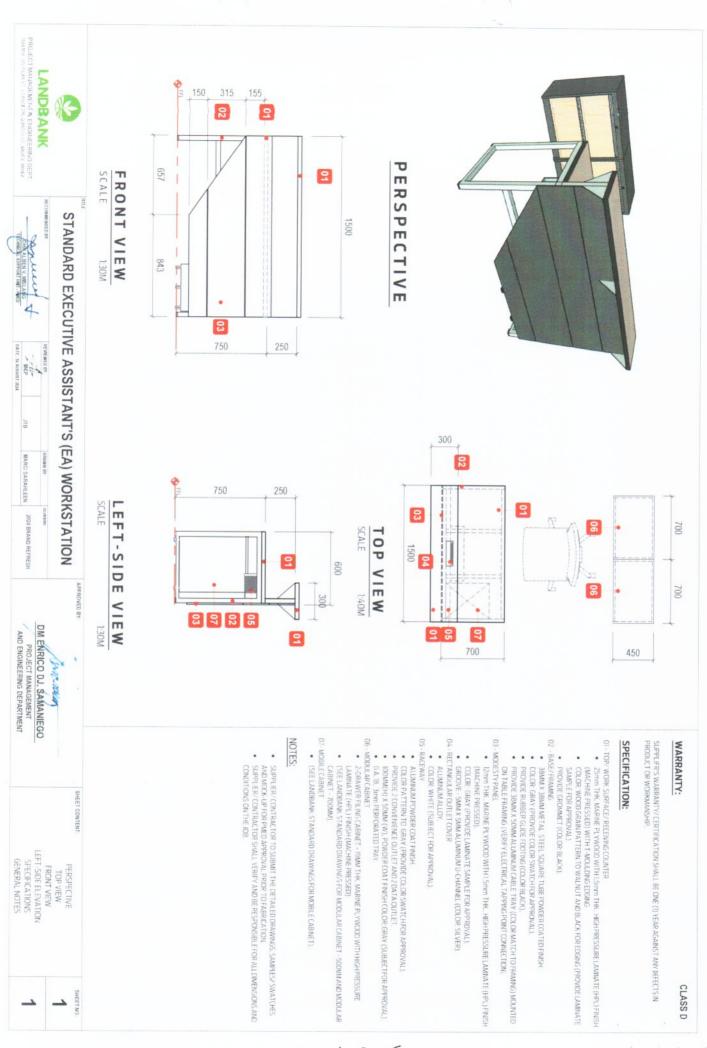
RENERRIO D. FRONDA Team Leader, SNCRBG Approved by:

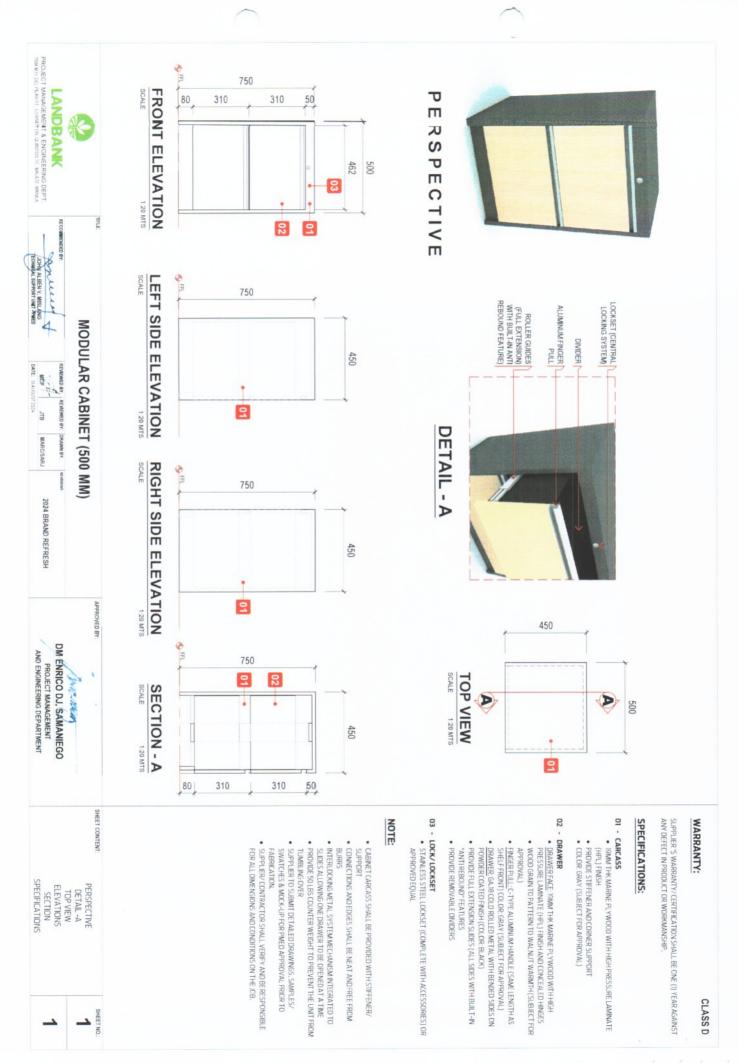
ENRICO DJ. SAMANIEGO
Department Head, PMED

