



LAND BANK OF THE PHILIPPINES

ISO 14001 CERTIFIED

Official Depository of the Republic of the Philippines

**BID BULLETIN NO. 1
For ITB No. 2014-3-226**

PROJECT : One Lot Supply, Delivery and Installation of Systems Furniture at LANDBANK Makati City Hall, Quezon Avenue, Elliptical, Marcos Highway, Batac and Cebu Osmeña Branches


IMPLEMENTOR : Procurement Department

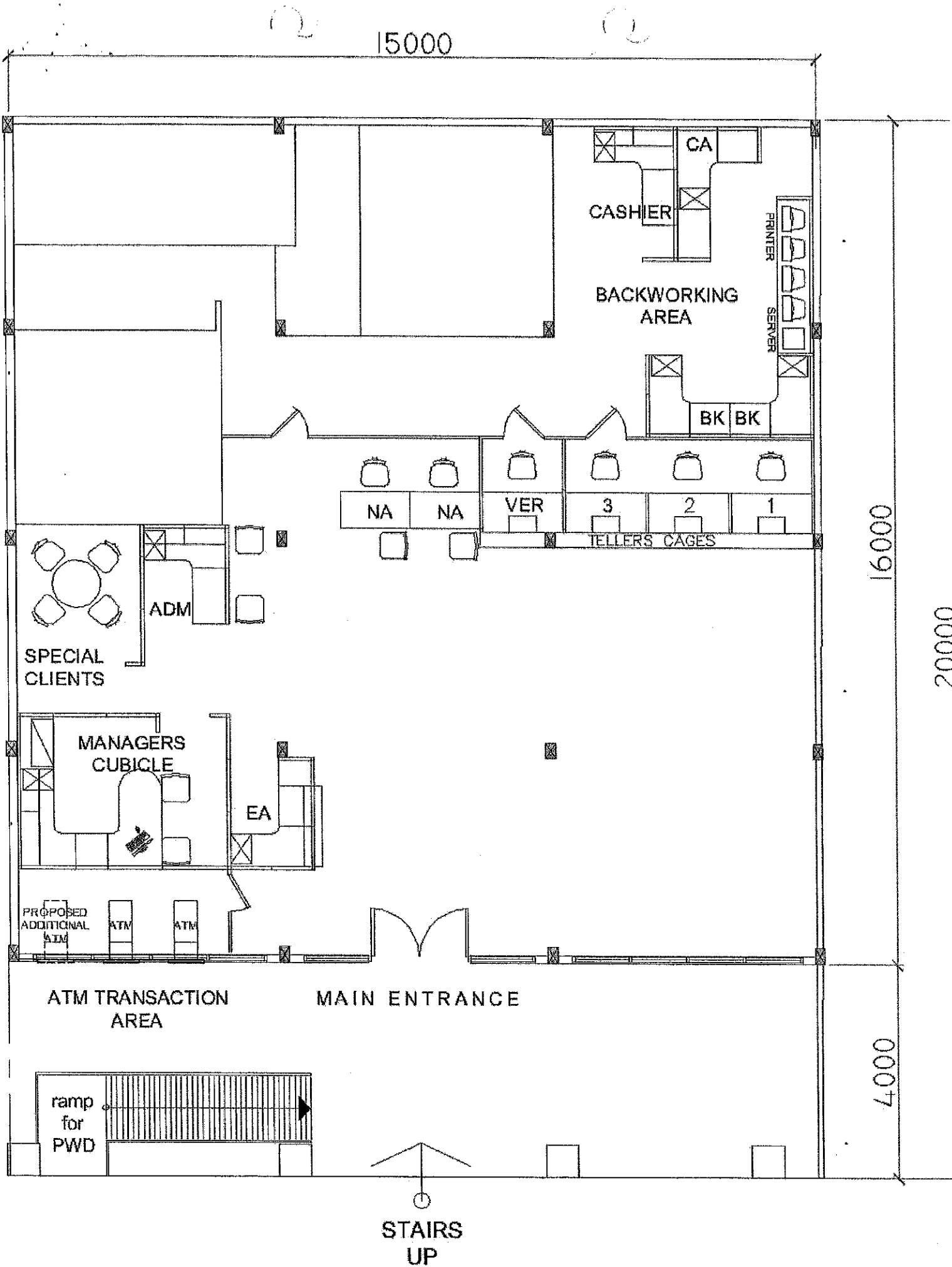
DATE : January 12, 2015

This Bid Bulletin is hereby issued for the information of the participating bidders that the systems furniture/workstation of LANDBANK Quezon Avenue Branch has been changed, as follows:

From	To
➤ 1-set manager's cubicle (3.924mx2.924m)	➤ 1-set manager's cubicle (3.924mx2.924m)
➤ 1-set executive assistant (2.5mx1.55m)	➤ 1-set executive assistant (2mx1.55m)
➤ 1-set book keeper (1.5mx1.5m)	➤ 2-sets book keeper (1.5mx1.5m)
➤ 1-set clearing assistant (2.55mx1.5m)	➤ 1-set Clearing Assistant (2.55mx1.5m)
➤ 1-set cashier (2.55mx1.5m)	➤ 1-set Cashier Workstation (2.55mx1.5m)
➤ 1-set computer counter (3mx0.6m)	➤ 1-set Computer Counter (2.8mx0.6m)
➤ 1-set computer counter (1.5mx0.60m)	➤ 1-set Asst. Department Manager Workstation (1.8mx1.5m)
➤ 1-set special clients with table	➤ 1-set Special Clients Area with Table

- Please see attached Annex A for the revised layout of LANDBANK Quezon Avenue Branch.
- The Approved Budget for the Contract has been changed from **P2,990,600.00** to **P3,130,978.00**
- Bid Data Sheet, and Checklist of Bidding Documents have been revised to reflect the revised ABC and the amount of bid security. Please see revised pages 40, 41, 42, 43, 44, 70, 71, 73, 74, 75 and 97.
- The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled from February 17, 2015 to **February 26, 2015, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.


ALWIN I. REYES
 Department Manager
 Procurement Department



Annex B (Revised) LBP Emerson Ave.

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 Makati City Hall, Quezon Avenue, Elliptical, Marcos Highway, Batac and Cebu Osmena Branches</p> <p>ITB No. 2014-3-226</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 Three Million One Hundred Thirty Thousand Nine Hundred Seventy Eight (P3,130,978.00)</p> <p>The name of the Project One Lot Supply, Delivery and Installation of Systems Furniture at LANDBANK Makati City Hall, Quezon Avenue, Elliptical, Marcos Highway, Batac and Cebu Osmena Branches</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, falling under ITB 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 ITB 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"> • Copy of the contract or purchase order; or • Copy of official receipt or certification from bidder's client that items have