



LANDBANK

**SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20190723-01**

PROJECT : **One (1) Lot Supply, Delivery and Installation of Dual-Mechanism Type Sunscreen/Roller Blinds at LANDBANK Plaza**

IMPLEMENTOR : **Procurement Department**

DATE : **September 16, 2019**

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

Modifications, amendments and/or clarifications:

- 1) The Terms of Reference (Annex A), Item C.11 (Language of Bid) of Section II (Instruction to Bidders), ITB Clause 5.4 of Section III (Bid Data Sheet), GCC Clause 10.3 of Section V (Special Conditions of Contract), Section VII (Specifications), Omnibus Sworn Statement (Form No. 6), and the Checklist of the Bidding Documents (Item Nos. 2, 5, 8 & 13 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes A-1 to A-4 and specified sections of the Bidding Documents.
- 2) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **September 27, 2019, 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, CSSP
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

made available to prospective bidders not later than five (5) days upon written request.

- 9.3. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10. Clarification and Amendment of Bidding Documents

- 10.1. Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such request must be in writing and submitted to the Procuring Entity at the address indicated in the BDS at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.
- 10.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of Bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available, and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Bidders who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with ITB Clause 23.

C. Preparation of Bids

11. Language of Bid

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The

documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, except for countries identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

A Contracting Party refers to a State that has joined the Apostille Convention, whether or not the Convention has entered into force for that State.

A Competent Authority refers to the authority designated by a Contracting Party that is competent to issue an apostille. A Contracting Party may designate one or more Competent Authorities and may designate Competent Authorities that are competent to issue an apostille for certain categories of public documents. Information about designated Competent Authorities may be found on the Apostille Section of the Hague Conference website under "Competent Authorities".

The English translation shall govern, for purposes of interpretation of the bid.

12. Documents Comprising the Bid: Eligibility and Technical Components

12.1. Unless otherwise indicated in the **BDS**, the first envelope shall contain the following eligibility and technical documents:

(a) Eligibility Documents –

Class "A" Documents:

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.
- (ii) Statements of all its ongoing government and private contracts, including contracts awarded but not yet

Bid Data Sheet

ITB Clause		
1.1	<p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The name of the Contract is One (1) Lot Supply, Delivery and Installation of Dual-Mechanism Type Sunscreen/ Roller Blinds at LANDBANK Plaza</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20190723-01</p>	
1.2	<p>The lot and reference is:</p> <p>One (1) Lot Supply, Delivery and Installation of Dual-Mechanism Type Sunscreen/ Roller Blinds at LANDBANK Plaza</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 LANDBANK Board of Directors for 2019 in the total amount of Eight Million One Hundred Six Thousand Five Hundred Pesos Only (PhP8,106,500.00).</p> <p>Project:</p> <p>One (1) Lot Supply, Delivery and Installation of Dual-Mechanism Type Sunscreen/ Roller Blinds at LANDBANK Plaza</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 provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184.	
5.4	<p>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1.3 of the IRR of RA 9184 will likely result to failure of bidding, the Bidders should comply with the following requirements:</p> <p style="margin-left: 40px;">a) Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; and</p> <p style="margin-left: 40px;">b) The largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the percentage of</p>	

	<p>the ABC as required above.</p> <p>For this purpose, similar contracts shall refer to contracts involving supply, delivery and installation of sunscreen roller blinds.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> <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	As a general rule, 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 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, CSSP Assistant Vice President Head, 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)	Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as

Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.1(i)	The Supplier is _____.
1.1(j)	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through LANDBANK's Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2019 in the total amount of Eight Million One Hundred Six Thousand Five Hundred Pesos Only (PhP8,106,500.00).</p>
1.1(k)	The Project Site is indicated in Section VI, Schedule of Requirements.
2.1	No further instructions.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p style="padding-left: 40px;">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 Telephone (+632) 522-0000 or 5512200 local 7370 Fax (02) 528-8587 Email lbphobac@mail.landbank.com</p> <p>The Supplier's address for Notices is:</p> <p>_____</p>
6.2	<p>Delivery and Documents –</p> <p>The delivery terms applicable to this Contract are delivered to 25th Floor LANDBANK Plaza Building, 5198 M.H. Del Pilar corner Dr. J. Quintos Sts., Malate, Manila as per Purchase Order/Contract. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI. Schedule</p>

