



**SUPPLEMENTAL BID BULLETIN NO. 12**  
**For LBP-HOBAC-ITB-GS-20200224-01**

**PROJECT** : **Three (3) Years Managed Laser Print Services with Consumables:**

**Lot 1 – Print Volume: 43,200,000 Pages (290 Units Monochrome)**

**Lot 2 – Print Volume: 64,800,000 Pages (150 Units Color Laser)**

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

**DATE** : **July 22, 2020**

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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) The prospective bidder/s who would like to participate in the bidding for the above project must send a duly filled-up LBP Secure File Transfer Facility (SFTF) User Registration Form (attached as Annex I) to **[lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com)** on or before **2:00 PM** of **July 27, 2020**. The LBP SFTF User Registration Form can be obtained from Procurement Department by sending a request to the aforementioned e-mail address quoting “SFTF – ITB-GS-20200224-01” as subject.
- 2) The prospective bidder/s who have submitted a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee to the HOBAC Secretariat shall receive an e-mail with log-in credentials to access the LBP SFTF.
- 3) The Terms of Reference, list of LANDBANK Units and Branches, Breakdown of Cost, Item Nos. 6 & 7 of the Invitation to Bid, ITB Clauses 5.4, 9.1, 19, 20, 20.3, 21, 23 & 24 of the Bid Data Sheet (Section III), Item Nos. 23.1 to 23.5 of the General Conditions of the Contract (Section IV), GCC Clause 17.4 of the Special Conditions of the Contract (Section V), Schedule of Requirements (Section VI), Specifications (Section VII), Schedule of Prices (Form No. 2), Omnibus Sworn Statement (Form No. 6), and Checklist of the Bidding Documents (Item Nos. 2, 5, 7, 8 & 14 of the Eligibility & Technical Components and Item Nos. 2 & 3 of the Financial Component) have been revised.

The Annexes shall be now identified as follows:

	Annex	
	From	To
Terms of Reference	A-1 to A-6	D-1 to D-6
List of LANDBANK Units and Branches	B-1 to B-2	E-1 to E-2
Breakdown of Cost	C	F
Customer Satisfaction Survey	D-1 to D-2	G-1 to G-2
List of LANDBANK Officers, Employees and Consultants	E-1.1 to E-1-2	H-1.1 to H-1.2

Please see attached revised Annexes and specified sections of the Bidding Documents.

- 4) The deadline for the submission of electronic eligibility/technical and financial documents/proposals for the above project is re-scheduled on **July 29, 2020** at **10:00 A.M.**
- 5) The prospective bidder/s are requested to observe the prescribed procedures in the submission and opening of electronic bid (attached as Annexes C-1 to C-6).

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



**Land Bank of the Philippines**

**Invitation to Bid For  
Three (3) Years Managed Laser Print Services with  
Consumables**

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget for the contract approved by the Board of Directors for 2020 intends to apply the total sum of Seventy Two Million Two Hundred Fifty Two Thousand Pesos Only (PhP 72,252,000.00) being the Approved Budget for the Contract to payments under the contract for Three (3) Years Managed Laser Print Services with Consumables / ITB No. LBP-HOBAC-ITB-GS-20200224-01, broken down as follows:

Lot No.	Quantity	Item/Description	Approved Budget for the Contract
1	43,200,000 pages (290 units)	Three (3) Years Managed Monochrome Laser Print Services with Consumables	P18,273,600.00
2	64,800,000 pages (150 units)	Three (3) Years Managed Color Laser Print Services with Consumables	P53,978,400.00

Bids received in excess of the above ABC shall be automatically rejected at bid opening.

2. The LANDBANK now invites bids for the Three (3) Years Managed Laser Print Services with Consumables. Delivery period is indicated in Section VI, Schedule of Requirements. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. 5183.

4. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M. to 5:00 P.M.:

Procurement Department  
Land Bank of the Philippines  
25<sup>th</sup> Floor LANDBANK Plaza Building  
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.  
1004 Malate, Manila  
lbphobac@mail.landbank.com

5. A complete set of Bidding Documents may be purchased by interested Bidders on \_\_\_\_\_ from the address indicated above and upon payment of a Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount as follows:

Lot 1	Nine Thousand Two Hundred Only	P9,200.00
Lot 2	Twenty Seven Thousand Pesos Only	27,000.00

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding Bidding Documents Fee not later than the submission of their bids.

6. **The LANDBANK will hold a Pre-Bid Conference on July 15, 2020 through videoconferencing using Microsoft (MS) Teams Application.**

**Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (attached as Annex A) to lbphobac@mail.landbank.com on or before 2:00 PM of July 15, 2020. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Ms. Ma. Angela Q. Emeterio at MEMETERIO@mail.landbank.com and MQEMETERIO@gmail.com. Bidders shall quote "PBCR-ITB-GS-20200224-01" as the email's subject.**

**Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel, post messages therein and join the online meeting.**

**For the detailed Procedures in the Conduct of Pre-Bid Conference through videoconferencing, please refer to the attached Annex B.**

**For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted prior to the scheduled Pre-Bid Conference. Potential bidders who are interested in joining the briefing shall log-on to the designated MS Teams Channel one (1) hour before the scheduled Pre-Bid Conference.**



7. **All bids shall be submitted electronically. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes C-1 to C-6.**
8. The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

Mr. Alwin I. Reyes, CSSP  
Assistant Vice President  
Head, Procurement Department  
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.  
1004 Malate, Manila  
Tel. (+632) 8-522-0000 or 8-551-2200 local 7370  
Fax (+632) 8-528-8587  
Email lbphobac@mail.landbank.com

(Signed)

**ALEX A. LORAYES**  
Senior Vice President  
Chairman, Bids and Awards Committee

## Bid Data Sheet

ITB Clause													
1.1	<p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The name of the Contract is Three (3) Years Managed Laser Print Services with Consumables</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20200224-01</p>												
1.2	<p>The lots and references are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Item/Description</th> <th style="text-align: center;">Approved Budget for the Contract</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">43,200,000 pages (290 units)</td> <td style="text-align: center;">Three (3) Years Managed Monochrome Laser Print Services with Consumables</td> <td style="text-align: center;">P18,273,600.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">64,800,000 pages (150 units)</td> <td style="text-align: center;">Three (3) Years Managed Color Laser Print Services with Consumables</td> <td style="text-align: center;">P53,978,400.00</td> </tr> </tbody> </table>	Lot No.	Quantity	Item/Description	Approved Budget for the Contract	1	43,200,000 pages (290 units)	Three (3) Years Managed Monochrome Laser Print Services with Consumables	P18,273,600.00	2	64,800,000 pages (150 units)	Three (3) Years Managed Color Laser Print Services with Consumables	P53,978,400.00
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2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2020 in the total amount Seventy Two Million Two Hundred Fifty Two Thousand Pesos Only (PhP 72,252,000.00).</p> <p>Project:</p> <p>Three (3) Years Managed Laser Print Services with Consumables</p>												
3.1	No further instructions.												
5.1	Bidders should have no negative dealings with LANDBANK or its subsidiaries.												
5.2	Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184.												
5.4	<p><b>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1.3 of the IRR of RA 9184 will likely result to failure of bidding, the Bidders should comply with the following requirements:</b></p> <p><b>a. Completed at least two (2) similar contracts, the aggregate</b></p>												

