

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-GIBAC-ITB-GS-20240130-01**

PROJECT : **Time Lock for Cash Vault Door for LANDBANK South NCR Branches**

IMPLEMENTOR : **Bids and Awards Committee for Goods and Infrastructure (GI-BAC)**

DATE : **April 24, 2024**

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 and amendments:

- 1) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annexes D-1 to D-6), Schedule of Requirements (Section VI), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item Nos. 11 and 12 of Technical Documents) have been revised. Please see attached revised specific sections of the bidding documents.
- 3) As provided under Item 9.2 of Appendix 3 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184 – "In case of other forms of bid security, the on-line bidder shall prepare and submit a scanned copy of the bid security together with the electronic bid. However, the original bid security must be submitted to the BAC concerned before the end of business hours **on the day of bid submission**, a failure of which shall automatically render the bid submission as non-compliant".
- 4) The submission and opening of bids is re-scheduled on May 2, 2024 at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams application.
- 5) Responses to bidder's queries/clarifications per attached Annex H.

By the authority of the GI-BAC:

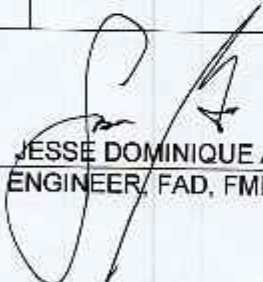


ATTY. HONORIO T. DIAZ, JR.
Head, GI-BAC Secretariat

RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

DATE	April 17, 2024
PROJECT IDENTIFICATION NO.	GIBAC-ITB-GS-20240130-01
PROJECT NAME	Time Lock for Cash Vault Door for LANDBANK South NCR Branches
PROPONENT UNIT/TECHNICAL WORKING GROUP	FACILITIES MANAGEMENT DEPARTMENT (FMD)

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK's RESPONSES
1.	Section VI of bidding documents/ Terms of Reference	Bidder request to extend the delivery and installation of production and provision of Time Lock for Cash Vault Door for LANDBANK South NCR Branches from thirty (30) calendar days (c.d.) to seventy five (75) c.d.	We recommend the approval of changing the contract period from thirty (30) c.d. to seventy five (75) c.d.
2.			
3.			
4.			
5.			
6.			


JESSE DOMINIQUE A. GO
 ENGINEER, FAD, FMD-FSU


ALEXANDER S. LAZARO
 AVP, FMD

ANNEX H

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.

Lot No.	Description	Quantity	Delivered, Weeks/Months
One (1) Lot	Time Lock for Cash Vault Door for LANDBANK South NCR Branches	Refer to Bill of Quantities (Annex E)	Within seventy five (75) calendar days upon receipt of Notice to Proceed.

Delivery Sites:
Kindly coordinate with Facilities Management Department (FMD)
AVP Alexander S. Lazaro - Head, LANDBANK FMD

Contact No.:
8-522-0000 locals 7360, 2323 & 2196

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Technical Specifications

Specifications	Statement of Compliance
<p>Time Lock for Cash Vault Door for LANDBANK South NCR Branches</p> <ol style="list-style-type: none"> 1. Scope of works, minimum specifications and other requirements per attached Terms of Reference (Revised Annexes D-1 to D-6) and Bill of Quantities (Annex E). 2. Documentary requirements enumerated in Revised Annex D-1 and D-2 of the Terms of Reference. <p>Non-submission of the above documents/requirements may result in the post-disqualification of the bidder.</p>	<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>

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

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).

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.

o **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.

o **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. **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).

