



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20190304-03(2)

PROJECT : **Supply and Delivery of 12,000 Pieces LANDBANK Folding Umbrella**

IMPLEMENTOR : **Procurement Department**

DATE : **September 6, 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) Item C.11 (Language of Bid) of Section II (Instruction to Bidders), GCC Clause 10.3 of Section V (Special Conditions of Contract), Section VI (Schedule of Requirements), Section VII (Specifications), Omnibus Sworn Statement (Form No. 6), and the Checklist of the Bidding Documents (Item Nos. 2, 7, 8 & 12 of the Eligibility and Technical Components) have been revised. Please see attached revised 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 13, 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

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.

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 Competent Authorities and may

designate Competent Authorities that are competent to issue a 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 started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

Statement of the Bidder’s SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, within the relevant period as provided in the BDS.

The two statements required shall indicate for each contract the following:

- (ii.1) name of the contract;
- (ii.2) date of the contract;
- (ii.3) contract duration;
- (ii.4) owner’s name and address;
- (ii.5) kinds of Goods;

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)	The Funding Source is: 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 One Million One Hundred Forty One Thousand Eight Hundred Pesos Only (Php 1,141,800.00).
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 LANDBANK Plaza Bldg. 1598 M.H. del Pilar corner Dr. J. Quintos Streets, 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 of Requirements.</p> <p>Upon the delivery of the Goods to LANDBANK Plaza Bldg. 1598 M.H. del Pilar corner Dr. J. Quintos Streets, Malate, Manila, the Supplier shall notify LANDBANK Procurement</p>

Department and present the following documents :

- (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

For purposes of this Clause the LANDBANK's Representative at the Project Site shall be the Head of Corporate Affairs Department where the Goods are to be delivered and/or installed.

Incidental Services –

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 :

- (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.

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 Supplier for similar services.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during

	<p>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	Payment shall be through direct credit to the winning bidder's deposit account with LANDBANK. The winning bidder is required to maintain a deposit account with LANDBANK's Cash Department or any of its Branches.
10.4	Not applicable.
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4(c)	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 adjustment in implementation date, whichever is applicable. In any case, the winning bidder shall cause the extension of the validity of its performance security at no cost to LANDBANK.
16.1	No further instructions.

17.3	<p>The warranty period shall be three (3) months after acceptance by the LANDBANK's authorized representative of the delivered/installed goods.</p> <p>The required amount of warranty security shall be three percent (3%) of every progress payment or three percent (3%) of the total Contract Price if in the form of retention money or special bank guarantee, respectively.</p> <p>The warranty security fee shall be released after one (1) year from acceptance of the delivered items, provided, the goods supplied are free from patent and latent defects and all the conditions imposed under the contract has been fully met.</p>
17.4	No further instructions.
21.1	If the bidder is a joint venture, all partners to the joint venture shall be jointly and severally liable to the procuring entity.

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	Destination/Delivery Period	
Supply and Delivery of LANDBANK Folding Umbrella	12,000 Pieces	Delivery Period	Breakdown (Estimate)
		November 15, 2019	➤ 1 st Partial Delivery Mindanao 1,000 Visayas 1,000 Southern Luzon 1,000 Central Luzon 500 Northern Luzon 500 NCR 2,000 Sub-total 6,000
		November 30, 2019	➤ 2 nd Partial Delivery Head office 6,000 Total 12,000
<p><u>NOTE:</u></p> <ol style="list-style-type: none"> 1. CAD will inspect the folding umbrellas at the winning bidder's warehouse. Winning bidder should notify CAD at least three days prior to the schedule of inspection. 2. After inspection, the folding umbrellas should be delivered to the warehouse of the Bank's official courier or designated Bank units within ten (10) working days. 3. The folding umbrellas should be packed in 50's per box. 4. Any additional packaging to be prescribed by the Bank's official courier should also be applied. The corresponding cost should be shouldered by the winning bidder. 5. CAD will provide the schedule of delivery. Manner of delivery as follows: <ul style="list-style-type: none"> • For Mindanao, Visayas and field units located in island provinces such as Basco Branch, Brooke's Point Branch, Coron Branch, Masbate Branch, Virac Branch, etc. the winning bidder will deliver the folding umbrellas to the warehouse of the Bank's official courier at LBC Warehouse, 14th St. cor. Atlanta St., 			

		<p>Port Area, Manila.</p> <ul style="list-style-type: none"> • CAD to advise the winning bidder which field units in Southern Luzon will pick up from the winning bidder's warehouse and which will be sent thru the Bank's official courier at LBC Warehouse, 14th St. cor. Atlanta St., Port Area, Manila. • Northern and Central Luzon field units will pick up their allocations from the winning bidder's warehouse. • For NCR field units, the winning bidder will deliver to the respective offices of the Branch Group Heads or Office of the Relationship Officers. • For head office-based units, the winning bidder will deliver at the 2nd floor (CAD office) or other designated floors. <p>Contact Person: FVP Catherine Rowena B. Villanueva Corporate Affairs Department</p> <p>Contact Number: 405-7374; 551-2200 locals: 8451, 2686</p>
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Conforme:

 Name of Bidder

 Signature Over Printed Name of
Authorized Representative

 Position

Specifications

Specification	Statement of Compliance
<p>Supply and Delivery of 12,000 Pieces LANDBANK Folding Umbrella</p> <p>For current and past suppliers of corporate giveaways 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 September 2014.</p> <p>Specifications:</p> <p>3-Fold Umbrella</p> <p>Material: 190t Nylon Taffeta Shaft/Post – 10 mm Metal Shaft Ribs – 8 Metal U Ribs (Black) Ribs End - Metal Tip - Plastic Handle – Plastic Handle (Black) with cord (Black) Closure - Velcro</p> <p>Mechanism: Manual open and manual close</p>	<p>Bidders must state here 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>