	<p>amount of which should be equivalent to at least fifty percent (50%) of the ABC of this Project; and</p> <p>b. The largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC as required above.</p> <p>For this purpose, similar contracts shall refer to contracts involving managed print services and/or supply and delivery of printers and consumables:</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.</li> </ul>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	<p><b>The LANDBANK will hold a Pre-Bid Conference on <u>July 15, 2020</u> through videoconferencing using Microsoft (MS) Teams Application.</b></p> <p><b>Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (attached as Annex A) to <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a> on or before <u>2:00 PM of July 15, 2020</u>. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Ms. Ma. Angela Q. Emeterio at <a href="mailto:MEMETERIO@mail.landbank.com">MEMETERIO@mail.landbank.com</a> and <a href="mailto:MQEMETERIO@gmail.com">MQEMETERIO@gmail.com</a>. Bidders shall quote "PBCR-ITB-GS-20200224-01" as the email's subject.</b></p> <p><b>Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel, post messages therein and join the online meeting.</b></p> <p><b>For the detailed Procedures in the Conduct of Pre-Bid Conference through videoconferencing, please refer to the attached Annex B.</b></p> <p><b>For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted prior to the scheduled Pre-Bid Conference. Potential bidders who are interested in joining the briefing shall log-on to the designated MS Teams Channel one (1) hour before the scheduled Pre-Bid Conference.</b></p>
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines                  25<sup>th</sup> Floor, LANDBANK Plaza Building</p>

	<p>1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila <a href="http://www.landbank.com">www.landbank.com</a></p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes, CSSP Assistant Vice President Head, Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 8-522-0000 or 8-551-2200 local 7370 Fax (+632) 8-528-8587 <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a></p>												
12.1(a)	<p>Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.</p>												
12.1(a)(ii)	<p>The statement of all ongoing government and private contracts (use Form No. 3) and Single Largest Completed Contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.</p>												
13.1	<p>Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos. 1 and 2).</p>												
13.1(b)	<p>No further instructions.</p>												
13.1(c)	<p>No further instructions.</p>												
13.2	<p>The Approved Budget for the Contract (ABC) is Seventy Two Million Two Hundred Fifty Two Thousand Pesos Only (PhP 72,252,000.00)</p> <table border="1" data-bbox="475 1596 1394 1952"> <thead> <tr> <th>Lot No.</th> <th>Quantity</th> <th>Item/Description</th> <th>Approved Budget for the Contract</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>43,200,000 pages (290 units)</td> <td>Three (3) Years Managed Monochrome Laser Print Services with Consumables</td> <td>P18,273,600.00</td> </tr> <tr> <td>2</td> <td>64,800,000 pages (150 units)</td> <td>Three (3) Years Managed Color Laser Print Services with Consumables</td> <td>P53,978,400.00</td> </tr> </tbody> </table> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>	Lot No.	Quantity	Item/Description	Approved Budget for the Contract	1	43,200,000 pages (290 units)	Three (3) Years Managed Monochrome Laser Print Services with Consumables	P18,273,600.00	2	64,800,000 pages (150 units)	Three (3) Years Managed Color Laser Print Services with Consumables	P53,978,400.00
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15.4(a)(iv)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.																				
15.4(b)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. The price of the Goods shall be quoted DDP specified delivery site/s.																				
16.1(b)	The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.																				
16.3	Not applicable.																				
17.1	Bids will be valid until 120 calendar days from date of opening of bids.																				
18.1	<p>The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center;">Form of Bid Security</th> <th style="width: 40%; text-align: center;">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Lot 1</td> <td style="width: 80%;">P365,472.00</td> </tr> <tr> <td>Lot 2</td> <td>1,079,568.00</td> </tr> </table> </td> </tr> <tr> <td style="vertical-align: top;">(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Lot 1</td> <td style="width: 80%;">P913,680.00</td> </tr> <tr> <td>Lot 2</td> <td>2,698,920.00</td> </tr> </table> </td> </tr> <tr> <td style="vertical-align: top;">(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Lot 1</td> <td style="width: 80%;">P913,680.00</td> </tr> <tr> <td>Lot 2</td> <td>2,698,920.00</td> </tr> </table> </td> </tr> </tbody> </table> <p>1. If bid security is in the form of cash, a bidder is required to secure a Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The PAO shall then be presented to any of the Tellers at the Cash Department (Ground Floor, LANDBANK Plaza Building) together with the corresponding cash. The Cash Department Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. The original and/or certified true copy of the Official Receipt shall be enclosed in Bid Envelope No. 1 (Eligibility and Technical Proposal/Documents). The original official receipt shall be returned by the BAC Secretariat to the bidder immediately after the opening of bids.</p>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Lot 1</td> <td style="width: 80%;">P365,472.00</td> </tr> <tr> <td>Lot 2</td> <td>1,079,568.00</td> </tr> </table>	Lot 1	P365,472.00	Lot 2	1,079,568.00	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Lot 1</td> <td style="width: 80%;">P913,680.00</td> </tr> <tr> <td>Lot 2</td> <td>2,698,920.00</td> </tr> </table>	Lot 1	P913,680.00	Lot 2	2,698,920.00	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Lot 1</td> <td style="width: 80%;">P913,680.00</td> </tr> <tr> <td>Lot 2</td> <td>2,698,920.00</td> </tr> </table>	Lot 1	P913,680.00	Lot 2	2,698,920.00
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2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
  - a) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Ms. Erlin G. Del Rosario – Account Officer  
Telephone No. 8-405-7345 local 2117  
(For Assets 1 Billion and up)
  - b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Mr. Ronaldo Robles – Account Officer  
Telephone No. 8-405-7431 local 7431  
(For Assets below 1 Billion)
5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

- (a) LIBI-Forex  
14<sup>th</sup> Floor, LANDBANK Plaza Building  
Telephone 8-710-7114  
(Every Tuesday and Thursday)
- (b) 12<sup>th</sup> Floor, SSHG Law Center Bldg.  
105 Paseo de Roxas, Legaspi Village  
Makati City  
Telephones 8-812-4911 and 867-1064

Surety bonds with the following or similar conditions/phrases shall not be accepted:

- (a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or
- (b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."

