

**BID BULLETIN NO. 2  
For ITB No. 2016-3-224**

**PROJECT** : One (1) Lot Refurbishing of Veneer Walls at LANDBANK Plaza Building, Malate, Manila

**IMPLEMENTOR** : Procurement Department

**DATE** : October 6, 2016

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

The modifications, amendments or clarifications are as follows:

- 1) The Terms of Reference (TOR), Section VI (Schedule of Requirements), Section VII (Specifications), Form No. 2 (Schedule of Prices), and the Checklist of the Bidding Documents have been revised. Please see attached revised TOR and pages 66, 68, 69, 73, 84, 85 and 86 of the Bidding Documents.
- 2) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is scheduled on **October 13, 2016, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, Malate, Manila.



**ALWIN I. REYES**  
Assistant Vice President  
Procurement Department and  
HOBAC Secretariat

## **TERMS OF REFERENCE (TOR)**

### **A. – NAME AND DESCRIPTION OF THE PROJECT :**

One (1) lot - Refurbishing of veneer walls at all receiving areas, common elevator lobbies, wave panels, executive elevator lobbies and hallways at LANDBANK Plaza including the supply of technical supervision, labor, materials, tools, equipment and consumables

### **B. - OBJECTIVES OF THE PROJECT :**

1. To restore the original, presentable and good condition of the interior veneer wall finishes of the LANDBANK Plaza Building
2. To maintain the corporate image of the Bank

### **C. - SCOPE OF THE PROJECT :**

1. Mobilization
2. Conduct coordination meeting with FMD prior to the start of the project. Contractor must submit technical specifications including MSDS of materials to be used in the project in alignment with the LEED Certification of Landbank Plaza.
3. Inspect, verify the physical condition and conduct measurement to determine the actual areas of veneer walls in close coordination with FMD personnel.
4. Prepare and submit layout with details of summary of actual measurements of veneer wall area for refurbishment including the detailed schedule/bar-chart of activities prior to the start of the project
5. Conduct alignment of veneer walls prior to the implementation of refurbishing works
6. Veneer wall cleaning, bleaching and re-staining works
7. Refurbishing of veneer walls Finishes must be the same or similar/comparable to the newly refurbished veneer walls at the 34<sup>th</sup> floor and ground floor lobby of LANDBANK Plaza
8. Take photo of the veneer wall per floor before and after the refurbishing works and submit to FMD properly labeled during the turn-over/acceptance of the project
9. Inspection, punch-list and rectification of punch-listed works
10. Any damaged or peeled off veneer shall be replaced by the Contractor without additional cost.
11. Final inspection
12. Turn-over and acceptance

### **D. - DELIVERY:**

Sixty (60) working days to commence upon receipt of Notice to Proceed (NTP) from ProcD

**E. - WARRANTY:**

Six (6) months on applied materials and against faulty workmanships reckoned from date of turnover/acceptance

**F. - QUALIFICATION AND DOCUMENTARY REQUIREMENTS :**

Qualification requirement	Documentary requirement
Must be a registered and recognized contractor engage in the veneer wall installation and refurbishing works with a minimum of at least three (3) years experience	<ul style="list-style-type: none"> <li>• Submission of certificate of registration (i.e. SEC or DTI, etc.)</li> <li>• Submission of related documents (e.g. previous / completed projects, contracts, Purchase Orders, etc.)</li> </ul>

**G. - DATA, LOCAL SERVICES, PERSONNEL & FACILITIES TO BE PROVIDED BY PROCURING ENTITY:**

1.0 FMD contact persons:

- o Arch. Christine Joy L. Laroza local 2323
- o Engr. Jerick S. Perez local 2323
- o Engr. Edgardo V. Calderon local 8442
- o Engr. Elmer M. Abuzo, m.asep local 2396

2.0 FMD will assign personnel that will monitor/oversee the implementation of the project.

**H. - WORKING ARRANGEMENTS :**

During the refurbishing of all veneer walls at LANDBANK Plaza, contractor should:

1. Ensure that its staff/personnel are equipped with the appropriate Personnel Protective Equipment (PPE) (i.e. helmets, dust masks, uniform outfit with the name of the contractor's company, safety shoes, etc.).
2. Authorized work schedule of the supplier/contractor:
  - 2.1 Weekdays (Cleaning) : 5:30 PM to 4:30 AM
  - 2.2 Weekends/Holidays (Re-staining) : 8:00 AM to 5:00 PM
  - 2.3 Schedule of work operation may be subject to change upon prior notice by LBP-FMD to ensure no disruption to the operation of the Bank.

**I. - MANNER OF PAYMENT :**

Progressive billing:

1. First Release: Upon completion of 30% or 1,134.00 sqm. of project
2. Second Release: Upon completion of 60% or 2,268.00 sqm. of project
3. Third Release: Upon completion of 90% or 3400.00 sqm. of project
4. Subject to 10% retention fee in accordance with the auditing and accounting rules and regulations of LANDBANK OF THE PHILIPPINES.