Note: During the opening of the first bid envelope (Eligibility and Technical Component) only the above mentioned documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

o **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]**

14. List of at least two (2) completed projects with two (2) different clients for the last two (2) years indicating the following:
 - a. Name of Project
 - b. Name of Client

- c. Complete Address
 - d. Name of Contact Person/Person coordinated with
 - e. Contact Details
15. Copy of Contract Agreement and/or Purchase Orders issued by the said clients for each completed project.
 16. LTO Official Receipt (OR) and Certificate of Registration (CR) or other documents showing proof of ownership of the vehicle and/or right to use the vehicle.
 17. Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.
 18. 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:
 - 15.1 Model Name and Type
 - 15.2 Perspective/Photo of the item
 - 15.3 Drawing/Sketch views with dimensions/measurements (Plan/Top View, Front Elevation, Right Elevation, Rear Elevation).
 - 15.4 Complete description of the items including parts and components.
 16. Manufacturer's authorization or its equivalent document confirming that the supplier is an authorized seller/distributor of the product.
- o **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
19. 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.
 20. Latest Income Tax Return filed manually or through EFPS.
 21. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 22. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 23. 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 Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2).
 3. Dully filled out Bill of Quantities Form (Annex E) signed by the Bidder's authorized representative.

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.

TERMS OF REFERENCE

A. Project Description:

Supply, Delivery and Installation of Cash Vault Items for LANDBANK Branches

B. Objectives:

To reinforce the security of the branch's assets and properties.

C. Project/Services Requirements:

QUALIFICATIONS	DOCUMENTARY REQUIREMENTS
<p>1. The supplier must have at least two (2) years of experience in the supply, delivery and installation of cash vault items - preferably banks - with at least two (2) completed projects/ contracts from two (2) different clients in the Philippines.</p>	<p>a. List of at least two (2) completed projects with two (2) different clients for the last two (2) years indicating the following:</p> <ol style="list-style-type: none"> 1. Name of Project 2. Name of Client 3. Complete address 4. Name of contact person/ Person coordinated with 5. Contact Details <p>b. Copy of Contract Agreement and/or Purchase Order issued by the said clients for each completed project.</p>
<p>2. Must have at least one (1) service delivery vehicle (preferably enclosed elf truck or pick-up)</p>	<p>a. LTO Official Receipt (OR) and Certificate of Registration (CR),</p> <p>b. Other documents showing proof of ownership of the vehicle and/or right to use the vehicle</p>
<p>3. The supplier must have brochures or official documents from the manufacturer indicating the complete specifications of the item.</p>	<p>a. Product Brochures or other official documents indicating specifications of the item.</p> <p>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:</p> <ol 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

	<p>Elevation, Right Elevation, Left Side Elevation, Rear Elevation)</p> <p>c. Complete description of the items including parts and components.</p>
<p>4. The supplier must provide the following technical documents</p>	<p>A. Manufacturer's Authorization/ Certification or equivalent document confirming that the supplier is an authorized seller/ distributor of the product.</p> <p>B. 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> <p style="padding-left: 40px;">a. Material samples shall be submitted within three (3) calendar days upon receipt of request from FMD.</p> <p style="padding-left: 40px;">b. Mock-up units shall be submitted within ten (10) calendar days upon receipt of request from FMD.</p> <p>C. Within five (5) working days (w.d.) after delivery and installation, the supplier shall submit photos of each item as reference by FMD during the punch listing.</p>
<p>5. The supplier shall conduct site inspection and 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 FMD for resolution.</p>

D. Scope of the Project

- a. Perform survey/ocular inspection to verify actual site condition for the needed scope of works required in the implementation of the project
- b. Mobilization
- c. Installation
- d. Punch listing
- e. Rectification of works
- f. Final and joint inspection
- g. Turn-over and acceptance
- h. Demobilization

E. Delivery Schedule

- a. The project duration covering the implementation, delivery and fabrication of materials shall be **Seventy Five (75) calendar days** to commence after receipt of the Notice to Proceed (NTP)

Revised D-2

F. Payment Terms

1. Ninety percent (90%) of the total Contract Price payable upon issuance of turn-over and acceptance certificate/document by LANDBANK – Facilities Management Department.
2. Remaining Ten percent (10%) of the total Contract Price (Retention Fee) payable after the expiration of warranty period.
3. All payments shall be subject to LANDBANK's standard accounting and auditing rules and regulations.