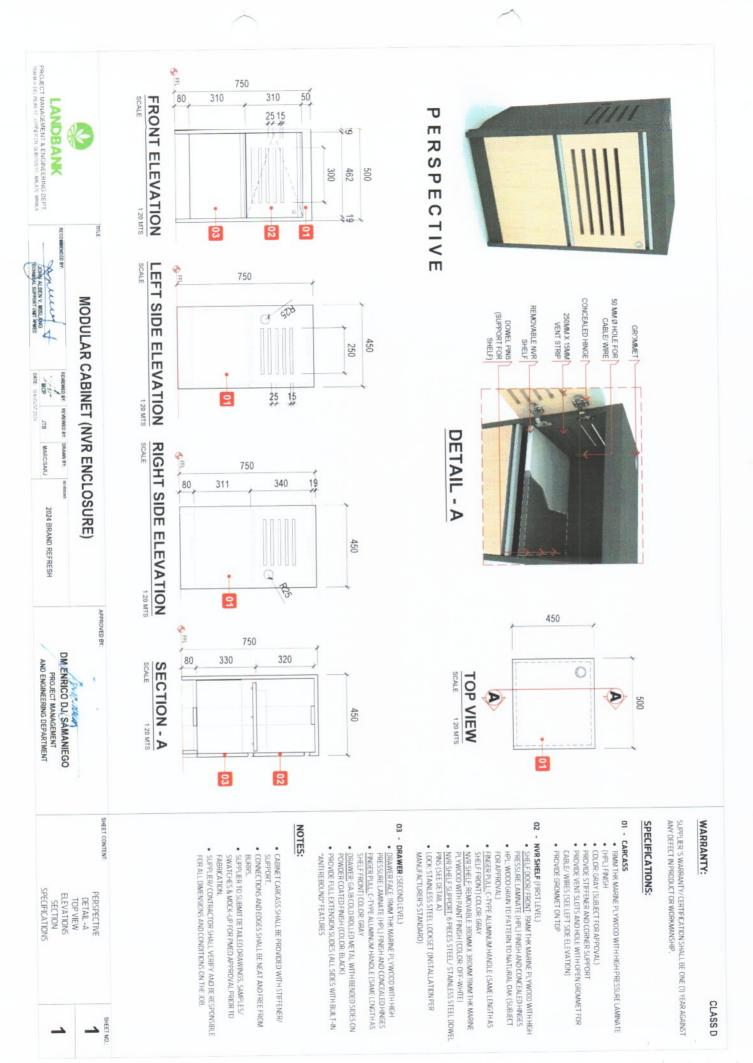
Supplier/Service Provider Conforme (if applicable)