6. If in the form of Bid Securing Declaration, the attached form (Form



	No. 8) must be used.
18.2	The bid security shall be valid until 120 calendar days from date of opening bids.
19	The Technical Component and Financial Component files shall be in PDF format and password-protected. All the required documents shall be sequentially arranged following the Checklist in the bidding documents and must be signed by the authorized signatory/ies when required in the form.
20	<p>The prospective bidder shall submit its electronic bid by uploading the same in the LBP- SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility below). The electronic bid consisting of two copies/files must be labelled with bidder's preferred short name, last six (6) digits of the bidding reference number and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBP- HOBAC-ITB-GS-20200521-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-052101-C1 and XYZ-052101-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and must be password-protected.</p> <p>Each of the above mentioned archived files shall contain the Technical Proposal and Financial Proposal files. The files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Proposal and Financial Proposal, respectively. Thus, using the above example, XYZ-052101-C1 shall contain the PDF files labelled XYZ- 052101-C1-Tech and XYZ-052101-C1-Fin while XYZ-052101-C2 shall contain the PDF files labelled XYZ-052101-C2-Tech and XYZ-052101-C2-Fin.</p> <p>The Technical Component and Financial Component files shall be in PDF format and password-protected. All the required documents shall be sequentially arranged following the Checklist in the bidding documents and must be signed by the authorized signatory/ies when required in the form.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email upon successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.</p>
20.3	Each Bidder shall submit PDF files labeled XYZ- 052101-C1-Tech and XYZ-052101-C1-Fin while XYZ-052101-C2 shall contain the PDF files labelled XYZ-052101-C2-Tech and XYZ-052101-C2-Fin.
21	All bids shall be submitted electronically. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission

	<b>and Opening of Electronic Bids per attached Annexes C-1 to C-6.</b>
23	<b>In case of modification of bid, "Mod" shall be added at the end of the specified filenames (e.g. XYZ-052101-C1- Mod and XYZ-052101-C1-Tech-Mod).</b>
24	<p><b>On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. If the bidder has more than one (1) representatives, the said representatives may take turns in using the account/connection.</b></p> <p><b>Projects with participating bidders in attendance shall be given priority in the queuing.</b></p> <p><b>Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.</b></p> <p><b>Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP-SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Proposal. The retrieval, opening and page-by-page review of documents shall be shown to the participants through screen sharing.</b></p> <p><b>The HOBAC then determines the eligibility of the specific bidder using a non- discretionary "pass/fail" criteria. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.</b></p> <p><b>The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Proposals of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Proposal. The opening and page-by-page review of documents shall still be shown to the participants through screen sharing.</b></p> <p><b>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and raking shall also be announced to the participants.</b></p>

	<b>The access of the bidders to the session shall be terminated once the Chairman has declared that the bid opening activity for a specific project has been finished.</b>			
24.2	No further instructions.			
24.3	No further instructions.			
27.1	No further instructions.			
28.3 (a)	All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal in any or all lots and; evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.			
	Lot No.	Quantity	Item/Description	Approved Budget for the Contract
	1	43,200,000 pages (290 units)	Three (3) Years Managed Monochrome Laser Print Services with Consumables	P18,273,600.00
	2	64,800,000 pages (150 units)	Three (3) Years Managed Color Laser Print Services with Consumables	P53,978,400.00
28.4	No further instructions.			
29.2	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Only tax returns filed manually or through EFPS and taxes paid shall be accepted.			
32.4(f)	No additional requirement.			
33.2	<p>If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <p>(b) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building              Ms. Erlin G. Del Rosario – Account Officer              Telephone No. 8-405-7345 local 2117              (For Assets 1 Billion and up)</p> <p>(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building              Mr. Ronaldo Robles – Account Officer              Telephone No. 8-405-7431 local 7431              (For Assets below 1 Billion)</p>			

## **23. Termination for Default**

- 23.1** The Procuring Entity may rescind or terminate a contract for default, without prejudice to other courses of action and remedies available under the circumstances when, outside force majeure, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price.
- 23.2** The Procuring Entity may terminate the contract when, as a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased;
- 23.3** The Procuring Entity shall terminate the contract when the Supplier fails to perform any other obligations under the Contract.
- 23.4** In the event the Procuring Entity terminates this Contract in whole or in part for any of the reasons provided under GCC Clause 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.5** In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

## **24. Termination for Insolvency**

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

## **25. Termination for Convenience**

- 25.1** The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a

	the last date of delivery/end of contract for staggered deliveries, multi-year contracts and for contracts with adjustment in implementation date, whichever is applicable. In any case, the winning bidder shall cause the extension of the validity of its performance security at no cost to LANDBANK.
16.1	No further instructions.
17.3	Not applicable.
<b>17.4</b>	<b>Not applicable.</b>
21.1	If the bidder is a joint venture, all partners to the joint venture shall be jointly and severally liable to the procuring entity.

## 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.

Lot No.	Item Description	Delivery Period and Destination
1	<b>Three (3) Years Managed Monochrome Laser Print Services with Consumables</b> (290 units Monochrome Laser Printer with estimated 43,200,000 pages print volume)	<u>Period Covered:</u> Three (3) years to commence from the date of deployment of the first batch of printers.  <u>Delivery Period:</u> Within thirty (30) calendar days upon receipt of Notice to Proceed.
2	<b>Three (3) Years Managed Color Laser Print Services with Consumables</b> (150 units Color Laser Printer with estimated 64,800,000 pages print volume)	<u>Delivery Sites:</u> <b>For Head Office-Based Units:</b> 25 <sup>th</sup> Floor, Procurement Department, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets Malate, Manila  <b>For NCR Branches:</b> <b>Per attached Annexes E-3 to E-5</b>  <u>Contact Person:</u> Mr. Rommel C. Pascua  <u>Contact No.:</u> 8522-0000 local 7623

**Conforme:**

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

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

\_\_\_\_\_  
Position



## Section VII. Specifications

Lot No.	Specifications	Statement of Compliance
1	<p style="text-align: center;"><b><u>Three (3) Years Managed Laser Print Services</u></b></p> <p style="text-align: center;"><b>Terms of Reference (TOR) per attached Annexes D-1 to D-6</b></p> <p style="text-align: center;"><b>Managed Monochrome Laser Print Services</b></p> <p><b>A. <u>Multi-function Monochrome Laser Printer</u></b></p> <ol style="list-style-type: none"> <li>1. Brand-new and delivered in its original packaging</li> <li>2. Function: print, copy and scan (color)</li> <li>3. Capable of automatic back-to-back printing</li> <li>4. With reversible automatic document feeder capable of automatic back-to-back copying and scanning</li> </ol>	<p style="text-align: center;"><b>Please state here either “Comply” or “Not Comply”</b></p>

**Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.**

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).

	<ol style="list-style-type: none"> <li>5. Copy/print speed: A4 37/45 ppm</li> <li>6. Print resolution: 600 x 600 dpi</li> <li>7. Can print, copy and scan documents in A4 and Legal sizes</li> <li>8. Paper input: built-in cassette tray (500 sheets, 80 gsm) and multi-purpose tray (100 sheets, 80 gsm)</li> <li>9. With 512MB memory</li> <li>10. With USB 2.0 and network connectivity</li> <li><b>11. Operates within 200-240 VAC</b></li> <li>12. Manufacturing date: not earlier than 2018</li> </ol>	
<p>2</p>	<p><b>Managed Color Laser Print Services</b></p> <p><u>B. Multi-function Color Laser Printer</u></p> <ol style="list-style-type: none"> <li>1. Brand-new and delivered in its original packaging</li> <li>2. Functions: print, copy and scan</li> <li>3. Capable of automatic back-to-back printing</li> <li>4. With reversible automatic document feeder capable of automatic back-to-back copying and scanning</li> <li>5. Print, copy and scan speed: A4, 26 ppm (color), 30 ppm (mono)</li> <li>6. Print resolution: 1200 x 600 dpi</li> <li>7. Can print, copy and scan documents in A4 and Legal sizes</li> <li>8. <b>Paper input: built-in cassette tray (250 sheets, 80 gsm) and multi-purpose tray (50 sheets, 80 gsm)</b></li> <li>9. With 1GB memory</li> <li>10. With USB 2.0 and network connectivity</li> <li><b>11. Operates within 200-240 VAC</b></li> <li>12. Manufacturing date: not earlier than 2018</li> </ol> <p><u>C. Single-function Color Laser Printer</u></p> <ol style="list-style-type: none"> <li>1. Brand-new and delivered in its original packaging</li> </ol>	<p><b>Please state here either “Comply” or “Not Comply”</b></p>

