



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20190227-02(2)

PROJECT : **One (1) Year Catering Services for Trainings, Seminars and Other Official Functions**

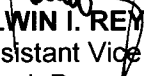
IMPLEMENTOR : **Procurement Department**

DATE : **July 18, 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:

- The Terms of Reference (Annex A), ITB Clause 5.4 of the Bid Data Sheet (BDS), Section VII (Specifications) and Checklist of the Bidding Documents (Item Nos. 8 & 21 of the Eligibility and Technical Components) have been revised. Please see attached revised BDS and specified sections of the Bidding Documents.


ALWIN I. REYES, CSSP
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

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) Year Catering Services for Trainings, Seminars and other Official Functions</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20190227-02(2).</p>
1.2	<p>The lot and reference is:</p> <p>One (1) Year Catering Services for Trainings, Seminars and other Official Functions</p> <p>LBP-HOBAC-ITB-GS-20190227-02(2)</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 Two Million Two Hundred Five Thousand Pesos Only (P2,205,000.00).</p> <p>Project:</p> <p>One (1) Year Catering Services for Trainings, Seminars and other Official Functions.</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>The Bidder must have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving catering services.</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.

Specifications

Specification	Statement of Compliance
<p>One (1) Year Catering Services for Trainings, Seminars and other Official Functions</p> <p>Per attached Revised Terms of Reference Annexes A-1 to A-3.</p> <p>Sample menu for AM and PM Snacks per attached Annexes B-1 to B-2. The menu for lunch will be pre-approved before the event.</p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <ol style="list-style-type: none"> 1. Certificate of Satisfactory Performance for at least one (1) year from any of the following clients: <ol style="list-style-type: none"> a. Any one of the top ten commercial Banks in the Philippines; or 	<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>

<p>b. At least a four-star hotel in the Philippines</p> <p>2. Copy of the title to the property or lease contract for the supplier's base of operation which should be within ten (10) kilometer radius from LANDBANK Head Office from where the foods to be served will be prepared.</p> <p>3. Copy of the current motor vehicle registration certificate of the supplier's delivery car/van that will be used for transporting the foods, beverages, utensils, equipment and personnel from its base of operation to LANDBANK Head Office or Training Venue.</p> <p>4. For current suppliers of LANDBANK, Certificate of Satisfactory Performance [for completed contracts for the last five (5) years] or Certificate of No Delayed Projects (for ongoing contracts), issued by the Head, LANDBANK Organization Development Department not earlier than 30 calendar days prior to the deadline of submission of bid.</p> <p>Site visit and food tasting will be conducted by the Organization Development Department (ODD). Only those caterers who have passed the food tasting and site visit by ODD shall be allowed to submit bids.</p>	
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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.

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 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. 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 Documents**

12. BIR Certificate of Registration/TIN Card
13. Food Safety Training Certificates/Food Safety Management Plan/Hazard Analysis and Critical Control Points (HACCAP)
14. For Corporation or cooperative, Secretary's Certificate containing the Board Resolution designating the authorized representative/signatories to participate in the process and execute contracts required to be executed.

15. Copies of Health Certificates of each employee issued by the City Health Officer attesting to their good physical condition.
 16. Audited Financial Statements (FS) with BIR Stamp for the last three (3) years.
 17. Copy of updated/renewed Department of Trade and Industry Registration Certificate.
 18. List of at least five (5) completed projects/contracts with contact persons, numbers and addresses;
 19. Copy of Purchase Order or Acceptance Certificate to support the above mentioned completed projects/contracts.
 20. Copy of Certificate of Satisfactory Performance for the above-mentioned projects/contracts.
 21. **For current suppliers of LANDBANK, Certificate of Satisfactory Performance [for completed contracts for the last five (5) years] or Certificate of No Delayed Projects (for ongoing contracts), issued by the Head, LANDBANK Organization Development Department not earlier than 30 calendar days prior to the deadline of submission of bid.**
- **Post-Qualification Documents – (Non-submission of the following documents may result in bidder’s post-disqualification):**
1. Certificate of Satisfactory Performance from any of the below mentioned clients.
 - a. Any one of the top ten commercial banks in the Philippines; or
 - b. At least a four-star hotel in the Philippines
 2. Copy of the title to the property or lease contract.
 3. Copy of the current motor vehicle registration certificates.
 4. 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.
 5. Income Tax Return for 2017 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)

TERMS OF REFERENCE

Catering Services

I. SCOPE OF WORK

Catering services for AM/PM snacks and lunch during trainings, seminars and other official functions, inclusive of free-flowing coffee, stand-by waiters, table settings, hot-and-cold water dispensers and other necessary utensils and equipment.

II. QUALIFICATIONS OF SUPPLIER

1. The Supplier must have been in the catering business for at least three (3) years.
2. The supplier must have satisfactorily rendered catering services for at least one (1) year with any of the following:
 - a. Any one of the top ten commercial banks in the Philippines; or
 - b. At least a four-star hotel in the Philippines

A certificate of satisfactory performance from any of the above-mentioned clients must be submitted by the supplier as post-qualification requirement.