	<p>of Requirements.</p> <p>Upon the delivery of the Goods to 25th Floor LANDBANK Plaza Building, 5198 M.H. Del Pilar corner Dr. J. Quintos Sts., Malate, Manila, the Supplier shall notify LANDBANK Procurement Department and present the following documents :</p> <ul style="list-style-type: none">(i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;(ii) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;(iii) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;(iv) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and <p>For purposes of this Clause the LANDBANK's Representative at the Project Site shall be the Head of Facilities Management Department, where the Goods are to be delivered and/or installed.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, in addition to those specified in Section VI. Schedule of Requirements :</p> <ul style="list-style-type: none">(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods.(d) performance or supervision or maintenance and/or repair of the supplied Goods, during the warranty period; and(e) training of the LANDBANK's personnel, on-site, in operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the</p>
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		<p>Supplier for similar services.</p> <p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>Transportation –</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit. Risk and title to the Goods will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Patent Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
10.3		<p>Payment shall be through direct credit to the winning bidder's deposit account with LANDBANK. The winning bidder's are required to maintain a deposit account with LANDBANK's Cash Department or any of its Branches.</p>
10.4		<p>Not applicable.</p>
10.5		<p>Payment using LC is not allowed.</p>
11.3		<p>Maintain the GCC Clause.</p>
13.4(c)		<p>Expiration of performance security should be six (6) months after the last date of delivery/end of contract for staggered deliveries, multi-year contracts and for contracts with</p>

Specifications

	Specification	Statement of Compliance
	<p>One (1) Lot Supply, Delivery and Installation of Dual-Mechanism Type Sunscreen/Roller Blinds at LANDBANK Plaza</p> <p>Scope of works, minimum specifications and other requirements per attached Revised Terms of Reference Annexes (Annex A1-A4, Annex B-1, Annex C-1 to C-3 & Annex D-1)</p> <p>For current and past suppliers of sunscreen/roller blinds for LANDBANK, they must have no delay in the implementation of their ongoing contracts as of the date of opening of bids and must have satisfactory performance in their completed contracts starting in July 2014 onwards.</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p>	<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 equipment 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> <p>Please state here either “Comply” or “Not Comply”</p>

<ol style="list-style-type: none">1. Swatch/sample of the item being offered2. At least one (1) Purchase Orders, Contracts or equivalent documents per year transacted within three (3) year period prior to bidding schedule3. Certificate of Satisfactory Performance/No Delayed Project issued by the Head, Facilities Management Department (FMD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of sunscreen/roller blinds for LANDBANK). The Certificate shall still be subject to verification during post qualification of bid. <i>Note: Certificate of Satisfactory Performance/No Delayed Projects shall be requested from Mr. Jerick S. Perez of FMD at 25th Floor, LANDBANK Plaza Building with contact number 522-0000 local 2323, at least five (5) working days prior to the submission of bid.</i>4. Certificate of Inspection issued by LANDBANK Facilities Management Department. <p>Non-submission of the above mentioned documents may result in bidder's post-disqualification.</p>	
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Conforme:

_____ Name of Bidder
_____ Signature Over Printed Name of Authorized Representative
_____ Position

Form No. 6

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status] [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the Land Bank of the Philippines, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the Land Bank of the Philippines, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the President and CEO of Land Bank of the Philippines or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor not related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;

If a partnership or cooperative: None of the officers, members, of [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following

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LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;¹

If a corporation or joint venture: None of the officers, directors, controlling stockholders of [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;¹

- 7. [Name of Bidder] complies with existing labor laws and standards; and
- 8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available & needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- 9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____, in _____, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
S. of _____.

¹The names of specific LANDBANK officers, employees and consultants being referred to are shown in Revised Annexes E-1 to E-2

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.