	<ol style="list-style-type: none"> <li>2. Function: print</li> <li>3. Capable of automatic back-to-back printing</li> <li>4. Print speed: A4, 26 ppm (color), 30 ppm (mono)</li> <li>5. Print resolution: 1200 x 600 dpi</li> <li>6. Can print in A4 and Legal sizes</li> <li>7. <b>Paper input: built-in cassette tray (250 sheets, 80 gsm) and multi-purpose tray (50 sheets, 80 gsm)</b></li> <li>8. With 1GB memory</li> <li>9. With USB 2.0 and network connectivity</li> <li>10. <b>Operates within 200-240 VAC</b></li> <li>11. Manufacturing date: not earlier than 2018</li> </ol>	
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<p><u>Toners</u></p> <ol style="list-style-type: none"> <li>1. Genuine and delivered in their original packaging (compatible, re-filled and re-manufactured toners are not acceptable)</li> <li>2. Toner of multi-function printers should be compatible with single-function printers, and vice versa</li> <li>3. Toners and laser printers must be of the same brand</li> <li>4. Page yields of color and black toners based on ISO/IEC 19752 and ISO/IEC 19798, respectively, must be indicated in the package and/or must be verifiable through the manufacturer's corporate website. LANDBANK may require the submission of ISO/IEC test results, if it deems necessary, and non-submission of the same shall be a ground for disqualification in the award of contract.</li> </ol>	<p style="text-align: center;"><b>Please state here either "Comply" or "Not Comply"</b></p>
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For current and past suppliers of managed laser print services for LANDBANK, they must have satisfactory performance in their dealings with LANDBANK for the past twelve (12) months (reckoned from the date of issuance of the Certificate of Satisfactory Performance).

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 bidder is an

authorized distributor/reseller of the product being offered.

3. Duly accomplished Customer Satisfaction Survey Form (**Annexes G-1 & G-2**) together with supporting documents such as Purchase Order or Contract, Delivery Receipts, Certifications, etc. showing the required information.
4. A list of the bidder's business office, consumables depot and service centers with their respective addresses, contact persons and contact numbers.
5. A list of at least five (5) technicians of the bidder and copies of their respective resumes and training certifications.
6. Copies of at least three (3) current motor vehicle registration certificates and lease contract/s, if applicable.
7. Certificate of Satisfactory Performance issued by the Head, Procurement Department (ProcD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of managed print services). The Certificate shall still be subject to verification during post-qualification of bid.

NOTE: Certificate of Satisfactory Performance shall be requested in writing from the Head of ProcD at 25th Floor, LANDBANK Plaza Building (Tel. No.: 8405-7370), at least five (5) working days prior to the submission of bid.

8. The Lowest Calculated Bidder must submit a demo unit for each kind of the offered printer/s within five (5) calendar days after opening of bids for evaluation. Non-submission of the said demo unit/s would lead to bidder's post-disqualification.

**Conforme:**

---

Name of Bidder

---

Signature Over Printed Name of  
Authorized Representative

---

Position

**Form No. 2**

**SCHEDULE OF PRICES**

1	2	3	4	5	6	7	8	9	10
Lot	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Three (3) Years Managed Monochrome Laser Print Services with Consumables	N/A	290 units with estimated 43,200,000 pages print volume	_____	_____	_____	_____	_____	_____
2	Three (3) Years Managed Color Laser Print Services with Consumables		150 units with estimated 64,800,000 pages print volume	_____	_____	_____	_____	_____	_____

**Note: The bidder must submit a detailed cost breakdown using Annex F.**

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

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

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_



**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;¹

*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;¹

- 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 Annexes H-1 & H-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.

### PDF File - Eligibility and Technical Components

- **The contents of the First PDF File shall contain documents sequentially arranged as follows:**
  - **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 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).
3. **Duly notarized Revised Omnibus Sworn Statement (sample form - Form No.6)**
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, the aggregate amount of at least two (2) similar contracts should be equivalent to at least fifty percent (50%) of the ABC and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC as required above 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. 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 bidder is an authorized distributor/reseller of the product being offered.
  14. **Duly accomplished Customer Satisfaction Survey Form (Annexes G-1 & G-2) together with supporting documents such as Purchase Order or Contract, Delivery Receipts, Certifications, etc. showing the required information.**
  15. A list of the bidder's business office, consumables depot and service centers with their respective addresses, contact persons and contact numbers.
  16. A list of at least five (5) technicians of the bidder and copies of their respective resumes and training certifications.
  17. Copies of at least three (3) current motor vehicle registration certificates and lease contract/s, if applicable.
  18. Certificate of Satisfactory Performance issued by the Head, Procurement Department (ProcD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of managed print services). The Certificate shall still be subject to verification during post-qualification of bid.
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
    20. 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.
    21. Income Tax Return for 2018 filed manually or through EFPS.

**PDF File – Financial Component**

- **The Second PDF File shall contain documents sequentially arranged as follows:**
  1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)
  2. **Duly filled out revised Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)**
  3. **Detailed breakdown of cost using Annex F.**



## **Procedures in Submission and Opening of Electronic Bid**

1. Upon submission of a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee to the HOBAC Secretariat, the prospective bidder shall receive an email with log-in credentials to access the LBP Secure File Transfer Facility (LBP-SFTF).
2. The prospective bidder shall submit its electronic bid by uploading the same in the LBP-SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility below). The electronic bid consisting of two copies/files must be labelled with bidder's preferred short name, last six (6) digits of the bidding reference number and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBP-HOBAC-ITB-GS-20200521-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-052101-C1 and XYZ-052101-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and must be password-protected.
3. Each of the above mentioned archived files shall contain the Technical Proposal and Financial Proposal files. The files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Proposal and Financial Proposal, respectively. Thus, using the above example, XYZ-052101-C1 shall contain the PDF files labelled XYZ-052101-C1-Tech and XYZ-052101-C1-Fin while XYZ-052101-C2 shall contain the PDF files labelled XYZ-052101-C2-Tech and XYZ-052101-C2-Fin. In case of modification of bid, "Mod" shall be added at the end of the specified filenames (e.g. XYZ-052101-C1-Mod and XYZ-052101-C1-Tech-Mod).
4. The Technical Component and Financial Component files shall be in PDF format and password-protected. All the required documents shall be sequentially arranged following the Checklist in the bidding documents and must be signed by the authorized signatory/ies when required in the form.
5. The passwords for the archived files and the PDFs file shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening. In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts, the bidder concerned shall be disqualified from further participating in the bidding process.
6. The prospective bidder shall receive an acknowledgement receipt via email upon successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522-0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.
7. On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. Only one account/connection per participating bidder shall be allowed to join the

