



**LANDBANK**  
WE HELP YOU GROW.

**SUPPLEMENTAL BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20200311-01**

**PROJECT** : **One (1) Lot Supply, Delivery and Installation of Office Furniture at LANDBANK Buendia Branch**

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

**DATE** : **August 14, 2020**

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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:

- 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 24, 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-20200311-01" 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) The prospective bidder/s who will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 4) Item Nos. 5, 6 & 7 of the Invitation to Bid, ITB Clauses 9.1, 18.1.1, 18.1.2, 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 of the Eligibility and Technical Components) have been revised. Please see attached revised specific sections of the Bidding Documents.
- 5) The deadline for the submission of electronic bids for the above project is re-scheduled on **August 26, 2020** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.
- 6) The detailed drawings for the teller's cage (Annex D-1 to D-4) has been added.
- 7) The prospective bidder/s are requested to observe the prescribed procedures in the submission and opening of electronic bid (attached as Annexes C-1 to C-7).

  
**ALWIN I. 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 Office Furniture at LANBBANK Buendia Branch**

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget for the contract approved by the Board of Directors for 2019 intends to apply the total sum of One Million Seventy Seven Thousand Pesos Only (PhP1,077,000.00) being the Approved Budget for the Contract to payments under the contract for the One (1) Lot Supply, Delivery and Installation of Office Furniture at LANDBANK Buendia Branch/LBP-HOBAC-ITB-GS-20200311-01. 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 Office Furniture at LANDBANK Buendia Branch. Delivery period is indicated in Section VI, Schedule of Requirements. 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  
25<sup>th</sup> 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 July 29, 2020 to August 26, 2020 from the address indicated above and upon payment of the cost of Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Six Hundred Pesos Only (P600.00).

The Bidding Documents 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 cost of Bidding Documents not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on August 5, 2020 1:40 PM 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](mailto:lbphobac@mail.landbank.com) on or before 2:00 P.M. of August 3, 2020. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Mr. JOLLIANZ JENKIN G. DY at [JDY@mail.landbank.com](mailto:JDY@mail.landbank.com) and [jenkindy26@yahoo.com](mailto:jenkindy26@yahoo.com). Bidders shall quote "PBCR-ITB-GS-20200311-01" 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 for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, post messages therein and join the online meeting.

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 on August 4, 2020 – 2:00 P.M. through video conferencing using MS Teams application.

7. All bids shall be submitted electronically on or before the 10:00 A.M. deadline on August 26, 2020. 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 electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK 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 per attached Annexes C-1 to C-7.

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) 8-522-0000 or 8-551-2200 local 7370  
Fax (+632) 8-528-8587  
Email lbphobac@mail.landbank.com

**(Signed)**

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

## Bid Data Sheet

| ITB Clause |   |
|------------|---|
| 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 Office Furniture at LANDBANK Buendia Branch.</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20200311-01.</p>  |
| 1.2        | <p>The lot and reference is:</p> <p>One (1) Lot Supply, Delivery and Installation of Office Furniture at LANDBANK Buendia Branch</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 2019 in the total amount of One Million Seventy-Seven Thousand Pesos Only (PhP1,077,000.00).</p> <p>Project: One (1) Lot Supply, Delivery and Installation of Office Furniture at LANDBANK Buendia Branch</p>  |
| 3.1        | <p>No further instructions.</p>   |
| 5.1        | <p>Bidders should have no negative dealings with LANDBANK or its subsidiaries.</p>  |
| 5.2        | <p>Foreign bidders, falling under <b>ITB</b> 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.</p>  |
| 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 office furniture.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> |

