

SUPPLEMENTAL/BID BULLETIN NO. 2

PROJECT : 53,963 Pieces LANDBANK Polo Shirts (Honeycomb Cotton) under Project Identification No. LBP-GIBAC-ITB-GS-20240730-01(2)


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

DATE : April 2, 2025

This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify specific items in the Bidding Documents. It shall form an integral part of the Bidding Documents.

Modification, amendment and/or clarification:

1. The Terms of Reference (Annexes D-1 to D-7), 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 Annexes D-1 to D-7 and specific sections of the bidding documents.
2. Responses to bidder's queries/clarifications per Annex F.


MA. FRANCIA O. TITAR
Vice-Chairperson, GI-BAC

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.

Description	Quantity	Delivered, Weeks/Months
Polo Shirt (Honeycomb Cotton)	53,963 pcs.	Delivery period per attached Revised Annex D-5
Delivery Sites: LANDBANK Plaza, 1598 M.H. Del Pilar corner Dr. J. Quintos Sts., Manila Implementing Unit: Employee Relations Department (ERD) Ms. Rosabel C. Castor Contact No.: 8522-0000 loc. 2317		

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Technical Specifications

Specifications	Statement of Compliance
<p>53,963 pcs. LANDBANK Polo Shirt (Honeycomb Cotton)</p> <ol style="list-style-type: none"> Design and Terms of Reference per attached Revised Annexes D-1 to D-7. Sample of the fabric and actual polo shirt will be available for checking to prospective bidders upon request. <p>The actual sample of the honeycomb cotton polo shirt, as approved by MANCOM, will be provided to bidders who have purchased the bidding documents.</p> <ol style="list-style-type: none"> Potential supplier must submit actual samples 1 pc. per size (XS to 4XL) with printed design at GIBAC Secretariat, 24/F, LBP Plaza. Please coordinate your submission of sample with Ms. Maribel J. Paredes or Ms. Ruby S. Cortez at contact no. 8522-0000 loc. 2956 or 2979 on or before 10:00 AM on the date of opening of bid 	<p>Bidders must signify their compliance to the Technical Specifications/Terms of Reference by stating below either "Comply" or "Not Comply"</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>Please state here either "Comply" or "Not Comply"</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.

CLASS D

6. Any damaged or defective items should be immediately replaced within 30 calendar days upon receipt of notice by the winning supplier/bidder. Otherwise, the corresponding cost will be deducted from the final payment.

I have completely read and understood and hereby bind myself or, if acting in a representation capacity, the corporation/entity I represent, to faithfully comply with the above-cited Terms of Reference and Conditions in the Procurement of Polo Shirt (Honeycomb Cotton).

Date Signed

Printed Name and Signature of
Authorized Representative

Date of Receipt by LANDBANK

Company Name

RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

DATE	March 26, 2025
PROJECT IDENTIFICATION NO.	LBP-GIBAC-ITB-GS-20240730-01(2)
PROJECT NAME	53,963 pcs. LANDBANK Polo Shirt (Honeycomb Cotton)
PROPONENT UNIT/TECHNICAL WORKING GROUP	ERD

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK's RESPONSES
1	D-4 Fabric/Material Composition	Wider Range in Tolerance from Acceptable SPI of 40-50	We have revised the TOR to indicate a minimum SPI requirement of 40 (no more specific range) for more flexibility.
2	Actual Sample of Polo Shirt		The actual sample of the honeycomb cotton polo shirt, as approved by MANCOM, will be provided to bidders who have purchased the bidding documents.

ANNEX F

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.

○ **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 – Revised Schedule of Requirements with signature of bidder's authorized representative.**
12. **Section VII – Revised 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.