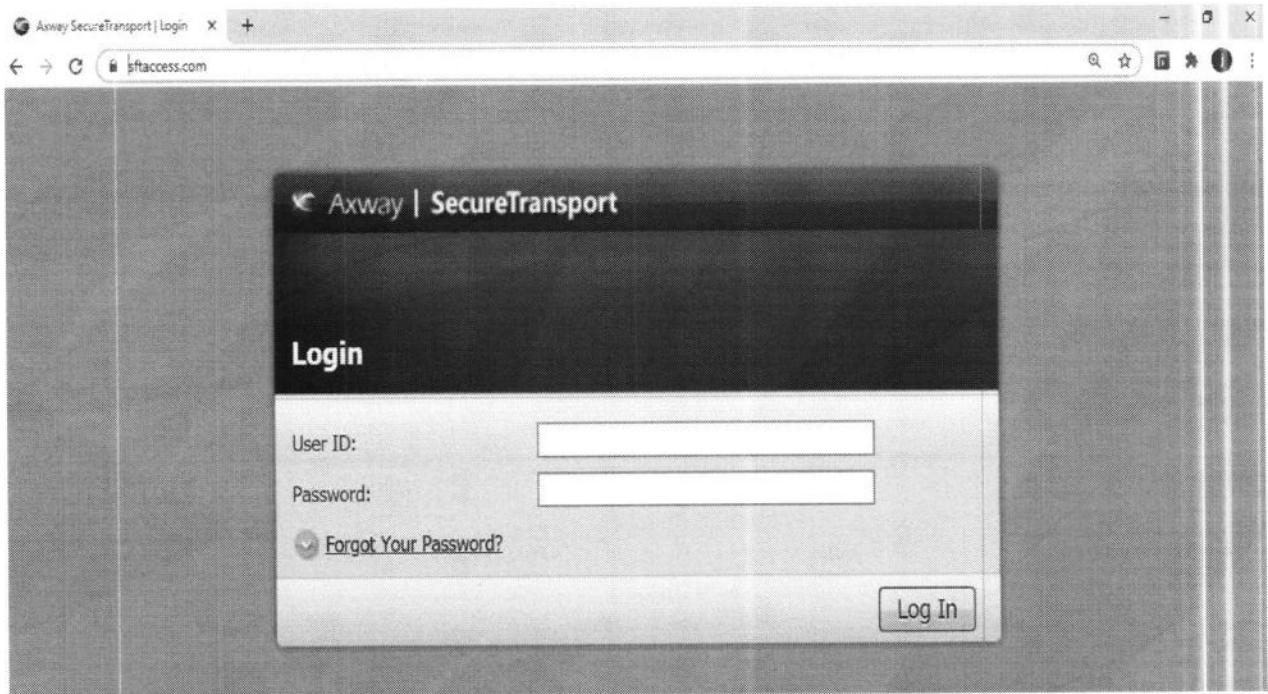


meeting. If the bidder has more than one (1) representatives, the said representatives may take turns in using the account/connection.

8. Projects with participating bidders in attendance shall be given priority in the queuing.
9. Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.
10. Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP-SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Proposal. The retrieval, opening and page-by-page review of documents shall be shown to the participants through screen sharing.
11. The HOBAC then determines the eligibility of the specific bidder using a non-discretionary "pass/fail" criteria. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.
12. The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Proposals of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Proposal. The opening and page-by-page review of documents shall still be shown to the participants through screen sharing.
13. The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and raking shall also be announced to the participants.
14. The access of the bidders to the session shall be terminated once the Chairman has declared that the bid opening activity for a specific project has been finished.
15. MS Teams Application shall be used in the conduct of online bidding. In the event that it is not available, other videoconferencing applications may be used as an alternative in conducting the meeting.

## Guide in Accessing LBP Secure File Transfer Facility

1. Open browser and type the url: <https://www.sftaccess.com>.



2. Log-in with the credentials provided via email. (Note: Log-in credentials will be received upon submission of a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee)

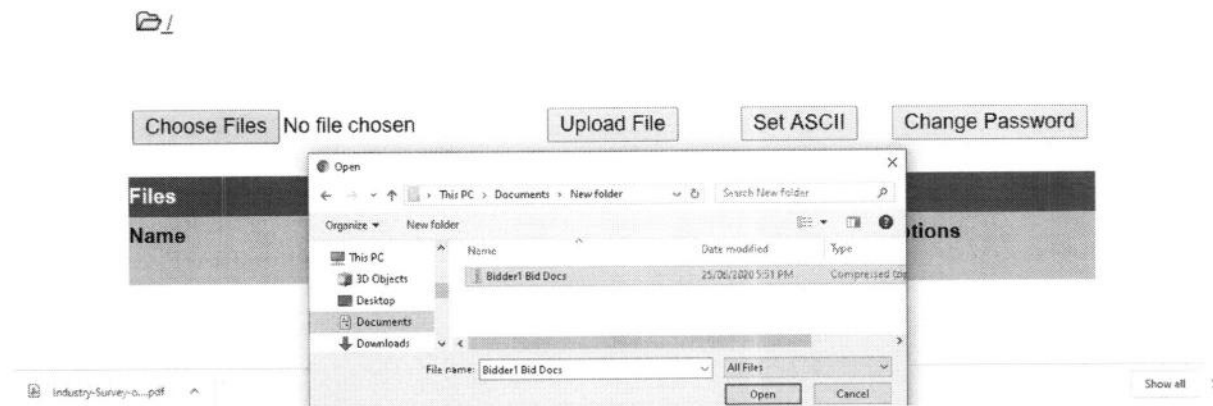
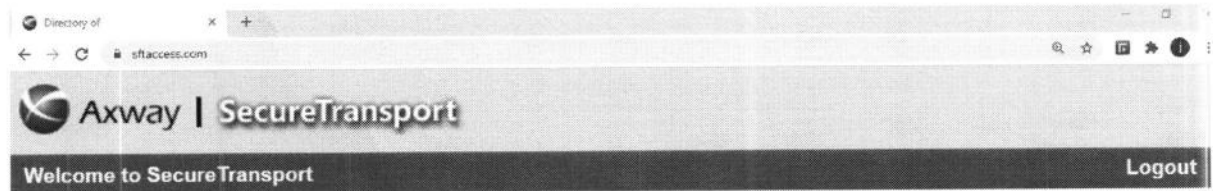
Username: **[E-mail Address] e.g. bidder1@bidder.com**