been satisfactorily delivered/accepted. <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 February 5, 2015 – 1:00 P.M. at Bidding Room, 25 th 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 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila www.landbank.com</p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes Department Manager Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 522-0000 or 551-2200 local 7370 Fax (+632) 528-8587 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	The Approved Budget for the Contract (ABC) is Three Million One Hundred Thirty Thousand Nine Hundred Seventy Eight (P3,130,978.00) . Any bid with a financial component exceeding this amount shall not be accepted.
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.									
18.1	<p>The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following amount:</p> <table border="1" data-bbox="459 369 1412 1254"> <thead> <tr> <th data-bbox="459 369 1121 474">Form of Bid Security</th> <th data-bbox="1121 369 1412 474">Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 474 1121 616">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank</td> <td data-bbox="1121 474 1412 616" rowspan="2">P62,619.56</td> </tr> <tr> <td data-bbox="459 616 1121 896">(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.</td> </tr> <tr> <td data-bbox="459 896 1121 1075">(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; and/or</td> <td data-bbox="1121 896 1412 1075">P156,548.90</td> </tr> <tr> <td data-bbox="459 1075 1121 1254">(d) Any combination of the foregoing.</td> <td data-bbox="1121 1075 1412 1254">Proportionate to share of form with respect to total amount of security.</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li data-bbox="464 1288 1428 1713">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 data-bbox="464 1724 1428 1803">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 data-bbox="464 1814 1428 1915">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 data-bbox="464 1926 1428 2072">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 14th Floor, LIBI-Forex, LANDBANK Plaza 	Form of Bid Security	Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank	P62,619.56	(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.	(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; and/or	P156,548.90	(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security.
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(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank	P62,619.56									
(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.										
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(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security.									