First Envelope - Eligibility and Technical Components

- **The First Envelope shall contain the following:**

- **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
 - 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;
 - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Eligibility Documents

2. **Duly notarized Revised Omnibus Sworn Statement (sample form - Form No.6)**
3. 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).
4. 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).

5. **Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, the aggregate amount of at least two (2) similar contracts should be equivalent to at least fifty percent (50%) of the ABC and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC as required above 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 sample form (Form No. 4).**
6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. Section VI - Schedule of Requirements with signature of bidder's authorized representative.
8. **Section VII – Revised Specifications with response on compliance and signature of bidder's authorized representative.**

Financial Eligibility Documents

9. 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.
 10. 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.
- **Eligibility Documents – Class "B"**
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 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.

○ **Technical Documents**

12. Swatch/sample of the item being offered.
13. **At least one (1) Purchase Orders, Contracts or equivalent documents per year transacted within the three (3) year period prior to bidding schedule.**
14. Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Facilities Management Department (FMD) not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of sunscreen/roller blinds for LANDBANK).
15. Certificate of Inspection issued by LANDBANK Facilities Management Department

○ **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

16. 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.
17. Latest Income Tax Return filed manually or through EFPS.

Second Envelope – Financial Component

● **The Second Envelope shall contain the following:**

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. Detailed breakdown of cost (Annex B-1)

TERMS OF REFERENCE

I. Project Description:

One (1) lot – Supply, delivery and installation of dual-mechanism type sunscreens/roller blinds (total black-out & 5% Openness Factor) as replacement to the existing sunscreens installed beside glass curtain walls at five (5) Executive offices, 33rd floor and other offices facing M.H. del Pilar St, 10th to 34th floor of LANDBANK Plaza including the supply of technical supervision, labor, materials, tools and equipment.

II. Objectives:

1. To enhance blockade of UV radiation from afternoon sunrays passing thru the curtain glass walls and reduce the blistering temperature effect in five (5) Executive offices at 33rd floor and work areas facing M.H. del Pilar St. - west side façade of the building.
2. To replace the existing sunscreens/roller blinds with defective and damaged mechanism due to wear and tear.

III. Project Details:

1. Technical Description:

A. Sunscreen and Black-out Fabric

Dual Sunscreen	Particulars	
	Outer Sunscreen	Inner Sunscreen
Materials:	Black-out Fabric	Sunscreen Fabric
Composition:	100% Polyester	30% Polyester, 70% PVC
Openness Factor:	0%	5%
Thickness (min):	0.68mm ± 0.02	0.75 millimeter
UV Blockage:	100%	95%
Color:	Light Beige	Beige
Roller Mechanism accessories :	Roller with sunscreen clip, manual up/down operation with dual mechanism bracket & chain	

B. Other Accessories

Accessories	Specifications / Minimum Requirements
1.0 Bracket (Dual)	<ul style="list-style-type: none"> • Material: Aluminum • Color: Powder Coated, White • Size: 120mm (H) x 120mm(W)
2.0 Head Tube	<ul style="list-style-type: none"> • Material: Aluminum • Color: Powder Coated, White

CLASS D

		<ul style="list-style-type: none">• Diameter: 38mm-Φ
3.0 Bottom Rail		<ul style="list-style-type: none">• Material: Polyvinyl Chloride (PVC)• Dimension: 30mm (Width) x 10mm (Thickness)• Type: Concealed, Flat
4.0 Ball Chain		<ul style="list-style-type: none">• Material: Stainless Steel

Note: Please see attached sample of accessories for reference.

2. Scope of the Project:

1. Mobilization
2. Dismantling/Cleaning and Hauling-out works
 - a. Dismantling of existing/installed sunscreens at the five (5) Executive offices and west side offices from 10th floor to 34th floor
 - b. Hauling-out of dismantled sunscreen for turn-over to FMD
3. Restoration of damaged ceiling during dismantling works (includes repainting works)
4. Installation of brand-new dual-mechanism type sunscreen/roller blinds
5. Punch-listing
6. Final joint inspection, turn-over and acceptance
7. Demobilization

3. Contract Period:

Fifty (50) calendar days to commence upon receipt of Notice to Proceed (NTP).

