



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20190916-01

PROJECT : **Supply and Delivery of 205,600 Pieces Pressboard Folder**
IMPLEMENTOR : **Procurement Department**
DATE : **October 11, 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:

- Sections VI (Schedule of Requirements) & VII (Specifications) and the Checklist of the Bidding Documents (Item Nos. 7, 8 & 12 of the Technical and Eligibility Documents) have been revised. Please see attached revised sections of the Bidding Documents.


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

Section VI. Revised 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	Destination/Delivery Period
Supply and Delivery of 205,600 pcs. Pressboard Folder	Staggered Delivery: First Delivery : 31,400 pcs. twenty (20) calendar days after receipt of Notice to Proceed Second Delivery : 71,400 pcs. sixty five (65) calendar days after the first delivery Third Delivery : 51,400 pcs. sixty five (65) calendar days after the second delivery Fourth Delivery : 51,400 pcs. sixty five (65) calendar days after the third delivery Delivery Site: LANDBANK Warehouse, Escala Street, Barangay Mambugan, Sumulong Highway, Antipolo City Contact Person: Donato DR. Cariaga Contact No.: (02) – 696-0491 to 93

Conforme:

Name of Bidder

Signature Over Printed Name of
 Authorized Representative

Position

Specifications

<p style="text-align: center;">Specification</p>	<p style="text-align: center;">Statement of Compliance</p> <p style="text-align: center;">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>Supply and Delivery of 205,600 pcs. Pressboard Folder</p> <p>Specifications: For Folder</p> <ul style="list-style-type: none"> • Material: Heavy Duty Paper • Plain Legal Size: 243mm x 370mm • Thickness: 0.475mm (+/-5% tolerance) • Color: White <p>For Expanded Spine</p> <ul style="list-style-type: none"> • Expanded Spine: 1-1/2" inches. Dark Green • Insert: ½ Inch each side • Material (Expanded Spine): Latex Paper <p>For Packaging</p> <ul style="list-style-type: none"> • Packaging: 100 pieces per box <p>For current and past suppliers of office supplies 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</p>	<p style="text-align: center;">Please state here either “Comply” or “Not Comply”</p>

<p>their completed contracts starting in September 2017 onwards.</p> <p>The following document/s shall be submitted inside the eligibility/technical envelope:</p> <ol style="list-style-type: none">1. Certificate of Satisfactory Performance/ No Delayed Projects issued by the Head, Facilities Management Department (FMD) not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only to current and past suppliers of office supplies for LANDBANK). The Certificate shall still be subject to verification during the post-qualification of bid. <p>Note: Certificate of Satisfactory Performance/No Delayed Projects shall be requested from Mr. Donato D.R. Cariaga of FMD at 25th floor with contact numbers (02) 696-0491 to 93, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.</p> <ol style="list-style-type: none">2. Actual sample of the offered pressboard folder must be submitted on the bidding date.	
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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.

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 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. **Revised Section VI – Schedule of Requirements with signature of bidder's authorized representative.**
8. **Revised Section VII – 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. Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Facilities Management Department (FMD) not earlier than

30 calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of **office supplies** for LANDBANK).

13. Actual sample of the offered pressboard folder must be submitted on the bidding date.
- Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:
 14. 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.
 15. 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)