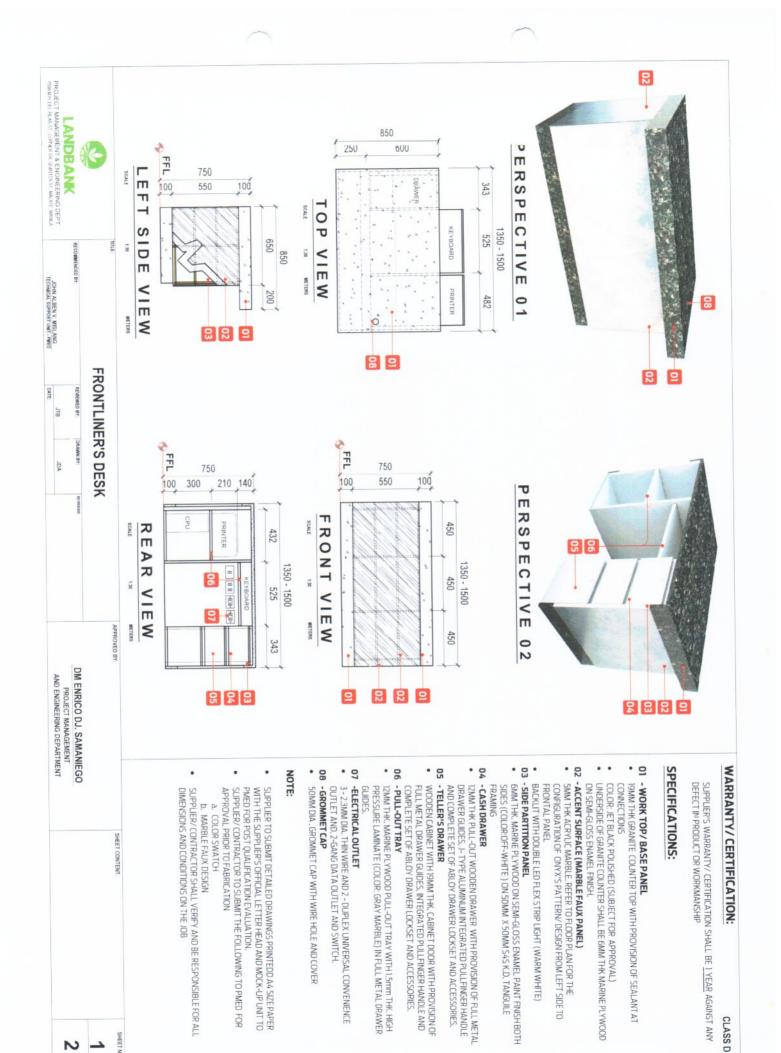
Name and Signature of Representative Designation, Supplier/Service Provider





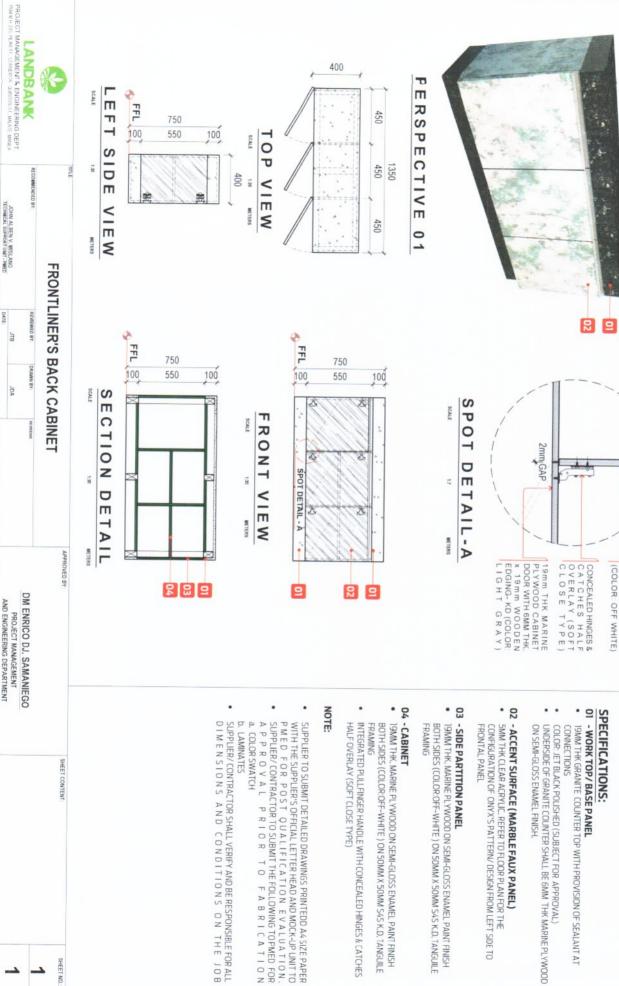






SHEET NO.

