



LANDBANK

**BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20180924-01**

PROJECT : One (1) Year Outsourcing of Manpower Services for
Deployment to Various Units of LANDBANK

IMPLEMENTOR : Procurement Department

DATE : December 6, 2018

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

The modifications, amendments or clarifications are as follows:

- ITB Clause 5.4 of the Bid Data Sheet (BDS) has been revised. Please see attached revised BDS of the Bidding Documents.


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

Bid Data Sheet

| ITB Clause | |
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| 1.1 | The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK). |
| 1.2 | The lot and reference is: One (1) Year Outsourcing of Manpower Services for Deployment to Various Units of LANDBANK LBP-HOBAC-ITB-GS-20180924-01 |
| 2 | The Funding Source is: The Government of the Philippines (GOP) through the LANDBANK Corporate Budget for the contract approved by the Board of Directors for 2018 in the amount Four Hundred Seventy Eight Million Five Hundred Thirty Six Thousand Eight Hundred Thirty Nine Pesos and 16/100 (PhP 478,536,839.16). The name of the Project is One (1) Year Outsourcing of Manpower Services for Deployment to Various Units of LANDBANK |
| 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 | The Bidders must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iv), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer to contracts involving office manpower services. Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be: <ul style="list-style-type: none"> • Copy of the contract or purchase order; or • Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client. |
| 7 | No further instructions. |
| 8.1 | As a general rule, subcontracting is not allowed. |

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| 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 | The Procuring Entity's address is: Land Bank of the Philippines 25 th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila www.landbank.com Contact person : 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 |
| 12.1 | 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 a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. |
| 12.1(a)(ii) | The statement of all ongoing government and private contracts (use Form No. 3) and Single Largest Completed Contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids. |
| 13.1 | Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos.1 and 2). |
| 13.1(b) | No further instructions. |
| 13.1(c) | Not applicable. |
| 13.2 (a) | The Approved Budget for the Contract (ABC) is Four Hundred Seventy Eight Million Five Hundred Thirty Six Thousand Eight Hundred Thirty Nine Pesos and 16/100 (PhP 478,536,839.16). |

| | Any bid with a financial component exceeding this amount shall not be accepted. | | | | | | | |
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| 13.2 (b) | Not applicable. | | | | | | | |
| 15.4(a)(iii) | Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. | | | | | | | |
| 15.4(b)(i) | The price of the Goods shall be quoted DDP specified delivery site/s. | | | | | | | |
| 15.4(b)(ii) | Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. | | | | | | | |
| 16.1(b) | The Bid Prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos. | | | | | | | |
| 16.3 | No further instructions. | | | | | | | |
| 17.1 | Bids will be valid until 120 calendar days from date of opening of bids. | | | | | | | |
| 18.1 | <p>The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following amount:</p> <table border="1" data-bbox="496 929 1361 1512"> <thead> <tr> <th>Form of Bid Security</th> <th>Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank</td> <td rowspan="2">PhP9,570,736.78</td> </tr> <tr> <td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td> </tr> <tr> <td>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td>PhP23,926,841.96</td> </tr> </tbody> </table> <p>1. If bid security is in the form of cash, a bidder is required to secure a Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The PAO shall then be presented to any of the Tellers at the Cash Department (Ground Floor, LANDBANK Plaza Building) together with the corresponding cash. The Cash Department Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. The original and/or certified true copy of the Official Receipt shall be enclosed in Bid Envelope No. 1 (Eligibility and Technical Proposal/Documents). The original official receipt shall be returned by the BAC Secretariat to the bidder immediately after the opening of bids.</p> | Form of Bid Security | Minimum Amount of Bid Security | (a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank | PhP9,570,736.78 | (b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and | (c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. | PhP23,926,841.96 |
| Form of Bid Security | Minimum Amount of Bid Security | | | | | | | |
| (a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank | PhP9,570,736.78 | | | | | | | |
| (b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and | | | | | | | | |
| (c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. | PhP23,926,841.96 | | | | | | | |

2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:

(a) CBD 2 – 18th Floor, LANDBANK Plaza Building
Ms. Erlin G. Del Rosario – Account Officer
Telephone No. 405-7345 local 2117
(For Assets 1 Billion and up)

(b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building
Mr. Ronaldo Robles – Account Officer
Telephone No. 405-7431 local 7431
(For Assets below 1 Billion)

5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

(a) LIBI-Forex
14th Floor, LANDBANK Plaza Building
Telephone 710-7114
(Every Tuesday and Thursday)

(b) 12th Floor, SSHG Law Center Bldg.
105 Paseo de Roxas, Legaspi Village
Makati City
Telephones 812-4911 and 867-1064

Surety bonds with the following or similar conditions/phrases shall not be accepted:

- (a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or
- (b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."

If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.

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| 18.2 | The bid security shall be valid until 120 calendar days from date of opening bids. |
| 20.3 | Each Bidder shall submit two (2) sets of the Technical Component (First Envelope) and Financial Component (Second Envelope) of its bid labeled as “Original Copy 1” and “Original Copy 2”. |
| 21 | The address for submission of bids is: 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 The deadline for submission of bids is 11:00 A.M., _____. |
| 24.1 | The place of bid opening is: 25 th Floor Bidding Room Procurement Department Land Bank of the Philippines LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila The date and time of bid opening is 11:00 A.M., _____. |
| 24.2 | No further instructions. |
| 27.1 | No further instructions. |
| 28.3 | The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award. |
| 28.3(b) | Bid modification is not allowed. |
| 28.4 | No further instructions. |
| 29.2(a) | Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Tax returns filed manually or through EFPS and taxes paid shall be accepted. |
| 29.2(c) | No further instructions. |
| 32.4(f) | No further instructions. |
| 33.2 | If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small |

and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:

- (a) CBD 2 – 18th Floor, LANDBANK Plaza Building
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