



**BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20170619-01(2)**

**PROJECT** : **11,400 Bundles BIR Payment Slip**  
**IMPLEMENTOR** : **Procurement Department**  
**DATE** : **October 25, 2017**

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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:

- Section VI (Schedule of Requirements), Section VII (Specifications) and Checklist of the Bidding Documents (Items 5 & 6) have been revised. Please see attached revised specific sections of the Bidding Documents.
- The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **November 2, 2017, 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

## 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.

Quantity	Item Description	Delivery Period and Destination
11,400 Bundles	<p>BIR Payment Slip</p> <p>Specifications:</p> <p>Size : 6-1/2" x 7-3/4"</p> <p>Stock :                       • Original – White Carbonless Paper; +/-5%, <b>55 gsm</b> (Taxpayer's Copy)                      • 2<sup>nd</sup> Copy – Blue Carbonless Paper; +/-5%, <b>50 gsm</b> (Attachment to the Tax Return)                      • 3<sup>rd</sup> Copy – Yellow Carbonless Paper; +/-5% , <b>50 gsm</b> (Branch's Copy)</p> <p>Process : Offset</p> <p>Printing : Two (2) sides, back to back</p> <p>Color : One (1) color on all ply</p> <p>Binding : Three (3) sheets per set, padded per set                      Five hundred (500) sets per bundle</p> <p>Packaging : Four (4) bundles per pack</p> <p>Others : With Amienda;                      Inclusive Reference Number                      Starting: 5110001                      Ending: 10810000</p>	<p>Staggered Delivery:</p> <p>First Delivery: 5,700 bundles                      20 calendar days after receipt of Notice to Proceed.</p> <p>Second Delivery: 5,700 bundles                      65 calendar days after the first delivery.</p> <p>Delivery Site:                      LANDBANK Warehouse, Escala Street, Barangay Mambagan, Sumulong Highway, Antipolo City, Philippines</p> <p>Contact Person:                      Mr. Abner Bayani</p> <p>Contact Nos.:                      (02) - 696-0491 to 93</p>

**Conforme:**

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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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Position

# Specifications

Quantity	Specifications	Statement of Compliance
11,400 bundles	<p>BIR Payment Slip</p> <p>Specifications:</p> <p>Size : 6-1/2" x 7-3/4"</p> <p>Stock : <ul style="list-style-type: none"> <li>• Original – White Carbonless Paper; +/-5, <b>55 gsm</b> (Taxpayer's Copy)</li> <li>• 2<sup>nd</sup> Copy – Blue Carbonless Paper; +/-5%, <b>50 gsm</b> (Attachment to the Tax Return)</li> <li>• 3<sup>rd</sup> Copy – Yellow Carbonless Paper; +/-5%, <b>50 gsm</b> (Branch's Copy)</li> </ul></p> <p>Process : Offset</p> <p>Printing : Two (2) sides, back to back</p> <p>Color : One (1) color on all ply</p> <p>Binding : Three (3) sheets per set, padded per set</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 ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p> <p><b>Please state here either "Comply" or "Not Comply"</b></p>

	<p>Five hundred (500) sets per bundle</p> <p>Packaging : Four (4) bundles per pack</p> <p>Others : With Amienda; Inclusive Reference Number Starting: 5110001 Ending: 10810000</p> <p>The lowest calculated bidder must submit sample within two (2) calendar days after the bidding date for evaluation/approval.</p>	
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**Conforme:**

\_\_\_\_\_  
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 Document**

- 3.a PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or

- 3.b Class "A" eligibility documents as follows:

- 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 permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
- Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **Technical / Financial Documents**

- 3.c 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). The duly signed form shall still be submitted even if the bidder has no on-going contract.

- 3.d 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.e The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.f 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 these documents during the bid opening 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 the last two (2) Quarters;
  - 7.b Income Tax Return for 2016

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