



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-CS-20190410-02

PROJECT : **Global Reporting Initiative (GRI) Sustainability Management Services for LANDBANK's 2018 and 2019 Sustainability Reports**

IMPLEMENTOR : **Procurement Department**

DATE : **June 13, 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 Checklist of the Bidding Documents (Item Nos. 12 and 14 of the Project Technical Component) has been revised. Please see attached revised specific sections of the Bidding Documents.


ROSEMARIE S.J. MIRANDO
Officer-In-Charge
Procurement Department

Checklist of Bidding Documents for Procurement of Consulting 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. Eligibility Documents Submission Form
2. PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or
 - 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 permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Eligibility Documents

3. Duly notarized Omnibus sworn statement (sample form - Form No.2)
4. 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.3).
5. Statement of the prospective bidder of all its ongoing and completed 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. 1). The duly signed form shall still be submitted even if the bidder has no on-going contract. Copy of Purchase Order or Contract or Certificate of Satisfactory Performance issued by the Client must also be submitted as proof of satisfactory completion of completed contracts.

6. Bid security in the prescribed form, amount and validity period (ITB Clause 15.1 of the Bid Data Sheet)
7. Form No. 5 – Statement of Consultant's Nationality

Financial Eligibility Documents

8. 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.
- Eligibility Documents – Class "B"
 9. 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.
 - Post-Qualification Documents – (Non-submission of the following documents may result in bidder's post-disqualification):
 10. 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.
 11. Income Tax Return for 2017 filed manually or through EFPS.

Second Envelope - Project Technical Component

- The Second Envelope shall contain the following:
 1. TPF 1 – Technical Proposal Submission Form
 2. TPF 2 – Experience of the Firm/Consultant References
 3. TPF 3 – Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
 4. TPF 4 – Description of the Methodology and Work Plan for Performing the Project
 5. TPF 5 – Team Composition and Task

6. TPF 6 – Curriculum Vitae for Proposed Professional Staff
7. TPF 7 – Time Schedule for Professional Personnel
8. TPF 8 – Activity (Work) Schedule
9. Form No. 6 – Deliverable Items Summary
10. Copy of previous PO or contract dating five years back or older as proof that the bidder is established for at least five (5) years.
11. A list of at least one (1) client with references and contact person (indicating the years when the projects were handled for them) as proof that the bidder have conducted Stakeholder Engagement for at least one (1) client belonging to the Top 100 Corporations by Gross Revenue (based on BusinessWorld Top 1000 Corporations in the Philippines 2016) in the past five (5) years **(2013-2018)**.
12. **At least one sample work and a certificate of project completion and satisfactory service from client.** The certificate must be from client/s for whom the submitted sample work/s was/were undertaken. The certificate must also be issued not earlier than three months prior to the bidding date.
13. At least one (1) client belonging to the Top 100 Corporations by Gross Revenue (indicating the years when the projects were handled for them) with references and contact person where the bidder have handled and completed project as proof that the bidder have handled and satisfactorily completed GRI-aligned sustainability services for at least one (1) universal banks and/or reputable companies belonging to the Top 100 Corporations by Gross Revenue (based on BusinessWorld Top 1000 Corporations in the Philippines 2016) in the past five (5) years **(2013-2018)**.
14. **At least one sample work and a certificate of project completion and satisfactory service from client.** The certificate must be from client/s for whom the submitted sample work/s was/were undertaken. The certificate must also be issued not earlier than three months prior to the bidding date.
15. A list of at least one (1) relevant project where Project Lead of the bidder has worked with GRI team in Amsterdam and at least one (1) proof of Project Lead engaging with GRI must also be presented where the bidder has handled and completed project as proof that the bidder's Project Lead has at least one (1) relevant experience directly working with the GRI team in Amsterdam.
16. At least one certificate of project completion and satisfactory service from client/s. The certificate must be from client/s where Project Lead completed work with GRI. The certificate must also be issued not earlier than three months prior to the bidding date.

Third Envelope - Financial Component

- The Third Envelope shall contain the following:

The following must be duly filled out and signed by the bidder's authorized representative:

1. FPF 1 – Financial Proposal submission Form
2. FPF 2 – Summary of Costs
3. FPF 3 – Breakdown of Price per Activity
4. FPF 4 – Breakdown of Remuneration per Activity
5. FPF 5 – Travel Expenses, Office Rent, Accommodation and Clerical Assistance per Activity per Activity
6. FPF 6 – Miscellaneous Expenses