

SUPPLEMENTAL/BID BULLETIN NO. 1

PROJECT : One (1) Lot Supply of Labor, Tools, Equipment, Consumables and Technical Expertise for the General Cleaning of Airduct Conveyance System, Decontamination and Assessment of Supply and Return Cold Air/Air Balancing and Indoor Air Quality (IAQ) from Air Handling Units (AHUs) installed at the LANDBANK Plaza Building on Various Floors under Project Identification No. LBP-GIBAC-ITB-GS-20250702-01

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

DATE : October 16, 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:

- The Terms of Reference (Annexes D-1 to D-5), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item No. 11 of Technical Documents)) have been revised. Please see attached revised Annexes D-1 to D-5 and specific sections of the Bidding Documents.


EMMANUEL G. HIO, JR.
Chairperson, GI-BAC

Technical Specifications

Specifications	Statement of Compliance
	Bidders must signify their compliance to the Technical Specifications/Terms of Reference by stating below either "Comply" or "Not Comply" 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.
One (1) Lot Supply of Labor, Tools, Equipment, Consumables and Technical Expertise for the General Cleaning of Airduct Conveyance System, Decontamination and Assessment of Supply and Return Cold Air/Air Balancing and Indoor Air Quality (IAQ) from Air Handling Units (AHUs) installed at the LANDBANK Plaza Building on various floors. Notes: 1) Technical Specifications, Scope of the Project and other requirements per attached Revised Terms of Reference (TOR) – Annexes D-1 to D-10. 2) Non-submission of the above requirements may result to post-disqualification of the bidder.	Please state here either "Comply" or "Not Comply"

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. 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. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

○ **Technical Documents**

9. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
10. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
11. **Revised Section VII – Specifications with response on compliance and signature of bidder's authorized representative.**
12. 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)].**
- 13. List of three (3) completed projects undertaken from 2022 to 2024 (at least one per year) each with a corresponding copy of Purchase Order or Contract or equivalent documents and a Certificate of Satisfactory Performance from the client.
- 14. Copy of Certificate of Inspection (CI) issued by the LANDBANK- Facilities Management Department.
- 15. List of contractor's key personnel (Annex D-10) to be assigned to the project with the following supporting documents:
 - a) For Employed Mechanical Engineer (ME):
 - Copy of Certificate of Employment
 - Copy of Current/Valid Professional Regulation Commission (PRC) Identification Card (ID)
 - Curriculum Vitae (CV)
 - b) For Employed Project Supervisor:
 - Copy of Curriculum Vitae (CV)
 - c) For Regular Employed Technicians:
 - Certificate of Employment
 - Copy of Curriculum Vitae (CV)
 - Copy of Training Certificates of TESDA NC II- Scaffolding Works Certificate
- 19. Copy of Work Methodology: Descriptive methods to be conducted/applied for each activity.
- 20. Copy of Materials Safety Data Sheet (MSDS) for the chemicals to be used as cleaning agents.

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).

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 – Procurement Department upon payment of the non-refundable Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Four Hundred Fifty Pesos Only (P2,450.00)**.

The Bidding Documents Fee may be paid at any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal provided a Payment Acceptance Order (PAO) is secured first from LANDBANK –GIBAC Secretariat. The steps to follow in the payment of the Bidding Documents fee through the LANDBANK Link.BizPortal are found in Annex A of the Bidding Documents.

To obtain a PAO, interested Bidders shall send a request email to Lbpgibac@landbank.com with subject "PAO – LBP-GIBAC-ITB-GS-20250702-01 as its subject. The specific instructions on how to pay the Bidding Documents Fee and receive the Bidding Documents shall be provided in the reply email of LANDBANK to the interested Bidders.

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding cost of Bidding Documents not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on OCTOBER 9, 2025 - 2:00 P.M. through videoconferencing using Microsoft (MS) Teams application.

Interested Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (Annex B of the Bidding Documents) to Lbpgibac@landbank.com on or before 8:00 A.M. of OCTOBER 9, 2025. The PBCR Form can also be downloaded from the PhilGEPS website, LANDBANK website (<https://landbank.com/forms>) or requested from Ms. Joy L. Gabay at jlgabay@landbank.com. Interested Bidders shall state "PBCR - LBP-GIBAC-ITB-GS-20250702-01 in their request email as subject. The specific instructions on how to join the Pre-Bid Conference shall be provided by LANDBANK to the interested Bidders through email.

