

SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20210803-01

PROJECT : **Various Signages for LANDBANK Butuan Branch**
IMPLEMENTOR : **Procurement Department**
DATE : **October 7, 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 Bill of Quantities (Annex E), ITB Clause 5.3 of Instruction to Bidder (Section II) & Bid Data Sheet (Section III), Schedule of Requirements (Section VI), Schedule of Prices - For Goods Offered from Within the Philippines and From Abroad (Form No. 2), and Checklist of Bidding Documents (Item No. 11 of the Eligibility and Technical Components and Item Nos. 2 & 3 of the Financial Component) have been revised. Please see attached revised Annex E and specific sections of the Bidding Documents.
- 3) The deadline for submission of electronic bids for the above project is re-scheduled on **October 15, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall not be accepted.



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

Bid Data Sheet

ITB Clause								
5.3	A contract shall be considered similar to this Project if it involves supply, delivery and installation of signages and/or merchandising materials. Moreover, it must have been completed within five (5) years prior to the set deadline for the submission and receipt of bids.							
7	Subcontracting is not allowed.							
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" data-bbox="338 833 1369 1496"> <thead> <tr> <th data-bbox="338 833 992 907">Form of Bid Security</th><th data-bbox="992 833 1369 907">Minimum Amount of Bid Security</th></tr> </thead> <tbody> <tr> <td data-bbox="338 907 992 1048">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td><td data-bbox="992 907 1369 1285" rowspan="2">P22,416.00</td></tr> <tr> <td data-bbox="338 1048 992 1285">(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</td></tr> <tr> <td data-bbox="338 1285 992 1496">(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.</td><td data-bbox="992 1285 1369 1496">P56,040.00</td></tr> </tbody> </table> <p>1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal. The bidder shall first secure an electronic PAO from LANDBANK – Procurement Department. If the bidder opts to pay at any LANDBANK Branch, the electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.</p>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P22,416.00	(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.	P56,040.00
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Schedule of Requirements

The delivery schedule/contract period expressed as weeks/months/years stipulates hereafter a delivery/performance period which is the period within which to deliver the goods or perform the services in the project site/s.

Item No.	Description	Quantity	Delivered, Weeks/Months
1	Various Signages for LANDBANK Butuan Branch	1 lot (refer to Bill of Quantities - Revised Annex E)	Within thirty (30) working days upon receipt of Notice to Proceed (NTP) and Advice from Project Management and Engineering Department (PMED) as to availability of project site.
Project Site: LANDBANK Butuan Branch, LANDBANK Building, P. Burgos Street, City of Butuan, Agusan del Norte			
Contact Details: Mr. Augustus Manuel E. Mantua / (085) 342-3476, 818-6159			

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES

For Goods Offered from Within the Philippines

Name of Bidder _____		Project ID No. _____		Page ____ of ____					
1 Item No.	2 Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Transportation and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)
1	Various Signages for LANDBANK Butuan Branch		1 lot (refer to Bill of Quantities Revised Annex E)	P _____	P _____	P _____	P _____	P _____	P _____
Total Cost				PhP _____					

Note: Breakdown of costs should be submitted using the attached Bill of Quantities Form (Revised Annex E).

Please credit payment to:

_____	_____
Name of Bidder	Account Name: _____
_____	Account Number: _____
Signature over Printed Name of Authorized Representative	LBP Branch: _____

Position	

Form No. 2

SCHEDULE OF PRICES

For Goods Offered from Abroad

Name of Bidder _____		Project ID No. _____		Page ____ of ____					
1 Item No.	2 Description	3 Country of Origin	4 Quantity	5 Unit Price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	6 Transportation and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)
1	Various Signages for LANDBANK Butuan Branch		1 lot (refer to Bill of Quantities Revised Annex E)	P _____	P _____	P _____	P _____	P _____	P _____
Total Cost				PhP _____					

Note: Breakdown of costs should be submitted using the attached Bill of Quantities Form (Revised Annex E).

_____	_____
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;

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

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. **Revised 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).

○ **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).
18. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form - Form No. 7).

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. **Duly filled out Bill of Quantities signed by the Bidder's authorized representative (Revised Annex E)**

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal

BILL OF QUANTITIES

PROJECT : LANDBANK BUTUAN OFFICE BUILDING CONSTRUCTION

ITEMS / SCOPE OF WORKS		Qty.	Unit	Unit Cost	Total Cost
Supply, Delivery and Installation of the Following:					
1.0	Panagraphics Horizontal Signage w/ Digital timer switch with the following sizes: 0.8m x 29m Note: Verify actual site dimensions before fabrication	1	unit/s		
2.0	Bulletin Board (Wall mounted)	1	unit/s		
3.0	Brochure Rack	1	unit/s		
4.0	Acrylic Poster Holder	6	unit/s		
5.0	Sticker cut-out decals for Main Glass Door	1	lot		
6.0	Glass Panel Stickers (12 meter linear length)	1	unit/s		
Various Indoor Signages					
Basic					
a.	New Accounts	1	unit/s		
b.	Verifier	1	unit/s		
c.	Public Assistance and Complaint Desk	1	unit/s		
d.	Special Lane	1	unit/s		
e.	Count your money before leaving the counter	1	unit/s		
f.	Restricted Area	1	unit/s		
g.	Seats for pregnant women, senior citizens, & persons w/ disability	1	unit/s		
h.	Bank Reminders	1	unit/s		
i.	Fire Extinguisher	9	unit/s		
j.	Fire Exit	1	unit/s		
k.	Fire Exit directional	1	unit/s		
l.	Restroom	1	unit/s		
m.	Ladies Room	1	unit/s		
n.	Gentlemen/PWD Room	1	unit/s		
o.	Push/ Pull	1	unit/s		
p.	Nameplate - cubicle signage	20	unit/s		
With Acrylic Inserts					
q.	Clearing cut-off Time	1	unit/s		
r.	US Dollar exchange rate	1	unit/s		
s.	Calendar	1	unit/s		
t.	Initial Minimum deposit and maintaining balance	1	unit/s		
Standee 1 with Customized Inserts					
u.	Nameplate for frontliners	7	unit/s		
Standee 2					
v.	Requirement in Account Opening	1	unit/s		
w.	For cash encashment	1	unit/s		
Wall Hang (back-to-back)					
x.	Online/Offline	1	unit/s		
y.	Open/Closed	1	unit/s		
z.	Floor guide directory	1	unit/s		
7.0	Acrylic Frame Panels for 4 units of ATM Note: Verify ATM Models before fabrication	4	unit/s		
8.0	Vertical Signage with 2 pylon post	1	unit/s		
9.0	Parking Delineator	12	unit/s		
10.0	NVR Enclosure	1	unit/s		
11.0	ATM Sunshade for four (4) ATM unit	1	unit/s		
12.0	Flag Pole and Pole Footing	1	lot		
13.0	Safety and Health Protocol	1	lot		
	Installation Cost	1	lot		
	Delivery Cost				
TOTAL COST					

Note: The Supplier shall fill in rates and prices for all items of the Bill of Quantities. Quotations 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.

Submitted by:

Supplier/Contractor

Printed Name of Authorized Representative
with Signature

Date