**J. - OTHER TERMS & CONDITIONS :**

1. Prospective bidder/contractor should inspect, verify and assess condition, location and details of the project. FMD will issue **Certification of Inspection (CI)**. **No CI means outright disqualification of the bid. This shall form part of the technical documents to be submitted by the interested bidder/contractor.**
2. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001:2004 certified institution, the winning contractor/supplier is required to use the appropriate equipment, hand tools and personal protective gears/equipment during the implementation of the project.
3. The winning contractor should observe SAFETY at all times and shall be liable for any harm, damaged or injury that may be sustained or suffered by its own crew/workers while in the performance of their duty.
4. The winning contractor shall be held directly responsible for any injury to person and/or damage to the Bank's property arising from the act, whether partial, contributory, or due entirely to the fault, negligence and/or dishonesty of the Contractor's personnel, in the course of their duty.
5. The winning Contractor shall maintain cleanliness at all times. It shall clean the affected area immediately after each work day.
6. The winning contractor and its service personnel shall be subject to the security, building and Bank's policies, rules and regulations.

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Prepared by:

  
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Reviewed by:

  
**EDGARDO V. CALDERON**  
DC, FMD-FAD

Recommended By:

  
**Engr. ELMER M. ABUZO, m.asep**  
ADM, FMD-FSU

Noted by:

  
**HERMIE C. VILLA**  
ACTING HEAD, FMD

# Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Description	Quantity	Delivery Period and Destination
Refurbishing of Veneer Walls at LANDBANK Plaza Building, Malate, Manila	1 Lot	<p><b>Delivery Period: Sixty (60) working days upon receipt of Notice to Proceed.</b></p> <p>Delivery Site :</p> <p>LANDBANK Plaza Building, Malate, Manila</p> <p>Contact Persons :</p> <ul style="list-style-type: none"><li>➤ Arch. Christine Joy L. Laroza</li><li>➤ Engr. Jerick S. Perez</li><li>➤ Engr. Edgardo V. Calderon</li><li>➤ Engr. Elmer M. Abuzo, m.asep</li></ul> <p>Contact Nos. :</p> <p>(02) 551-2200 local nos. 2323, 8442 &amp; 2396</p>

**Conforme:**

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

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

\_\_\_\_\_  
Position

# Specifications

Specification	Statement of Compliance
<p>One Lot Refurbishing of Veneer Walls at LANDBANK Plaza Building, Malate, Manila.</p> <p><b>Scope of the project and other requirements per attached Revised Terms of Reference – Annexes A-1 to A-3.</b></p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <p>a) Certificate of inspection (CI) issued by the Head, Facilities Management</p>	<p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid. 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 provisions of <b>ITB</b> Clause 3.1(a)(ii) and/or <b>GCC</b> Clause 2.1(a)(ii)</p> <p><b>Please state here either “Comply” or “Not Comply”</b></p>

<p>Department.</p> <p>b) Copy of purchase order, official receipt or equivalent document as proof that bidder is engaged in veneer wall installation and refurbishing works with a minimum of at least three (3) years experience.</p>	
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**Conforme:**

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Name of Bidder

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Signature Over Printed Name of  
Authorized Representative

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Position

**Form No. 2**

**SCHEDULE OF PRICES**

1 Item No.	2	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Cost of local labor, raw material and component	7 Total price EXW per item (cols. 4 x 5)	8 Unit prices per item final destination and unit price of other incidental services	9 Sales and other taxes payable per item if Contract is awarded	10 Total Price delivered Final Destination (cols. 8 + 9) x 4
1	One Lot Refurbishing of Veneer Walls at LANDBANK Plaza Building, Malate, Manila.	_____	3,400 sqm.	N/A	N/A	N/A	_____	_____	_____

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

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

\_\_\_\_\_  
Position



## **Checklist of Bidding Documents for Procurement of Goods and Services**

**Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.**

**The Technical Component (First Envelope) shall contain the following:**

1. 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 (sample form - Form No.7).

2. Duly notarized Omnibus sworn statement (sample form - Form No.6).

3. Eligibility requirements

- **Legal Documents**

- 3.a Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.

- 3.b Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

- 3.c Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **Technical / Financial Documents**

- 3.d 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 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). This form may no longer be submitted if bidder has no on-going contracts.

- 3.e Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, 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. 4).

- 3.f 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.
  - 3.g The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
  - 3.h Certificate of inspection (CI) issued by the Head, Facilities Management Department.
  - 3.i Copy of purchase order, official receipt or equivalent document as proof that bidder has at least three (3) years experience in the veneer wall installation and refurbishing works.
  - 3.j 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 the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
- 4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
  - 5. **Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**
  - 6. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
  - 7. Post-Qualification Documents – (Non-submission of the following documents during the bidding date shall not be a ground for the disqualification of the bidder):
    - 7.a Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550 Q) VAT or Percentage Tax Returns for 1<sup>st</sup> and 2<sup>nd</sup> Quarters of 2016;
    - 7.b Valid and current PhilGEPS Registration Certificate; and
    - 7.c Income Tax Return for 2015.

**The Financial Component (Second Envelope) shall contain the following:**

1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)
2. Duly filled out Revised Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)