



SUPPLEMENTAL BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20200604-01

PROJECT : One (1) Lot Supply, Delivery and Installation of Signages, Acrylic Frame Panels, ATM Sunshade & Thru-The-Wall ATM Enclosure Including Dismantling of Existing Signages, when necessary

IMPLEMENTOR : Procurement Department

DATE : July 29, 2020

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:

- 1) The prospective bidder/s who would like to participate in the bidding for the above project must send a duly filled-up LBP Secure File Transfer Facility (SFTF) User Registration Form (attached as Annex E) to lbphobac@mail.landbank.com on or before **2:00 PM** of **August 3, 2020**. The LBP SFTF User Registration Form can be obtained from Procurement Department by sending a request to the aforementioned e-mail address quoting "SFTF – ITB-GS-20200604-01" as subject.
- 2) The prospective bidder/s who have submitted a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee to the HOBAC Secretariat shall receive an e-mail with log-in credentials to access the LBP SFTF.
- 3) Item Nos. 6 & 7 of the Invitation to Bid, ITB Clauses 9.1, 19, 20, 20.3, 21, 23 & 24 of the Bid Data Sheet (Section III), Specifications (Section VII), and Checklist of the Bidding Documents (Item Nos. 2, 3, 8 & 18 of the Eligibility and Technical Components) have been revised. Please see attached revised specific sections of the Bidding Documents.
- 4) The deadline for the submission of electronic eligibility/technical and financial documents/proposals for the above project is re-scheduled on **August 5, 2020** at **10:00 A.M.**
- 5) The prospective bidder/s are requested to observe the prescribed procedures in the submission and opening of electronic bid (attached as Annexes D-1 to D-7).


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



Land Bank of the Philippines

Invitation to Bid For

One (1) Lot Supply, Delivery and Installation of Signages, Acrylic Frame Panels, ATM Sunshade, and Thru-The-Wall ATM Enclosure, including Dismantling of existing signages, when necessary, at Four (4) LANDBANK Branches

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget for the contract approved by the Board of Directors for 2020 intends to apply the total sum of One Million One Hundred Eighty One Thousand Pesos Only (Php1,181,000.00) being the Approved Budget for the Contract to payments under the contract for One (1) Lot Supply, Delivery and Installation of Signages, Acrylic Frame Panels, ATM Sunshade, and Thru-The-Wall ATM Enclosure, including Dismantling of existing signages, when necessary, at Four (4) LANDBANK Branches / LBP-HOBAC-ITB-GS-20200604-01. Bids received in excess of the above ABC shall be automatically rejected at bid opening.
2. The LANDBANK now invites bids for the One (1) Lot Supply, Delivery and Installation of Signages, Acrylic Frame Panels, ATM Sunshade, and Thru-The-Wall ATM Enclosure, including Dismantling of existing signages, when necessary, at Four (4) LANDBANK Branches.

Work completion shall be:

- a) For Tanay Branch: Twenty Five (25) working days after receipt of Notice to Proceed or availability of project site.
- b) For Mindanao Branches: Thirty (30) working days, per branch, after receipt of Notice to Proceed or availability of project site.

Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital

stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. 5183.

4. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M. to 5:00 P.M.:

Procurement Department
Land Bank of the Philippines
25th Floor LANDBANK Plaza Building
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.
1004 Malate, Manila
lbphobac@mail.landbank.com

5. A complete set of Bidding Documents may be acquired by interested Bidders on _____ from the address indicated above and upon payment of a Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Six Hundred Pesos Only (PhP600.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding Bidding Documents Fee not later than the submission of their bids.

6. ***The LANDBANK will hold a Pre-Bid Conference on July 17, 2020 through videoconferencing using Microsoft (MS) Teams Application.***

Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form to lbphobac@mail.landbank.com on or before 2:00 PM of July 17, 2020. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Mr. Ruel V. Marca at ruelmarca@yahoo.com. Bidders shall quote "PBCR-ITB-GS-20200604-01" as the email's subject.

Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel, post messages therein and join the online meeting.

For the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, please log on to the designated MS Teams Channel.

For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted prior to the scheduled Pre-Bid Conference. Potential bidders who are interested in joining the briefing shall log-on to the designated MS Teams Channel one (1) hour before the scheduled Pre-Bid Conference.