Password: **[Landbank-provided password]**

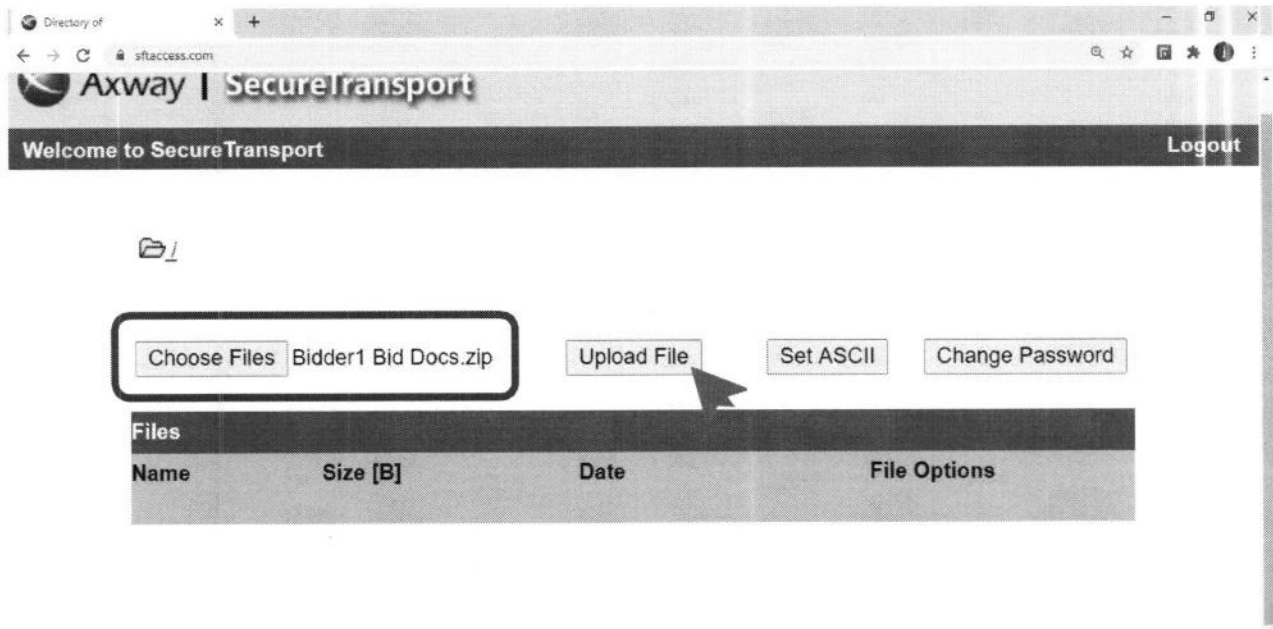
3. Upon successful login, click '**Choose Files**' to upload file/s.

*Notes:*

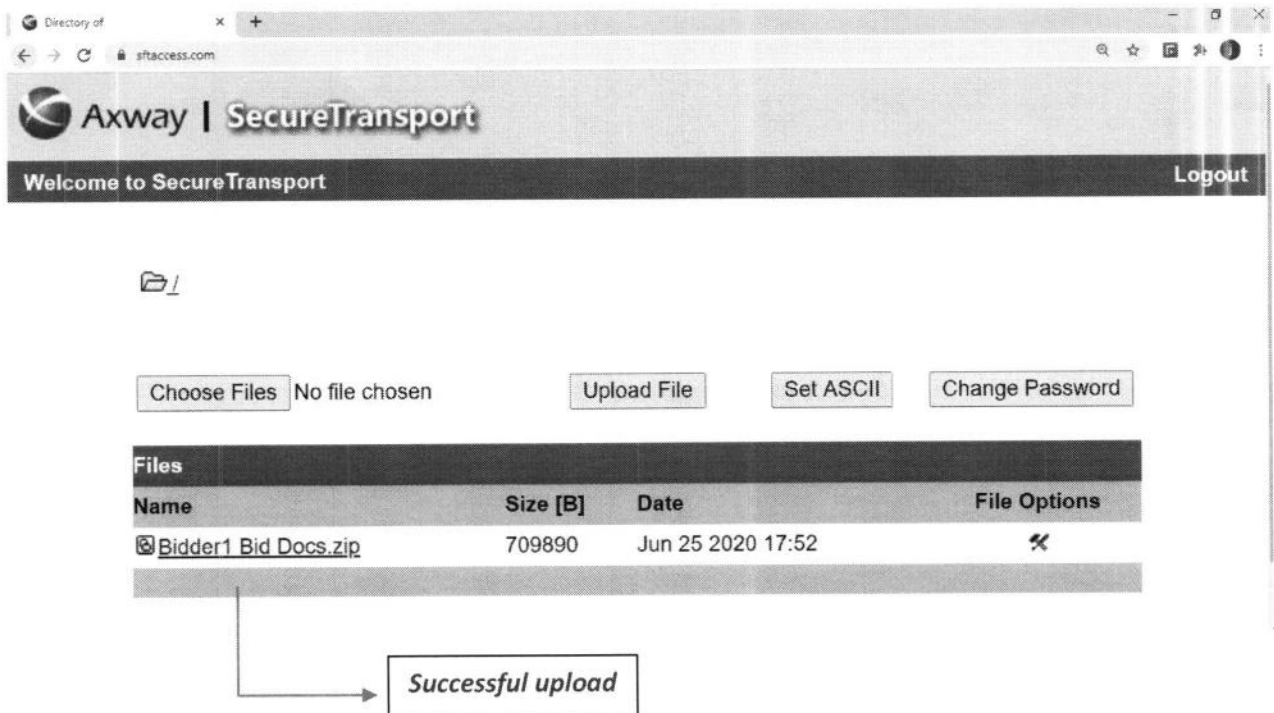
- 1. Files should be encrypted/password-protected.*
- 2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.*



4. Click **'Upload File'** to upload the selected file/s.



5. Once a successful upload is completed, the files cannot be deleted anymore. The bidder will also receive a system-generated acknowledgement receipt in its registered e-mail address. A screenshot of the uploaded Bid/s should be taken by the bidder for record purposes.



## **File Repository of Bid Documents**

All uploaded bid documents will be stored in the dedicated SFTF directory of a particular bidder and will be accessible by the assigned ProcD personnel.

## **TERMS OF REFERENCE**

### **Managed Laser Print Services**

#### **I. SCOPE OF WORK**

1. Supply, delivery and installation of color and/or monochrome laser printers at LANDBANK Head Office and NCR Branches (similar brand and model for each kind of printer);
2. Supply of genuine toners;
3. Provision of free comprehensive maintenance services which covers labor, parts (including consumables such as image drum, transfer belt, fuser unit, etc.), and support services;
4. Provision of a help desk that will provide free first line assistance; and
5. Provision of at least two (2) color and/or two (2) monochrome standby service units which are also compliant with the required minimum specifications of the Bank.

#### **II. QUALIFICATIONS OF SUPPLIER**

1. The Bidder must have a satisfactory track record in providing managed print service (involving not less than 100 units of laser printers) to a private organization or government institution **for the past two (2) years (reckoned from the date of the bidding)**. An accomplished Customer Satisfaction Survey Form (**Annexes G-1 & G-2**) together with supporting documents such as Purchase Order or Contract, Delivery Receipts, certifications, etc. showing the required information must be submitted.
2. The Bidder must have a business office, consumables depot and service center within Metro Manila. A list of the Supplier's business office, consumables depot and service center with their respective addresses, contact persons and contact numbers must be submitted.
3. The Bidder must have in its employment at least five (5) technicians who are trained in the maintenance and repair of laser printers. A list showing the names of the technicians and copies of their respective resumes and training certifications must be submitted.
4. The Bidder must have at least three (3) company-owned or leased delivery vehicles/service vehicles. A copy of the current motor vehicle registration certificates and lease contract/s, if applicable, must be submitted.

