

**BID BULLETIN NO. 1**  
**For LBP-HOBAC-CW-20170320-01**

**PROJECT** : **Building Construction/Renovation of the following  
LANDBANK Offices:**

- 1. Calamba (Misamis Occidental) Extension Office**
- 2. Samal Island Branch**
- 3. Capiz Lending Center Renovation**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **April 26, 2017**

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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:

- Per GPPB Circular No. 03-2016, bidders are required to submit PhilGEPS Certificate of Registration of Membership under Platinum category during bid submission starting May 1, 2017, in lieu of their Class "A" Documents.
- ITB Clause 12.1 of the Bid Data Sheet (BDS) and the Checklist of the Bidding Documents have been revised. Please see attached revised BDS and Checklist of the Bidding Documents.
- The Pre-Bid Conference is re-scheduled on **May 4, 2017, 2:00 P.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.
- The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **May 18, 2017, 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**  
Assistant Vice President  
Procurement Department and  
HOBAC Secretariat

## Bid Data Sheet

ITB Clause																	
1.1	<p>The PROCURING ENTITY is LAND BANK OF THE PHILIPPINES.</p> <p>The name of the Contract is:</p> <p style="text-align: center;">Building Construction/Renovation of Various LANDBANK Offices LBP-HOBAC-ITB-CW-20170320-01</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Offices</th> <th style="text-align: center;">Location</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Calamba (Misamis Occidental) Extension Office</td> <td>Barangay Southwestern Poblacion, Calamba, Misamis Occidental</td> <td style="text-align: right;">P 11,860,000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Samal Island Branch</td> <td>Lot 15 Block 31, Barangay Villarica Babak District, Island Garden City of Samal, Davao del Norte</td> <td style="text-align: right;">11,420,000.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Capiz Lending Center Renovation</td> <td>2<sup>nd</sup> Floor Acebedo Building, P. Gomez Street, Roxas City, Capiz</td> <td style="text-align: right;">2,770,000.00</td> </tr> </tbody> </table>	Lot No.	Offices	Location	Amount	1	Calamba (Misamis Occidental) Extension Office	Barangay Southwestern Poblacion, Calamba, Misamis Occidental	P 11,860,000.00	2	Samal Island Branch	Lot 15 Block 31, Barangay Villarica Babak District, Island Garden City of Samal, Davao del Norte	11,420,000.00	3	Capiz Lending Center Renovation	2 <sup>nd</sup> Floor Acebedo Building, P. Gomez Street, Roxas City, Capiz	2,770,000.00
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2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the LANDBANK Corporate Budget for the contract approved by the Board of Directors for 2017 in the amount of Twenty Six Million Fifty Thousand Pesos Only (P26,050,000.00) Project:</p> <p style="text-align: center;">Building Construction/Renovation of Various LANDBANK Offices</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Offices</th> <th style="text-align: center;">Location</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Calamba (Misamis Occidental) Extension Office</td> <td>Barangay Southwestern Poblacion, Calamba, Misamis Occidental</td> <td style="text-align: right;">P 11,860,000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Samal Island Branch</td> <td>Lot 15 Block 31, Barangay Villarica Babak District, Island Garden City of Samal, Davao del Norte</td> <td style="text-align: right;">11,420,000.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Capiz Lending Center Renovation</td> <td>2<sup>nd</sup> Floor Acebedo Building, P. Gomez Street, Roxas City, Capiz</td> <td style="text-align: right;">2,770,000.00</td> </tr> </tbody> </table>	Lot No.	Offices	Location	Amount	1	Calamba (Misamis Occidental) Extension Office	Barangay Southwestern Poblacion, Calamba, Misamis Occidental	P 11,860,000.00	2	Samal Island Branch	Lot 15 Block 31, Barangay Villarica Babak District, Island Garden City of Samal, Davao del Norte	11,420,000.00	3	Capiz Lending Center Renovation	2 <sup>nd</sup> Floor Acebedo Building, P. Gomez Street, Roxas City, Capiz	2,770,000.00
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3.1	No further instructions.																
5.1	Bidder must be a PCAB licensed / registered contractor – License Category B.																

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(a)	No further instructions.
5.4(b)	<p>The Bidder must have completed, within ten (10) years from the submission of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to building construction/renovation/expansion.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proof shall be:</p> <ul style="list-style-type: none"> <li>▪ Copy of contract or purchase order; or</li> <li>▪ Copy of official receipt/collection receipt or certificate of satisfactory performance from bidder's client.</li> </ul>
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                  Malate, Manila</p> <p>Contact Person:</p> <p>Mr. Alwin I. Reyes                  Assistant Vice President                  Procurement Department                  1598 M.H. Del Pilar cor. Dr. J. Quintos Streets                  1004 Malate, Manila                  Tel. (+632) 522-0000 or 551-2200 local 7370                  Fax (+632) 528-8587                  Email lbphobac@mail.landbank.com</p>
10.4	No further instructions.
<b>12.1</b>	<b>No further instructions.</b>
12.1(a)(iii)	No further instructions.