Notes:

1. *The service provider is required to maintain a deposit account with LANDBANK Cash Department or any of its Branches. This directive is pursuant to Malacañang Executive Order No. 170 – Adoption of Digital Payments for Government Disbursements and Collections, directing all government agencies to utilize safe and efficient digital disbursements in the payment of goods, services and other disbursements.*
2. *Payment shall be through direct credit to the service provider's deposit account with LANDBANK.*
3. *The supplier shall be paid within sixty (60) calendar days after submission of billing or claim, and complete documentary requirements.*

G. Other Terms and Conditions:

1. Submittals

Particulars	Description	Submission Date
Warranty Certificate	<p>The supplier shall submit a warranty certificate against any defect in product and workmanship (including labor, parts and other incidental charges), with validity of one (1) year from the issuance of the Certificate of Completion/ Final Acceptance:</p> <ul style="list-style-type: none"> • One (1) year – Cash Vault Door, Vault Ventilator, Emergency Vault Door, Time Lock, Cash Safe • Two (2) years – Time Delay Lock 	Upon project turn-over and final acceptance.
Certificate of Acceptance	Certificate duly noted by the Head or its authorized representative that the signage has been installed.	Upon physical/final completion of work/s.

2. Liquidated Damages

- a. When the supplier fails to satisfactorily deliver the goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidating damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of delayed goods/services scheduled for delivery for everyday of delay until such goods/services are finally delivered and accepted by LANDBANK.
- b. LANDBANK need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier. In no case shall the total sum of liquidated damages exceed ten percent

(10%) of the total contract price, in which event LANDBANK shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid, in accordance with the revised IRR of RA 9184.

3. Pre-Termination/Termination of Contract

- a. The Bank has the right to pre-terminate the contract for the following reasons:
 - i. Failure by the service provider to perform its obligation thereon;
 - ii. Unsatisfactory Performance by the service provider within the contract duration.
- b. Guidelines on Termination of Contracts per Annex "I" of the 2016 Revised Implementing Rules and Regulations shall be observed.

4. The service provider shall:

- a. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization. Work schedule is from 8:00 AM to 5:00AM during Saturday to Sunday (including holidays), provided it will not cause any disruption in the operation of the Bank.
- b. Deploy only competent technicians/workers (with prior approval from FMD) with vast experience and expertise in the entire undertaking and implementation of the project.
- c. Provide its workers with the required personal protective equipment (PPE) and appropriate tools and equipment in the implementation of the project in compliance with the Environmental Management System (EMS) Program of the Bank in accordance with the requirement of ISO 14001.
- d. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any person in the implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
- e. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the Bank's Environmental Management System (EMS) Program and the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).
- f. Be bounded by and shall strictly observe the existing rules and regulations with regards to the standard security policies and procedures while inside the Bank's premises.
- g. Provide, but not limited to the following, sturdy safety protections/nets or equivalent along the perimeter of the building at all times to ensure safety of passersby and avoid damage to adjacent properties using applicable protection per industry practice.

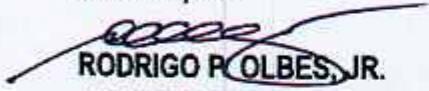
H. Contact Persons:

Name	Email Address	Contact Number
CHRISTINE JOY L. LAROZA	cclaroza@landbank.com	Loc. 8447
JESSE DOMINIQUE A. GO	jago@landbank.com	Loc. 2323

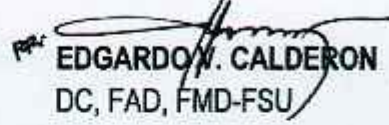
Prepared by:


JESSE DOMINIQUE A. GO
 Engineer, FAD, FMD-FSU

Endorsed by:


RODRIGO P. OLBES, JR.
 ADM, FMD-FSU

Reviewed by:


EDGARDO V. CALDERON
 DC, FAD, FMD-FSU

Approved by:


ALEXANDER S. LAZARO
 AVP, FMD