<p>Size: 21" Inches x 8 Panel</p> <p>Printing: Permanent digital printing 2 Panels LANDBANK logo with tagline – two (2) colors (green and gold) 2 Panels – LANDBANK website – one (1) color (green)</p> <p>Logo Sizes: 1. LANDBANK logo with “ We Help You Grow” Tagline – Length is 9 inches 2. LANDBANK Website - Length is 9 inches</p> <p>Packaging: Nylon Taffeta</p> <p>Pantones: 355 c 130 c</p> <p>Design per attached Annexes A-1 to A-3.</p>	
<p>Document below shall be submitted inside the First Envelope:</p> <ul style="list-style-type: none"> • Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Corporate Affairs Department not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Corporate Giveaways for LANDBANK starting September 2014) shall be submitted. The Certificate shall still be subject to verification during post-qualification of bid. <p>Note: Certificate of Satisfactory Performance/No Delayed Project shall be requested from Ms. Darlene B. Cristobal with contact number 522-0000 loc 2686 of CAD at 32nd floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.</p>	
<p>Actual sample of the offered folding umbrella must be submitted on the bidding date.</p>	

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

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 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;'

- 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 B-1 to B-3.

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, 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 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. **Revised Section VI - Schedule of Requirements with signature of bidder's authorized representative.**
8. **Revised Section VII - 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 Document**
 12. **A Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Corporate Affairs Department not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Corporate Giveaways for LANDBANK starting September 2014)**

shall be submitted. The Certificate shall still be subject to verification during post-qualification of bid.

Note: Certificate of Satisfactory Performance/No Delayed Project shall be requested from Ms. Darlene B. Cristobal with contact number 522-0000 loc 2686 of CAD at 32nd floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.

13. Actual sample of offered umbrella.

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

14. 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.

15. Income Tax Return for 2018 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).

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. Borrromeo, President and CEO
Members: Sec. Emmanuel F. Piñol, Department of Agriculture
Sec. Silvestre H. Bello III, Department of Labor and Employment
Acting Sec. John R. Castriciones, Department of Agrarian Reform
Mr. Virgilio DV. Robes, Representative - Agrarian Reform Beneficiaries Sector
Mr. Crispino T. Aguelo, Representative - Agrarian Reform Beneficiaries Sector
Mr. Jesus V. Hinlo, Jr., Representative - Private Sector
Mr. Rodolfo Villanueva Puno, Representative - Private Sector

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

C. Bids and Awards Committee (HOBAC)

Chairman: Mr. Alex A. Lorayes, Senior Vice President – Agrarian Service 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
Ms. 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. Procurement Department

Head: Mr. Alwin I. Reyes, Asst. Vice President
Officers and Staff: Ms. Ma. Victoria C. Viray, Asst. Dept. Manager - Purchasing Administration Unit
Ms. Rosemarie SJ. Mirando, Asst. Dept. Manager - Contracts Administration Unit
Engr. Elmer M. Abuso, Asst. 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. Nadia G. Iletto, Procurement Analyst
Ms. Clarissa M. Piogo, Procurement Analyst
Ms. Hazel S. Arche, Procurement Assistant
Ms. Ma. Angela Q. Emeterio, Procurement Assistant
Ms. Jeramae T. Fabella, Procurement Assistant
Ms. Kimberly Joy D. Angeles, Procurement Assistant
Mr. Jollianz Jenkin G. Dy, Procurement Assistant
Mr. Mark Anthony C. Pantalla, Procurement Assistant
Ms. Charmaine S. Florido, Procurement Assistant
Ms. Ma. Theresa N. Cruz, Secretary III
Ms. Ruthcelyn U. Francisco, ASO I
Mr. Roman R. Eala, ASO I
Ms. Jeah Crysel L. Escalona, ASO I
Ms. Jenica V. De Vicente, ASO I

Ms. Cloie L. Villanueva, ASO I
Ms. Darryl D. Jaravata, ASO I
Ms. Princess Joy V. Dalida , ASO I
Ms. Mia Jenina B. Patricio, ASO I
Ms. Arvie B. Estrella, ASO I
Mr. Aaron V. Sedanto, ASO I
Mr. Angel P. Moron, Office Aide

E. Implementing & End-User Unit

Head: Ms. Catherine Rowena B. Villanueva, First Vice President
Head, Corporate Affairs Department

Officers and Staff:

Ms. Judy O. Kis-ing
Ms. Katrina Abella
Mr. Arnold O. Aldaba
Ms. Jennelyn S. Algordo
Ms. Marjorie Ann Alcid Apostol
Ms. Miranda Ariston
Mr. Dennis Avila
Ms. Darlene T. Barcelon
Ms. Emelita Barrios
Mr. Leopoldo T. Belinario
Ms. April Joy Asirit Bernabe
Ms. Jill Karen M. Cacanandin
Ms. Melissa B. Calimag
Mr. Norman Dalton A. Catolos
Ms. Melanie Cidro Celada
Ms. Minalyn B. Cocoba
Ms. Suzette J. Dalumpines
Ms. Diane Margret Dante
Mr. Delio Narciso Daoang
Mr. Mark Querube Daquer
Ms. Mona Liezl Espinosa De Veyra
Ms. Ma. Angeline S. Dela Cruz
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