



LANDBANK

**SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20190819-02**

PROJECT : **One (1) Lot Supply and Delivery of 200 Units Gigabit Ethernet Switch**

IMPLEMENTOR : **Procurement Department**

DATE : **September 16, 2019**

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

Modifications, amendments and/or clarifications:

- 1) Item C.11 (Language of Bid) of Section II (Instruction to Bidders), Section VI (Schedule of Requirements), Section VII (Specifications), Omnibus Sworn Statement (Form No. 6), and the Checklist of the Bidding Documents (Item Nos. 2, 7, 8 & 14 of the Eligibility and Technical Components) have been revised. Please see attached revised sections 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 re-scheduled to **September 27, 2019, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.


ALWIN I. REYES, CSSP
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

C. Preparation of Bids

11. Language of Bid

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, except for countries identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

A Contracting Party refers to a State that has joined the Apostille Convention, whether or not the Convention has entered into force for that State.

A Competent Authority refers to the authority designated by a Contracting Party that is competent to issue an apostille. A Contracting Party may designate one or more Competent Authorities and may designate Competent Authorities that are competent to issue an apostille for certain categories of public documents. Information about designated Competent Authorities may be found on the Apostille Section of the Hague Conference website under "Competent Authorities".

The English translation shall govern, for purposes of interpretation of the bid.

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	Destination/Delivery Period
One (1) Lot Supply and Delivery of Gigabit Ethernet Switch Technical Specifications: <ul style="list-style-type: none"> ▪ Unmanaged Switch ▪ 24-ports ▪ (10/100/1000Mbps) ▪ Plug-and-Play 	200 Units	Delivery Period: Thirty (30) working days after receipt of Notice to Proceed Delivery Site: Network Operations Department LANDBANK Plaza Building, 1598 M.H. del Pilar corner Dr. J. Quintos Streets, Malate, Manila, Philippines Contact Person: VP Enrique L. Sazon Jr. Head, Network Operations Department Contact No.: 522-0000 local 7600

Conforme:

_____ Name of Bidder

_____ Signature Over Printed Name of Authorized Representative

_____ Position

Specifications

	Specification	Statement of Compliance
	<p>One (1) Lot Supply and Delivery of 200 Units Gigabit Ethernet Switch</p> <p>Technical Specifications:</p> <ul style="list-style-type: none"> ▪ Unmanaged Switch ▪ 24-ports ▪ (10/100/1000Mbps) ▪ Plug-and-Play <p>For current and past suppliers of information technology hardware and/or software for LANDBANK, they must have no delay in the implementation of their ongoing contracts as of the date of opening of bids and must have satisfactory performance in their completed contracts starting in September 2014 onwards.</p>	<p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p> <p>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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p> <p>Please state here either “Comply” or “Not Comply”</p>

The following documents shall be submitted inside the First Envelope:

1. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model.
2. Manufacturer's authorization or back-to-back certification evidencing that the supplier is an authorized distributor/reseller in the Philippines of the product being offered.
3. **Certificate of Satisfactory Performance/ No Delayed Projects issued by the Head, Network Operations Department (NOD) not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only to current and past suppliers of information technology hardware and/or software for LANDBANK). The Certificate shall still be subject to verification during the post-qualification of bid.**

Note: Certificate of Satisfactory Performance/ No Delayed Projects shall be requested from Mr. John Paul J. Ramirez of NOD at 16th floor, LANDBANK Plaza Building with contact number 8522-0000 local 7600, at least five (5) working days prior to the submission of bid.

Non-submission of the above mentioned documents may result in bidder's post-disqualification.

Demo unit shall be submitted within five (5) calendar days after receipt of Notice of Post-Qualification to Mr. John Paul J. Ramirez of NOD.

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Form No. 6

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the Land Bank of the Philippines, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the Land Bank of the Philippines, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the President and CEO of Land Bank of the Philippines or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor not related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;

If a partnership or cooperative: None of the officers, members, of *[Name of Bidder]* are related, by consanguinity or affinity up to the third civil degree, to the following

LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;'

If a corporation or joint venture: None of the officers, directors, controlling stockholders of [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;'

- 7. [Name of Bidder] complies with existing labor laws and standards; and
- 8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available & needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- 9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____, in _____, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
S. of _____.

