

BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20180622-01

PROJECT : **One (1) Lot Exterior Painting Works at LANDBANK Plaza Building**

IMPLEMENTOR : **Procurement Department**

DATE : **August 9, 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:

- The Terms of Reference (Annexes A-1 to A-6), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.g, 3.h, 3.i, 3.k, 3.l & 6) have been revised. Please see attached revised Annexes A-1 to A-6 and the specified sections of the Bidding Documents.
- The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **August 16, 2018, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.
- Clarification on bidder's query:

| BIDDER'S QUERY | LANDBANK'S RESPONSE |
|---|--|
| 1) The bidder would like to request that the requirement of providing two (2) gondola machines be reduced to only one (1) machine. | • The requirement for the two (2) gondola machines will remain. |
| 2) The bidder is also requesting for extension of the contract delivery period from "ninety (90) calendar days" to 180 calendar days" due to unforeseen changes in the weather. | • Request denied. Factors that may intervene in the implementation of the project, like unforeseen weather change, will not be included in the contract delivery period. |


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

Specifications

| Specifications | Statement of Compliance |
|--|---|
| <p>One (1) Lot Exterior Painting Works at LANDBANK Plaza Building</p> <p>Specifications and other requirements per attached Revised Terms of Reference (Annexes A-1 to A-6).</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> • Philippine Contractors Accreditation Board (PCAB) License – Category C (minimum) and Government Registration. • Copy of Purchase Orders, Official Receipts, Completed Projects/Contracts as proof that bidder has at least five (5) years experience as contractor for outdoor/exterior cleaning of glass curtain wall & cladding of high rise buildings (min. of 10-storey building). | <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>Please state here either “Comply” or “Not Comply”</p> |

| | |
|--|--|
| <ul style="list-style-type: none">• Certificate of Basic Occupational Safety and Health (BOSH) and/or Construction Occupational Safety and Health (COSH) Trainings issued by the Occupational Safety and Health (OSH) of the Bureau of Working Conditions of Department of Labor and Employment (DOLE).• Certificate of Inspection issued by Facilities Management Department.• Technical Data Sheet/Material Safety Data Sheet for Painting and Glass Cleaning Materials.• Procedures and application methodology of the products to be used. | |
|--|--|

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.

The Technical Component (First Envelope) shall contain the following:

1. 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).
2. Duly notarized Omnibus sworn statement (sample form - Form No.6).
3. Eligibility requirements

- **Legal Document**

3.a PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or

3.b Class "A" eligibility documents as follows:

- 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 / Financial Documents**

3.c 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 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. 3). The duly signed form shall still be submitted even if the bidder has no on-going contract.

- 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 PBDs 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 Philippine Contractors Accreditation Board (PCAB) License – Category C and Government Registration;**
- 3.h Copy of Purchase Orders, Official Receipts, Completed Projects/Contracts as proof that bidder has at least five (5) years experience as contractor for outdoor/exterior cleaning of glass curtain wall & cladding of high rise building (min. of 10-storey building);**
- 3.i Certificate of Basic Occupational Safety and Health (BOSH) and/or Construction Occupational Safety and Health (COSH) Trainings issued by the Occupational Safety and Health (OSH) of the Bureau of Working Conditions of Department of Labor and Employment (DOLE);**
- 3.j Certificate of Inspection issued by Facilities Management Department;
- 3.k Technical Data Sheet/Material Safety Data Sheet for Painting and Glass Cleaning Materials;**
- 3.l Procedures and application methodology of the products to be used.**
- 3.m 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.
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);

5. 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. 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 Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)
3. Duly filled out Annex B.

TERMS OF REFERENCE (TOR)

A. – NAME AND DESCRIPTION OF THE PROJECT :

One (1) lot – EXTERIOR PAINTING WORKS at LANDBANK Plaza Headquarters, Malate, Manila including, but not limited to the supply of technical supervision, labor, materials, tools and equipment for the following:

- Exterior concrete wall using highly built-flexible polymer based elastomeric paint; and
- Exterior cleaning of glass curtain walls/panels and aluminum frames

B. – OBJECTIVES OF THE PROJECT :

1. To enhance the building's exterior finishes as protection from exposure to external weather and against wear and tear
2. To maintain the corporate image of LANDBANK Plaza

