

**LAND BANK OF THE PHILIPPINES**

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**BID BULLETIN NO. 1  
For ITB No. 2014-3-198**

**PROJECT** : **One Lot Supply, Delivery and Installation of Systems Furniture at LANDBANK Calapan and Dinalupihan Office Buildings and Batasan and Pulilan Branches**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **November 6, 2014**

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- This Bid Bulletin is hereby issued for the information of the participating bidders on the reduction of Approved Budget for the Contract from P5,467,511.00 to P5,357,095.87 in view of the cancellation of 1 unit COD workstation and 1 unit clerical workstation for Calapan Lending Center.
- Invitation to Bid, Item Nos. 2, 13.2 and 18.1 of the Bid Data Sheet have been revised. Please see attached revised pages 5, 41, 42, 43 and 44.
- Section VI (Schedule of Requirements), Section VII (Technical Specifications) and Schedule of Prices (Form No. 2) have been revised. Please see attached revised pages 71, 76, 82, 83, 84, 85, 86, 87 and 88.
- Checklist of Bidding Documents has been revised. Please see attached revised pages 100, 101 and 102.

  
**ALWIN I. REYES**  
Department Manager  
Procurement Department

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| 3 | <p><b>Lending Center (LC) Area</b></p> <ul style="list-style-type: none"><li>• 1 set Manager's Cubicle</li><li>• <b>7 sets Division Chief Workstation</b></li><li>• <b>8 sets Clerical Workstation</b></li><li>• 2 sets Executive Assistant Workstation</li><li>• 1 set Conference (Meeting ) Table</li></ul> <p><b>Property Valuation-Credit Information Department (PV-CID) Area</b></p> <ul style="list-style-type: none"><li>• 1 set Division Chief Workstation</li><li>• 4 sets Clerical Workstation</li></ul> <p><b>Accounting Center (AC) Area</b></p> <ul style="list-style-type: none"><li>• 8 sets Clerical Workstation</li><li>• 1 set Computer Counter</li></ul> <p><b>Relocation from Rizal Lending Center (Cainta)</b></p> <ul style="list-style-type: none"><li>• 1 set Executive Assistant Workstation</li><li>• 1 set Operations Supervisor Workstation</li><li>• 1 set Accounting Center Head Workstation</li></ul> <p><b>Dinalupihan Office Building</b></p> <p><b>Branch Area</b></p> <ul style="list-style-type: none"><li>• 1 set Manager's Cubicle</li><li>• 2 sets Cash Operations Unit/Cashier Workstation</li><li>• 2 sets Clearing Assistant and Bookkeeper Workstation</li><li>• 3 sets Computer Counter (1.5m)</li></ul> <p><b>Bataan-Zambales Lending Center (LC)</b></p> <ul style="list-style-type: none"><li>• 1 set Manager's Cubicle</li><li>• 1 set Division Chief Workstation</li><li>• 1 set Special Client's Area with 4-seater Conference Table</li><li>• 1 set Executive Assistant Workstation</li><li>• 10 sets Clerical Workstation (1.20m)</li><li>• 7 sets Clerical Workstation (1.20m-AO)</li></ul> <p><b>Bataan Accounting Center</b></p> <ul style="list-style-type: none"><li>• 1 set Division Chief Workstation</li><li>• 7 sets Clerical Workstation (1.20m)</li></ul> <p><b>Commission on Audit (COA)</b></p> <ul style="list-style-type: none"><li>• 3 sets Clerical Workstation (1.20m)</li></ul> |
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## Bid Data Sheet

| ITB Clause |  |
|------------|--|
| 1.1        | The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).   |
| 1.2        | <p>The lot and reference is:</p> <p>One Lot Supply, Delivery and Installation of Systems Furniture at LANDBANK Calapan and Dinalupihan Office Buildings and Batasan and Pulilan Branches</p> <p>ITB No. 2014-3-198</p>   |
| 2          | <p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LBP Board of Directors for 2014 in the total amount of <b>Five Million Three Hundred Fifty Seven Thousand Ninety Five Pesos and Eighty Seven Centavos Only (P5,357,095.87)</b></p> <p>The name of the Project One Lot Supply, Delivery and Installation of Systems Furniture at LANDBANK Calapan and Dinalupihan Office Buildings and Batasan and Pulilan Branches</p>  |
| 3.1        | No further instructions.   |
| 5.1        | No further instructions.   |
| 5.2        | Foreign bidders, falling under <b>ITB</b> Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project.   |
| 5.4        | <p>The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a)(iv ), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>Bidder must submit proof of their completed largest single contract. Proofs shall be:</p> <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt or certification from bidder's client that items have been satisfactorily delivered/accepted.</li> </ul> <p>For this purpose, similar contracts shall refer to Systems Furniture.</p> |
| 7          | No further instructions.   |
| 8.1        | Subcontracting is not allowed.   |
| 8.2        | Not applicable.  |

