

**SUPPLEMENTAL/BID BULLETIN NO. 2  
For LBP-HOBAC-ITB-GS-20191125-03**

**PROJECT** : **Manpower Services for the Distribution of Unconditional  
Cash Transfer/Tax Reform Cash Transfer (UCT/TRCT)  
Program Cash Cards**

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

**DATE** : **December 20, 2019**

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This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- Section VII (Specifications) and the Checklist of the Bidding Documents (Item Nos. 8 & 18 of the Eligibility and Technical 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

# Specifications

Specification	Statement of Compliance
	<p><b>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. 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 <b>ITB Clause 3.1(a)(ii)</b> and/or <b>GCC Clause 2.1(a)(ii)</b>.</p>
<p style="text-align: center;">Manpower Services for the Distribution of Unconditional Cash Transfer/Tax Reform Cash Transfer (UCT/TRCT) Program Cash Cards</p> <p>Terms of Reference per attached Annexes A-1 to A-6</p> <p><b>For current and past suppliers of Manpower Services for LANDBANK, they must have satisfactory performance in their completed contracts starting in November 2018 onwards.</b></p> <ul style="list-style-type: none"> <li>• <u>Qualification for the Service Company Worker</u> <ul style="list-style-type: none"> <li>✓ Completed Bachelor’s Degree preferably in business-related courses (4 years).</li> <li>✓ Must not be related to any regular LANDBANK officer and staff within the third degree of consanguinity or affinity.</li> </ul> </li> <li>• <u>Qualification for the Manpower Service Provider</u> <ul style="list-style-type: none"> <li>✓ Bidder must have Total Assets of at least P500M and Working Capital (Current Assets –</li> </ul> </li> </ul>	<p><b>Please state here either “Comply” or “Not Comply”</b></p>

Current Liabilities) of at least P300M as of December 31, 2018 and profitable operations for the last three (3) years (2016-2018).

- ✓ Bidder must have sufficient number of at least 900 personnel to meet the nationwide manpower requirements of LANDBANK.
- ✓ Bidder must have at least three (3) years of satisfactory experience in providing office manpower services to at least one (1) financial institution and/or universal/commercial bank other than LANDBANK.
- ✓ Bidder must have at least one (1) ongoing or completed contract with a universal bank in the Philippines or a national government agency or a government-owned and controlled corporation.
- ✓ Bidder must have a cash balance of at least P50M including investments as of June 30, 2019 as financial capability in advancing the expenses (e.g. wages, overtime, additional benefits, travel expenses) of manpower agency personnel in relation to their deployment with LANDBANK for at least two (2) months. The estimated monthly billing amounts to PhP7.6M.
- ✓ Bidder must have complied with Department of Labor and Employment's (DOLE) Department Order No. 174, Series of 2017 re: Rules Implementing Articles 106 to 109 of the Labor Code, as amended, governing contracting and subcontracting agreements.

The following documents shall be submitted inside the First Envelope:

1. Audited Financial Statements for the years 2016 to 2018.
2. Certification issued by the bidder stating that it has sufficient number of personnel and is capable of providing the nationwide manpower requirements of LANDBANK.
3. Copy of Purchase Order or contract with corresponding Certificate of Satisfactory Performance as proof that the bidder has least three (3) years satisfactory performance in providing manpower services from years 2016-2018 from financial institution and/or universal/commercial bank other than LANDBANK.
4. List of bidder's clients (universal bank in the Philippines or a national government agency or a government-owned and controlled corporation) with complete addresses, contact persons and contact numbers.
5. Copy of Purchase Order or contract with corresponding Certificate of Satisfactory Performance as proof that the bidder has at least one (1) ongoing or completed contract from a universal bank in the Philippines or a national government agency or a government-owned and controlled corporation.
6. DOLE Certification per DOLE's Department Order No. 174, Series of 2017.
- 7. Certificate of Satisfactory Performance issued by the Head, Personnel Administration**

**Department (PAD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Manpower Services for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.**

Note: Certificate of Satisfactory Performance shall be requested in writing from AVP May Dar-Arizabal Head of PAD at 23<sup>rd</sup> Floor, LANDBANK Plaza Building, Malate, Manila with telephone number 8-522-0000 loc. 2488, at least five (5) working days prior to the submission of bid.

**Conforme:**

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Name of Bidder

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Signature Over Printed Name of  
Authorized Representative

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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.**

### **First Envelope - Eligibility and Technical Components**

- **The First Envelope shall contain the following:**

- **Eligibility Documents – Class “A”**

#### Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
  - 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/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
  - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

#### Technical Eligibility Documents

2. Duly notarized Omnibus Sworn Statement (sample form - Form No.6)
3. 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).
4. 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 last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
5. 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 sample form (Form No. 4).

6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. Section VI - Schedule of Requirements with signature of bidder's authorized representative.
8. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**

#### Financial Eligibility Documents

9. 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.
10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank.

#### • **Eligibility Documents – Class "B"**

11. 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 its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.

#### • **Technical Documents**

12. Audited Financial Statements for the years 2016 to 2018.
13. Certification issued by the bidder stating that it has sufficient number of personnel and is capable of providing the nationwide manpower requirements of LANDBANK.

14. Copy of Purchase Order or contract with corresponding Certificate of Satisfactory Performance as proof that the bidder has least three (3) years satisfactory performance in providing manpower services from years 2016-2018 from financial institution and/or universal/commercial bank other than LANDBANK.
  15. List of bidder's clients (universal bank in the Philippines or a national government agency or a government-owned and controlled corporation) with complete addresses, contact persons and contact numbers.
  16. Copy of Purchase Order or contract with corresponding Certificate of Satisfactory Performance as proof that the bidder has at least one (1) ongoing or completed contract from a universal bank in the Philippines or a national government agency or a government-owned and controlled corporation.
  17. DOLE Certification per DOLE's Department Order No. 174, Series of 2017.
  18. **Certificate of Satisfactory Performance issued by the Head, Personnel Administration Department (PAD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Manpower Services for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.**
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
    19. 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 EFPS.
    20. Income Tax Return for 2018 filed manually or through EFPS.

### **Second Envelope – Financial Component**

- **The 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. Annex B