



BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20180305-02

PROJECT : **Supply, Delivery and Installation of Office Furniture at
Twenty (20) LANDBANK Offices**

IMPLEMENTOR : **Procurement Department**

DATE : **April 19, 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:

- Section VI (Schedule of Requirements), Section VII (Specifications) and Checklist of the Bidding Documents (Items 5 & 6) have been revised. Please see attached revised specific sections of the Bidding Documents.
- The deadline of submission and the schedule of opening of bids for the above project is re-scheduled to **May 3, 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.


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

Section VI. 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.

Lot Number	Description	Delivery Period and Destination
1	Supply, Delivery and Installation of Office Furniture at Eight (8) LANDBANK Offices in Luzon Area	<u>Delivery Period:</u> Forty five (45) calendar days per office after receipt of Notice to Proceed
2	Supply, Delivery and Installation of Office Furniture at Six (6) LANDBANK Offices in Visayas Area	<u>Delivery Sites:</u> Please see attached Annex B.
3	Supply, Delivery and Installation of Office Furniture at Six (6) LANDBANK Offices in Mindanao Area	<u>Contact Person:</u> Mr. Alexander S. Lazaro <u>Contact No.</u> (02) 405-7362

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Specifications

Lot No.	Specification	Statement of Compliance
1 2 3	<p>Supply, Delivery and Installation of Office Furniture at Eight (8) LANDBANK Offices in Luzon Area</p> <p>Supply, Delivery and Installation of Office Furniture at Six (6) LANDBANK Offices in Visayas Area</p> <p>Supply, Delivery and Installation of Office Furniture at Six (6) LANDBANK Offices in Mindanao Area</p> <p>Minimum specifications and working drawings per attached Annexes A-1 to A-23.</p>	<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>

<p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none">a) Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered office furniture.b) Certificate of Satisfactory Performance/No Pending Project issued by the Head, Project Management and Engineering Department not earlier than thirty (30) calendar days prior to the deadline of submission of bid, if the bidder has existing or completed contract/s with LANDBANK. <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>	<p>Please state here either "Comply" or "Not Comply"</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.

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 Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered office furniture.
- 3.h Certificate of Satisfactory Performance/No Pending Project issued by the Head, Project Management and Engineering Department not earlier than thirty (30) calendar days prior to the deadline of submission of bid, if the bidder has existing or completed contract/s with LANDBANK.
- 3.i 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. **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. 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 2016 filed manually or through the BIR 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)