	<p>every Tuesday and Thursday (telephone number 710-7114) and at the 12th Floor, SSHG Law Center Bldg., 105 Paseo de Roxas, 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>Each Bidder shall submit one (1) original copy and one (1) photocopy of the first (Technical) and second (Financial) components of its bid.</p> <p>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).</p>
21	<p>The address for submission of bids is:</p> <p>Procurement Department Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p> <p>The deadline for submission of bids is 11:00 A.M., <u>February 26, 2015.</u></p>
24.1	<p>The place of bid opening is:</p> <p>25th Floor Bidding Room Procurement Department Land Bank of the Philippines LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p> <p>The date and time of bid opening is 11:00 A.M., <u>February 26, 2015.</u></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.

28.4	No further instructions.
29.2(a)	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the 3rd and 4th Quarters of 2014 filed through the BIR Electronic Filing and Payments System (EFPS). Only tax returns filed and taxes paid through the BIR EFPS shall be accepted.
29.2(d)	No further instructions.
32.4(g)	No further instructions.

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 Branches :</p> <p>Makati City Hall Branch</p> <ul style="list-style-type: none"> • Manager's Cubicle • Executive Assistant Workstation (1.50m x 1.50m) • Bookkeeper Workstation (1.50m x 1.50m) • Cashier Workstation (1.80m x 1.50m) • Computer Counter (3.00mL x 0.60mW) 	<p>1 set 1 set 1 set 1 set 1 set</p>	<p>LANDBANK Makati City Hall Branch</p> <p>Address: Groundfloor Makati City Hall J.P. Rizal St. Makati City</p>
2	<p>Quezon Avenue Branch</p> <ul style="list-style-type: none"> • Manager's Cubicle (3.924m x 2.924m) • Executive Assistant Workstation (2m x 1.55m) • Bookkeeper Workstation (1.5m x 1.5m) • Clearing Assistant Workstation (2.55m x 1.5m) • Cashier Workstation (2.55m x 1.50m) • Special Clients Area with Table • Computer Counter (2.8m x 0.6m) • Assistant Department Manager Workstation (1.8m x 1.5m) 	<p>1 set 1 set 2 sets 1 set 1 set 1 set 1 set 1 set</p>	<p>LANDBANK Quezon Avenue Branch</p> <p>Address: 28 AM & Associates Building, Quezon Avenue Quezon City</p>
3	<p>Elliptical Branch</p> <ul style="list-style-type: none"> • Manager's Cubicle (4.20m x 2.80m) • Clearing Assistant Workstation (1.50m x 1.50m) • Cashier Workstation (2.40m x 1.50m) • CASA Bookkeeper Workstation (1.70m x 1.80m) • Computer Counter (2.20mL x 0.60mW) • Special Clients Area with Table 	<p>1 set 1 set 1 set 1 set 1 set</p>	<p>LANDBANK Elliptical Branch</p> <p>Address: LANDBANK Building DA-BSWM Compound Elliptical Road, Diliman Quezon City</p>
4	<p>Marcos Hi-way Branch</p> <ul style="list-style-type: none"> • Manager's Cubicle 	<p>1 set</p>	<p>LANDBANK Marcos Highway Branch</p> <p>Address: MR Commercial Center</p>