For new bidders, a briefing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bids shall be conducted on OCTOBER 9, 2025 10:30 A.M. through videoconferencing using MS Teams application.

7. All bids shall be submitted electronically on or before the 10:00 A.M. deadline on OCTOBER 23, 2025. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility (SFTF) of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not be accepted. The prescribed procedures in the submission and opening of electronic bids are stated in the Detailed Procedures in

Section I. Invitation to Bid

TERMS OF REFERENCE

A. Name and Description of Project:

One (1) Lot Supply of Labor, Tools, Equipment, Consumables and Technical Expertise for the General Cleaning of Airduct Conveyance System, Decontamination and Assessment of Supply and Return Cold Air/Air Balancing and Indoor Air Quality (IAQ) from Air Handling Units (AHUs) installed at the LANDBANK Plaza Building of the following floors: Ground, 2nd, 11th, 12th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 32nd, 33rd, and 34th or 22 floors.

B. Objective

1. To improve the overall performance of the Centralized Air-conditioning System of LANDBANK Plaza building.
2. To eliminate/decrease indoor air pollutants.

C. Service Requirement

Qualification Requirement	Documentary Requirement
1. Must be a duly licensed/registered company with a minimum of three (3) years-experience in the servicing/cleaning of HVAC Air duct conveyance system and air flow efficiency measurement/air balancing for high rise building	• List of three (3) completed projects from Years 2022 to 2024, with at least one completed project per year • Copy of Purchase Order or Contract or equivalent documents; and • Certificate of Satisfactory Performance issued by the client for each contract.
2. The supplier must conduct a pre-inspection, verification, and overall project assessment within seven (7) calendar days after the Pre-Bid Conference.	Certificate of Inspection issued by the Facilities Management Department.
3. The project team to implement the project must be composed of the following employees of the contractor: • One (1) Mechanical Engineer (ME) • One (1) Project Supervisor • Five (5) Technicians	For ME: • Submit certificate of employment • Submit latest copy of Professional Regulation Commission (PRC) Identification Card (ID) • Submit copy of curriculum vitae with minimum of three (3) years' experience in the air conveyance cleaning and air balancing. For Project Supervisor: • Submit copy of cv with a minimum of three (3) years recent experience in the air conveyance cleaning and air balancing

	For Technicians: • Submit certificate of employment with copy of cv with a minimum of three (3) years' experience in the air conveyance cleaning, air balancing and tin smiting. • Submit training Certificates of TESDA NC II – Scaffolding Works Certificate
--	--

D. Project Requirement:

• **Scope of Works**

1. Mobilization of manpower including tools, materials and equipment.
2. Conduct general ocular inspection and assessment of the entire exterior of air duct system and interior inspection using Robotic equipment with an infrared camera that can be viewed in a monitor and be recorded.
3. Take pictures for documentation of before and after conditions of air duct conveyance system.
4. General cleaning of air duct conveyance system including blowers, interior and exterior ducts, diffusers, volume dumpers, hangers and supports, bolts and nuts, etc.
5. Disinfection process using disinfection chemicals of exterior and interior of air duct conveyance system.
6. Determine the indoor air leak test of the air conveyance using thermal camera
7. Determine dead air space and Air Flow Efficiency of all floor levels using air-measurement equipment/apparatus.
8. Preparation/Updating of Air Duct Conveyance System Plan to show the location of supply and return of cold air including the quality of indoor air
9. Repair the air leak at the duct (as required)
10. Final Joint quality inspection of completed works using Robotic equipment with infrared camera.
11. Provision of materials, tools and equipment, including consumables:
 - a. Robotic Equipment with infrared camera
 - b. Coil Jet or Pressure Washer
 - c. Filtered Vacuum
 - d. Duct Vacuum
 - e. Dryer Vent Cleaner
 - f. Compressed Air Cleaning Tools
 - g. Air Compressors
 - h. HVAC fan and brush cleaning machine
 - i. Hoses, Connectors , Flanges
 - j. Ladders
 - k. Scaffolding
 - l. Induction charged electrostatic
 - m. Balometer
 - n. Air Quality Meter
 - o. Thermal Camera
 - p. Others as needed

