




**BID BULLETIN NO. 1**  
**For ITB No. 2016-3-166**

**PROJECT** : **LANDBANK Bacolod Office Building Renovation**  
**IMPLEMENTOR** : **Procurement Department**  
**DATE** : **June 29, 2016**

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This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

Section VI (Specifications) and Checklist of the Bidding Documents have been revised. Please see attached revised pages 78, 95, 96 and 97.

  
**ALWIN I. REYES**  
Assistant Vice President  
Procurement Department

## Section VI. Specifications

Description	Work Completion
<p>LANDBANK Bacolod Office Building Renovation</p> <p>Other requirements:</p> <ol style="list-style-type: none"> <li>1. Item description, scope of works and other requirements per attached Annexes B-1 to B-13</li> <li>2. Bidders are required to present itemized costing using Annexes B-1 to B-13</li> <li>3. <b>Bidders are required to conduct site inspection.</b></li> <li>4. <b>Bidders are required to submit and enclose the following documents inside the eligibility and technical envelope:</b> <ol style="list-style-type: none"> <li>a) <b>Certificate of satisfactory performance issued by the clients with whom the bidder has completed its single largest contract.</b></li> <li>b) <b>Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department and/or LBRDC for bidders with existing or completed contracts with LANDBANK and/or LBRDC.</b></li> <li>c) <b>Certificate of Appearance signed by the Head, LANDBANK Bacolod Office Building or his authorized representative.</b></li> </ol> </li> </ol> <p><b>Bidders who fail to submit these certifications shall be automatically disqualified.</b></p>	<p>Two hundred seventy (270) calendar days after receipt of Notice to Proceed.</p>

**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

## Checklist of Bidding Documents for Procurement of Infrastructure Projects

The **FIRST ENVELOPE** shall contain the following eligibility and technical information/documents [(Section C.12 of the ITB):

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form No. 5).
2. Duly notarized Omnibus Sworn Statement (sample Form No. 4)
3. Eligibility requirement (section 23.1)

### ▪ Legal Documents

- 3.a Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- 3.b Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- 3.c Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR

### ▪ Technical / Financial Documents

- 3.d 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). This form may no longer be submitted if bidder has no ongoing contract.
- 3.e Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract / purchase order, end-user's acceptance or official receipt(s) issued for the contract, 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. 4)
  - include all information required in the PBDs prescribed by the GPPB;
  - be supported by the notices of award and/or notices to proceed issued by the owner

- the statement shall be supported by the Owner's Certificate of Final Acceptance or the Certificate of Completion and, whenever applicable, the Contractors Performance Evaluation Summary (CPES) Final Rating sheets, which must be satisfactory.
- 3.f Valid Philippine Contractor's Accreditation Board (PCAB) license and registration.
- 3.g 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.
- 3.h The prospective bidder's computation for its Net Financial Contracting Capacity (sample form No. 5)
- 3.i 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 the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
- 3.j Certificate of satisfactory performance issued by the clients with whom the bidder has completed its single largest contract.**
- 3.k Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department and/or LBRDC for bidders with existing or completed contracts with LANDBANK and/or LBRDC.**
- 3.l Certificate of Appearance signed by the Head, LANDBANK Bacolod Office Building or his authorized representative.**
- 4. Bid security in the prescribed form, amount and validity period;
- 5. Organizational chart for the contract to be bid;
- 6. List of contractor's personnel with their complete qualification and experience data;
- 7. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project;
- 8. Revised Section VI – Specifications with conformity of bidder.**
- 9. Section VII – Drawings with conformity of bidder;
- 10. Section VIII – Bill of Quantities with conformity of bidder
- 11. Omnibus sworn statement

12. Post-Qualification Documents – (Non-submission of the following documents during the bidding date shall not be a ground for the disqualification of the bidder):
  - 7.a Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550 Q) VAT or Percentage Tax Returns for 4<sup>th</sup> Quarter of 2015 and 1<sup>st</sup> Quarter of 2016;
  - 7.b Valid and current PhilGEPS Registration Certificate; and
  - 7.c Income Tax Return for 2015

**The SECOND ENVELOPE shall contain the following (Section 25.3):**

1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form – Form No. 1)
2. Breakdown of cost using Annexes B-1 to B-13