N



## WARRANTY/ CERTIFICATION:

CLASS D

SUPPLIER'S WARRANTY/ CERTIFICATION SHALL BE  $\underline{1}$  YEAR AGAINST ANY DEFECT IN PRODUCT OR WORKMANSHIP

19mm THK MARINE PLYWOOD PARTITION

- 19MM THK GRANITE COUNTER TOP WITH PROVISION OF SEALANT AT
- COLOR: JET BLACK POLISHED (SUBJECT FOR APPROVAL)
- UNDERSIDE OF GRANITE COUNTER SHALL BE 6MM THK MARINE PLYWOOD

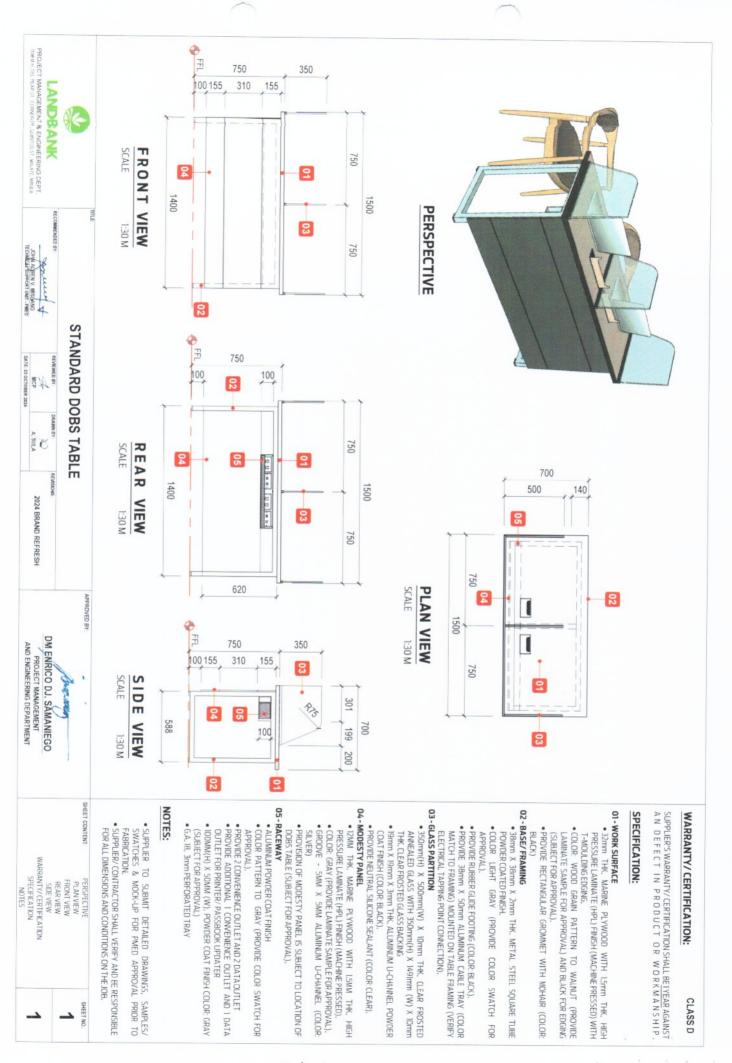
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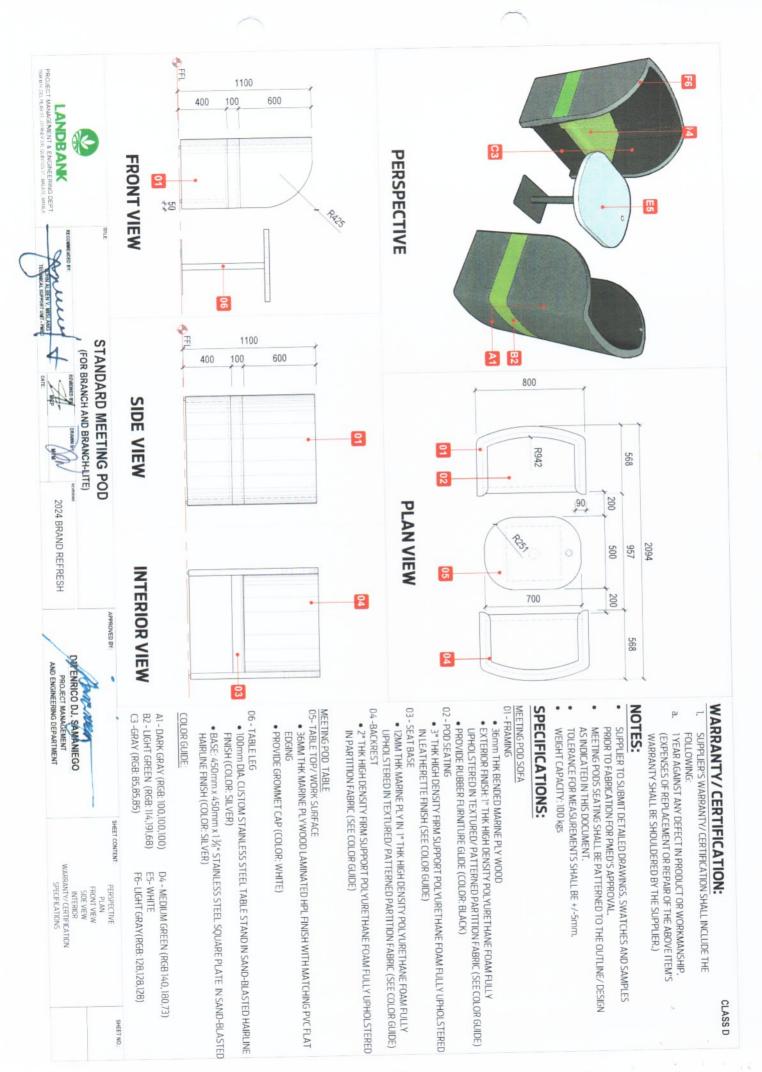
5MM THK CLEAR ACRYLIC. REFER TO FLOOR PLAN FOR THE CONFIGURATION OF ONVX'S PATTERN/ DESIGN FROM LEFT SIDE TO

