

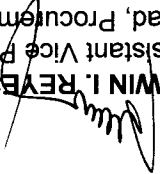
**BID BULLETIN NO. 1  
For LBP-HOBAC-ITB-GS-20180904-01**

<b>PROJECT</b>	:	One (1) Lot Supply, Delivery and Installation of Office Furniture at Eight (8) LANDBANK Offices
<b>IMPLEMENTOR</b>	:	Procurement Department
<b>DATE</b>	:	September 27, 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), Sections VI (Schedule of Requirements), VII (Specifications), Form No. 2 (Schedule of Prices) and Checklist of the Bidding Documents (Items 3.i, 5 and 6 of the Technical Component and Item 2 of the Financial Component) have been revised. Please see attached revised specific 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	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.2	The lot and reference is: One (1) Lot Supply, Delivery and Installation of Office Furniture Eight (8) LANDBANK Offices. ITB No. LBP-HOBAC-ITB-GS-20180904-01.
2	The Funding Source is: The Government of the Philippines (GOP) through the Corporate Board of Directors for 2018 in the amount Five Million Forty Thousand Pesos Only (P5,040,000.00). The name of the Project is One (1) Lot Supply, Delivery and Installation of Office Furniture at Eight (8) LANDBANK Offices.
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	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: 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 b) The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above. For this purpose, similar contracts shall refer to contracts involving supply, delivery and installation of office furniture. Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:

	<ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/ collection receipt or Certificate of Satisfactory Performance from bidder's client.</li> </ul>	
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 <sup>th</sup> 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                  25<sup>th</sup> 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	<p>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.</p>	
12.1(a)(ii)	<p>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.</p>	
13.1	<p>Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos. 1 and 2).</p>	
13.1(b)	No further instructions.	

## 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 No.	Description	Delivery Period and Destination
	<p><b>One (1) Lot Supply, Delivery and Installation of Office Furniture at the following LANDBANK Offices :</b></p>	<p><b>Delivery Period:</b>                      Thirty (30) calendar days per office after receipt of Notice to Proceed.</p>
1	<p>Lebak Branch</p> <ul style="list-style-type: none"> <li>• 3 units Teller Cage</li> <li>• 1 unit New Accounts Counter (1.8 m)</li> <li>• 1 unit New Accounts Counter (1.5 m)</li> <li>• 1 unit New Accounts Mobile Counter</li> <li>• 2 units Slip Writing Counter with side panel sticker</li> <li>• 1 unit Guard Podium</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul>	<p><b>Delivery Site:</b>                      Lebak Poblation, Multi-Purpose Coop., Rizal Avenue, Poblation, Lebak, Sultan Kudarat</p> <p><b>Contact Person:</b>                      Mr. Virgilio A. Deloria</p> <p><b>Contact Number:</b>                      0909-992-4444</p>
2	<p>Ortigas Center Extension Office</p> <ul style="list-style-type: none"> <li>• 3 units Teller Cage (1.45 m)</li> <li>• 1 unit New Accounts Counter (1.5 m)</li> <li>• 1 unit New Accounts Counter (1.3 m)</li> <li>• 1 unit New Accounts Mobile Express Counter</li> <li>• Dismantling of existing office furniture</li> <li>• Hauling of existing office furniture to Antipolo Warehouse</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul>	<p><b>Delivery Site:</b>                      G/F Tycoon Center Building, 501 East Tower, PSE Center, Pasig City</p> <p><b>Contact Person:</b>                      Ms. Nenita P. Camposano</p> <p><b>Contact Numbers:</b>                      (02) 584-9692 &amp; 584-9694</p>
3	<p>South Harbor Branch</p> <ul style="list-style-type: none"> <li>• 5 units Teller Cage (provision of partition for Verifier)</li> <li>• 2 units New Accounts Counter (1.25 m)</li> <li>• 1 unit New Accounts Counter (1.5 m)</li> <li>• 1 unit New Accounts Mobile Express</li> <li>• 2 units Slip Writing Counter with side panel sticker</li> <li>• 1 unit Sand Box</li> <li>• Dismantling of existing office furniture</li> <li>• Hauling of existing office furniture to Antipolo Warehouse</li> </ul>	<p><b>Delivery Site:</b>                      Marsman Building, Gate 1, Muelle de San Francisco, South Harbor, Port Area Manila</p> <p><b>Contact Person:</b>                      Ms. Jennifer V. Delloro</p> <p><b>Contact Number:</b>                      (02) 527-4851</p>