5	<ul style="list-style-type: none"> • Executive Assistant Workstation • Cashier Workstation • Clerical Workstation • Computer Counter <p>Batac Branch</p> <ul style="list-style-type: none"> • Manager's Cubicle • Cash Operations Unit Head Workstation • Cash Operations Unit) Teller Workstation • Special Client's Area with Table • Operations Supervisor Workstation • Bookkeeper and Clearing Assistant Workstation • Computer Counter 	<p>1 set 1 set 2 sets 2 sets</p> <p>1 set 1 set 2 sets 1 set 2 sets 2 sets</p> <p>1 set</p>	<p>Gil Fernando Avenue corner Pitpitan Street, San Roque Marikina City</p> <p>LANDBANK Batac Branch</p> <p>Address: J. Nalupta Building Washington Street Barangay 4 Nalupta Batac, Ilocos Norte</p>
6	<p>Cebu Osmeña Branch</p> <ul style="list-style-type: none"> • Assistant Department Manager/'Chief of Division Workstation • Clerical Workstation 	<p>1 set 2 sets</p>	<p>LANDBANK Cebu Osmeña Blvd. Branch</p> <p>Address: LANDBANK Building, Osmeña Blvd. corner P. Del Rosario Street Cebu City</p> <p>Luzon Area: Thirty (30) calendar days per site after receipt of Notice to Proceed</p> <p>Visayas and Mindanao Areas: Forty Five (45) calendar days per site after receipt of Notice to Proceed</p>

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Technical Specifications

Item No.	Specification	Statement of Compliance
		<p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification stating the corresponding performance parameter of the items offered.</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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p>
1	<p>One Lot Supply, Delivery and Installation of Systems Furniture at the following LANDBANK Branches :</p> <p>Makati City Hall Branch</p> <ul style="list-style-type: none"> • 1 set Manager’s Cubicle • 1 set Executive Assistant Workstation (1.50m x 1.50m) • 1 set Bookkeeper Workstation (1.50m x 1.50m) • 1 set Cashier Workstation (1.80m x 1.50m) • 1 set Computer Counter (3.00mL x 0.60mW) 	<p>Please state here either “Comply” or “Not Comply”</p>
2	<p>Quezon Avenue Branch</p> <ul style="list-style-type: none"> • 1-set Manager’s Cubicle (3.924mx2.924m) • 1-set Executive Assistant (2mx1.55m) • 2-sets Book Keeper (1.5mx1.5m) • 1-set Clearing Assistant (2.55mx1.5m) • 1-set Cashier (2.55mx1.5m) • 1-set Computer Counter (2.8mx0.6m) • 1-set Assistant Department Manager 	

	<p>Workstation (1.8mx1.5m) • 1-set Special Clients with Table</p> <p>3 Elliptical Branch</p> <ul style="list-style-type: none"> • 1 set Manager's Cubicle (4.20m x 2.80m) • 1 set Clearing Assistant Workstation (1.50m x 1.50m) • 1 set Cashier Workstation (2.40m x 1.50m) • 1 set CASA Bookkeeper Workstation (1.70m x 1.80m) • 1 set Computer Counter (2.20mL x 0.60mW) • 1 set Special Clients Area with Table <p>4 Marcos Hi-way Branch</p> <ul style="list-style-type: none"> • 1 set Manager's Cubicle • 1 set Executive Assistant Workstation • 1 set Cashier Workstation • 2 sets Clerical Workstation • 2 sets Computer Counter <p>5 Batac Branch</p> <ul style="list-style-type: none"> • 1 set Manager's Cubicle • 1 set Cash Operations Unit Head Workstation • 2 sets Cash Operations Unit Teller Workstation • 1 set Special Client's Area with Table • 2 sets Operations Supervisor Workstation • 2 sets Bookkeeper and Clearing Assistant Workstation • 1 set Computer Counter <p>6 Cebu Osmeña Branch</p> <ul style="list-style-type: none"> • 1 set Assistant Department Manager/Chief of Division Workstation • 2 sets Clerical Workstation <p>Other requirements:</p> <ol style="list-style-type: none"> 1. Compliance to the minimum technical specifications, working drawings and layout per attached Annexes A-1 to A-37. 	
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<p>2. Scope of works includes the provision of convenience outlet (CO) for the power and telephone plate cover for the telephone lines. The CO for the power should be two (2) sets of duplex 3-pronged National/Panasonic or approved equivalent and one (1) set telephone plate cover per workstation.</p> <p>3. Submission of the following documents inside the eligibility/technical envelope:</p> <ul style="list-style-type: none">a) Brochures or any other documents indicating the technical specifications of the items being offered.b) Certification issued by the bidder's principal company/manufacturer stating that the bidder is one of its authorized dealer/reseller of the product being offered.c) Certification of satisfactory performance issued by the bidder's client to support the largest single contract requirements. If the bidder has existing or completed contracts with LANDBANK, a certification of satisfactory performance issued by the Head, Project Management and Engineering Department shall likewise be submitted. Bidders who fail to submit these certifications shall be automatically disqualified. <p>4. Offered items must be similar with the Branches' existing systems furniture.</p> <p>5. The lowest calculated bidder must submit color photos and mock-up samples of actual systems furniture to be supplied within five (5) calendar days after the bidding date for post qualification/evaluation.</p>	
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Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

7. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5)
8. Brochures or any other documents indicating the technical specifications of the items being offered.
9. Certification issued by the bidder's principal company/manufacturer stating that the bidder is one of its authorized dealer/reseller of the product being offered.
10. Certification of satisfactory performance issued by the bidder's client to support the largest single contract requirements. If the bidder has an existing or completed contracts with LANDBANK, a certification of satisfactory performance issued by the Head, Project Management and Engineering Department shall likewise be submitted.

Class "B" Document

11. 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.
12. **Revised Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);**
13. **Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**
14. **Revised Section VII - Technical Specifications with response on compliance and signature of bidder's authorized representative.**
15. Duly notarized Omnibus Sworn Statement (sample form - Form No.6).
16. 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 - Form No. 7).



LAND BANK OF THE PHILIPPINES

ISO 14001 CERTIFIED

Official Depository of the Republic of the Philippines
Project Management & Engineering Department

CLASS D

*Lazaro
Feb 2/9
Muller - muller
2/9*

MEMORANDUM

For : **The Department Manager**
Procurement Department

From : **The Acting Head**
Project Management and Engineering Department

Subject : **LANDBANK Quezon Avenue Branch Renovation/Relocation**

Date : **04 February 2015**

RECEIVED

15 FEB - 6 PM 4: 16

LAND BANK
CORPORATE

Reference to the above subject, may we request the inclusion of additional workstation under Procurement Request Form # 239362 which is currently on process for procurement, to wit:

From	To
<p>a. Supply, delivery & installation of systems furniture:</p> <ul style="list-style-type: none"> ➤ 1-set manager's cubicle (3.924mx2.924m) ➤ 1-set executive assistant (2.5mx1.55m) ➤ 1-set book keeper (1.5mx1.5m) ➤ 1-set clearing assistant (2.55mx1.5m) ➤ 1-set cashier (2.55mx1.5m) ➤ 1-set computer counter (3mx0.6m) ➤ 1-set computer counter (1.5mx0.60m) ➤ 1-set special clients with table <p>b. Budgetary Cost: Php574,877.00</p>	<p>a. Supply, delivery & installation of systems furniture:</p> <ul style="list-style-type: none"> ➤ 1-set manager's cubicle (3.924mx2.924m) ➤ 1-set executive assistant // (2mx1.55m) ➤ 2-sets book keeper // (1.5mx1.5m) ➤ 1-set clearing assistant (2.55mx1.5m) ➤ 1-set cashier (2.55mx1.5m) ➤ 1-set computer counter (2.8mx0.6m) ➤ 1-set ADM (1.8mx1.5m) ➤ 1-set special clients with table <p>b. Budgetary Cost: Php715,255.00</p>

Attached is the revised layout for your information and appropriate action. Thank you.

Alexander S. Lazaro

ALEXANDER S. LAZARO

cc: LBP-Quezon Avenue Branch
File, Team NCRBG North

020618