|              |   |
|--------------|---|
| 9.1          | The Procuring Entity will hold a pre-bid conference for this Project on _____ at Bidding Room, 25 <sup>th</sup> Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila.  |
| 10.1         | <p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines<br/>25<sup>th</sup> Floor, LANDBANK Plaza Building<br/>1598 M.H. Del Pilar corner Dr. J. Quintos Streets<br/>1004 Malate, Manila<br/>www.landbank.com</p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes<br/>Department Manager<br/>Procurement Department<br/>1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.<br/>1004 Malate, Manila<br/>Tel. (+632) 522-0000 or 551-2200 local 7370<br/>Fax (+632) 528-8587<br/>Email lbphobac@mail.landbank.com</p> |
| 12.1(a)      | No further instructions.  |
| 12.1(a)(i)   | No other acceptable proof of registration is recognized.  |
| 12.1(a)(iv)  | The statement of all ongoing government and private contracts and single largest completed contract similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.  |
| 13.1         | Bidders are required to use the Bid Form provided in Section VIII. Bid Form (Form Nos.1 and 2).   |
| 13.1(b)      | No further instructions.  |
| 13.2         | <p>The Approved Budget for the Contract (ABC) <b>Five Million Three Hundred Fifty Seven Thousand Ninety Five Pesos and Eighty Seven Centavos Only (P5,357,095.87)</b></p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>  |
| 15.4(a)(iii) | No incidental services are required.  |
| 15.4(b)      | Not applicable.   |
| 16.1(b)      | Not applicable.   |
| 16.3         | Not applicable.   |
| 17.1         | Bids will be valid until 120 calendar days from date of opening of bids.  |

|   |  |                               |
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| 18.1  | The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following amount:   |                               |
|   | <b>Form of Bid Security</b>  | <b>Amount of Bid Security</b> |
|   | (a) <b>Cash or cashier's/ manager's check issued by a Universal or Commercial Bank</b>   | <b>P107,141.92</b>            |
|   | (b) <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.</b> |                               |
|   | (c) <b>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or</b>  | <b>P267,854.79</b>            |
| (d) Any combination of the foregoing.   | Proportionate to share of form with respect to total amount of security.   |                               |
| <ol style="list-style-type: none"> <li>1. If bid security is in the form of cash, a bidder is required to secure a Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The PAO shall then be presented to any of the Tellers at the Cash Department (Ground Floor, LANDBANK Plaza Building) together with the corresponding cash. The Cash Department Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. The original and/or certified true copy of the Official Receipt shall be enclosed in Bid Envelope No. 1 (Eligibility and Technical Proposal/Documents). The original official receipt shall be returned by the BAC Secretariat to the bidder immediately after the opening of bids.</li> <li>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.</li> <li>3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated.</li> <li>4. If in the form of surety bond, it should be issued by a surety or insurance company duly certified by the Insurance Commission to issue such security through LandBank Insurance Brokerage, Inc. (LIBI) with office at 14<sup>th</sup> Floor, LIBI-Forex, LANDBANK Plaza every Tuesday and Thursday (telephone number 710-7114) and at the 12<sup>th</sup> Floor, SSHG Law Center Bldg., 105 Paseo de Roxas,</li> </ol> |  |                               |

|         |  |
|---------|--|
|         | <p>Legaspi Village, Makati City with telephone numbers 812-4911 and 867-1064.</p> <p>5. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p>   |
| 18.2    | The bid security shall be valid until 120 calendar days from date of opening bids.   |
| 20.3    | <p><b>Each Bidder shall submit one (1) original copy and one (1) photocopy of the first (Technical) and second (Financial) components of its bid.</b></p> <p><b>Bidders who have previously submitted the Class "A" Documents may secure a certification from LANDBANK Procurement Department to the effect that it has previously submitted the said documents. The said certification or a Certificate of PhilGEPS Registration (Platinum Membership) and its Annex A, may be submitted and enclosed inside the Technical Component/Envelope in lieu of the requirements enumerated in ITB Clause 12.1(a).</b></p> |
| 21      | <p>The address for submission of bids is:</p> <p>Procurement Department<br/>Land Bank of the Philippines<br/>25th Floor, LANDBANK Plaza Building<br/>1598 M.H. Del Pilar corner Dr. J. Quintos Streets<br/>1004 Malate, Manila</p> <p>The deadline for submission of bids is 11:00 A.M.,<br/>_____.</p>  |
| 24.1    | <p>The place of bid opening is:</p> <p>25<sup>th</sup> Floor Bidding Room<br/>Procurement Department<br/>Land Bank of the Philippines<br/>LANDBANK Plaza Building<br/>1598 M.H. Del Pilar corner Dr. J. Quintos Streets<br/>1004 Malate, Manila</p> <p>The date and time of bid opening is 11:00 A.M.,<br/>_____.</p>  |
| 24.2    | No further instructions.   |
| 27.1    | No further instructions.   |
| 28.3    | The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.  |
| 28.3(b) | Bid modification is not allowed.   |

## Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

| Item Number | Item Description  | Quantity   | Delivery Period and Destination  |
|-------------|---|--|--|
| 1           | <p>One Lot Supply, Delivery and Installation of Systems Furniture at the following LANDBANK Office Buildings and Branches :</p> <p><b>Batasan Branch</b></p> <p><b>Ground Floor</b></p> <ul style="list-style-type: none"> <li>• Manager's Cubicle</li> <li>• Assistant Department Manager's Workstation</li> <li>• Special Clients Area with Table</li> <li>• Executive Assistant/Secretary Workstation (1.6m x 1.5m)</li> <li>• ATM Teller Workstation (1.5m x 1.5m)</li> <li>• Cashier Workstation (1.50m x 1.50m)</li> <li>• Computer Counter (1.60m x 1.60m)</li> </ul> <p><b>Second Floor</b></p> <ul style="list-style-type: none"> <li>• Clerical Workstation</li> <li>• Computer Counter (1.50m x 0.60m)</li> <li>• Computer Counter (2.15m x 1.50m))</li> </ul> | <p>1 set</p> <p>1 set</p> <p>1 set</p> <p>1 set</p> <p>1 set</p> <p>1 set</p> <p>1 set</p> <p>5 sets</p> <p>1 set</p> <p>1 set</p>     | <p><b>LANDBANK Batasan Branch</b></p> <p>Address:<br/>Batasan Compound<br/>Bataan Hills<br/>Quezon City</p> <p><b>LANDBANK Calapan Branch</b></p> <p>Address:<br/>Filipiniana Complex<br/>Barangay St. Niño<br/>Calapan, Oriental Mindoro</p> <p><b>LANDBANK Dinalupihan Branch</b></p> <p>Address:<br/>LANDBANK Bldg<br/>DAR Compound<br/>San Ramon Highway<br/>Dinalupihan, Bataan</p> |
| 2           | <p><b>Calapan Office Building</b></p> <p><b>Branch Area</b></p> <ul style="list-style-type: none"> <li>• Manager's Cubicle</li> <li>• Assistant Department Manager's Workstation</li> <li>• Cash Operations Unit Head Workstation</li> <li>• Clearing Assistant and Bookkeeper Workstation</li> <li>• Clerical Workstation</li> <li>• Computer Counter</li> </ul> <p><b>Lending Center (LC) Area</b></p> <ul style="list-style-type: none"> <li>• Manager's Cubicle</li> <li>• <b>Division Chief Workstation</b></li> <li>• <b>Clerical Workstation</b></li> </ul>  | <p>1 set</p> <p>1 set</p> <p>1 set</p> <p>3 sets</p> <p>2 sets</p> <p>1 set</p> <p>1 set</p> <p><b>7 sets</b></p> <p><b>8 sets</b></p> | <p><b>LANDBANK Pulilan Branch</b></p> <p>Address:<br/>Doña Remedios Trinidad Road<br/>Pulilan, Bulacan</p>   |

|   |  |  |
|---|--|--|
| 2 | <ul style="list-style-type: none"><li>• 1 set Computer Counter<br/>(2.15m x 1.50m))</li></ul> <p><b>Calapan Office Building</b></p> <p><b>Branch Area</b></p> <ul style="list-style-type: none"><li>• 1 set Manager's Cubicle</li><li>• 1 set Assistant Department<br/>Manager's Workstation</li><li>• 1 set Cash Operations Unit Head<br/>Workstation</li><li>• 3 sets Clearing Assistant and<br/>Bookkeeper Workstation</li><li>• 2 sets Clerical Workstation</li><li>• 1 set Computer Counter</li></ul> <p><b>Lending Center (LC) Area</b></p> <ul style="list-style-type: none"><li>• 1 set Manager's Cubicle</li><li>• 7 sets <b>Division Chief Workstation</b></li><li>• 8 sets <b>Clerical Workstation</b></li><li>• 2 sets Executive Assistant<br/>Workstation</li><li>• 1 set Conference (Meeting ) Table</li></ul> <p><b>Property Valuation-Credit Information<br/>Department (PV-CID) Area</b></p> <ul style="list-style-type: none"><li>• 1 set Division Chief Workstation</li><li>• 4 sets Clerical Workstation</li></ul> <p><b>Accounting Center (AC) Area</b></p> <ul style="list-style-type: none"><li>• 8 sets Clerical Workstation</li><li>• 1 set Computer Counter</li></ul> <p><b>Relocation from Rizal Lending Center<br/>(Cainta)</b></p> <ul style="list-style-type: none"><li>• 1 set Executive Assistant<br/>Workstation</li><li>• 1 set Operations Supervisor<br/>Workstation</li><li>• 1 set Accounting Center Head<br/>Workstation</li></ul> |  |
| 3 | <p><b>Dinalupihan Office Building</b></p> <p><b>Branch Area</b></p> <ul style="list-style-type: none"><li>• 1 set Manager's Cubicle</li><li>• 2 sets Cash Operations Unit/Cashier<br/>Workstation</li></ul>  |  |