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

14. Purchase Order or contract issued within five (5) different years, i.e., 2020, 2021, 2022, 2023 and 2024.
15. Self-certification and/or allowing visits as proof that the bidder have at least twenty-five (25) units of hi-speed sewing machines and at least two (2) machines for other materials and processes needed for production (button sewer, edging machine, button sewer, embroidery machine, cutting machine, etc.).
16. At lease two (2) Certificate of Satisfactory Performance issued within two (2) years prior to the opening of bid and must have a certification issued from any private or government institution in the Philippines.
17. Copy of previously awarded contract or a combination of multiple contracts indicating the number or quantity (Not less than 27,000 pcs. which is approximately 50% of the 53,963 pcs needed for the project).
18. Actual samples (1 pc. per size XS to 4XL)

○ **Post-bidding Documents/Requirements – [The Lowest Calculated Bidder must submit the following documents/requirements within five (5) calendar days from date of bidding]:**

19. DOST-Philippine Textile Research Institute (PTRI) test and evaluation reports, showing compliance of the proposed fabric/material to all of the specifications as stated in the Terms of Reference (e.g. thread count, CVC cotton-polyester composition, SPI)
 - a. Fiber composition test
Requirement: 60% (+/- 2% tolerance) cotton,
40% (+/- 2% tolerance) polyester
 - b. Yarn count or Yarn number test
Requirement: 24/1
 - c. Stitches per inch test
Requirement: 42-44 SPI (-2+6 tolerance)
 - d. Type of fabric: Honeycomb Cotton – Should be declared by the supplier

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

22. 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.
23. Latest Income Tax Return filed manually or through EFPS.
24. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
25. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
26. 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).

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.

LANDBANK Institutional Shirt #2 Honeycomb



Brand Specification

1 LANDBANK Typeface Logo
Dimension (H x W): 0.5in x 3.25in

2 LANDBANK Brand Icon
Diameter: 1.5in

Color:

CMYK = 0,0,0,100
CMYK = 0,0,0,0

CMYK = 60,0,100,0

TERMS OF REFERENCE (TOR)**A. NAME AND DESCRIPTION OF PROJECT**

Supply and Delivery of 53,963 pcs. LANDBANK Polo Shirt (Honeycomb Cotton) .

B. OBJECTIVE

To procure LANDBANK Polo Shirts (Honeycomb Cotton) for all regular employees.

C. PROJECT REQUIREMENT

Interested bidder for the supply and delivery of 53,963 pcs. LANDBANK Polo Shirt (Honeycomb) shall submit the pre-selection requirements as specified by the Client under such terms and references set forth as follows:

QUALIFICATION REQUIREMENT	DOCUMENTARY REQUIREMENTS
1. Must have at least five (5) years of experience in the manufacturing and production of office uniforms and/or polo shirts.	Purchase Order or contract issued within five (5) different years, i.e., 2020, 2021, 2022, 2023 and 2024
2. Must have at least twenty-five (25) units of hi-speed sewing machines and at least two (2) machines for other materials and processes needed for production (button sewer, edging machine, button sewer, embroidery machine, cutting machine, etc.)	Self-Certification regarding their facilities and/or allow plant visits, as needed.
3. Must have satisfactorily rendered manufacturing and production of office uniforms and/or polo shirts.	At least two (2) Certificates of Satisfactory Performance issued within two (2) years prior to the opening of quotations and must have certification issued from any private or government institutions in the Philippine.
4. Must have supplied and delivered office uniforms and/or polo shirts at least more than 50% of quantity required in this procurement.	Copy of previously awarded contract or a combination of multiple contracts indicating the number or quantity. (Not less than 27,000 pcs. which is approximately 50% of the 53,963 pcs. needed for the project)

D. PROJECT /SERVICES REQUIREMENT

POLO SHIRTS (HONEYCOMB COTTON)