Consumables:

- a. cleaning agents
- b. 3 SMS duct tape – 4" Width Cloth Type, color gray
- c. rags / mops
- d. soap / chemical/s
- e. squeegees

- f. pails
- g. Others as needed

Note: Determine the Indoor Air Quality monitoring at eight (8) points (4 points before and 4 points after cleaning)

- a. Microbiological Testing
 - Total Plate Count
 - Yeast and Mold
- b. Chemical Testing
 - Dust

• **Submittals**

Documents	Submission Period
Work methodology: Descriptive methods to be conducted/applied for each activity.	Upon Submission of bid proposal
Materials Safety Data Sheet (MSDS) MSDS for the chemicals to be used as cleaning agents.	Upon Submission of bid proposal
Job Completion Report / Service Report with detailed assessment and completion report for all activities (cleaning of air conveyance, air flow efficiencies, indoor air quality, indoor air leak test report)	Upon completion
Detailed documentation with pictures of the activity	Within four (4) days upon completion of activity

E. Work Completion:

The work shall commence upon receipt of Notice to Proceed and advice from FMD, and must be completed within two hundred seventy (270) calendar days thereafter

F. Payment Terms:

• **Progress Billing**

Particulars	Percentage (%)
General Cleaning of Air-Conveyance System	
• Completed works for Ground Floor and Second (2 nd) Floor	20%
• Completed works for 11 th , 12 th , 17 th , 18 th , 19 th Floors	20%
• Completed works for 20 th , 21 st , 22 nd , 23 rd , 24 th Floors	20%
• Completed works for 25 th , 26 th , 27 th , 28 th , 29 th Floors	20%
• Completed works for 30 th , 31 st , 32 nd , 33 rd , 34 th Floors	20%
Total	100%

• **Terms**

1. The supplier will be paid within sixty (60) calendar days after the submission of billing and complete documentary requirements.
2. LANDBANK shall pay the Supplier for the item delivered/services rendered subject to accounting and auditing rules of LANDBANK and Commission on Audit.
3. The winning supplier/contractor 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 Disbursement and Collections, directing all government agencies to utilize safe and efficient digital disbursement in the payment of goods, services and other disbursements.
4. Payment shall be through credit to the winning supplier's/contractor deposit account with LANDBANK.

H. 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.

I. 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, LANDBANK 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.

J. 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 Supplier to perform its obligation thereon;
- Unsatisfactory Performance by the Supplier within the contract duration

K. Other Conditions**1. Data Privacy**

- a. The supplier shall uphold the rights of the data subjects under Data Privacy Act of 2012, limited only for the purpose of this Terms of Reference and any information about the data shall be treated in strict confidence and shall be handled with utmost care and cannot be shared to any parties. Moreover, the SUPPLIER shall not engage another Supplier for the implementation of the Terms of Reference without prior written permission of LANDBANK. All data and information shared shall remain the property of LANDBANK and shall be returned to LANDBANK immediately upon its request. Finally, any data breach should be reported to LANDBANK within twenty-four (24) hours from the SUPPLIER's discovery, for the former's appropriate action.
- b. The SUPPLIER shall ensure that any information regarding the business, operations, plans and organization of LANDBANK acquired by it, and its service personnel assigned to render services to LANDBANK or work within LANDBANK premises shall be kept CONFIDENTIAL. The SUPPLIER shall see to it that this confidentiality requirement shall be observed by all its assigned personnel. Additionally, the SUPPLIER warrant that it shall not disclose to any person or entity any information so acquired without the express prior written consent of LANDBANK.

2. Other Terms and Conditions

The supplier shall:

1. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD prior to any mobilization.
 2. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project.
 3. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any other 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.
 4. 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 requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).
 5. Be bounded by and shall strictly observe the Bank's existing rules and regulations with regards to the standard security policies and procedures while in the premises.
-