



LANDBANK

**SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20210611-02**

PROJECT : **Systems Furniture for Eleven (11) LANDBANK Offices**
IMPLEMENTOR : **Procurement Department**
DATE : **September 24, 2021**

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 Terms of Reference (Annexes D1 to D87), Technical Specifications (Section VII), and Checklist of Bidding Documents (Item No. 12 of the Eligibility & Technical Components) have been revised. Please see attached revised Annexes D-1 to D-87 and specific sections of the Bidding Documents.
- 3) The deadline for submission of electronic bids for the above project is re-scheduled on **October 8, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall not be accepted.


ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat

Technical Specifications

Specifications	Statement of Compliance
<p style="text-align: center;">Systems Furniture for Eleven (11) LANDBANK Offices</p> <ol style="list-style-type: none"> 1. Terms of Reference and specifications per attached Revised Annexes D-1 to D-87. 2. The following documents shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements: <ol style="list-style-type: none"> 2.1 List of at least five (5) most recent completed projects in the Philippines for the last three (3) years indicating the name of the projects with complete address and contact details supported by copies of Contract Agreement and/or Purchase Order from said clients for each completed project. 2.2 LTO Official Receipt (OR) and Certificate of Registration (CR) or other documents showing proof of ownership of the vehicle. 	<p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</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 applicable laws and issuances.</p> <p style="text-align: center;">Please state here either “Comply” or “Not Comply”</p>

2.3 Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered systems furniture.

2.4 Detailed drawings printed on the supplier's official letterhead and signed by authorized representative to include the following (per item/type of unit) for post qualification evaluation:

2.4.1. Model Name and Type

2.4.2. Perspective/Photo of the item

2.4.3. Drawing/Sketch views with dimensions/measurements (Plan/Top View, Front Elevation, Right Elevation, Rear Elevation).

2.4.4. Complete description of the items including parts and components

2.5 For new suppliers/bidders, submit material samples of the parts/components of the items and mock-up unit as basis in the post qualification evaluation.

2.5.1. Material samples shall be submitted within three (3) calendar days upon receipt of request from PMED.

2.5.2. Mock-up unit shall be submitted within fourteen (14) calendar days upon receipt of request from PMED.

Non-submission of the above-mentioned documents/requirements may result in bidder's post-disqualification.

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Positio

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.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR; 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

- 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 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).

- 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 (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

- 6 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.
- 7 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"**

- 8 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.
- 9 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.
- 10 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. **Revised 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).

○ **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

14. 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.
15. Latest Income Tax Return filed manually or through EFPS.
16. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
17. 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 Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2).
 3. Dully filled out Bill of Quantities Form (Annexes E-1 to E-11) signed by the Bidder's authorized representative.

TERMS OF REFERENCE
SUPPLY, DELIVERY AND INSTALLATION OF SYSTEMS FURNITURE

QUALIFICATIONS	DOCUMENTARY REQUIREMENTS
1. A recognized furniture company, duly organized under the laws of the Philippines	Certified photocopy of Certificate of Incorporation of the Company/ SEC Registration/ DTI Registration or valid PhilGEPS Registration (Platinum Membership)
2. The furniture company must have at least three (3) years of experience in the fabrication/ supply, delivery and installation of systems furniture - preferably banks - with at least five (5) completed projects/ contracts in the Philippines	List of at least five (5) most recent completed projects in the Philippines for the last three (3) years indicating the name of the projects with complete address and contact details, with corresponding copy of Contract Agreement and/or Purchase Order from said clients for each completed project.
3. Must have a at least one (1) service delivery vehicle (preferably enclosed elf truck or pick-up)	<ul style="list-style-type: none"> a. LTO Official Receipt (OR) and Certificate of Registration (CR), b. Other documents showing proof of ownership of the vehicle
4. The bidder must have brochures or official documents from the manufacturer indicating the complete specifications of the item.	<ul style="list-style-type: none"> a. Product Brochures or other official documents b. Detailed drawings printed on the supplier's official letterhead and signed by authorized representative to include the following (per item/ type of unit) for post qualification evaluation: <ul style="list-style-type: none"> 1. Model Name and Type 2. Perspective/ Photo of the item 3. Drawing/ sketch views with dimensions/ measurements (Plan/ Top View, Front Elevation, Right Elevation, Left Side Elevation, Rear Elevation) 4. Complete description of the items including parts and components