12.1(b)(ii.2)	<p>The minimum work experience requirements for key personnel are the following:</p> <p>Lot 1 - Calamba (Misamis Occidental) Extension Office Lot 2 - Samal Island Branch</p> <table border="1" data-bbox="432 387 1337 891"> <thead> <tr> <th>Key Personnel</th> <th>General Experience</th> <th>Relevant Experience</th> </tr> </thead> <tbody> <tr><td>Project Engineer (Civil Engineer)</td><td>5</td><td>5</td></tr> <tr><td>Electrical Engineer</td><td>5</td><td>5</td></tr> <tr><td>Foreman</td><td>10</td><td>5</td></tr> <tr><td>Carpenter</td><td>5</td><td>3</td></tr> <tr><td>Welder</td><td>5</td><td>3</td></tr> <tr><td>Electrician</td><td>5</td><td>3</td></tr> <tr><td>Mason</td><td>5</td><td>3</td></tr> <tr><td>Finishing Mason</td><td>5</td><td>3</td></tr> <tr><td>Timekeeper</td><td>2</td><td>1</td></tr> <tr><td>Steel Man</td><td>5</td><td>3</td></tr> <tr><td>Painter</td><td>5</td><td>3</td></tr> <tr><td>Plumber</td><td>5</td><td>3</td></tr> </tbody> </table> <p>Lot 3 – Capiz Lending Center Renovation</p> <table border="1" data-bbox="432 992 1337 1424"> <thead> <tr> <th>Key Personnel</th> <th>General Experience</th> <th>Relevant Experience</th> </tr> </thead> <tbody> <tr><td>Project Engineer</td><td>5</td><td>5</td></tr> <tr><td>Electrical Engineer</td><td>5</td><td>5</td></tr> <tr><td>Foreman</td><td>10</td><td>5</td></tr> <tr><td>Carpenter</td><td>5</td><td>3</td></tr> <tr><td>Welder</td><td>5</td><td>5</td></tr> <tr><td>Electrician</td><td>5</td><td>5</td></tr> <tr><td>Tile Settler</td><td>5</td><td>3</td></tr> <tr><td>Painter</td><td>5</td><td>3</td></tr> <tr><td>Plumber</td><td>5</td><td>3</td></tr> <tr><td>Mason</td><td>5</td><td>3</td></tr> </tbody> </table>	Key Personnel	General Experience	Relevant Experience	Project Engineer (Civil Engineer)	5	5	Electrical Engineer	5	5	Foreman	10	5	Carpenter	5	3	Welder	5	3	Electrician	5	3	Mason	5	3	Finishing Mason	5	3	Timekeeper	2	1	Steel Man	5	3	Painter	5	3	Plumber	5	3	Key Personnel	General Experience	Relevant Experience	Project Engineer	5	5	Electrical Engineer	5	5	Foreman	10	5	Carpenter	5	3	Welder	5	5	Electrician	5	5	Tile Settler	5	3	Painter	5	3	Plumber	5	3	Mason	5	3
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13.1	No additional Requirements.																		
13.1(b)	<p>This shall include all of the following documents:</p> <ol style="list-style-type: none"> <li>1) Bid prices in the Bill of Quantities;</li> <li>2) Breakdown of cost using the prescribe forms (Annexes B-1 to B-14); and</li> <li>3) Cash flow by quarter or payment schedule.</li> </ol>																		
13.2	<p>The Approved Budget for the Contract (ABC) is:</p> <p>Twenty Six Million Fifty Thousand Pesos Only (P26,050,000.00), broken down as follows:</p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Offices</th> <th>Location</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Calamba (Misamis Occidental) Extension Office</td> <td>Barangay Southwestern Poblacion, Calamba, Misamis Occidental</td> <td>P 11,860,000.00</td> </tr> <tr> <td>2</td> <td>Samal Island Branch</td> <td>Lot 15 Block 31, Barangay Villarica Babak District, Island Garden City of Samal, Davao del Norte</td> <td>11,420,000.00</td> </tr> <tr> <td>3</td> <td>Capiz Lending Center Renovation</td> <td>2<sup>nd</sup> Floor Acebedo Building, P. Gomez Street, Roxas City, Capiz</td> <td>2,770,000.00</td> </tr> </tbody> </table> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>	Lot No.	Offices	Location	Amount	1	Calamba (Misamis Occidental) Extension Office	Barangay Southwestern Poblacion, Calamba, Misamis Occidental	P 11,860,000.00	2	Samal Island Branch	Lot 15 Block 31, Barangay Villarica Babak District, Island Garden City of Samal, Davao del Norte	11,420,000.00	3	Capiz Lending Center Renovation	2 <sup>nd</sup> Floor Acebedo Building, P. Gomez Street, Roxas City, Capiz	2,770,000.00		
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14.2	No further instructions.																		
15.4	No further instructions.																		
16.1	The bid prices shall be quoted in Philippines Pesos.																		
16.3	No further instructions.																		
17.1	Bids will be valid until 120 calendar days from date of opening of bids.																		