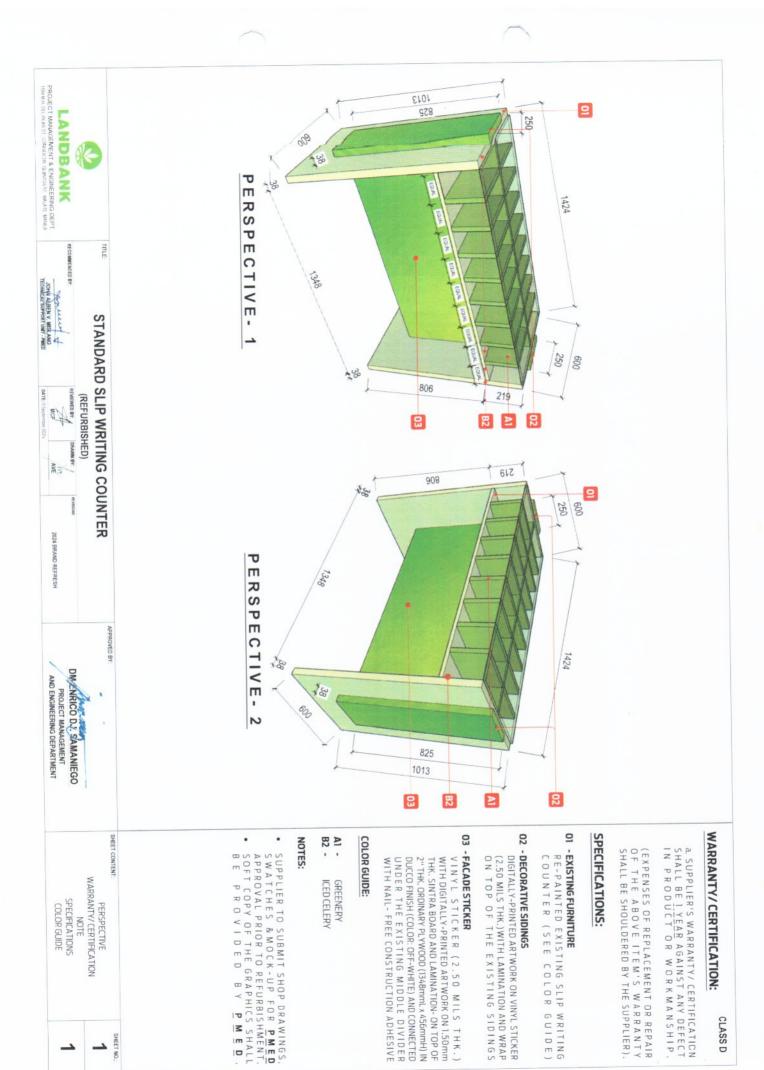
BOTH SIDES (COLOR:OFF-WHITE) ON 50MM X 50MM S4S K.D. TANGUILE 19MM THK. MARINE PLYWOOD ON SEMI-GLOSS ENAMEL PAINT FINISH