7. ***All bids shall be submitted electronically on or before the 10:00 A.M. deadline on _____. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only bids that are successfully uploaded on or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids.***
8. The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

Mr. Alwin I. Reyes
Assistant Vice President
Head, Procurement Department
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.
1004 Malate, Manila
Tel. (+632) 8522-0000 or 8551-2200 local 7370
Email lbphobac@mail.landbank.com

(Signed)

ALEX A. LORAYES
Senior Vice President
Chairman, Bids and Awards Committee



Bid Data Sheet

| ITB Clause | |
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| 1.1 | <p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The name of the Contract is One (1) Lot Supply, Delivery and Installation of Signages, Acrylic Frame Panels, ATM Sunshade, and Thru-The-Wall ATM Enclosure, including Dismantling of existing signages, when necessary, at Four (4) LANDBANK Branches.</p> <p>The identification number of the Contract is: LBP-HOBAC-ITB-GS-20200604-01.</p> |
| 1.2 | <p>The lot and reference is:</p> <p>One (1) Lot Supply, Delivery and Installation of Signages, Acrylic Frame Panels, ATM Sunshade, and Thru-The-Wall ATM Enclosure, including Dismantling of existing signages, when necessary, at Four (4) LANDBANK Branches</p> |
| 2 | <p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2020 in the total amount of One Million One Hundred Eighty One Thousand Pesos Only (Php1,181,000.00)</p> <p>Project:</p> <p>One (1) Lot Supply, Delivery and Installation of Signages, Acrylic Frame Panels, ATM Sunshade, and Thru-The-Wall ATM Enclosure, including Dismantling of existing signages, when necessary, at Four (4) LANDBANK Branches.</p> |
| 3.1 | No further instructions. |
| 5.1 | Bidders should have no negative dealings with LANDBANK or its subsidiaries |
| 5.2 | Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184. |
| 5.4 | <p>The Bidder must have completed, within the last five (5) years from the date of submission and receipt 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 contracts involving supply, delivery and installation of signages and/or merchandising materials.</p> <p>Bidders must submit proof of their respective Single Largest Completed</p> |

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| | <p>Contract. Proofs shall be:</p> <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 | Subcontracting is not allowed. |
| 8.2 | Not applicable. |
| 9.1 | <p><i>The LANDBANK will hold a Pre-Bid Conference on <u>July 17, 2020</u> through videoconferencing using Microsoft (MS) Teams Application.</i></p> <p><i>Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (attached as Annex A) to lbphobac@mail.landbank.com on or before 2:00 PM of <u>July 17, 2020</u>. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Mr. Ruel V. Marca at ruelmarca@yahoo.com. Bidders shall quote "PBCR-ITB-GS-20200604-01" as the email's subject.</i></p> <p><i>Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel, post messages therein and join the online meeting.</i></p> <p><i>For the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, please refer to the attached Annex B.</i></p> <p><i>For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted prior to the scheduled Pre-Bid Conference. Potential bidders who are interested in joining the briefing shall log-on to the designated MS Teams Channel one (1) hour before the scheduled Pre-Bid Conference.</i></p> |
| 10.1 | <p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila www.landbank.com</p> <p>Contact Person : Mr. Alwin I. Reyes Assistant Vice President</p> |

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| | Head, Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 8522-0000 or 8551-2200 local 7370 lbphobac@mail.landbank.com | |
| 12.1(a) | Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. | |
| 12.1(a)(ii) | The statement of all ongoing 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) | No further instructions. | |
| 13.2 | The Approved Budget for the Contract (ABC) is One Million One Hundred Eighty One Thousand Pesos Only (Php1,181,000.00) Any bid with a financial component exceeding this amount shall not be accepted. | |
| 15.4(a)(iv) | Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. | |
| 15.4(b) | Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. The price of the Goods shall be quoted DDP specified delivery site/s. | |
| 16.1(b) | The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos. | |
| 16.3 | Not applicable. | |
| 17.1 | Bids will be valid until 120 calendar days from date of opening of bids. | |
| 18.1 | The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount: | |
| | Form of Bid Security | Minimum Amount of Bid |

| | Security |
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| (a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank; | P23,620.00 |
| (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 | |
| (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. | P59,050.00 |

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 Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
 - (a) CBD 2 – 18th Floor, LANDBANK Plaza Building
Ms. Erlin G. Del Rosario – Account Officer
Telephone No. 405-7345 local 2117
(For Assets 1 Billion and up)
 - (b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building
Mr. Ronaldo Robles – Account Officer
Telephone No. 405-7431 local 7431
(For Assets below 1 Billion)
5. 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.

