

**SUPPLEMENTAL/BID BULLETIN NO. 3**

**PROJECT** : **32 Pieces Watch under Project Identification No. LBP-GIBAC-ITB-GS-20241203-01**

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

**DATE** : **April 14, 2025**

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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-3), Schedule of Requirements (Section VI), Technical Specifications (Section VII), Manufacturer's Authorization Form No. 9 and Checklist of Bidding Documents (Item Nos. 11 and 12 of Technical Documents, Item Nos. 15-25 of Other Documents to Support Compliance with Technical Specifications and Item No. 6 of Post-Qualification Documents/Requirements) have been revised. Please see attached revised Annexes D-1 to D-3 and specific sections of the bidding documents.
2. The Submission and Opening of Bids is rescheduled on **April 21, 2025 at 10:00 A.M.** through videoconferencing using Microsoft (MS) Teams application.

By the authority of the GI-BAC:



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



(632) 8522-0000 | 8551-2200 | 8450-7001  
[www.landbank.com](http://www.landbank.com)



LANDBANK Plaza, 1598 M.H. Del Pilar corner  
Dr. J. Quintos Sts., Malate, Manila, Philippines 1004

## 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.

| Description  | Quantity               | Delivery Period   |
|--|------------------------|---|
| Watch<br><ul style="list-style-type: none"><li>▪ Ladies</li><li>▪ Men</li></ul>  | 12 Pieces<br>20 Pieces | <b>Within 120 calendar days upon receipt of the Notice to Proceed</b> |
| <b>Delivery Site:</b> Employees Relations Department<br>LANDBANK Plaza, 1598 M.H. Del Pilar corner Dr. J Quintos Streets<br>Malate, Manila<br><br><b>Contact Details:</b> Ms. Salve Trinidad P. Malijan (SPMALIJAN@landbank.com)<br>Ms. Jesha Mae G. Abesamis (JGABESAMIS@landbank.com)<br><br>(02) 8522-0000 locals 7764 and 7225 |                        |   |

Conforme:

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position Title

# Technical Specifications

| Specifications   | Statement of Compliance   |
|--|---|
| <p><b>32 Pieces Watch</b></p> <p>Notes:</p> <ol style="list-style-type: none"> <li><b>1. Terms of Reference per Revised Annexes D-1 to D-3.</b></li> <li><b>2. The Lowest Calculated Bidder must submit one (1) actual sample for each of type of watch (ladies and men) including Warranty Certificate in the watch box.</b></li> </ol> | <p><b>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.</b></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><b>Please state here either “Comply” or “Not Comply”</b></p> <hr/> <hr/> |

|   |  |
|---|--|
| Non-submission of the above requirements may result to post-disqualification of the bidder. |  |
|---|--|

**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position Title



## Form No. 9

### Manufacturer's Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid.]*

Date: *[insert date (as day, month and year) of Bid Submission]*  
Tender Document ref. No.: *[insert identification No and title]*

To: *[insert complete name of Purchaser]*

#### WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## **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:*

#### **o 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.

○ **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 – 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 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. Duly filled-out Terms of Reference
  - 15. Brochures and catalogs
  - 16. Screenshot of websites of authorized sellers or quality-branded watch stores
  - 17. Certification that the offered product is Swiss-made
  - 18. Company Profile
  - 19. Portfolio from Year 2020 to 2024
  - 20. For sole proprietorship, copy of latest Certificate of Business Name Registration issued by the Department of Trade and Industry
  - 21. For corporation, copy of Certificate of Registration issued by Securities and Exchange Commission
  - 22. Purchase Order or equivalent document with Delivery Receipts from previous clients of watch from 2023 to 2024
  - 23. List of at least one (1) authorized service center located in Luzon, Visayas, and Mindanao with complete addresses and contact information
  - 24. List of available after sales services including the bank's requirements
  - 25. Manufacturer's authorization (sample form - Form No. 9) or its equivalent document, confirming that the bidder is authorized to provide the equipment and consumables supplied by the manufacturer, including any warranty obligations and after sales support as may be required.
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  - 1. 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.
  - 2. Latest Income Tax Return filed manually or through EFPS.
  - 3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).



4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
5. 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).
6. **One (1) actual sample for each type of watch (ladies and men) including Warranty Certificate in the watch box.**

**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.***

**TERMS OF REFERENCE****32 PIECES WATCHES AS 8<sup>TH</sup> COLLECTIVE NEGOTIATION AGREEMENT (CNA) TOKENS****A. Name and Description of Project**

32 pieces of watches for members of the 8<sup>th</sup> CNA Negotiating Panels (Management Panel and LBP Employees' Association Panel) and the Legal Resource Persons of the Management Panel (total of 20 males and 12 females for both groups).