IV. Submittals:

Particulars	Description	Submission Date
Contractor's All Risk Insurance (CARI) policy	Full CARI coverage for the entire duration of the project.	Upon receipt of Notice to Proceed and before actual implementation of project.
Personnel and Equipment List	List of personnel assigned for the project implementation and electrically-operated tools/equipment with corresponding power rating	- do -
Warranty Certificate	One (1) year on supplied materials and against faulty workmanship effective upon turn-over & final acceptance.	Upon project turn-over and acceptance

V. Estimated Project Cost:

The estimated project cost is **Pesos: EIGHT MILLION ONE HUNDRED SIX THOUSAND FIVE HUNDRED (Php8,106,500.00)** broken down as follows:

Particulars	Quantity	Unit Cost	Amount
Dismantling and hauling-out works	1 lot	62,610.95	62,610.95
SDI of sunscreen from 10th to 34th floor			

CLASS D

a.1 10th floor - 32nd floor (22 floor units)				
a.1.1 5% Openness Factor Fabric	20,986.68 sq.ft	105.00		2,203,601.40
a.1.2 Total Black-out Fabric	20,986.68 sq.ft	110.00		2,308,534.80
a.1.3 Dual bracket	484 sets	200.00		96,800.00
a.2 33rd floor - 34th floor (2 floor units)				
a.1.1 5% Openness Factor Fabric	1,907.88 sq.ft	105.00		200,327.40
a.1.2 Total Black-out Fabric	1,907.88 sq.ft	110.00		209,866.80
a.1.3 Dual bracket	44 sets	200.00		8,800.00
a.2 Executive offices at 33rd floor				
a.1.1 5% Openness Factor Fabric	3,163.62 sq.ft.	105.00		332,179.89
a.1.2 Total Black-out Fabric	3,163.62 sq.ft.	110.00		347,997.98
a.1.3 Dual bracket	54 sets	200.00		10,800.00
Restoration works	1 lot		30,142.20	30,142.20
a. Direct Cost				5,811,661.43
b. OCM (6% of a)				348,669.69
c. Profit (10% of a+b)				616,036.11
d. VAT (12% of a+b+c)				813,167.67
Subtotal				7,589,564.89
Contractor's All Risk Insurance (CARI)	1 lot		13,947.99	13,947.99
a. VAT (12% of a+b+c)				1,673.76
Subtotal				15,621.75
Total Project Cost				7,605,186.63
Say ...				8,106,500.00

VI. Supplier Qualification Requirements:

Qualification	Documentary Requirements
Must be a registered contractor engage in the delivery of services similar to this project with a minimum of three (3) years active experience.	<ul style="list-style-type: none"> • Certificate of Business Registration (SEC or DTI, etc.) • At least one (1) Purchase Order, Contract or equivalent documents per year transacted within three-year period prior to bidding schedule.
Must be satisfactorily rated by at least two (2) previous clients/customers.	Certificates of Satisfactory Performance from each of the previous clients/customers
Must conduct pre-inspection, verification and overall project assessment.	Certificate of Inspection issued by LANDBANK-FMD.

VII. Manner of Payment:

1. All payments shall be subject to LANDBANK's standard accounting and auditing rules and regulations.
2. All payments shall be processed after the project is turned-over to and accepted by FMD.

VIII. Other Terms and Conditions:

1. The contractor/supplier/service provider shall:
 - a. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization. Work schedule is from 5:00 PM to 10:00PM from Monday to Friday and from 8:00 AM to 5:00 PM on Saturday to Sunday (including holiday), provided it will not cause any disruption in the operation of the Bank.

CLASS D

- b. Provide its workers with the required personal protective equipment (PPE) and appropriate tools in the implementation of the project in compliance with the Environmental Management System (EMS) Program of the Bank in accordance with the requirement of ISO 14000.
- c. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any person in the implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
- d. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the Bank's Environmental Management System (EMS) Program and the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).
- e. Be bounded by and shall strictly observe the existing rules and regulations with regards to the standard security policies and procedures while inside the Bank's premises.