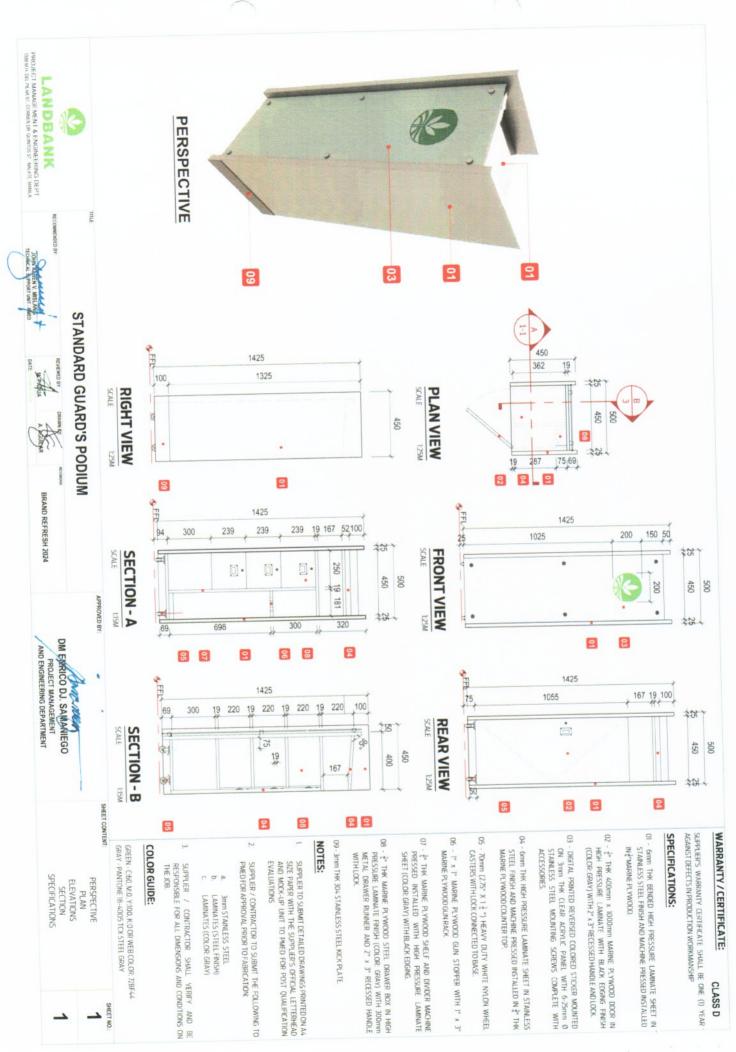
- SUPPLIER TO SUBMIT DETAILED DRAWINGS PRINTEDD A4 SIZE PAPER INTEGRATED PULLFINGER HANDLE WITH CONCEALED HINGES & CATCHES HALF OVERLAY (SOFT CLOSE TYPE)
- SUPPLIER/ CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB

SHEET NO.

