



**LBP LEASING AND FINANCE CORPORATION**

**(A LANDBANK Subsidiary)**

15<sup>th</sup> Floor Sycip Law Center, 105 Paseo de Roxas Street, Makati City

Telephone Number 8818-2200/ Fax Number 8819-6176

**SUPPLEMENTAL / BID BULLETIN NO. LLFC-CAP-25-022-01**

Issued pursuant to Section 22.5 of the Revised IRR of R.A. 9184, this Supplemental/Bid Bulletin is issued to modify and/or amend items in the issued Bidding Documents for the **Supply and Delivery of Manpower Services** with identification number **LLFC-CAP-25-022**. This issuance shall be an integral part of the Bidding Documents:

**AMENDMENTS TO THE BIDDING DOCUMENTS**

No.	Reference	
1	Section 1. Invitation to Bid ➤ Item No. 5	
	<b>From</b>	<b>To</b>
	A complete set of Bidding Documents may be acquired by interested Bidders on <b>05 August 2025 to 08 September 2025</b> from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PESOS: TEN THOUSAND (₱ 10,000.00).	A complete set of Bidding Documents may be acquired by interested Bidders on <b>05 August 2025 to 10 September 2025</b> from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PESOS: TEN THOUSAND (₱ 10,000.00).
2	Section 1. Invitation to Bid ➤ Item No. 7	
	<b>From</b>	<b>To</b>
	Bids must be duly received by the BAC Secretariat through manual submission at 15th Flr., Sycip Law Center, 105 Paseo de Roxas Street, Makati City on or before <b>08 September 2025, 1:00 P.M.</b> Late bids shall not be accepted.	Bids must be duly received by the BAC Secretariat through manual submission at 15th Flr., Sycip Law Center, 105 Paseo de Roxas Street, Makati City on or before <b>10 September 2025, 1:00 P.M.</b> Late bids shall not be accepted.
3	Section 1. Invitation to Bid ➤ Item No. 9	
	<b>From</b>	<b>To</b>
	Bid opening shall be on <b>08 September 2025, 2:00 P.M.</b> at 15th Flr., Sycip Law Center, 105 Paseo de Roxas Street, Makati City and/or through video conferencing or webcasting via Zoom Meeting. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity through the following link	Bid opening shall be on <b>10 September 2025, 2:00 P.M.</b> at 15th Flr., Sycip Law Center, 105 Paseo de Roxas Street, Makati City and/or through video conferencing or webcasting via Zoom Meeting. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity through the following link
4	Section VII. Technical Specifications <b>MINIMUM QUALIFICATIONS OF BIDDER</b>	
	<b>From</b>	<b>To</b>
	The Bidder must have at least one (1) similar and completed contract within the <b>last ten (10) years.</b>	The Bidder must have at least one (1) similar and completed contract within the <b>last five (05) years.</b>