RANKS	UNIFORM SET	NUMBER OF EMPLOYEES
Officers	Per Officer: 2 Cotton Pique Polo Shirts	2 shirts x 1,269 Officers = 2,538 shirts
Rank-and-File Employees	Per Rank-and-File Employee: 5 Cotton Pique Polo Shirts	5 shirts x 10,285 RNF Employees = 51,425 shirts
Technical Specifications		
Material	24 counts CVC pique (honeycomb cotton)	
Make	<ul style="list-style-type: none"> • Front– green with white and black combination, cut and sew polo shirt • Back– green • Placket– all black with two (2) clear buttons; width: 1-1/4 inches; length: 5 inches (L x W) • Double-edge sewing at the hemline (size of folded hem: 3/4 inch to 1 inch) 	
Size and Tolerance	<ul style="list-style-type: none"> • XS – 18 inches x 26 inches (+/- 0.5" on length and width tolerance) • S – 19 inches x 27 inches (+/- 0.5" on length and width tolerance) • M – 20 inches x 28 inches (+/- 0.5" on length and width tolerance) • L – 21 inches x 29 inches (+/- 0.5" on length and width tolerance) • XL – 22 inches x 30 inches (+/- 0.5" on length and width tolerance) • XXL – 23 inches x 31 inches (+/- 0.5" on length and width tolerance) • 3XL – 24 inches x 32 inches (+/- 0.5" on length and width tolerance) • 4XL – 25 inches x 33 inches (+/- 0.5" on length and width tolerance) 	
Sleeves	<ul style="list-style-type: none"> • Upper length – without cuffs – 8 inches; with cuffs – 9 inches • Lower length – without cuffs – 3 inches; with cuffs – 4 inches • Opening with cuffs– 6 to 7.5 inches (depending on the polo shirt size) 	

CLASS D

	<ul style="list-style-type: none">Length and color of cuffs – 1 inch; black; knittedArmhole curve – 8 to 11 inches <p><i>Note : Depending on polo shirt size</i></p>																												
Collar	<ul style="list-style-type: none">Color – black; knitted Length – 16.5 inches to 17 inches (<i>Depending on polo shirt size</i>)Width – 3 inches																												
Fabric/Material Composition	Thread Count 24/1 CVC 60% COTTON (+/- 2% TOLERANCE) 40% POLYESTER (+/- 2% TOLERANCE) SPI Minimum Requirement - 40																												
Embroidery	<ul style="list-style-type: none">Front – LANDBANK Typeface Logo – BLACK; full embroidery Dimensions of the logo: Length – 3.25 inches Height – 0.5 inchBack – LANDBANK logo – BLACK; full logo embroidery Diameter of the emblem/logo – 1.5 inches Distance: 1. Distance from back nape to LANDBANK logo – 2 inches <i>(Please refer to the actual Polo Shirt sample)</i> <p><i>Note: A high quality rendition of the LANDBANK logo is required and will be provided to bidders upon purchase of bidding documents.</i></p>																												
Packaging	<ul style="list-style-type: none">5 pieces of Office Uniform Cotton Pique Polo Shirt per plastic (individually packed/folded) according to size, with name of the rank-and-file employee2 pieces of Office Uniform Cotton Pique Polo Shirt per plastic (individually packed/folded) according to size, with name of the officer<i>To be packed by supplier per Branch or Unit based on listing to be provided by ERD</i>																												
Quantity	<table><tr><th colspan="2">Sizes</th><th colspan="2">Sizes</th></tr><tr><td>XS</td><td>5,987</td><td>3XL</td><td>885</td></tr><tr><td>S</td><td>10,430</td><td>4XL</td><td>389</td></tr><tr><td>M</td><td>13,428</td><td>Default (L) RNF</td><td>5,740</td></tr><tr><td>L</td><td>9,249</td><td>Default – L (Off)</td><td>542</td></tr><tr><td>XL</td><td>5,267</td><td></td><td></td></tr><tr><td>2XL</td><td>2,046</td><td>TOTAL</td><td>53,963</td></tr></table>	Sizes		Sizes		XS	5,987	3XL	885	S	10,430	4XL	389	M	13,428	Default (L) RNF	5,740	L	9,249	Default – L (Off)	542	XL	5,267			2XL	2,046	TOTAL	53,963
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E. DELIVERY SCHEDULE