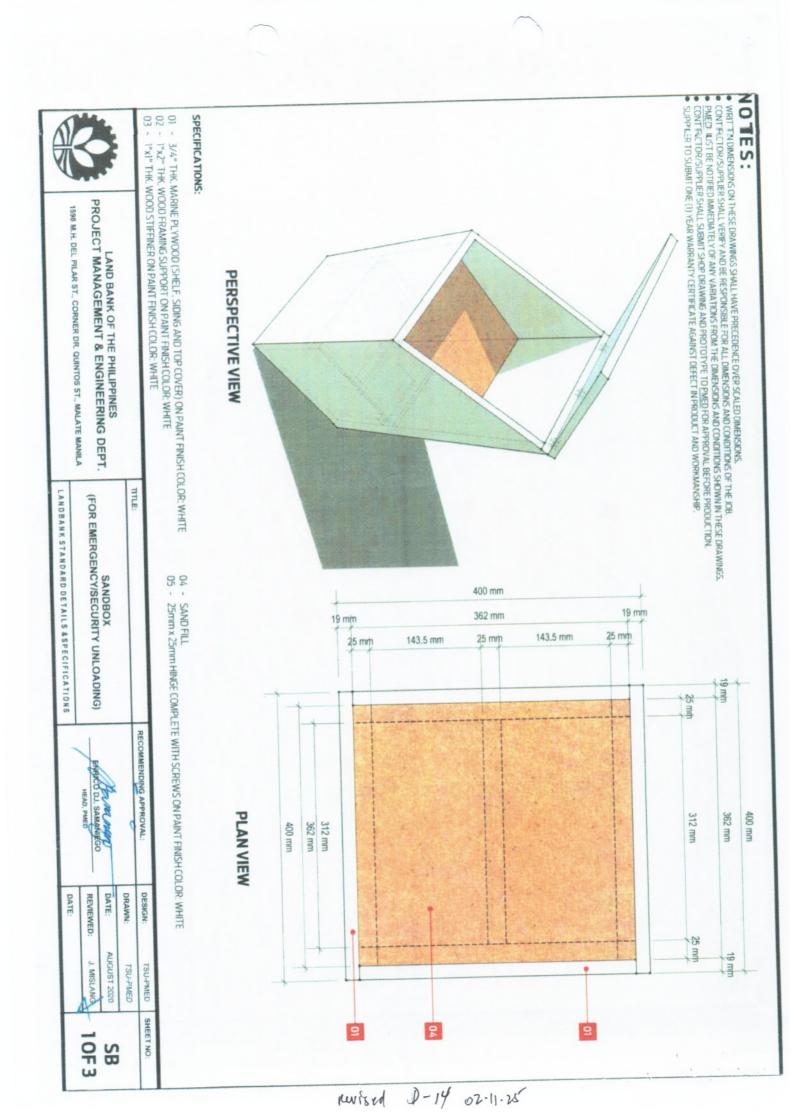


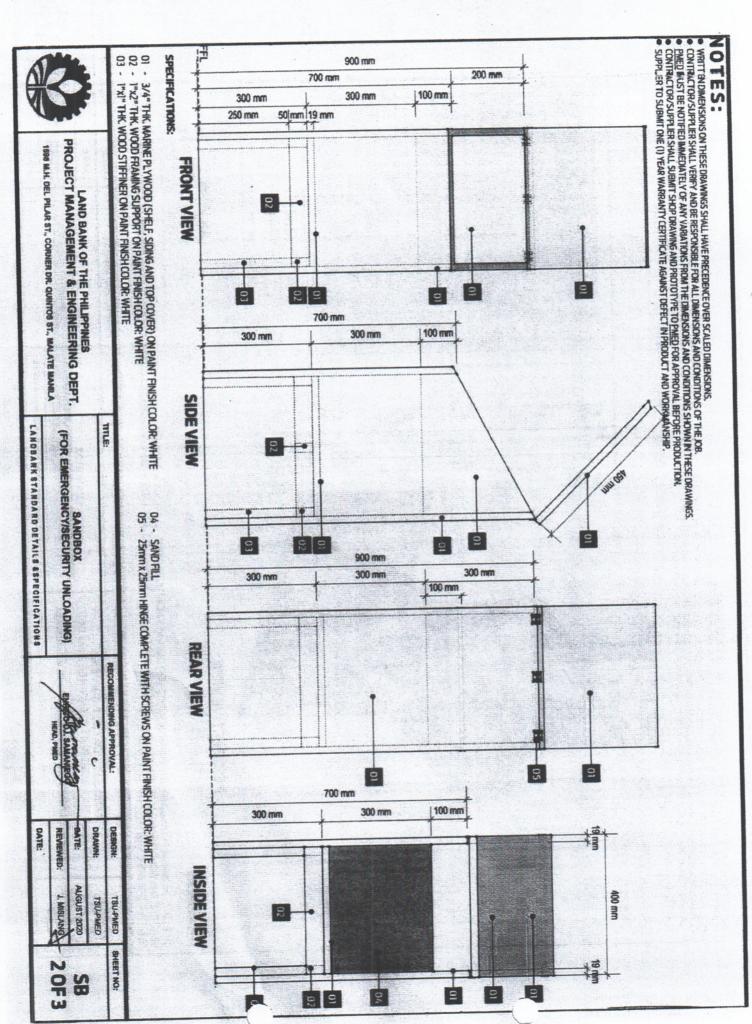






Kurised D-13 02.11.25





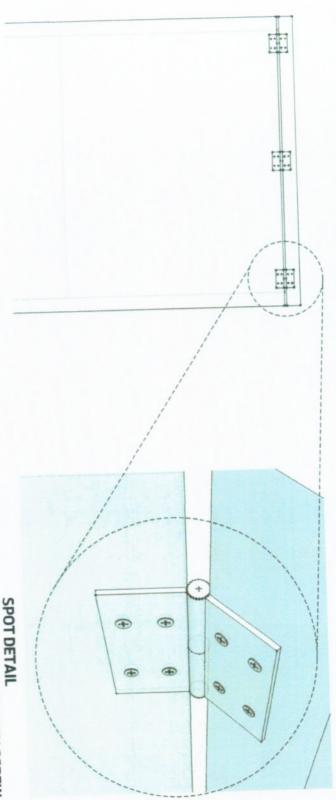
Revised D-15 or 11.25

NOTES:

WRITT EN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS.

CONTRACTOR/SUPPLIER SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS OF THE JOB.
 PARED INLIST BE NOTIFIED IMMEDIATELY OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN IN THESE DRAWINGS.

CONTRACTOR/SUPPLIER SHALL SUBMIT SHOP DRAWING AND PROTOTYPE TO PMED FOR APPROVAL BEFORE PRODUCTION.
 SUPPLER TO SUBMIT ONE (I) YEAR WARRANTY CERTIFICATE AGAINST DEFECT IN PRODUCT AND WORKMANSHIP.



## SPECIFICATIONS:

01 - 3/4" THK. MARINE PLYWOOD ON PAINT FINISH COLOR: WHITE

25mm x 25mm HINGE COMPLETE WITH SCREW

1"x2" THK. WOOD FRAMING SUPPORT ON PAINT FINISH COLOR: WHITE

1"x1" THK. WOOD STIFFINER ON PAINT FINISH COLOR: WHITE

SAND FILI

1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE MANILA

25mm x 25mm HINGE COMPLETE WITH SCREWS ON PAINT FINISH COLOR: WHITE LAND BANK OF THE PHILIPPINES PROJECT MANAGEMENT & ENGINEERING DEPT. TITLE LANDBANK STANDARD DETAILS & SPECIFICATIONS (FOR EMERGENCY/SECURITY UNLOADING) SANDBOX RECOMMENDING APPROVAL: NICO DJ. SAMANIE HEAD, PMED DESIGN: DATE DATE: DRAWN REVIEWED: AUGUST 2020 J. MISLANG TSU-PMED TSU-PMED SHEET NO: 3 OF 3

> Renisod 02-11.25 D-16