**B. Objective**

The watches will serve as tokens of appreciation for the key participants of the 8<sup>th</sup> CNA for ensuring its successful completion.

**C. Project/Services Requirement**

| Criteria   | Documentation   | Complied/<br>Not Complied |
|--|---|---------------------------|
| 1. Technical Specification <ul style="list-style-type: none"> <li>• <i>Watch Face:</i> <ul style="list-style-type: none"> <li>a. <i>Diameter:</i><br/>Ladies: 32mm to 38mm<br/>Men: 39mm to 45mm</li> <li>b. <i>Color: white or silver or black</i></li> </ul> </li> <li>• <i>Swiss-made</i></li> <li>• <i>Monochrome silver strap</i></li> <li>• <i>Material: Stainless steel case and strap</i></li> <li>• <i>Glass/Crystal: Scratch-resistant</i></li> <li>• <i>Water resistance: minimum pressure of up to 3-bar</i></li> <li>• <i>Movement: Automatic with a minimum power reserve of 30 hours</i></li> </ul> | <ul style="list-style-type: none"> <li>• Brochures and catalogs</li> <li>• Screenshot of websites of authorized sellers or quality-branded watch stores</li> <li>• <i>Certification that the offered product is Swiss-made</i></li> </ul> <p><i>Note: The Lowest Calculated Bidder (LCB) must submit one (1) actual sample for each type of watch (ladies and men).</i></p> |                           |
| 2. Bidder must have at least five (5) years of experience supplying quality-branded watches or similar products.   | <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Portfolio for Years 2020 to 2024</li> <li>• For sole proprietorships, a copy of the latest Certificate of Business Name Registration issued by the Department of Trade and Industry (DTI); or</li> </ul>  |                           |



|  |  |  |
|--|--|--|
|  | For corporations, a copy of the Certificate of Registration issued by the Securities and Exchange Commission (SEC)   |  |
| 3. Bidder should provide references from two (2) previous clients to demonstrate a history of quality service and product reliability.   | <ul style="list-style-type: none"> <li>Copies of Contracts/Purchase Orders (PO) or equivalent documents with Delivery Receipts (DR) from previous clients related to the supply of watches in the years 2023 and 2024</li> </ul>   |  |
| 4. Bidder must offer at least a one (1) - year warranty period for parts and services and provide details of available after-sales services such as but not limited to turnaround time for repairs, return, and/or replacement policies. | <ul style="list-style-type: none"> <li>The actual sample of the watch to be submitted by the LCB must include a Warranty Certificate in the watch box.</li> <li>List of at least one (1) authorized service center located each in Luzon, Visayas, and Mindanao with complete addresses and contact information</li> <li>List of available after sales services that must include the Bank's requirements</li> </ul> <p><i>Note: Subsequently, a warranty certificate must be provided upon delivery of items.</i></p> |  |
| 5. Bidder must have a direct and certified relationship with the watch brand being offered   | <ul style="list-style-type: none"> <li>Manufacturer's Authorization or its equivalent document, confirming that the bidder is authorized to provide the item supplied by the manufacturer, including any warranty obligations and after sales support as may be required.</li> </ul>   |  |

**D. Delivery Schedule**

120 calendar days upon receipt of the Notice to Proceed.

**Delivery Address:** Employee Relations Department (ERD)  
23/F LANDBANK Plaza, 1598 M.H. del Pilar cor. Dr. J. Quintos Streets  
Malate, 1004 Manila

**E. Payment Terms**

The Supplier shall be paid within sixty (60) calendar days upon submission of sales invoice or claim and complete documentary requirements.

**F. 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

## CLASS D

become due to the Supplier. In case the total sum of liquidated damages reaches 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.

### G. 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

### H. Other Terms and Conditions (if applicable)

1. The same watch brand, model, and stock number will be provided to both the female and male groups of recipients, ensuring identical items for each group.
2. The price difference between the ladies' and men's watches should not be higher than 5%.
3. Inspection and testing of delivered goods to confirm their conformity to the Project specifications shall be conducted at the specified delivery address prior to acceptance. Noncompliance of the delivered goods with the Project specifications shall be a ground for their rejection/non-payment by the Bank without prejudice to the imposition of applicable penalties/sanctions against the Supplier as allowed under the law.
4. Any damaged or defective items should be immediately replaced within 30 calendar days upon receipt of notice from LANDBANK ERD by the winning supplier. Otherwise, the corresponding cost will be deducted from the final payment.
5. Any amendment/modification of the contract shall be mutually agreed upon in writing by the parties.