C. – SCOPE OF THE PROJECT AND DELIVERY TIME/COMPLETION SCHEDULE :

1. Implementation works of the winning service provider:

- a. Mobilize and install board-up/secure work area for safety.
- b. Repainting works:
 - b.1 Scraping/re-sanding of concrete wall exteriors.
 - b.2 Painting works/application on all exposed concrete structure using 2-coats of highly build-flexible polymer based elastomeric material paints.
 - b.3 One (1) week setting/curing of the first coating/application must be observed prior to the application of second coating of exterior repainting works.
- c. Glass cleaning works.
 - c.1 Clean and clear exterior surface of glass wall curtain and frames from accumulated dirt, rainwater stains/film/spots/scale/ lime/acid and other deposited solid components.
 - c.2 Glass cleaning application, rinsing and dry-up of exterior glass surface and frames free of dust, dirt and stains. (Note: Materials to be used for glass cleaning must be supported with Material Safety Data Sheet-MSDS)

Note: All debris/waste taken during the implementation works shall be pulled-out by the contractor from the Bank after conduct of inspection and documentation (i.e. approval of Waste Material Report and Property Transfer Slip) for disposal.

2. **Inspection and punchlisting/rectification on completed works**
3. **Turn-over and acceptance of the project**
4. **Cleaning and Hauling Our Works**
5. **Demobilization**

D. – DELIVERY TIME/COMPLETION SCHEDULE :

Ninety (90) Calendar Days upon receipt of Notice to Proceed (NTP) from ProcD. A pre-construction meeting shall be conducted prior to the actual start of the project.

E. – WARRANTY/GUARANTY:

- a. **One (1) year WARRANTY** on supplied materials including workmanship **effective upon acceptance** of the project.

F. – TECHNICAL AND OTHER SPECIFICATIONS :

1. Interested bidder/contractor shall submit the following documents for the materials to be used for the project which shall form part of their bid documents;
 - a. Product to be used for the project (paint materials and glass cleaning chemicals);
 - b. Technical Data Sheet of the product and/or Material Safety Data Sheet
 - b.1 Paint materials with the following maximum component limits:
 - Titanium Dioxide - 10-25%
 - Calcium Carbonate - 10-25%
 - 2,2'-oxybisethanol - ≤2.5%
 - Hydroxyethyl starch - ≤2.5%
 - b.2 Glass cleaning with the following maximum component limits:
 - Isopropanol - ≤7%
 - Propane - 1-5%
 - 2-Butoxyethanol - 0.5-5%
 - Isobutane - 1-5%
 - Methyl alcohol - <0.5%
 - Monoethanolamine - ≤0.2%
 - c. Procedures and application methodology of the product

G. – QUALIFICATION AND DOCUMENTARY REQUIREMENTS :

| Qualification requirement | Documentary requirement |
|--|---|
| 1. <u>Must be a registered & recognized government contractor</u> | • Submission of PCAB license of at least Category C |
| 2. <u>At least five (5) years experience as contractor for outdoor/exterior cleaning of glass curtain wall & cladding of high rise building (min. of 10-storey building.</u> | • Submission of related documents (e.g. previous / completed projects, contracts, Purchase Orders, Official receipts, etc.) |
| 3. Compliant with the requirement of Occupational Safety and Health (OSH) by the Bureau of Working Conditions of Department of Labor & Employment (DOLE) | • <u>Submission of Certificate of Trainings (BOSH and/or COSH)</u> |

H. - DATA, LOCAL SERVICES, PERSONNEL & FACILITIES TO BE PROVIDED BY PROCURING ENTITY :

- FMD will provide a temporary staging area where the contractor’s materials, tools and equipment shall be stored during the course of the project. However, the contractor should ensure that all its stored materials, tools and equipments are secured as FMD will not be liable for any loss and or damage that may arise during the duration of the project.
- Contact Persons for the Facilities Management Department (FMD)

| | |
|------------------------|----------------|
| 1. Jerick A. Perez | Local No. 2323 |
| 2. Edgardo V. Calderon | Local No. 8442 |
| 3. Ramil P. Remillano | Local No. 7360 |

I. - WORKING ARRANGEMENTS :

1. The winning service provider/contractor must submit the copy of **Comprehensive General Liability Insurance (CGLI)** and **Personnel Insurance** prior to the start of the project.
2. The winning service provider/contractor must officially deploy a bonafide **SAFETY OFFICER** in the entire duration of the project.
3. Ensure that the winning service provider/contractor staff/personnel are equipped with the appropriate Personnel Protective Equipment (PPE) (i.e. helmets, dust masks, uniform outfit with the name of the contractor’s company, safety shoes, etc.).
4. Parking of the motorized suspended scaffolding device & frame (Gondola) at the perimeter sidewalk of LANDBANK Plaza Headquarters after the operation shall be allowed provided the same are properly secured and safe from the walking public.

dismantled and safe-keep immediately by the contractor should same will no longer be required in the project.

