



LAND BANK OF THE PHILIPPINES

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BID BULLETIN NO. 1 For ITB No. 2015-3-304

PROJECT : One (1) Lot Supply and Delivery of 315 Units Guard Podium at 315 LANDBANK Branches and Extension Offices

IMPLEMENTOR : Procurement Department

DATE : February 17, 2016


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.

The modifications, amendments or clarifications are as follows:

- 1) Terms of Reference (TOR) has been revised. Please see attached Annexes A1 to A2 for the revised TOR.
- 2) Delivery period has been revised, as follows:

FROM	TO
Ninety (90) calendar days after receipt of Notice to Proceed	<ul style="list-style-type: none"> • Ninety (90) calendar days for North & South NCR, Central & Southeast Luzon Branches Groups after receipt of Notice to Proceed • One hundred twenty (120) calendar days for North & Southwest Luzon, East & West Visayas and East & West Mindanao Branches Groups after receipt of Notice to Proceed

- 3) ITB Clause No. 5.4 of the Bid Data Sheet, Section VI (Schedule of Requirements) and Checklist of Bidding Documents have been revised. Please see attached revised pages 39, 40, 41, 42, 43, 67, 85 and 86.
- 4) 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 24, 2016 to **March 3, 2016 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
 Assistant Vice President
 Procurement Department
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 www.landbank.com

Terms of Reference for the Procurement of 315 Units of LANDBANK Guard's Podium for various Branches and Extension Offices Nationwide

I. Work Specification/Description:

- a) Refer to **Annex A1-A2** for design and material specification
- b) Quantity: **315 units**

Breakdown:

<i>Branches Group</i>	<i>Deliverable Quantity</i>
North NCR	36
South NCR	29
North Luzon	39
Central Luzon	32
Southwest Luzon	29
Southeast Luzon	33
East Visayas	27
West Visayas	24
East Mindanao	38
West Mindanao	28
Total	315

- c) Layered files of artwork for printing will be provided by CAD to the supplier. A logo kit (consisting of the logo/logo type illustrations in hard and soft copies) will also be provided by CAD to supplier to which they should faithfully adhere.
- d) Supplier shall provide one prototype using actual materials and in actual size for approval of **CAD** and **PMED** prior to mass fabrication.
- e) Final sticker application should not have any visible air pockets or bubbles.
- f) A LANDBANK team (composed of representatives from: MCSPU-CAD and PMED) will conduct an inspection of the production of the guard's podiums at the supplier's warehouse/plant/shop to determine compliance with LANDBANK design and specifications prior delivery/shipment to branches/extension offices. Supplier should notify LANDBANK-CAD at least 2 days prior to the schedule of inspection of guard'.
- g) Supplier shall provide three (3) years warranty against any defect in product and workmanship.

A-1

- h) Guard's podiums that are defective or do not comply with specifications shall be immediately rectified and/or replaced by suppliers within **7 calendar days** upon receipt of notification from LANDBANK representatives – CAD and PMED.
- i) Each podium must be properly wrapped to prevent damage during transportation and delivery.
- j) An Acknowledgement Receipt/Inspection Report or ARIR (**sample attached as Annex A3**), duly signed by the Branch Manager, shall be submitted by the supplier, which will be required in the processing of payments.
- k) Delivery/Distribution
 - i. See **Annex A4-A9** for complete distribution list
 - ii. Supplier shall submit a schedule of delivery on per Branch Group basis for approval of CAD

I. Project Timetable

Deliverables	Time Frame (Calendar days)*
Submission of mockup and approvals	10 days
Delivery and Production	
North NCR	Within 90 days
South NCR	
Central Luzon	
Southeast Luzon	
Southwest Luzon	Within 120 days
North Luzon	
East Visayas	
West Visayas	
East Mindanao	
West Mindanao	

**Reckoning date will start upon receipt of Notice to Proceed*

II. Payment

- No down payment shall be made.
- Payment shall be made upon complete delivery of requirements on a per Branch Group basis.

Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.2	The lot and reference is: One Lot Supply and Delivery of 315 Units Guard Podium at 315 LANDBANK Branches and Extension Offices ITB No. 2015-3-304
2	The Funding Source is: The Government of the Philippines (GOP) through the LANDBANK Corporate Budget for the contract approved by the Board of Directors for 2015 in the total amount of Seven Million Three Hundred Seventy Six Thousand Pesos Only (P7,376,000.00) Project: One Lot Supply and Delivery of 315 Units Guard Podium at 315 LANDBANK Branches and Extension Offices
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	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 the contract to be bid and whose value must be not less than P3,688,000.00 or at least two (2) similar contracts and the aggregate contract amount should be equivalent to not less than P3,688,000.00 and the largest of these similar contracts must be equivalent to not less than P1,844,000.00. For this purpose, similar contracts shall refer to contracts that include supply, delivery and installation of office furniture. Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be: <ul style="list-style-type: none"> • Copy of the contract or purchase order; or • Copy of official receipt/collection receipt or certificate of satisfactory performance from bidder's client.

7	No further instructions.
8.1	Subcontractors must comply with the eligibility criteria and the documentary requirements applicable to the Bidder.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on _____ 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 Assistant Vice President 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 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 (use Form No. 3) and single largest completed contract (use Form No. 4) 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 (use Form Nos.1 and 2).
13.1(b)	No further instructions.
13.2	<p>The Approved Budget for the Contract (ABC) is Seven Million Three Hundred Seventy Six Thousand Pesos Only (P7,376,000.00)</p> <p>Any bid with a financial component exceeding this amount shall not</p>

	be accepted.									
15.4(a)(iii)	Please refer to clause 6.2 of the Special Conditions of the Contract.									
15.4(b)	Not applicable.									
16.1(b)	The Bid Prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos									
16.3	No further instructions.									
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="502 712 1396 1505"> <thead> <tr> <th>Form of Bid Security</th> <th>Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank</td> <td rowspan="2">P147,520.00</td> </tr> <tr> <td>(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>(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>P368,800.00</td> </tr> <tr> <td>(d) Any combination of the foregoing.</td> <td>Proportionate to share of form with respect to total amount of security.</td> </tr> </tbody> </table> <p>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.</p>	Form of Bid Security	Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank	P147,520.00	(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	P368,800.00	(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security.
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(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security.									

	<p>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.</p> <p>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.</p> <p>4. 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.</p> <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contract details:</p> <p>(a) LIBI-Forex 14th Floor, LANDBANK Plaza Building Telephone 710-7114 (Every Tuesday and Thursday)</p> <p>(b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephones 812-4911 and 867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <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>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 Certificate of Advance Submission of Documents (CASD) from LANDBANK Procurement Department. The said CASD 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</p>

	in ITB Clause 12.1(a).
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., _____.</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., _____.</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 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(c)	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the 3 rd and 4 th Quarters of 2015 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 Description	Quantity	Contract Period and Destination
Supply and Delivery of Guard Podium at 315 LANDBANK Branches and Extension Offices	315 units	<p>Ninety (90) calendar days for North & South NCR, Central & Southeast Luzon Branches Groups after receipt of Notice to Proceed</p> <p>One hundred twenty (120) calendar days for North & Southwest Luzon, East & West Visayas and East & West Mindanao Branches Groups after receipt of Notice to Proceed</p> <p>List of LANDBANK Branches and Extension Offices per attached Annexes A4 to A9</p> <p>Complete addresses, contact persons and contact numbers per attached Annexes B1 to B25</p>

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The FIRST ENVELOPE shall contain the following technical information/documents (Section 25.2):

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 - Form No.7).
2. Duly notarized Omnibus sworn statement (sample form - Form No.6).
3. Eligibility requirements (Section 23.1)

- **Legal Documents**

- 3.a Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or 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 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 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 submitted if bidder has no on-going 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).

- 3.f 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.g The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.h 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.
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
5. **Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**
6. Section VII - Technical Specifications with response on compliance and signature of bidder's authorized representative.
7. 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 3rd and 4th Quarters of 2015;
 - 7.b Valid and current PhilGEPS Registration Certificate; and
 - 7.c Income Tax Return for 2014

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. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)