	<ul style="list-style-type: none"> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul>	
4	<p>YMCA Branch</p> <ul style="list-style-type: none"> <li>• 6 units Teller Cage (provision of partition for Verifier)</li> <li>• 1 unit New Accounts Counter (1.8 m)</li> <li>• 2 units New Accounts Counter (1.5 m)</li> <li>• 1 unit New Accounts Express Counter</li> <li>• 2 units Slip Writing Counter with side panel sticker</li> <li>• 1 unit Sand Box</li> <li>• Dismantling of existing office furniture</li> <li>• Hauling of existing office furniture to Antipolo Warehouse</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul>	<p>YMCA Building, Complex, A.J. Villegas Street, Ermita, Manila</p> <p><u>Delivery Site:</u>                  New YMCA Building, Complex, A.J. Villegas Street, Ermita, Manila</p> <p><u>Contact Person:</u>                  Mr. Renato R. Aquino</p> <p><u>Contact Numbers:</u>                  (02) 527-6343 &amp; 527-6345</p>
5	<p>Commission on Audit (COA) Branch</p> <ul style="list-style-type: none"> <li>• 5 units Teller Cage/Verifier (1.3 m)</li> <li>• 1 unit New Accounts Counter (1.8 m)</li> <li>• 1 unit New Accounts Counter (1.5 m)</li> <li>• 2 units New Accounts Express Counter</li> <li>• 1 unit New Accounts Counter</li> <li>• 2 units Slip Writing Counter</li> <li>• 1 unit Guard Podium</li> <li>• 1 unit Sand Box</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul>	<p>COA Building No. 3, COA Compound, Commonwealth Ave., Quezon City</p> <p><u>Delivery Site:</u>                  COA Building No. 3, COA Compound, Commonwealth Ave., Quezon City</p> <p><u>Contact Person:</u>                  Ms. Monina J. Sanchez</p> <p><u>Contact Numbers:</u>                  951-0930 &amp; 931-4055</p>
6	<p>Limay Extension Office</p> <ul style="list-style-type: none"> <li>• 3 units Teller Cage</li> <li>• 1 unit New Accounts Counter (1.8 m)</li> <li>• 1 unit New Accounts Counter (1.5 m)</li> <li>• 1 unit New Accounts Mobile Counter</li> <li>• 1 unit Slip Writing Counter with side panel sticker</li> <li>• 1 unit Guard Podium</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul>	<p>Commercial Building, Calma Street Town Site, Limay, Bataan</p> <p><u>Delivery Site:</u>                  Commercial Building, Calma Street Town Site, Limay, Bataan</p> <p><u>Contact Person:</u>                  Ms. Nenita C. Lopez</p> <p><u>Contact Numbers:</u>                  (047) 237-3004, 237-2129 &amp; 791-1203</p>
7	<p>Buang Branch</p> <ul style="list-style-type: none"> <li>• 4 units Teller Cage and Verifier (1.55 m)</li> <li>• 1 unit New Accounts Counter (1.8 m)</li> <li>• 1 unit New Accounts Express Mobile Counter</li> <li>• 1 unit Slip Writing Counter with side panel sticker</li> <li>• 1 unit Guard Podium</li> <li>• 1 unit Sand Box</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul>	<p>Buang Multi-Purpose Building, Bauang, La Union</p> <p><u>Delivery Site:</u>                  Buang Multi-Purpose Building, Bauang, La Union</p> <p><u>Contact Person:</u>                  Mr. Ferdinand C. Palaganas</p> <p><u>Contact Numbers:</u>                  (072) 888-5697</p>

Conforme:

\_\_\_\_\_  
 Name of Bidder

\_\_\_\_\_  
 Signature Over Printed Name of  
 Authorized Representative

\_\_\_\_\_  
 Position

8	Imus Branch <ul style="list-style-type: none"> <li>• 5 units Teller Cage (1.25 m)</li> <li>• 2 units New Accounts Counter (1.25 m)</li> <li>• 1 unit New Accounts Express Counter</li> <li>• 1 unit Slip Writing Counter</li> <li>• 1 unit Guard Podium</li> <li>• 1 unit Sand Box</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul>	Delivery Site: GF Commercial Building, Medical Center Imus, Palico IV, Imus, Cavite Contact Person: Mr. Edgar G. Deligero Contact Numbers: (046) 471-1204 & 471- 0639
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# Specifications

