

Regional Bids and Awards Committee IV

2nd Floor, LANDBANK Bldg. Tanauan Branch, J. P. Laurel Highway,
Tanauan City, Batangas

SUPPLEMENTAL / BID BULLETIN NO. 2025-04-001

For ITB No.: LBP-RBACIV-ITB-2025-002

PROJECT : Procurement of Services of a General and Fit-Out Contractor for the
Proposed **LANDBANK Batangas C. Tirona Branch** Relocation/Fit-Out

DATE : April 15, 2025

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

Modifications, amendments and/or clarifications:

1. Checklist of Technical and Financial Components

- a. Removal of Item 16: Construction Safety and Health Program (CSHP) approved by Department of Labor and Employment (DOLE) in the Checklist of Technical and Financial Components.

Attached herewith is the new Checklist for the Procurement of Services of a General and Fit-Out Contractor for the Proposed **LANDBANK Batangas C. Tirona Branch** Relocation/Fit-Out

For your information and appropriate action, please.

Thank you.


AVP JOEY A. RODRIGUEZ
Chairman, RBAC IV

Section IX. Checklist of Technical and Financial Documents

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Component (PDF)

- 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).
 - SEC Certificate, if corporation
 - Mayor's Permit
 - BIR Tax Clearance
 - PCAB License, if applicable

Technical Eligibility Documents

2. Duly notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; 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 No. 7).
3. Statement of the prospective bidder of all its ongoing government and private contract, 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 relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (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. The statement shall include all information required in the PBDs prescribed by the GPPB (sample form – Form No. 4)
 - ☐ include all information required in the PBDs prescribed by the GPPB;
 - ☐ the statement shall be supported by the Owner's Certificate of Acceptance (OCA) issued by the owner other than the contractor (refer to the Note in Form No. 4 for the required information to be indicated in OCA) or Contractors Performance Evaluation System (CPES) Rating, which must be satisfactory. For contracts with the private sector, an equivalent document shall be submitted.

5. Valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Venture and registration for the type and cost of the contract for this Project

Financial Eligibility Documents

6. 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.
7. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form No. 5)

○ **Eligibility Documents - Class "B"**

8. Duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence or 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. 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 the 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.

○ **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 – Specifications with conformity of bidder.
11. Section VII – Drawings with conformity of bidder.
12. Section VIII – Bill of Quantities with conformity of bidder.
13. Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid.
 - b. List of contractor's key personnel to be assigned to the contract to be bid with the following supporting documents (exhibit 2):
 - Curriculum Vitae

- Certified photo copy of Professional Regulation Commission (PRC) ID of PRC Board Certificate
- Employment Certification
- c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be (Terms of Reference - Annex D-12).
- 14. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
- 15. General Conditions of the Project with conformity of bidder (ANNEX B of Terms of Reference).
- 16. Manpower Schedule
- 17. Construction Method
- 18. Equipment Utilization Schedule
- 19. PERT/CPM or other acceptable tools of project scheduling
- 20. Construction Schedule and S-curve

Note: During the opening of the first bid envelope (Eligibility and Technical Component), only the above documents will be checked by the RBAC 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)].**
- 21. Certified copy of current General Information Sheet with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).
- 22. List of at least five (5) completed construction projects undertaken during the last five (5) years as a general contractor/fit-out contractor accompanied by a certified true copy of Purchase Orders or Contract Agreement and Certificate of Acceptance or Completion for the said project, with the following details:
 - Name of project
 - Location of project
 - Type of project
 - Duration of the project
 - Contact persons and number

The submitted list of five (5) latest completed construction/renovation project shall be accompanied by Performance Assessment Report (PAR) forms for each project with at least "SATISFACTORY" adjectival rating duly filled out and signed by the owner or representative. The standard format for PAR (exhibit 1) shall be adopted.

Financial Component (PDF File)

- **The Financial Component shall contain documents sequentially arranged as follows:**

1. Duly filled out Financial Bid Form signed by the bidder's authorized representative (sample form – Form No. 1)
2. Duly signed Bid Prices in the Bill of Quantities
3. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid
4. Cash flow by quarter or payment schedule

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.

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

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