18.1

The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:

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.	Lot 1 – P 237,200.00 Lot 2 – 228,400.00 Lot 3 – 55,400.00
(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; and/or	Lot 1 – P 593,000.00 Lot 2 – 571,000.00 Lot 3 – 138,500.00
(d) Bid Securing Declaration	No Percentage required

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.
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 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  
14<sup>th</sup> Floor, LANDBANK Plaza Building

	<p>Telephone 710-7114 (Every Tuesday and Thursday)</p> <p>(b) 12<sup>th</sup> 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>5. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p>
18.2	<p>The bid security shall be valid until 120 calendar days from date of opening of bids.</p>
20.3	<p><b>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.</b></p> <p><b>Bidders who have previously submitted the Class "A" Documents may secure a Certificate of Advance Submission of Documents (CASD) from LANDBANK Procurement Department. The said CASD or a Certificate of PhilGEPS Registration (Platinum Membership) and its Annex A, may be submitted and enclosed inside the Technical Component (First Envelope) in lieu of the requirements enumerated in ITB Clause 12.1(a).</b></p>
21	<p>The address for submission of bids is:</p> <p>Procurement Department 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</p> <p>The deadline for submission of bids is 11:00 A.M.</p>

24.1	<p>The place of bid opening is:</p> <p style="padding-left: 40px;">25<sup>th</sup> 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</p> <p>The date and time of bid opening is 11:00 A.M., _____.</p>																
24.2	No further instructions.																
27.3	<p>All infrastructure projects are packaged in lots listed below. Bidders shall have the option of submitting a proposal on 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> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p> <table border="1" data-bbox="443 954 1353 1317"> <thead> <tr> <th>Lot No.</th> <th>Offices</th> <th>Location</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Calamba (Misamis Occidental) Extension Office</td> <td>Barangay Southwestern Poblacion, Calamba, Misamis Occidental</td> <td>P 11,860,000.00</td> </tr> <tr> <td>2</td> <td>Samal Island Branch</td> <td>Lot 15 Block 31, Barangay Villarica Babak District, Island Garden City of Samal, Davao del Norte</td> <td>11,420,000.00</td> </tr> <tr> <td>3</td> <td>Capiz Lending Center Renovation</td> <td>2<sup>nd</sup> Floor Acebedo Building, P. Gomez Street, Roxas City, Capiz</td> <td>2,770,000.00</td> </tr> </tbody> </table>	Lot No.	Offices	Location	Amount	1	Calamba (Misamis Occidental) Extension Office	Barangay Southwestern Poblacion, Calamba, Misamis Occidental	P 11,860,000.00	2	Samal Island Branch	Lot 15 Block 31, Barangay Villarica Babak District, Island Garden City of Samal, Davao del Norte	11,420,000.00	3	Capiz Lending Center Renovation	2 <sup>nd</sup> Floor Acebedo Building, P. Gomez Street, Roxas City, Capiz	2,770,000.00
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28.2	<ul style="list-style-type: none"> <li>• Certified true copy of ITR for 2015 filed through the Electronic Filing and Payment Systems (EFPS)</li> <li>• Certified true copy of VAT or Percentage Tax (PT) Returns for the 3<sup>rd</sup> and 4<sup>th</sup> Quarters of 2016 filed through the EFPS</li> </ul>																
31.4(F)	No further instructions.																



## **Checklist of Bidding Documents for Procurement of Infrastructure Projects**

**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 No. 7).
2. Duly notarized Omnibus Sworn Statement (sample Form No. 6)
3. Eligibility requirement
  - **Legal Documents**
    - 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 contract, 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). This form may no longer be submitted if bidder has no ongoing 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)
      - include all information required in the PBDs prescribed by the GPPB;
      - be supported by the notices of award and/or notices to proceed issued by the owner

- the statement shall be supported by the Owner's Certificate of Final Acceptance or the Certificate of Completion and, whenever applicable, the Contractors Performance Evaluation Summary (CPES) Final Rating sheets, which must be satisfactory.

3.d Valid Philippine Contractor's Accreditation Board (PCAB) license and registration.

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 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.

4. Bid security in the prescribed form, amount and validity period;
5. Organizational chart for the contract to be bid;
6. List of contractor's personnel with their complete qualification and experience data;
7. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project;
8. Section VI – Specifications with conformity of bidder.
9. Section VII – Drawings with conformity of bidder;
10. Section VIII – Bill of Quantities with conformity of bidder
11. Post-Qualification Documents – (Non-submission of the following documents during the bidding 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 the 3<sup>rd</sup> and 4<sup>th</sup> Quarters of 2016;
- 7.b Valid and current PhilGEPS Registration Certificate or PhilGEPS Registration Number [if the bidder will not submit a PhilGEPS Registration certificate (Platinum Membership)]; and
- 7.c 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. Breakdown of cost using Annexes B-1 to B-14.