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|------|---|
|      | <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.</li> </ul>  |
| 7    | No further instructions.  |
| 8.1  | Subcontracting is not allowed.  |
| 8.2  | Not applicable.   |
| 9.1  | <p><b>The LANDBANK will hold a Pre-Bid Conference on <u>August 5, 2020 1:40 PM</u> through videoconferencing using Microsoft (MS) Teams application.</b></p> <p><b>Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form to <u>lbphobac@mail.landbank.com</u> on or before <u>2:00 P.M. of August 3, 2020</u>. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Mr. JOLLIANZ JENKIN G. DY at <u>JDY@mail.landbank.com</u> and <u>jenkindy26@yahoo.com</u>. Bidders shall quote "PBCR-ITB-GS-20200311-01" as the email's subject.</b></p> <p><b>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 for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, post messages therein and join the online meeting.</b></p> <p><b>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 on <u>August 4, 2020 – 2:00 P.M.</u> through video conferencing using MS Teams application.</b></p> |
| 10.1 | <p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines<br/>                 25<sup>th</sup> Floor, LANDBANK Plaza Building<br/>                 1598 M.H. Del Pilar corner Dr. J. Quintos Streets<br/>                 1004 Malate, Manila<br/>                 www.landbank.com</p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes<br/>                 Assistant Vice President<br/>                 Head, Procurement Department<br/>                 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.<br/>                 1004 Malate, Manila<br/>                 Tel. (+632) 8-522-0000 or 8-551-2200 local 7370</p>   |

|             |  |
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|             | Fax (+632) 8-528-8587<br>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(4)(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 Seventy-Seven Thousand Pesos Only (Php1,077,000.00).<br><br>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 |
|---|--------------------------------|
| (a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;  | PhP21,540.00                   |
| (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.   | PhP53,850.00                   |

1. If bid security is in the form of cash, a bidder is required to secure an electronic Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The electronic PAO shall then be printed and presented to the Teller at any of the LANDBANK Branches together with the corresponding cash. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. A scanned copy of the Official Receipt shall be included in the Eligibility and Technical Proposal/Documents.
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. The physical check must be delivered to and received by LANDBANK-Procurement Department not later than the following banking day after the opening of bids
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 – 18<sup>th</sup> Floor, LANDBANK Plaza Building  
 Ms. Erlin G. Del Rosario – Account Officer  
 Telephone No. 8-405-7345 local 2117  
 (For Assets 1 Billion and up)

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|      | <p>(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building<br/>                 Mr. Ronaldo Robles – Account Officer<br/>                 Telephone No. 8-405-7431 local 7431<br/>                 (For Assets below 1 Billion)</p> <p>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.</p> <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <p>(a) LIBI-Forex<br/>                 14<sup>th</sup> Floor, LANDBANK Plaza Building<br/>                 Telephone No. 8-710-7114<br/>                 (Every Tuesday and Thursday)</p> <p>(b) 12<sup>th</sup> Floor, SSHG Law Center Bldg.<br/>                 105 Paseo de Roxas, Legaspi Village<br/>                 Makati City<br/>                 Telephone Nos. 8-812-4911 and 8-867-1064</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>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.  |
| 20   | <b>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 per attached Annexes C-4 to C-6). The electronic bid consisting of two copies/files must be labelled with bidder's assigned short name,</b>   |

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|      | <p>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-20200311-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-031101-C1 and XYZ-031101-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 to the LBP-SFTF on or before the deadline shall be accepted.</p> <p>Each of the above mentioned archived files shall contain the Technical Proposal and Financial Proposal files in PDF format. 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-031101-C1 shall contain the PDF files labelled XYZ- 031101-C1-Tech and XYZ-031101-C1-Fin while XYZ-031101-C2 shall contain the PDF files labelled XYZ-031101-C2-Tech and XYZ-031101-C2-Fin.</p> <p>The Technical Component and Financial Component files shall be in PDF format and password-protected. They shall be assigned with different password for each. 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.</p> <p>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.</p> |
| 20.3 | Each Bidder shall submit two (2) sets of electronic bids (archived files) in accordance with the instructions described in ITB Clause 20 above.   |
| 21   | All bids shall be submitted electronically on or before the <u>10:00 A.M.</u> deadline on <u>August 26, 2020</u> . 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 electronic bids that are successfully uploaded in the Secure File Transfer Facility of LANDBANK 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 per attached  |

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|           | <b>Annexes C-1 to C-7.</b>  |
| <b>23</b> | <b>In case of modification of bid, “Mod” shall be added at the end of the specified filenames (e.g. XYZ-031101-C1-Mod and XYZ-031101-C1-Tech-Mod).</b>  |
| <b>24</b> | <p><b>On the bid opening date, the bidder shall confirm its/his participation 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.</b></p> <p><b>Projects with participating bidders in attendance shall be given priority in the queuing.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>The access of the bidders to the session shall be terminated</b></p> |

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|         | <b>once the Chairman has declared that the bid opening activity for a specific project has been finished.</b>  |
| 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.   |
| 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.   |