



**BID BULLETIN NO. 1
For ITB No. 2016-3-220(2)**

PROJECT : **One (1) Year Service Provider for the LANDBANK Gym and Fitness Center**

IMPLEMENTOR : **Procurement Department**

DATE : **May 18, 2017**

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 Annex B, ITB Clauses 20.3 and 29.2(a) of the Bid Data Sheet (BDS), Section VII (Specifications), and the Checklist of the Bidding Documents (Items 3.i, 3.j, 6 and 7.a) have been revised. Please see attached revised Annex B and the specified sections of the Bidding Documents.

A handwritten signature in black ink, appearing to read "Alwin I. Reyes", is written over a faint circular stamp or watermark.

ALWIN I. REYES
Assistant Vice President
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) Year Service Provider for the LANDBANK Gym and Fitness Center ITB No. 2016-3-220 (2)
2	The Funding Source is: The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2016 in the total amount of One Million Eight Hundred Eighty Eight Thousand Three Hundred twenty Pesos Only (P1,888,320.00) Project: One (1) Year Service Provider for the LANDBANK Gym and Fitness Center
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.
5.4	The Bidder 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 gym and fitness manager, fitness instructor, group exercise instructors, nutritionist and receptionist. 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.
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 Assistant Vice President 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	No further instructions.
12.1(a)(ii)	The statement of all ongoing and completed 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 One Million Eight Hundred Eighty Eight Thousand Three Hundred Twenty Pesos Only (P1,888,320.00). Any bid with a financial component exceeding this amount shall not be accepted.
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. No incidental services are required.								
15.4(b)(i)	The price of the Goods shall be quoted DDP specified delivery site/s. Not applicable.								
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 the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos. Not applicable.								
16.3	Not applicable.								
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 minimum amount:</p> <table border="1" data-bbox="472 837 1366 1464"> <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></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> <td>P 37,766.40</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>P94,416.00</td> </tr> </tbody> </table> <p>1. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.</p> <p>2. 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.</p> <p>3. 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.</p> <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</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		(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.	P 37,766.40	(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.	P94,416.00
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	<p>(a) LIBI-Forex 14th Floor, LANDBANK Plaza Building Telephone 710-7114 (Every Tuesday and Thursday)</p> <p>(b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephones 812-4911 and 867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(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</p> <p>(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."</p> <p>4. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used. If in the form of surety bond, it should be issued by a surety or insurance company duly certified by the Insurance Commission to issue such security through LandBank Insurance Brokerage, Inc. (LIBI) with office at 14th Floor, LIBI-Forex, LANDBANK Plaza every Tuesday and Thursday (telephone number 710-7114) and at the 12th Floor, SSHG Law Center Bldg., 105 Paseo de Roxas, Legaspi Village, Makati City with telephone numbers 812-4911 and 867-1064.</p> <p>5. Any combination of the foregoing proportionate to the share of form with respect to total amount of security. bid security is in the form of cashier's / manager's check and issued by other banks, the check it should be payable to LAND BANK OF THE PHILIPPINES and Bank of the Philippines, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila.</p> <p>Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</p>
18.2	The bid security shall be valid until 120 calendar days from date of opening bids.
20.3	Each Bidder shall submit one (1) original copy and one (1) photocopy of the Technical Component (First Envelope) and Financial Component (Second Envelope) of its bid.

21	<p>The address for submission of bids is:</p> <p>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</p> <p>The deadline for submission of bids is 110:00 A.M., _____.</p>
24.1	<p>The place of bid opening is:</p> <p>25th Floor Bidding Room Procurement Department , 25th Floor Procurement Department Land Bank of the Philippines LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p> <p>The date and time of bid opening is 110:00 A.M., _____.</p>
24.2	No further instructions.
27.1	No further instructions.
28.3	<p>The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award</p> <p>All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal in any or all lots and; evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.</p>
28.3(b)	Bid modification is not allowed.
28.4	No further instructions.
29.2(a)	<p>Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the 4th Quarter of 2016 and 1st Quarter of 2017 filed through the BIR Electronic Filing and Payments System (EFPS). Only tax returns filed and taxes paid through the BIR EFPS shall be accepted.</p>
29.2(c)	No further instructions.
32.4(f)	No further instructions.

Specifications

Specifications	Statement of Compliance
	<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) Year Service Provider for the LANDBANK Gym and Fitness Center</p> <p>Scope of responsibilities and other requirements per attached Terms of Reference - Annexes A-1 to A-4 and Revised Annex B</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> • Document to prove that the provider is in the fitness industry for not less than five (5) years • Document to prove that the provider has at least five (5) existing corporate clients • Income Tax Returns and audited Financial Statements with the Bureau of Internal Revenue stamps for 2013, 2014 and 2015 • Certificates of Satisfactory 	<p>Please state here either “Comply” or “Not Comply”</p>

<p>Performance from at least two (2) previous clients belonging to the top 1000 corporations in the Philippines or agencies of the government.</p> <ul style="list-style-type: none">• Certificate of Satisfactory Performance from LANDBANK if the bidder has previously completed contract/s with LANDBANK.	
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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)
 - **Technical / Financial Documents**
 - 3.b 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 be submitted even if the bidder has no on-going contract.
 - 3.c 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.d The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
 - 3.e 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.f Document to show proof that the provider is in the fitness industry for not less than five (5) years
- 3.g Document to show proof that the provider has at least five (5) existing corporate clients
- 3.h Income Tax Returns and audited Financial Statements with Bureau of Internal Revenue stamps for 2013, 2014 and 2015
- 3.i At least two (2) Certificates of Satisfactory Performance from previous clients belonging to the top 1,000 corporations in the Philippines or agencies of the government.**
- 3.j Certificate of Satisfactory Performance from LANDBANK if the bidder has previously completed contract(s) with LANDBANK.**
- 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 opening date 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 4th Quarter of 2016 and 1st Quarter of 2017; and**
 - 7.b Income Tax Return for 2015

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)

LBP Gym and Fitness Center

DELIVERABLES	Monthly Rate	Annual Rate
1. Gym Management - Overall management of daily gym operations and deployment of a Fitness Manager and Fitness Instructors <ul style="list-style-type: none"> • AM session (Monday to Friday, 6:00 am - 8:00 am) • PM session (Monday to Friday, 5:00 pm - 9:00 pm) • Quarterly Body Composition Analysis • Monthly Boot Camp Workout (Core-plyometrics, medicine ball, cardio pump, yoga block training, rope workout, body weight training, etc.) 		
2. Deployment of Certified Fitness Specialists for various group exercise classes. (Monday to Friday 5:30 pm to 6:30 pm)	Rate/Session	Monthly Rate
<ul style="list-style-type: none"> • Yoga 		
<ul style="list-style-type: none"> • Zumba (2x a week) 		
<ul style="list-style-type: none"> • Dance Aerobics 		
<ul style="list-style-type: none"> • Yogalates 		
Annual Group Exercise Rate		
3. Deployment of a Nutritionist/Dietician - 2x a month 1:00 pm to 7:00 pm		
4. Deployment of a Receptionist - Monday-Friday 6:00 am - 8:00 am and 5:00 pm - 9:00 pm		
TOTAL ANNUAL RATE		
Add 12% VAT		
TOTAL (VAT inclusive)		

REVISED ANNEX B