5	Section VII. Technical Specifications	
	<b>OTHER TERMS AND CONDITIONS</b>	
	<b>From</b>	<b>To</b>
	The minimum for the Administrative Fee is <b>twelve percent (12%)</b> of the Total the Amount Paid to Employees and Government.	The minimum for the Administrative Fee is <b>ten percent (10%)</b> of the Total the Amount Paid to Employees and Government.
6	Section VII. Technical Specifications	
	<b>OTHER TERMS AND CONDITIONS</b>	
	<b>From</b>	<b>To</b>
	The Service Provider shall provide its agency personnel an annual bonus of <b>P5,000.00 per year</b> . The annual bonus should be included in calculating for the daily and monthly rate of drivers.	The Service Provider shall provide its agency personnel an annual bonus of <b>P3,000.00 per year</b> . The annual bonus should be included in calculating for the daily and monthly rate of drivers.
7	Section VII. Technical Specifications	
	<b>ELIGIBILITY REQUIREMENTS</b>	
	<b>From</b>	<b>To</b>
	<ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Certificate of PhilGEPS Registration (Platinum)</li> <li>3. SEC/DTI Registration (Whichever is applicable) For Corporation &amp; Partnership <ul style="list-style-type: none"> <li>• Articles of Incorporation</li> <li>• By Laws</li> </ul> </li> <li>4. Valid Business Permit</li> <li>5. VAT Registration Certificate (BIR Form-2303)</li> <li>6. Audited Financial Statements for the last two (2) years (BIR stamped/Received)</li> <li>7. Latest Annual Income Tax Return (ITR) (BIR Form 1702)</li> <li>8. Tax Clearance (BIR Form -17.14B)</li> <li>9. Authorized Dealership and/or Exclusive Distributorship if applicable</li> <li>10. Omnibus Sworn Statement</li> <li>11. Notarized Secretary's Certificate</li> <li>12. Bid Security</li> <li>13. Schedule of Requirements Conformity</li> <li>14. Technical Specifications Conformity</li> <li>15. <b>Statement of Ongoing and Completed Government and Private Contracts</b></li> <li>16. Statement of the bidder's Single Largest Completed Contract (SLCC)</li> <li>17. Net Financial Contracting Capacity (NFCC)</li> </ol>	<ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Certificate of PhilGEPS Registration (Platinum)</li> <li>3. SEC/DTI Registration (Whichever is applicable) For Corporation &amp; Partnership <ul style="list-style-type: none"> <li>• Articles of Incorporation</li> <li>• By Laws</li> </ul> </li> <li>4. Valid Business Permit</li> <li>5. VAT Registration Certificate (BIR Form-2303)</li> <li>6. Audited Financial Statements for the last two (2) years (BIR stamped/Received)</li> <li>7. Latest Annual Income Tax Return (ITR) (BIR Form 1702)</li> <li>8. Tax Clearance (BIR Form -17.14B)</li> <li>9. Authorized Dealership and/or Exclusive Distributorship if applicable</li> <li>10. Omnibus Sworn Statement</li> <li>11. Notarized Secretary's Certificate</li> <li>12. Bid Security</li> <li>13. Schedule of Requirements Conformity</li> <li>14. Technical Specifications Conformity</li> <li>15. <b>Statement of Ongoing Government and Private Contracts, including contracts awarded but not yet started</b></li> <li>16. Statement of the bidder's Single Largest Completed Contract (SLCC)</li> <li>17. Net Financial Contracting Capacity (NFCC)</li> </ol>

## **RESPONSE TO REQUEST AND QUERIES**

<b>No.</b>	<b>Prospective Bidder's Request/Query</b>	<b>Procuring Entity's Response</b>	
		<b>Position</b>	<b>Monthly Rate</b>
<b>1</b>	<p>From: LSERV Corporation</p> <p>Query: Can we request for preferred rate for each position?</p>	Driver	P25,000.00 – P27,000.00
		Janitor	P26,000.00 – P31,000.00
		Motorized Messenger	P33,000.00 – P34,000.00
		Clerical	P30,000.00 – P31,000.00
<b>2</b>	<p>From: LSERV Corporation</p> <p>Query: Can we submit the Statement of the bidder's Single Largest Completed Contract (SLCC) and the Statement of Ongoing Government and Private Contracts, including contracts awarded but not yet started in lieu of the Statement of Ongoing and Completed Government and Private Contracts?</p>	<p>LLFC requires bidders to submit the Statement of the bidder's Single Largest Completed Contract (SLCC) and the Statement of Ongoing Government and Private Contracts, including contracts awarded.</p>	
<b>3</b>	<p>From: LSERV Corporation</p> <p>Query: Are the following bonuses factored in the ABC?</p> <p>a. Provision of additional benefits (e.g. meal subsidy/allowance) other than those provided by law in an amount/value not less than P1,500.00 per month.</p> <p>b. Provision of an annual bonus of P5,000.00 per year which should be included in calculating for the daily and monthly rate of drivers</p>	<p>LLFC has included the following bonuses in the ABC.</p> <p>a. Provision of additional benefits (e.g. meal subsidy/allowance, fuel allowance for motorized messenger) other than those provided by law in an amount/value not less than P1,500.00 per month.</p> <p>b. Provision of an annual bonus of P3,000.00 per year, in addition to the 13th month pay, which should be included in calculating for the daily and monthly rate of drivers</p>	

All other portions of the Bidding Documents affected by these amendments shall be made to conform to the same. Amendments/inclusions made herein shall be considered an integral part of the Bidding Documents. For the guidance and information of all concerned.

Issued in Makati City this 03<sup>rd</sup> day of September 2025.

(SGD.)

**MS. RIZA M. HERNANDEZ**  
 Chairperson, Bids and Awards Committee