



**SUPPLEMENTAL/BID BULLETIN NO. 1  
For LBP-HOBAC-ITB-GS-20210223-02**

**PROJECT** : **Signages, Acrylic Frame Panels, ATM Sunshades, Glass Panel Stickers, Merchandising Materials, NVR Enclosure and Parking Delineators for LANDBANK Tagbilaran (Bohol) Branch**

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

**DATE** : **April 23, 2021**

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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 bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Bill of Quantities (Annex E), Schedule of Prices (Form No. 2) and Checklist of Bidding Documents (Item No. 4 of the Eligibility & Technical Components and Item Nos. 2 & 3 of the Financial Component) have been revised. Please see attached revised Annexes E-1 to E-2 and specific sections of the Bidding Documents.

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

**Form No. 2**

**SCHEDULE OF PRICES**

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Signages, Acrylic Frame Panels, ATM Sunshades, Glass Panel Stickers, Merchandising Materials, NVR Enclosure and Parking Delineators for LANDBANK Tagbilaran Branch		refer to Bill of Quantities (Revised Annex E)	P _____	P _____	P _____	P _____	P _____	P _____
	<b>Total Cost</b>								PhP _____

**Note: Breakdown of cost using the cost elements specified in this form should be provided (Revised Annex E-1 to E-2).**

_____
Name of Bidder
_____
Signature over Printed Name of Authorized Representative
_____
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

## Form No. 2

### SCHEDULE OF PRICES

For Goods Offered from Abroad

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Signages, Acrylic Frame Panels, ATM Sunshades, Glass Panel Stickers, Merchandising Materials, NVR Enclosure and Parking Delineators for LANDBANK Tagbilaran Branch	_____	refer to Bill of Quantities (Revised Annex E)	P _____	P _____	P _____	P _____	P _____	P _____
Total Cost		Php _____							

**Note:** Breakdown of cost using the cost elements specified in this form should be provided (Revised Annex E-1 to E-2).

_____
Name of Bidder
_____
Signature over Printed Name of Authorized Representative
_____
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

## **Checklist of Bidding Documents for Procurement of Goods and Services**

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

### **Eligibility and Technical Components (PDF File)**

- ***The Eligibility and Technical Component shall contain documents sequentially arranged as follows:***

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

#### **Legal Eligibility Documents**

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:
  - Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (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 Bureau of Internal Revenue (BIR).

#### **Technical Eligibility Documents**

2. 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 or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).
3. 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).

4. **Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar 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 sample form (Form No. 4).**

Financial Eligibility Documents

5. 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.
6. 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 in lieu of its NFCC computation.

○ **Eligibility Documents – Class "B"**

7. Duly signed 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.
8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

○ **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. Section VI – Schedule of Requirements with signature of bidder's authorized representative.

12. Section VII – Specifications with response on compliance and signature of bidder's authorized representative.
  13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No. 6).
  14. Certification from the film manufacturer or back-to-back certification, evidencing that the bidder is an authorized converter/fabricator of the brand being offered.
  15. Detailed Technical Specifications (showing dimensions and type of materials that will be used) printed on the bidder's official letterhead and signed by authorized representative.
  16. Shop Drawings (showing detailed dimensions with reference to the overall design of the item) printed on the bidder's official letterhead and signed by authorized representative.
  17. Certificate of Satisfactory Performance issued by the Head, Project Management and Engineering Department not earlier than thirty (30) calendar days prior to the deadline of submission of bid.
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
18. 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.
  19. Latest Income Tax Return filed manually or through EFPS.
  20. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  21. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No. 6).

**Financial Component (PDF File)**

- ***The Financial Component shall contain documents sequentially arranged as follows:***
  1. Duly filled out Bid Form signed by the Bidder's authorized representative (sample form - Form No.1)
  2. Duly filled out **Revised Schedule of Prices** signed by the Bidder's authorized representative (sample form - Form No.2)
  3. Detailed breakdown of cost (**Revised Annex E-1 to E-2**).



**BILL OF QUANTITIES FORM**

PROJECT: Various Signages and Merchandising Materials for LANDBANK Tagbilaran Branch

Address: Bohol Provincial Capitol Complex, J.S. Torralba cor. Marapao Sts., Tagbilaran City, Bohol

Item No.	Description	Qty.	Unit	Unit Cost	Total Cost
1	Dismantling of existing Horizontal Signage	1	lot		
2	Dismantling of existing Vertical Signage	1	lot		
3	Dismantling of existing ATM Flushed Type Signages	1	lot		
4	Horizontal signage with digital timer switch (30mL x 0.80mH)	1	unit		
5	Vertical Signage - Flag Type	1	unit		
6	Acrylic Frame Panel	5	units		
7	Acrylic Poster Holder	6	units		
8	Acrylic Teller Number Standees	6	units		
9	Acrylic Transaction Bins	3	units		
10	ATM Sunshade (for One Unit ATM)	4	units		
11	Brochure Rack	1	unit		
12	Bulletin Board	1	unit		
13	Glass Panel Sticker				
	W1 - 3.300m (Length) x 2.300m (Height)	1	unit		
	W2 - 2.500m (Length) x 2.300m (Height)	1	unit		
	W3 - 1.700m (Length) x 2.300m (Height)	3	units		
	W4 - 1.680m (Length) x 2.300m (Height)	1	unit		
14	Sticker cut-out for main door	1	unit		
15	Parking delineator	3	units		
16	NVR Enclosure	1	unit		
17	Various Indoor Signages				
	> New Accounts (A)	1	unit		
	> Verification Counter (B)	1	unit		
	> Customer Care Desk (C)	1	unit		
	> Special Lane (D)	2	units		
	> Count your money before leaving the counter (E)	1	unit		
	> Restricted Area (F)	2	units		
	> Seats for Pregnant Women, Sr. Citizen & PWD (G)	1	unit		
	> Bank Reminders (H)	1	unit		
	> Fire extinguisher (I)	5	units		
	> Fire Exit (J)	2	units		
	> Fire exit directional (K)	2	units		
	> Restroom (L)	1	unit		
	> Ladies Room (M)	1	unit		
	> Push / Pull (O)	2	units		
	> Nameplate - cubicle signage (P)	2	units		
	WITH ACRYLIC INSERTS				
	> Clearing cut off time (Q)	1	unit		
	> US dollar exchange rate (R)	1	unit		
	> Calendar (S)	1	unit		
	> Initial Minimum deposits and maintaining balance (T)	1	unit		

	STANDEE 1 with CUSTOMIZED INSERTS				
	> Nameplate for frontliners (U)	9	units		
	STANDEE 2				
	> Requirements in Account Opening (V)	1	unit		
	> For check encashment (W)	1	unit		
	WALL HANG (back-to-back)				
	> Open/Closed (Y)	1	unit		
18	Safety Health Protocol	1	lot		
19	Installation Cost	1	lot		
20	Delivery Cost	1	lot		
TOTAL				Php	

Note: The Bidder shall fill in rates and prices for all items of the Bill of Quantities. Bids not addressing or providing all of the required items in the Bill of Quantities shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free.

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Name of Bidder

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Signature Over Printed Name of  
Authorized Representative

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Position