Revised Annex D-1

<p>5. The bidder must provide the following Technical documents</p>	<p>a. For new suppliers: submit material samples of the parts/ components of the items and mock-up unit as basis in the post qualification evaluation.</p> <ol style="list-style-type: none"> 1. Material samples shall be submitted within three (3) calendar days upon receipt of request from PMED 2. Mock-up unit shall be submitted within fourteen (14) calendar days upon receipt of request from PMED <p>b. List of at least five (5) different clients (with contact persons, numbers and addresses) with whom the supplier has previously completed projects/contracts from the last three (3) years.</p> <p>c. Five (5) working days (w.d.) after issuance of the Notice to Proceed (NTP) from Procurement Department (ProcD), the supplier shall submit the following material samples as reference by PMED during the punch listing of the items:</p> <ol style="list-style-type: none"> 1. Frame Panel material with the required color 2. Fabric Material 3. Laminate Material for Counter tops 4. PVC Edging 5. Tempered Glass
<p>6. The bidder shall be responsible for the dimensions and conditions on the job.</p>	<p>a. The supplier shall verify the actual dimensions on site. Discrepancies between the plans and actual dimensions shall be forwarded immediately to PMED for resolution.</p> <p>b. Shop drawings of the proposed signages based on the actual site condition with complete dimensions and description of parts and components for PMED approval prior to fabrication/ implementation.</p>

DURATION

Please refer to the table below for the duration for the supply/ delivery and installation of the Systems Furniture

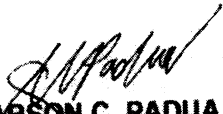
LOCATION	DURATION (in c.d.)
1. NATIONAL CAPITAL REGION	30 days
2. NORTHERN LUZON	45 days


3. CENTRAL LUZON	30 days
4. SOUTHERN LUZON	60 days
5. VISAYAS	60 days
6. MINDANAO	60 days

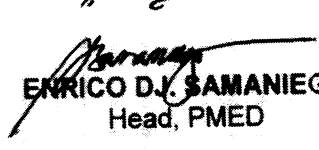
Prepared by

Reviewed by:

Approved by:

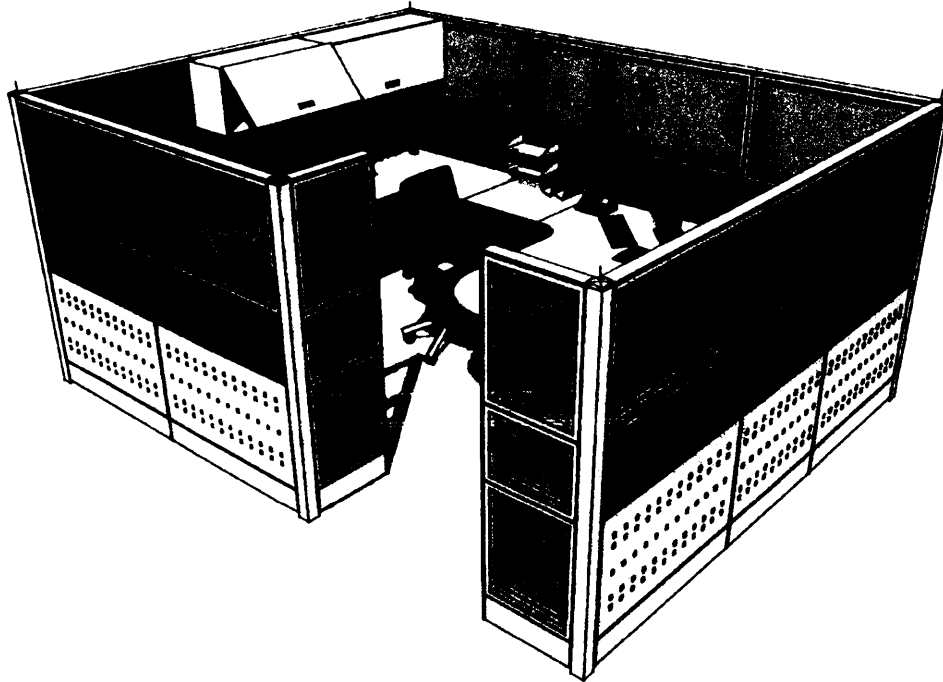

MARSON C. PADUA
Architect, TSU-PMED


JOHN ALBEN V. MISLANG
Head, TSU-PMED


ENRICO D.J. SAMANIEGO
Head, PMED

NOTES:

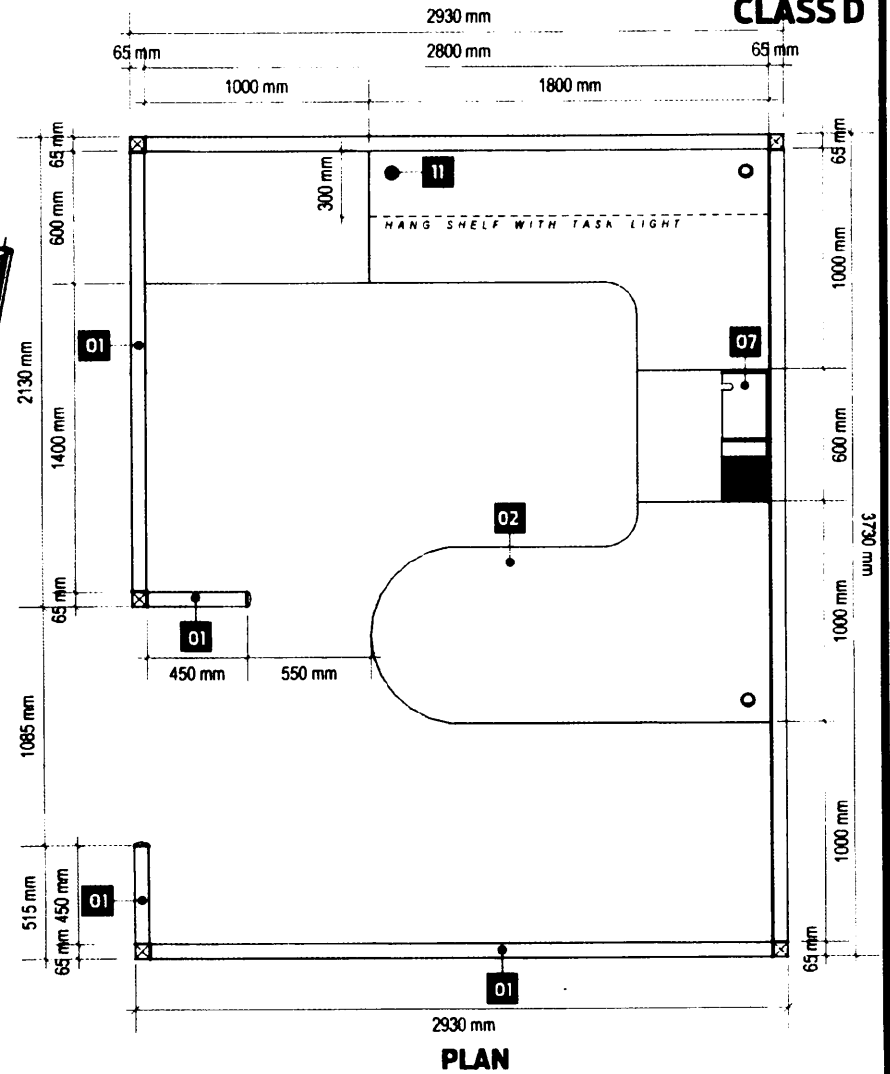
- WRITTEN DIMENSIONS ON THESE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS.
- CONTRACTOR/SUPPLIER SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS OF THE JOB.
- PMED MUST BE NOTIFIED IMMEDIATELY OF ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN IN THESE DRAWINGS.
- CONTRACTOR/SUPPLIER SHALL SUBMIT SHOP DRAWING AND PROTOTYPE TO PMED FOR APPROVAL BEFORE PRODUCTION.
- SUPPLIER TO SUBMIT FIVE (5) YEARS WARRANTY CERTIFICATE AGAINST DEFECT IN PRODUCT AND WORKMANSHIP.



PERSPECTIVE

SPECIFICATIONS:

- | | |
|--|--|
| 01 - ALUMINUM TOP / END CAP | 09 - CORNER CONNECTOR POST |
| 02 - WORK TOP / COUNTER TOP | 10 - BASE COVER / RACEWAY |
| 03 - GLASS PANEL (TOP-PANEL) | 11 - GROMMET CAP |
| 04 - FABRIC PANEL (MID-PANEL) | 12 - STORAGE BIN WITH TASK LIGHT |
| 05 - PERFORATED METAL PANEL (BOTTOM PANEL) | 13 - HEAVY DUTY ADJUSTABLE FOOT GLIDES |
| 06 - METAL GRILLE PANEL (FOR IN AND OUT TRAYS) | 14 - CONVENIENCE OUTLET |
| 07 - METAL IN AND OUT TRAYS | 15 - MODESTY PANEL |
| 08 - END SUPPORT PANEL | |



PLAN



**LAND BANK OF THE PHILIPPINES
PROJECT MANAGEMENT & ENGINEERING DEPT.**

1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE MANILA

TITLE:

MANAGER'S CUBICLE

LANDBANK STANDARD DETAILS & SPECIFICATIONS

RECOMMENDING APPROVAL:

[Signature]
EUSICO OJ. SAMANIEGO
HEAD, PMED

DESIGN: TSU-PMED

DRAWN: TSU-PMED

DATE: JULY 2020

REVIEWED: J. MISLANG

DATE:

SHEET NO:

**MC
10F8**

D4

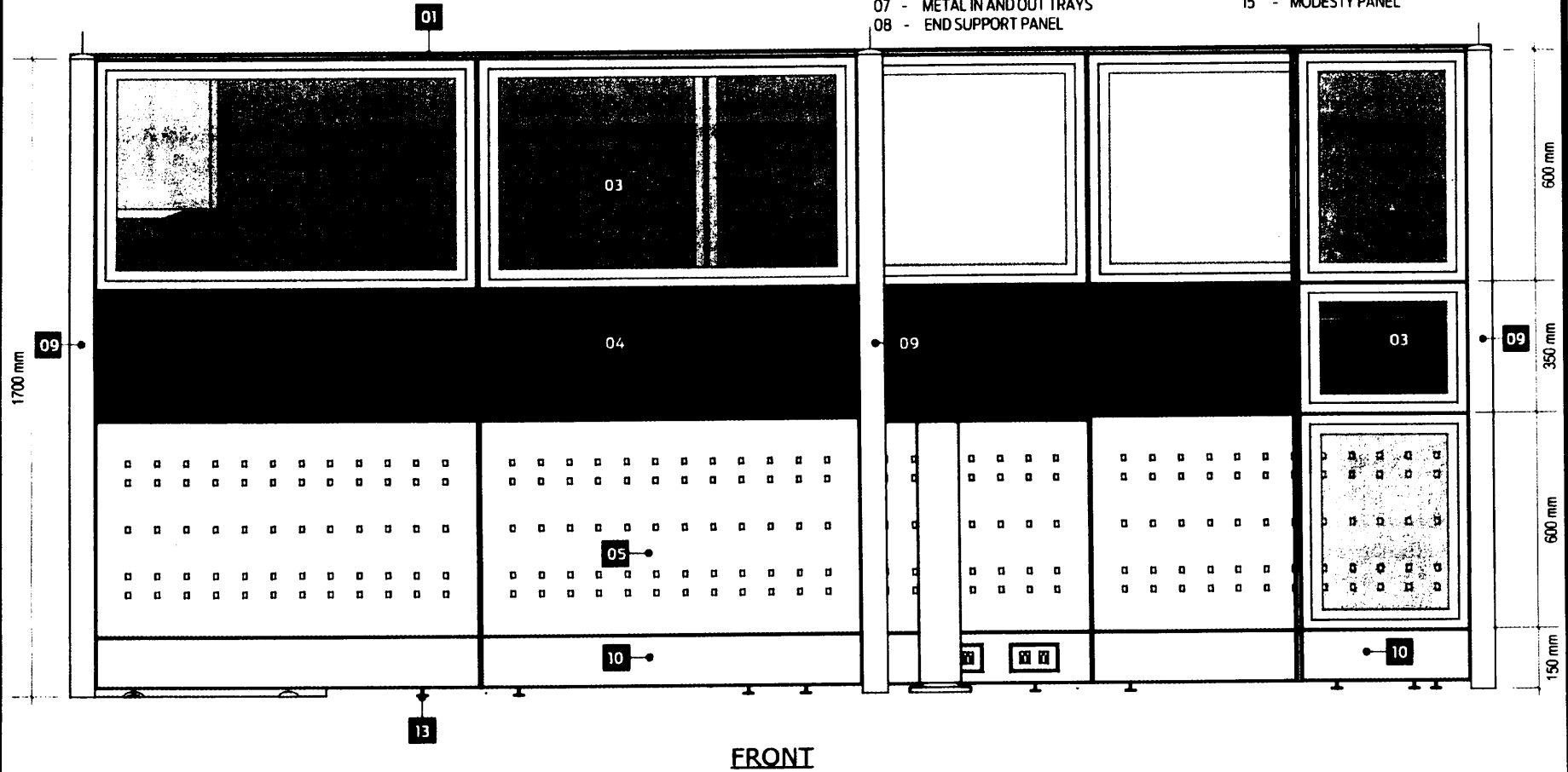
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CLASS D



D-5

	<p>LAND BANK OF THE PHILIPPINES PROJECT MANAGEMENT & ENGINEERING DEPT. 1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE MANILA</p>	TITLE:	RECOMMENDING APPROVAL:	DESIGN: TSU-PMED	SHEET NO:
		MANAGER'S CUBICLE	<i>J. Mislang</i> HEAD, PMED	DRAWN: TSU-PMED	
		LANDBANK STANDARD DETAILS & SPECIFICATIONS		DATE: JULY 2020	
				REVIEWED: J. MISLANG	
				DATE:	MC 2 OF 8