Statement of Compliance	Specification	Item No.
<p>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each specification.</p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid. 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>One (1) Lot Supply, Delivery and Installation of Office Furniture at the following LANDBANK Offices :</p> <p>Lebak Branch</p> <ul style="list-style-type: none"> <li>• 3 units Teller Cage</li> <li>• 1 unit New Accounts Counter (1.8 m)</li> <li>• 1 unit New Accounts Counter (1.5 m)</li> <li>• 1 unit New Accounts Mobile Counter</li> <li>• 2 unit Slip Writing Counter with side panel sticker</li> <li>• 1 unit Guard Podium</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul> <p>Ortigas Center Extension Office</p> <ul style="list-style-type: none"> <li>• 3 units Teller Cage (1.45 m)</li> <li>• 1 unit New Accounts Counter (1.5 m)</li> </ul>	<p>1</p> <p>2</p>
<p>Please state here either "Comply" or "Not Comply"</p>		

<p>Please state here either "Comply" or "Not Comply"</p>	<ul style="list-style-type: none"> <li>• 1 unit New Accounts Counter (1.3 m)</li> <li>• 1 unit New Accounts Mobile Express Counter</li> <li>• Dismantling of existing office furniture</li> <li>• Hauling of existing office furniture to Antipolo Warehouse</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul> <p>South Harbor Branch</p> <ul style="list-style-type: none"> <li>• 5 units Teller Cage (provision of partition for Verifier)</li> <li>• 2 units New Accounts Counter (1.25 m)</li> <li>• 1 unit New Accounts Counter (1.5 m)</li> <li>• 1 unit New Accounts Mobile Express</li> <li>• 2 units Slip Writing Counter with side panel sticker</li> <li>• 1 unit Sand Box</li> <li>• Dismantling of existing office furniture to Antipolo Warehouse</li> <li>• Hauling of existing office furniture to Antipolo Warehouse</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul> <p>YMCA Branch</p> <ul style="list-style-type: none"> <li>• 6 units Teller Cage (provision of partition for Verifier)</li> <li>• 1 unit New Accounts Counter (1.8 m)</li> <li>• 2 units New Accounts Counter (1.5 m)</li> <li>• 1 unit New Accounts Mobile Express</li> <li>• 2 units Slip Writing Counter with side panel sticker</li> <li>• 1 unit Sand Box</li> <li>• Dismantling of existing office furniture</li> <li>• Hauling of existing office furniture to Antipolo Warehouse</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul> <p>Commission on Audit (COA) Branch</p> <ul style="list-style-type: none"> <li>• 5 units Teller Cage/Verifier (1.3 m)</li> <li>• 1 unit New Accounts Counter (1.8 m)</li> <li>• 2 units New Accounts Counter (1.5 m)</li> <li>• 1 unit New Accounts Express Counter</li> <li>• 2 units Slip Writing Counter</li> <li>• 1 unit Guard Podium</li> <li>• 1 unit Sand Box</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul>	<p>3</p> <p>4</p> <p>5</p>
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<p>Please state here either "Comply" or "Not Comply"</p>	<p><b>Limay Extension Office</b></p> <ul style="list-style-type: none"> <li>• 3 units Teller Cage</li> <li>• 1 unit New Accounts Counter (1.8 m)</li> <li>• 1 unit New Accounts Counter (1.5 m)</li> <li>• 1 unit New Accounts Mobile Counter</li> <li>• 1 unit Slip Writing Counter with side panel sticker</li> <li>• 1 unit Guard Podium</li> <li>• 1 unit Sand Box</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul> <p><b>Bauang Branch</b></p> <ul style="list-style-type: none"> <li>• 4 units Teller Cage and Verifier (1.55 m)</li> <li>• 1 unit New Accounts Counter (1.8 m)</li> <li>• 1 unit New Accounts Express Mobile Counter</li> <li>• 1 unit Slip Writing Counter with side panel sticker</li> <li>• 1 unit Guard Podium</li> <li>• 1 unit Sand Box</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul> <p><b>Imus Branch</b></p> <ul style="list-style-type: none"> <li>• 5 units Teller Cage (1.25 m)</li> <li>• 2 units New Accounts Counter (1.25 m)</li> <li>• 1 unit New Accounts Express Counter</li> <li>• 1 unit Slip Writing Counter</li> <li>• 1 unit Guard Podium</li> <li>• 1 unit Sand Box</li> <li>• Installation Cost</li> <li>• Delivery Cost</li> </ul> <p>Minimum specifications and working drawings per attached Annexes A-1 to A-18, B-1 to B-16, C-1 to C-20, D-1 to D-23, E-1 to E-27, F-1 to F-21, G-1 to G-19 &amp; H-1 to H-26 for items 1, 2, 3, 4, 5, 6, 7 &amp; 8 respectively.</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> <li>• Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered office furniture.</li> </ul>	<p>6</p> <p>7</p> <p>8</p>
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	<p>• For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts) or Certificate of No Delay Projects (for on-going contracts) issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bid.</p> <p>Bidders which fail to submit these certifications/documents shall be automatically disqualified.</p> <p>The lowest calculated bidder must submit working drawings within five (5) calendar days after the opening of bids for evaluation/approval. Mock-up samples shall be submitted within fourteen (14) calendar days after approval of working drawings. Bidders whose offered products had been previously evaluated by LANDBANK and found to be complying with the Bank's specifications may no longer be required to comply with this requirement.</p>	
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**Conforme:**