5. Authorized work schedule of the supplier/contractor:

- 1.1 Weekdays : 7:00 AM to 4:00 PM
- 1.2 Weekends/Holidays : 8:00 AM to 5:00 PM
- 1.3 Schedule of work operation may be subject to change provided no disruption to the operation of the Bank.

J. - MANNER OF PAYMENT :

Upon receipt of official request of the contractor based on progress billing & percentage of completion subject to 1% retention fee.

- 1. First billing ----- 15% of completion
- 2. First Progress billing ----- 40% of completion
- 3. Second Progress billing ----- 70% of completion
- 4. Final billing ----- 100%

K. - OTHER TERMS & CONDITIONS :

1. Prospective bidder/contractor should inspect, verify and assess condition, location and details of the project. LBP-FMD will issue **Certification of Inspection (CI)**. **No CI means outright disqualification of the bid. This shall form part of the technical documents to be submitted.**
2. **Preparatory work conditions:**
 - a. Inspect, verify and assess the location and general condition of the project.
 - b. Comply with the Bank's technical specifications and submit sample of the finished product to be used in the repainting works, including work methodology & schedules of activities trans-formatted into Bar-Chart.
 - c. Secure work authorization and submit the list of personnel & electrically operated equipment with corresponding power ratings to FMD.
 - d. **Conduct of pre-construction meeting prior to the start of the project. This will serve as the DAY-1 of the contractor's project duration.**
 - e. Site preparation and site works;
 - Staging and mounting of support for motorized suspended scaffolding device & frame (Gondola) & H-Frame installation.
 - Take pictures prior to the start of the project activities at different angles and submit to FMD the copies, compiled and properly labeled.

Note: Pictures taken from the site should include the location of noted deficiencies, if there is any, and properly labeled on the elevation plan (to be provided by FMD) such as the following:

- i. Damage glass rubber moldings, sealants, connectors panels, clips, frames and the like & its other paraphernalia
- ii. Concrete cracks and crevices (indicate the width, length and estimated depth), and
- iii. Damages, defects and other observations in the existing/exposed signages and logo of the Bank.

3. **All necessary government permits, fees, equipment, materials parts and supplies needed in the installation shall be for the account of the supplier.**
4. Implementation of the project shall be done in a neat workmanship and like manners. All improperly set works or other works not in accordance with the plan and specifications as determined by the LBP-FMD shall be removed and replaced by the contractor at no extra cost.
5. Prior approval shall be sought from LBP for any deviation or revision in the implementation as planned. The contractor shall coordinate properly with the LBP-FMD all works and schedules relative to the project.
6. The contractor should be responsible in hauling out/disposal of debris from the project site subject to proper documentation/approval of FMD.
7. Restore all the affected area and/or replace any or all equipment or facilities that may be damaged due to poor application of glass cleaning and repainting works. The corresponding cost shall be borne at the expense by the contractor.
8. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001:2004 certified institution, the contractor is required to use the appropriate Personnel Protective Equipment (PPE) (i.e. helmets, uniform outfit with the name of the contractor's company, safety shoes, etc.) during the implementation of the project.
9. The contractor should observe SAFETY at all times and shall be liable for any harm, damaged or injury that may be sustained or suffered by its own crew/workers while in the performance of their duty.
10. The contractor shall be held directly responsible for any injury to person and/or damage to the Bank's property arising from the act, whether partial, contributory, or due entirely to the fault, negligence and/or dishonesty of the Contractor's personnel, in the course of their duty.
11. The contractor shall maintain cleanliness at all times. It shall clean the affected area immediately after each work day.

12. The contractor and its service personnel shall be subject to the security, building and Bank's policies, rules and regulations.

L. - OTHER INFORMATIONS :

- Estimated project cost: **Php 3,309,880.03**
(Inclusive of applicable taxes)

Prepared by:


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Reviewed by:


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