¹The names of specific LANDBANK officers, employees and consultants being referred to are shown in Revised Annexes A-1.1 to A-1.2.

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.

First Envelope - Eligibility and Technical Components

- **The First Envelope shall contain the following:**

- **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
 - 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;
 - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Eligibility Documents

2. **Duly notarized revised Omnibus Sworn Statement (sample form - Form No.6)**
3. 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).
4. 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 last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).

5. 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 sample form (Form No. 4).
6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. **Section VI – Revised Schedule of Requirements with signature of bidder's authorized representative.**
8. **Section VII – Revised Specifications with response on compliance and signature of bidder's authorized representative.**

Financial Eligibility Documents

9. 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.
 10. 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.
- **Eligibility Documents – Class "B"**
11. 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.

○ **Technical Documents**

12. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model.
13. Manufacturer's authorization or back-to-back certification evidencing that the supplier is an authorized distributor/reseller in the Philippines of the product being offered.
14. **Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Network Operations Department (NOD) not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of information technology hardware and/or software for LANDBANK).**

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

15. 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.
16. Latest Income Tax Return filed manually or through EFPS.

Second Envelope – Financial Component

• **The 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 Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)

List of LANDBANK Officers, Employees and Consultant(s)

A. Board of Directors

Ex-Officio Chairman: Sec. Carlos G. Dominguez, Department of Finance
 Vice Chairperson: Ms. Cecilia C. Borromeo, President and CEO
 Members: Sec. William D. Dar, Department of Agriculture
 Sec. Silvestre H. Bello III, Department of Labor and Employment
 Sec. John R. Castriciones, Department of Agrarian Reform
 Mr. Virgilio DV. Robes, Representative - Agrarian Reform Beneficiaries Sector
 Mr. Jaime Llaneta Miralles, Representative - Agrarian Reform Beneficiaries Sector
 Mr. Jesus V. Hinlo, Jr., Representative - Private Sector
 Ms. Nancy Irlanda Tanjuatco, Representative - Private Sector

B. President and CEO: Ms. Cecilia C. Borromeo

C. Bids and Awards Committee (HOBAC)

Chairman: Mr. Alex A. Lorayes, Senior Vice President – Agrarian Service Group
 Vice Chairman: Ms. Ma. Elizabeth L. Gener, First Vice President – Financial Management Group
 Regular Members: Ms. Elenita C. Rapanut, Vice President – Branch Banking Services Department
 Mr. Reynaldo C. Capa, Vice President – Branch Services Group
 Mr. Emmanuel G. Hio, Jr., Vice President – Organizational Development Department
 Ms. Esperanza N. Martinez, Vice President – Public Sector Department
 Ms. Dina Melanie R. Madrid, Vice President - Facilities and Procurement Services Group
 Provisional Member: Atty. Joseph Dennis C. Castro, Legal Manager - Legal Services Group

D. Technical Working Group

Chairman: _____
 Vice Chairman: _____
 Members: _____

E. Procurement Department

Head: Mr. Alwin I. Reyes, Asst. Vice President
 Officers and Staff: Ms. Ma. Victoria C. Viray, Asst. Dept. Manager - Purchasing Administration Unit
 Ms. Rosemarie SJ. Mirando, Asst. Dept. Manager - Contracts Administration Unit
 Engr. Elmer M. Abuzo, Asst. Dept. Manager
 Ms. Remedios S. Lacaden, Senior Management Associate
 Ms. Helen S. Purificacion, Chief of Division
 Ms. Kristi Ann P. Rutab, Chief of Division
 Ms. Leonor F. Santos, Assistant Chief of Division
 Mr. Joel R. Perez, Assistant Chief of Division
 Mr. Ruel V. Marca, Procurement Specialist II
 Mr. Rosalino V. Cruz, Procurement Specialist II
 Ms. Ruby S. Cortez, ASO V
 Mr. Rommel C. Pascua, ASO V
 Mr. Nestor C. Pineda, Procurement Specialist I
 Ms. Lubelle B. Lumabas, Procurement Specialist I