### III. MINIMUM SPECIFICATIONS

#### A. Multi-function Monochrome Laser Printer

1. Brand-new and delivered in its original packaging
2. Function: print, copy and scan (color)
3. Capable of automatic back-to-back printing
4. With reversible automatic document feeder capable of automatic back-to-back copying and scanning
5. Copy/Print speed: A4 37/45 ppm
6. Print resolution: 600 x 600 dpi
7. Can print, copy and scan documents in A4 and Legal sizes
8. Paper input: built-in cassette tray (500 sheets, 80 gsm) and multi-purpose tray (100 sheets, 80 gsm)
9. With 512MB memory
10. With USB 2.0 and network connectivity
- 11. Operates within 200-240 VAC**
12. Manufacturing date: Not earlier than 2018

#### B. Color Laser Printers

##### a. Multi-function Color Laser Printer

1. Brand-new and delivered in its original packaging
2. Functions: print, copy and scan
3. Capable of automatic back-to-back printing
4. With reversible automatic document feeder capable of automatic back-to-back copying and scanning
5. Print, copy and scan speed: A4, 26 ppm (color), 30 ppm (mono)
6. Print resolution: 1200 x 600 dpi
7. Can print, copy and scan documents in A4 and Legal sizes
- 8. Paper input: built-in cassette tray (250 sheets, 80 gsm) and multi-purpose tray (50 sheets, 80 gsm)**
9. With 1GB memory
10. With USB 2.0 and network connectivity
- 11. Operates within 200-240 VAC**
12. Manufacturing date: Not earlier than 2018



b. Single-function Color Laser Printer

1. Brand-new and delivered in its original packaging
2. Function: print
3. Capable of automatic back-to-back printing
4. Print speed: A4, 26 ppm (color), 30 ppm (mono)
5. Print resolution: 1200 x 600 dpi
6. Can print in A4 and Legal sizes
- 7. Paper input: built-in cassette tray (250 sheets, 80 gsm) and multi-purpose tray (50 sheets, 80 gsm)**
8. With 1GB memory
9. With USB 2.0 and network connectivity
- 10. Operates within 200-240 VAC**
11. Manufacturing date: Not earlier than 2018

C. Toners

1. Genuine and delivered in their original packaging (compatible, re-filled and re-manufactured toners are not acceptable)
2. Toner of multi-function printers should be compatible with single-function printers, and vice versa
3. Toners and laser printers must be of the same brand
- 4.** Page yields of color and black toners based on ISO/IEC 19752 and ISO/IEC 19798, respectively, must be indicated in the package and/or must be verifiable through the Manufacturer's corporate website. LANDBANK may require the submission of ISO/IEC test results, if it deems necessary, and non-submission of the same shall be a ground for disqualification in the award of contract.

**V. DELIVERY**

- 1. The printers shall be delivered and installed at the identified LANDBANK offices within thirty (30) calendar days upon receipt of Notice to Proceed from LANDBANK – Procurement Department. The Notice may be sent through email, fax, courier, mail and by any other means and shall be considered received by the Supplier once receipt of the transmission has been confirmed by any of the Supplier's employee or agent. For Head Office-based units, printers shall be delivered at 25<sup>th</sup> Floor, Procurement Department, LANDBANK Plaza Building, Manila. For Branches, printers shall be delivered to their respective addresses per attached Annex E-3 to E-5.**

2. For the initial requirement of the Bank (replacement of the existing 140 units color laser printers and 284 units monochrome laser printers), the printers shall be deployed in accordance with the attached list of recipients **(Annexes E-1 & E-2)**. Any changes in the attached deployment schedule shall have prior clearance with LANDBANK – Procurement Department. Billings for unauthorized deployment of machines shall not be paid by the Bank.
3. For the succeeding requirements of the Bank (5 units each of single-function and multi-function color laser printers, and 5 units monochrome laser printers), the printers shall be deployed individually as per advice of LANDBANK – Procurement Department. Billings for unauthorized deployment of machines shall not be paid by the Bank.
4. The laser printers shall be loaded with complete set of the required toner/s and other consumables and each of them shall be provided with one (1) spare set of toner/s (Monochrome: Black; Color: Cyan, Magenta, Yellow and Black) upon installation.
5. The succeeding orders for toner shall be delivered to LANDBANK – Procurement Department within five (5) calendar days upon receipt of Delivery Order. The Delivery Order may be sent by LANDBANK offices concerned through email, fax, courier, mail and by any other means and shall be considered received by the Supplier once receipt of the same has been confirmed by any of the Supplier's employee or agent.

## **VI. CONTRACT DURATION**

1. The contract shall end after three (3) years reckoned from the date of deployment of the first batch of printers in designated LANDBANK offices or when the total amount of payments made to the Supplier has already reached the contract price, whichever comes first.
2. The contract may be pre-terminated by any of the parties for reasons stated in the Bid Documents, for non-compliance with service level agreement for 5 times or more within a one-month period and breach of contract, subject to sixty (60) days advance notice.

## **VII. PAYMENT TERMS**

1. The Supplier shall be paid on a monthly basis as follows:
  - a. For Color Laser Printers - quantity of Cyan, Magenta, Yellow and Black toners delivered multiplied by the bid price per kind of toner; and
  - b. For Monochrome Laser Printers - actual number of pages printed (net of 2% spoilage allowance) multiplied by the bid price per page.

2. The monthly billings of the Supplier shall be paid by LANDBANK within 45 calendar days upon receipt of complete documents (e.g. Statement of Account or Sales Invoice, Delivery Receipt, Delivery Order, schedule of printer usage and machine readings).
3. All replacement parts necessary to restore the laser printers into good operating condition (including consumables such as image drum, transfer belt, fuser unit, etc.), repair and maintenance services and support services shall be for the account of the Supplier. Only the pages printed shall be paid by LANDBANK under this Contract.
4. There shall be no adjustment in the bid prices (unit prices) throughout the duration of this Contract.

### **VIII. SERVICE LEVEL AGREEMENT**

1. All service calls made to the Supplier shall be immediately responded through telephone assistance within 15 minutes upon receipt of call. Calls not addressed through telephone assistance shall be handled according to their severity levels, as follows:

<b>Severity Level</b>	<b>Definition</b>	<b>Response Time</b>
Emergency	Laser printer has problem and not able to continue operation	Within 2 hours
Priority 1	Laser printer has problem but able to continue operation	Service calls made from 8:00 A.M. to 3:00 P.M. shall be responded within 24 hours upon receipt of call. Service calls made beyond 3:00 P.M. and those for which the response time falls on a non-working day shall be responded on or before 5:00 P.M. of the following banking day.
Priority 2	Laser printer needs check-up/maintenance but able to continue operation	Within 5 calendar days

2. A defective laser printer shall be replaced immediately with a service unit if it could not be repaired on-site within 2 hours from start of repair work in order to avoid interruptions in the operation of LANDBANK. The number of service units shall be restored to the required quantity within two (2) calendar days in case the same has been reduced.

## **IX. OTHER TERMS AND CONDITIONS**

1. LANDBANK may request for replacement of a laser printer which is noisy or unfit for corporate use and for other reasons which may have negative implications on the Bank's corporate image, may cause disturbance in the working environment or jeopardize the health and safety of its employees.
2. Routine check-up, adjustments, cleaning and maintenance shall be conducted by the Supplier to keep the laser printers tidy and in good working condition.
3. The Supplier shall orient and train the designated machine operator of the department where the laser printers will be delivered/installed on laser printer operation and first-level maintenance.
4. The laser printers shall be provided each with sticker/tag indicating the Supplier's name and customer service numbers.
5. The Supplier shall provide waste bin/s and regularly collect used cartridges and other waste materials and dispose of them properly.
6. The Supplier shall pull-out all its laser printers from LANDBANK premises within 30 calendar days upon termination of the contract. LANDBANK shall not be liable for damaged or lost the laser printers which are not pulled-out by the Supplier within the specified period.