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| | <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <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>6. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p> |
| 18.2 | The bid security shall be valid until 120 calendar days from date of opening bids. |
| 19 | <i>The Technical Component and Financial Component files shall be in PDF format and password-protected. All the required documents for each component shall be in one (1) PDF file, sequentially arranged as indicated in the Checklist of Bidding Documents and must be signed by the authorized signatory/ies when required in the form.</i> |

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| 20 | <p><i>The prospective bidder shall submit its electronic bid by uploading the same in the LBP- SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility below). The electronic bid consisting of two copies/files must be labelled with bidder's assigned short name, last six (6) digits of the bidding reference number and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBP- HOBAC-ITB-GS-20200604-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-060401-C1 and XYZ-060401-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and must be password-protected. Only bids that are successfully uploaded on or before the deadline shall be accepted.</i></p> <p><i>Each of the above-mentioned archived files shall contain the Technical Proposal and Financial Proposal files. The files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Proposal and Financial Proposal, respectively. Thus, using the above example, XYZ-060401-C1 shall contain the PDF files labelled XYZ-060401-C1-Tech and XYZ-060401-C1-Fin while XYZ-060401-C2 shall contain the PDF files labelled XYZ-060401-C2-Tech and XYZ-060401-C2-Fin. The archived files and the PDF files shall be assigned with a different password each.</i></p> <p><i>The Technical Component and Financial Component files shall be in PDF format and password-protected. All the required documents for each component shall be in one (1) PDF file, sequentially arranged as indicated in the Checklist of Bidding Documents and must be signed by the authorized signatory/ies when required in the form.</i></p> <p><i>The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid. Electronic bids received after the deadline shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the deadline.</i></p> |
| 20.3 | <p><i>Each Bidder shall submit PDF files labeled XYZ- 060401-C1-Tech and XYZ-060401-C1-Fin while XYZ-060401-C2 shall contain the PDF files labelled XYZ-060401-C2-Tech and XYZ-060401-C2-Fin. The PDF files shall be assigned with a different password each.</i></p> |
| 21 | <p><i>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on _____. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only bids that are successfully uploaded on or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids.</i></p> |
| 23 | <p><i>In case of modification of bid, "Mod" shall be added at the end of the specified filenames (e.g. XYZ-060401-C1- Mod and XYZ-060401-C1-Tech-Mod).</i></p> |
| 24 | <p><i>On the bid opening date, the bidder shall confirm its/his participation</i></p> |

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| | <p><i>in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. If the bidder has more than one (1) representatives, the said representatives may take turns in using the account/connection.</i></p> <p><i>Projects with participating bidders in attendance shall be given priority in the queuing.</i></p> <p><i>Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.</i></p> <p><i>Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP-SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Proposal. The retrieval, opening and page-by-page review of documents shall be shown to the participants through screen sharing.</i></p> <p><i>The HOBAC then determines the eligibility of the specific bidder using a non- discretionary "pass/fail" criteria. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.</i></p> <p><i>The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Proposals of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Proposal. The opening and page-by-page review of documents shall still be shown to the participants through screen sharing.</i></p> <p><i>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and raking shall also be announced to the participants.</i></p> <p><i>The access of the bidders to the session shall be terminated once the Chairman has declared that the bid opening activity for a specific project has been finished.</i></p> |
| 24.2 | No further instructions. |
| 24.3 | No further instructions. |
| 27.1 | No further instructions. |
| 28.3 (a) | The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award |
| 28.4 | No further instructions. |

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| 29.2 | Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Only tax returns filed manually or through EFPS and taxes paid shall be accepted. |
| 32.4(f) | No additional requirement. |
| 33.2 | <p>If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <p>(a) CBD 2 – 18th Floor, LANDBANK Plaza Building Ms. Erlin G. Del Rosario – Account Officer Telephone No. 405-7345 local 2117 (For Assets 1 Billion and up)</p> <p>(b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building Mr. Ronaldo Robles – Account Officer Telephone No. 405-7431 local 7431 (For Assets below 1 Billion)</p> |