3. **For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts for the last five [5] years) or Certificate of No Delayed Projects (for ongoing contracts), issued by the Head, LANDBANK Organization Development Department not earlier than 30 calendar days prior to the deadline of submission of bid.**
4. The supplier must have a base of operation (owned or leased) within ten (10) kilometer radius from LANDBANK Head Office or Training Venue from where the foods to be served will be prepared. A copy of the title to the property or lease contract must be submitted by the supplier as post-qualification requirement.
5. The supplier must own a delivery car/van which will be used in transporting the foods, beverages, utensils, equipment and personnel from its base of operation to LANDBANK Head Office or Training Venue. A copy of the current motor vehicle registration certificates must be submitted by the supplier as post-qualification requirement.
6. The supplier must have sufficient number of waiters (with uniform) commensurate to the number of participants or complexity of the event.
7. AM/PM snacks must consist of a serving of pasta and bread, or its equivalent and fresh fruit juice (Sample menu for AM/PM Snacks attached as Annex A). Main course consisting of meat or fish and 1 cup of rice, 1 side dish of vegetables, dessert and drinks must be served for lunch.

CLASS D

8. The supplier must be compliant with the pertinent policies/guidelines on Proper Use of LANDBANK Facilities and the LANDBANK Environmental Management System.

III. DURATION OF THE CONTRACT

1. The contract duration shall be for CY 2019.
2. The contract may be pre-terminated by any of the parties for valid reasons like breach of contract subject to a thirty (30) days advance notice.

IV. MANNER OF PAYMENT

1. The winning bidder shall be paid on a monthly basis based on the actual number of meals and participants served.
2. Partial payment of billings may be made for services rendered upon favorable recommendation of the end-user unit.
3. The payments shall be credited to the deposit account of the supplier which shall be maintained with any LANDBANK Branch.

V. OTHER TERMS AND CONDITIONS

1. The prospective bidders may submit their bids for all the lots but will only be awarded with one lot.
2. LANDBANK shall give notice to the supplier at least three days before the schedule of the event whenever catering services is required. The notice shall state, among others, the duration, venue, preferred menu and number of participants. Should there be adjustments or changes in the aforementioned information, the same shall be accommodated by the supplier effective on the following day of the event schedule.
3. There shall be no adjustment in the agreed cost per meal/menu throughout the contract duration.
4. The winning bidder shall ensure the on-time provision of the following:
 - a. Availability of coffee and water 10 minutes prior to the start of the training program
 - b. Serving of AM snacks between 9:30 am to 10:00 am
 - c. Serving of Lunch between 11:30 am to 12:00 nn
 - d. Serving of PM snacks between 2:30 pm to 3:00 pm
5. The winning bidder shall ensure the quality of all the foods, either raw or processed, complies with sanitation standards

CLASS D

6. The winning bidder shall ensure the quality of food and services presented during the food tasting be maintained throughout the term of the catering services.
7. The winning bidder shall comply with the government regulations including, but not limited to, Sections 14 (Sanitary Permit), 15 (Health Certificate), and 16 (Quality and Protection of Food) of Presidential Decree No. 856 otherwise known as "The Code on Sanitation of the Philippines."
8. The winning bidder shall collect leftovers and wastes and maintain the cleanliness of designated function areas.
9. The winning bidder shall abide and comply with all the requirements of LANDBANK pertaining to security matters and usage of premises.

VI. LEGAL AND FINANCIAL REQUIREMENTS

1. Leter of Intent
2. Certified True copies of SEC/DTI Registration Certificate, Articles of Incorporation/Cooperation/Partnership and By-Laws
3. Valid and Current Mayor's Permit/License
4. BIR Certificate of Registration/TIN Card
5. Food Safety Training Certificates/Food Safety Management Plan/Hazard Analysis and Critical Control Points (HACCAP)
6. For Corporation or cooperative, Secretary's Certificate containing the Board Resolution designating the authorized representative/signatories to participate in the process and execute contracts required to be executed
7. Copies of Health Certificates of each employee issued by the City Health Officer attesting to their good physical condition
8. Income Tax Return (ITR)
9. Audited Financial Statements (FS) with BIR Stamp for the last three (3) years

VII. PENALTIES

1. In case of food poisoning or spoilage, LANDBANK will not be held liable for any claim, damages and other expenses resulting from the incident.
2. In case of delay of food delivery or if food items supplied were found to be inferior, an amount equal to 10% of the total cost of the catering services shall be deducted from the payment due to the supplier.

VIII. GROUPING AND BREAKDOWN OF LOTS

The project shall consist of one (1) lot. It shall be broken down depending on the kind of meals to be served and number of participants which shall be the basis of billing and payment, as follows:

Catering Services for CY 2019:


	Estimated Number of Pax	ABC per Meal	Total ABC
AM Snacks	11,000	75.00	825,000.00
Lunch	3,700	150.00	555,000.00
PM Snacks	11,000	75.00	825,000.00
Total			P2,205,000.00

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