\_\_\_\_\_  
 Name of Bidder

\_\_\_\_\_  
 Signature Over Printed Name of Authorized Representative

\_\_\_\_\_  
 Position

**Form No. 2**

**SCHEDULE OF PRICES**

1 Lot No.	2 Item Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Cost of local labor, raw material and component	7 Total price EXW per item (cols. 4 x 5)	8 Unit prices per item final destination and unit price of other incidental services	9 Sales and other taxes payable per item if Contract is awarded	10 Total Price delivered Final Destination (cols. 8 + 9)
1	Lebak Branch	N/A	3 units 1 unit 1 unit 1 unit	N/A	N/A	N/A	P _____ P _____ P _____ P _____	P _____ P _____ P _____ P _____	P _____ P _____ P _____ P _____
2	Ortigas Center EO  Teller Cage (1.45 m) New Accounts Counter (1.5 m) New Accounts Counter (1.3 m) New Accounts Mobile Express Counter Dismantling of existing office furniture Hauling of existing office furniture to Antipolo Warehouse		3 units 1 unit 1 unit 1 unit				P _____ P _____ P _____ P _____ P _____ P _____ P _____ P _____	P _____ P _____ P _____ P _____ P _____ P _____ P _____ P _____	P _____ P _____ P _____ P _____ P _____ P _____ P _____ P _____
	Sub-Total:  Delivery Cost		1 unit				P _____ P _____ P _____ P _____	P _____ P _____ P _____ P _____	P _____ P _____ P _____ P _____





Slip Writing Counter with side panel sticker Guard Podium Sand Box Installation Cost Delivery Cost		1 unit 1 unit 1 unit				P _____ _____ _____ _____ _____ _____	P _____ _____ _____ _____ _____ _____	P _____ _____ _____ _____ _____ _____
<p style="text-align: center;"><b>8 Imus Branch</b></p> Teller Cage (1.25 m) New Accounts Counter (1.25 m) New Accounts Express Counter Slip Writing Counter Guard Podium Sand Box Installation Cost Delivery Cost  Sub-Total:		5 units 2 units 1 unit 1 unit 1 unit 1 unit				P _____ _____ _____ _____ _____ _____	P _____ _____ _____ _____ _____ _____	P _____ _____ _____ _____ _____ _____
Total:						P _____	P _____	P _____

Note: Breakdown of cost using the cost elements specified in this form should be provided.

Name of Bidder \_\_\_\_\_

Signature over Printed Name of Authorized Representative \_\_\_\_\_

Position \_\_\_\_\_

Please credit payment to:

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

LBP Branch: \_\_\_\_\_

3.d 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 BIDs prescribed by the GPPB. (sample form - Form No. 4).

3.e 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.

3.f The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).

3.g 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.

3.h Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered office furniture.

3.i For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts) or Certificate of No Delay Projects (for on-going contracts) issued by the Head, Project Management and Engineering Department not earlier than 30 calendar days prior to the deadline of submission of bid.

4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);

5. Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.

6. Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.

7. Post-Qualification Documents – (Non-submission of these documents during the bid opening shall not be a ground for the disqualification of the bidder);

7.a Business Tax Returns per Revenue Regulations 3-2005 (BIR No.

LBP-HOB-ITB-GS-20180904-01  
Revised 09.27.18  
2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters  
filed manually or through the BIR Electronic Filing and Payment  
System (EFPS):

7.b Income Tax Return for 2017 filed manually or through EFPS.

The Financial Component (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 Revised Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)