

**BID BULLETIN NO. 1  
For ITB No. 2016-3-177**

**PROJECT** : **One (1) Year Courier Services for the Delivery of  
LANDBANK Batasan Branch Cash Cards and PIN  
Mailers**

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**IMPLEMENTOR** : **Procurement Department**

**DATE** : **July 26, 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.

Section VI (Schedule of Requirements), Form No. 2 (Schedule of Prices) and Checklist of the Bidding Documents have been revised. Please see attached revised pages 61, 67, 78 and 79 of the Bidding Documents.



**ALWIN I. REYES**  
Assistant Vice President  
Procurement Department

## 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.

Item Description	Quantity	Delivery Period & Destination
One (1) Year Courier Services for the delivery of LANDBANK Batasan Branch Cash Cards and PIN Mailers	Estimated Quantity:  <b>NCR</b> <ul style="list-style-type: none"> <li>• Small Envelope – 5,100 items</li> <li>• Brown Envelope – 900 items</li> </ul> <b>Luzon</b> <ul style="list-style-type: none"> <li>• Small Envelope – 5,100 items</li> <li>• Brown Envelope – 900 items</li> </ul> <b>Visayas</b> <ul style="list-style-type: none"> <li>• Small Envelope – 5,100 items</li> <li>• Brown Envelope – 900 items</li> </ul> <b>Mindanao</b> <ul style="list-style-type: none"> <li>• Small Envelope – 9,350 items</li> <li>• Brown Envelope – 1,650 items</li> </ul>	Delivery Period: Refer to Item 3 of the Terms of Reference  Destination: All LANDBANK Field Units  Contact Person: AVP Rodolfo V. De Luna Batasan Branch Contact Numbers: 951-1377; 951-1390; 951-1333 Address: Batasan Compound, Batasan Hills, Quezon City

**Conforme:**

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

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

\_\_\_\_\_  
Position

Form No. 2

SCHEDULE OF PRICES

1 Item No.	2 Item Description	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 (1) Year Courier Services for the delivery of LANDBANK Batasan Branch Cash Cards and PIN Mailers	N/A	29,000 mailing items	N/A	N/A	N/A			
	Rate per Island Group:								
	• NCR								
	- Small Envelope		5,100						
	- Brown Envelope		900						
	• Luzon								
	- Small Envelope		5,100						
	- Brown Envelope		900						
	• Visayas								
	- Small Envelope		5,100						
	- Brown Envelope		900						
	• Mindanao								
	- Small Envelope		9,350						
	- Brown Envelope		1,650						

\_\_\_\_\_  
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 **FIRST ENVELOPE** shall contain the following technical information/documents (Section 25.2):

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 (Section 23.1)

- **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 ongoing 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. 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. Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.
  6. 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. 2550Q) VAT or Percentage Tax Returns for 4<sup>th</sup> Quarter of 2015 and 1<sup>st</sup> Quarter of 2016;
    - 7.b. Valid and current PhilGEPS Registration Certificate; and
    - 7.c. Income Tax Return for 2015.

**The SECOND ENVELOPE shall contain the following (Section 25.3):**

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 – Revised Form No.2)