IX. Contacts Persons:

For further information, you may get in touch with any of the undersigned at Tel Nos. (02) 522-000 locals 2323, 2196 and 8442.

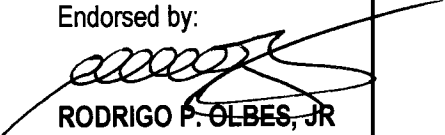
Prepared by:


JERICK S. PEREZ
Engineer, FAD, FMD-FSU

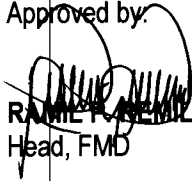
Reviewed by:


EDGARDO V. CALDERON
DC, FAD, FMD-FSU

Endorsed by:


RODRIGO P. OLBES, JR
ADM, FMD-FSU

Approved by:


RAMON M. MILLANO
Head, FMD

List of LANDBANK Officers, Employees and Consultant(s)

A. Board of Directors

Ex-Officio Chairman: Sec. Carlos G. Dominguez, Department of Finance
 Vice Chairperson: Ms. Cecilia C. Borromeo, President and CEO
 Members: Sec. William D. Dar, Department of Agriculture
 Sec. Silvestre H. Bello III, Department of Labor and Employment
 Sec. John R. Castriciones, Department of Agrarian Reform
 Mr. Virgilio DV. Robes, Representative - Agrarian Reform Beneficiaries Sector
 Mr. Jaime L. Miralles, Representative - Agrarian Reform Beneficiaries Sector
 Mr. Jesus V. Hinlo, Jr., Representative - Private Sector
 Ms. Nancy I. Tanjuatco, Representative - Private Sector

B. President and CEO: Ms. Cecilia C. Borromeo

C. Bids and Awards Committee (HOBAC)

Chairman: Mr. Alex A. Lorayes, Senior Vice President – Agrarian Services Group
 Vice Chairman: Ms. Ma. Elizabeth L. Gener, First Vice President – Financial Management Group
 Regular Members: Ms. Elenita C. Rapanut, Vice President – Branch Banking Services Department
 Mr. Reynaldo C. Capa, Vice President – Banking Services Group
 Mr. Emmanuel G. Hio, Jr., Vice President – Organizational Development Department
 Mr. Esperanza N. Martinez, Vice President – Public Sector Department
 Ms. Dina Melanie R. Madrid, Vice President – Facilities and Procurement Services Group
 Provisional Member: Atty. Joseph Dennis C. Castro, Legal Manager - Legal Services Group

D. Technical Working Group

Chairman: _____
 Vice Chairman: _____
 Members: _____

E. Procurement Department

Head: Mr. Alwin I. Reyes, Assistant Vice President
 Officers and Staff: Ms. Ma. Victoria C. Viray, Assistant Dept. Manager - Purchasing Administration Unit
 Ms. Rosemarie SJ. Mirando, Assistant Dept. Manager - Contracts Administration Unit
 Engr. Elmer M. Abuzo, Assistant Dept. Manager
 Ms. Remedios S. Lacaden, Senior Management Associate
 Ms. Helen S. Purificacion, Chief of Division
 Ms. Kristi Ann P. Rutab, Chief of Division
 Ms. Leonor F. Santos, Assistant Chief of Division
 Mr. Joel R. Perez, Assistant Chief of Division
 Mr. Ruel V. Marca, Procurement Specialist II
 Mr. Rosalino V. Cruz, Procurement Specialist II
 Ms. Ruby S. Cortez, ASO V
 Mr. Rommel C. Pascua, ASO V
 Mr. Nestor C. Pineda, Procurement Specialist I
 Ms. Lubelle B. Lumabas, Procurement Specialist I
 Ms. Maribel J. Paredes, Procurement Specialist I
 Ms. Nadia G. Iletto, Procurement Analyst
 Ms. Clarissa M. Piogo, Procurement Analyst