|  |  |        |  |  |  |  |                               |                               |                               |
|--|--|--------|--|--|--|--|-------------------------------|-------------------------------|-------------------------------|
|  | Installation Cost  |        |  |  |  |  | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ |
|  | <b>Property Valuation-Credit Information Department (PV-CID) Area</b>      |        |  |  |  |  | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ |
|  | • Division Chief Workstation<br>Delivery Cost<br>Installation Cost         | 1 set  |  |  |  |  | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ |
|  | • Clerical Workstation<br>Delivery Cost<br>Installation Cost               | 4 sets |  |  |  |  | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ |
|  | <b>Accounting Center (AC)<br/>Area</b>                                     |        |  |  |  |  | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ |
|  | • Clerical Workstation<br>Delivery Cost<br>Installation Cost               | 8 sets |  |  |  |  | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ |
|  | • Computer Counter<br>Delivery Cost<br>Installation Cost                   | 1 set  |  |  |  |  | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ |
|  | <b>Relocation from Rizal Lending Center (Cainta)</b>                       |        |  |  |  |  | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ |
|  | • Executive Assistant<br>Workstation<br>Delivery Cost<br>Installation Cost | 1 set  |  |  |  |  | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ |
|  | • Operations Supervisor<br>Workstation                                     | 1 set  |  |  |  |  | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ | P _____<br>P _____<br>P _____ |



|  |  |         |  |  |  |  |  |   |
|--|--|---------|--|--|--|--|--|---|
|  | <ul style="list-style-type: none"> <li>Delivery Cost<br/>Installation Cost</li> </ul>      |         |  |  |  | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>_____</li> </ul> |
| <ul style="list-style-type: none"> <li>• Division Chief Workstation</li> </ul>                           | <ul style="list-style-type: none"> <li>Delivery Cost</li> <li>Installation Cost</li> </ul> | 1 set   |  |  | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> |   |
| <ul style="list-style-type: none"> <li>• Special Client's Area with 4-seater Conference Table</li> </ul> | <ul style="list-style-type: none"> <li>Delivery Cost</li> <li>Installation Cost</li> </ul> | 1 set   |  |  | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> |   |
| <ul style="list-style-type: none"> <li>• Executive Assistant Workstation</li> </ul>                      | <ul style="list-style-type: none"> <li>Delivery Cost</li> <li>Installation Cost</li> </ul> | 1 set   |  |  | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> |   |
| <ul style="list-style-type: none"> <li>• Clerical Workstation (1.20m)</li> </ul>                         | <ul style="list-style-type: none"> <li>Delivery Cost</li> <li>Installation Cost</li> </ul> | 10 sets |  |  | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> |   |
| <ul style="list-style-type: none"> <li>• Clerical Workstation (1.20m-AO)</li> </ul>                      | <ul style="list-style-type: none"> <li>Delivery Cost</li> <li>Installation Cost</li> </ul> | 7 sets  |  |  | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> |   |
| <ul style="list-style-type: none"> <li><b>Bataan Accounting Center</b></li> </ul>                        | <ul style="list-style-type: none"> <li>Delivery Cost</li> <li>Installation Cost</li> </ul> | 1 set   |  |  | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> |   |
| <ul style="list-style-type: none"> <li>• Division Chief Workstation</li> </ul>                           | <ul style="list-style-type: none"> <li>Delivery Cost</li> <li>Installation Cost</li> </ul> | 7 sets  |  |  | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> |   |
| <ul style="list-style-type: none"> <li>• Clerical Workstation</li> </ul>                                 | <ul style="list-style-type: none"> <li>Installation Cost</li> </ul>                        |         |  |  | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> | <ul style="list-style-type: none"> <li>P _____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul> |   |