- a. *1st Tranche* – 26,983 pcs. within 90 calendar days upon receipt of the Notice to Proceed (NTP)
- b. *2nd Tranche* – 13,490 pcs. within 45 calendar days after completion of the 1st tranche
- c. *3rd Tranche* – 13,490 pcs. within 45 calendar days after completion of the 2nd tranche

F. PAYMENT TERMS

1. Pursuant to Malacañang Executive Order No. 170 (Adoption of Digital Payments for Government Disbursements and Collections) issued on 12 May 2022, directing all government agencies to utilize safe and efficient digital disbursement in the payment of goods, services and other disbursements, all payments with this Contract shall be through direct credit to the supplier's deposit account with LANDBANK. Thus, the supplier shall maintain a deposit account with LANDBANK Branch where the proceeds of its billing under this contract shall be credited.
2. Partial payment shall be allowed in tranches based on items delivered.
3. The supplier shall be paid within sixty (60) calendar days after submission of billing statement/sales invoice or claim.

G. UPDATED TAX CLEARANCE

Updated Tax Clearance shall be presented by the supplier/contractor in accordance with Executive Order No. 398, Series of 2005 and BIR Regulations No.17-2024 prior to final settlement of government contracts.

H. LIQUIDATED DAMAGES

If the winning bidder fails to deliver any or all of the goods and/or services within the period/s specified in this Contract, the Bank shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent (0.001) of the price of the unperformed portion of the goods and/or services for each day of delay based on the approved contract. 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 Supplier. In case the total sum of liquidated damages reached ten percent (10%) of the total contract price, LANDBANK may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

I. PRE-TERMINATION/TERMINATION OF CONTRACT

Pre-termination/Termination of Contract shall be governed by the guidelines on Termination of the Contract per Annex "I" of the 2016 Revised Implementing Rules and Regulations

In addition to the grounds under the said Guidelines for Contract Termination the following are also grounds for pre-termination/termination:

- Failure by the service provider to perform its obligation thereon;
- Unsatisfactory Performance by the service provider within the contract duration

J. OTHER TERMS AND CONDITIONS

1. Potential supplier must submit actual samples (1 pc. per sized (XS to 4XL) at GIBAC Secretariat, 24/F LBP Plaza with printed designs together with their bidding documents. (Actual sample to be submitted should be in accordance with the Bank's approved design sample available for viewing and checking as to specifications e.g. correct color (Sample fabric will be provided upon request), plackets, cuttings of fabric combinations, size of collar, rendering of logo, etc.
2. Submission of a DOST-Philippine Textile Research Institute (PTRI) test and evaluation reports, showing compliance of the proposed fabric/material to all specifications stated in this TOR (e.g. thread count, CVC cotton-polyester composition, SPI) within five (5) days after the opening of bid documents (in the case of Lowest Calculated Bidder) or upon receipt of Notice of Post-qualification (in the case of next-ranked bidders).
 - a. Fiber composition test**
Requirement: 60% (+/- 2% tolerance) cotton,
40% (+/- 2% tolerance) polyester
 - b. Yarn count or Yarn number test**
Requirement: 24/1
 - c. Stitches per inch test**
Requirement: 42-44 SPI (-2 +6 tolerance)
 - d. Type of Fabric : Honeycomb Cotton** - should be declared by the supplier to PTRI.
3. A bidder which fails to submit the above required PTRI Test Result/s within the specified period shall be post-disqualified. No extension in the deadline of submission shall be allowed.
4. Any amendment/modification of the contract shall be mutually agreed upon in writing by the parties.
5. The winning supplier/bidder shall not make any substitution of materials or change in design, as specified in the contract without prior written authority from the Client.