**Monochrome Laser Printers**

<b>Department/Branch</b>			
TCRD	ASD	TMG-PCAS	NAIA Arrival EO
LSG	AGAD	COSD 3/F	NAIA Terminal 3 EO
PROCD	BSD	MFID	NAIA-BOC Branch
CASH DEPARTMENT	LOAD	SMD-MLD2	NaPoCor EO
DCAMD	ORMSD	NOD	Navotas Branch
FMD	DRMD	OBD-DAR	North Avenue Branch
LID	ESD	IT-PMO (FOR OFB)	Novaliches Branch
TOD	PFO	Alabang Business Center	Ombudsman EO
PV-CID	PMD 1	Almanza Branch	Ortigas Center EO
ODD	FSD	Araneta Center EO	OWWA EO
PAD	EBSO	Baclaran Branch	Pasay Branch
PSO	CBD 2	Batasan Branch	Paseo de Roxas Branch
PMED	IT-QMO	Bicutan DOST Branch	Pasig C. Raymundo Branch
CCAD	RBSD	Binondo Branch	Pasig Capitol Branch
SID	TPMD	Bonifacio Global City Branch	Pasig City Hall EO
SME-MLD 1	TBDD	BOC MICP Branch	Pasong Tamo Branch
SME-MLD 2	TBG	Buendia Branch	Pateros Branch
CBD 1	ITD	Buendia Branch	PCSO EO
MCMD	ERD	Caloocan Branch	Peza Taguig EO
DAD	FDRD	Caloocan EO	Quezon City Circle Branch
AMLD	ORG	Camp Aguinaldo Branch	Quezon Avenue Branch
TRMD	EPD	Camp Crame Branch	Quezon City Hall Branch
SPAD	BBSD	Century Park Hotel Branch	Roxas Blvd. (Libertad) Branch
CCT-PMO	EBSU	COA Branch	San Juan Branch
HOSTAD	CSPDD	Commonwealth Branch	Senate EO
RCD	CPEPSD	Cubao Branch	Shaw Boulevard Branch
AAD	CMSID	DECS EO	South Harbor Branch
COSD	IBD 2	DOLE EO	Sucot Branch
AOSD	IBD 1	DOTC Branch	Supreme Court EO
CCD	TSD	East Avenue Branch	Taft Avenue Branch
PSD	LRMD	EDSA Congressional Branch	Taguig City Hall Branch
FID	FMG	EDSA Greenhills Branch	Tayuman Branch
MBD 1	FSHSD	EDSA-NIA Road Branch	U.N. Avenue Branch
MBD 2	RFTD	Elliptical Road Branch	UP Diliman EO
LSD	CMTD	España Branch	Valenzuela Branch
EPMD	BSMD	Fort Bonifacio Branch	Villamor Airbase EO
NCLLG	CCC-SMU	FTI Branch	West Avenue Branch
TROD	ERD-LBDCC	G. Araneta Branch	YMCA Branch
TCRD	RMLG	GSIS Branch	
TRAMD	BLSO	Guadalupe Branch	
LD	FLSD	Intramuros Branch	
CPRU	CORSEC	J.P. Rizal Branch	
FAD	BRMD	Katipunan Branch	
LRD	CLSD	Las Piñas Branch	
ITPMD	RMG	LTO EO	
ALD	Mandaluyong City Hall EO	LWUA EO	
SMD	Marcos Highway Branch	Makati Atrium Branch	
LTPD	Marikina Branch	Makati City Hall Branch	
CASH DEPT.	MBC AYALA	Malabon Branch	
BSG	MBC AYALA	Malacañang Branch	
DCMD	Muntinlupa Branch	Malacañang EO	

**ANNEX E-1**

**Color Laser Printers**

	<b>Department</b>	
AOSD	PMED	RMG/ERMO
AOSD	PMED	LD
CCD	PFO	CRMD
TRMD	PMED	LSG
IBD 1	FPSG	RMG
IBD 2	PFO	RMG
TIBS	PMED	FLSD
TSD	OBD-PRIVATE SECTOR	CAD
TSD	FMD	SPG
ISDD	FMD	CMISD
CMTD	SNCRBG	CPEPSD
CMTD	ASG	CAD
BSMD	BSD	CSPDD
FSHSD	DAD	QMD
TRMD	NCLLG	OBD Private Sector B
LRMD	VLG	CSS
NOD	LSD	OS
NOD	MLG	OP
DCMD	PMD 1	OP
IT-PMD	SLLG	OP
MFID	EPMD	OBD - DAR
CBD 1	DAD	
CBD 2	LSD	
FID	LPMG	
CBD 2	CCAD	
PSD	DCAMD	
SMELD 1	BBSD	
RMLG	EBSU	
CBG	EPD	
CBD 1	NNCRBG	
PV-CID	NNCRBG	
LID	FOAD	
PV-CID	IAG	
ITD	PMD 2	
ORMSD	HOSTAD	
DRMD	LOAD	
FDRD	CMG	
ORMSD	AML	
COA HO	IAG	
COA	CMG	
TBG	IAG	
COA	SPAD	
AAD	ALD	
AAD	CMSD	
CG	BRMD	
FAD/PLAZA AC	CRMD	
PAD-RECRUITMENT	ERMO	
PAD	BLS	
PAD	LSG	
ODD	CORSEC	
ERD	ISTRMO	



<b><u>Monochrome Laser Printers</u></b>	
<b>Buendia Branch</b>	Ground Floor Tara Building, #389 Senator Gil Puyat Avenue, Makati City
<b>Caloocan Branch</b>	#151 Samson Road, Caloocan City, Metro Manila
<b>Caloocan EO</b>	Ground Floor Doña Juana Building , #18 Plaza Rizal cor. P. Burgos & Gen. Luna Sts., 10th Avenue Grace Park, Caloocan City
<b>Camp Aguinaldo Branch</b>	AFP Gen. Insurance Corporation Bldg., Bonny Serrano Road cor. EDSA, Camp Aguinaldo, Quezon City
<b>Camp Crame Branch</b>	Front-corner PNP Multi-Purpose Building, Camp Crame Compound, Camp Crame, Quezon City
<b>Century Park Hotel Branch</b>	Ground Floor, Century Park Tower, P. Ocampo cor. Adriatico Sts. Malate, Manila
<b>COA Branch</b>	COA Bldg. No. 3, COA Compound, Commonwealth Ave., Quezon City
<b>Commonwealth Branch</b>	Block 31, Lot 11, Commonwealth Avenue, Barangay Holy Spirit, Quezon City
<b>Cubao Branch</b>	891 Saint Anthony Building, Aurora Blvd., cor. Cambridge Street, Cubao, Quezon City
<b>DECS Branch</b>	Ground Floor Mabini Building., DepEd Compound, Meralco Avenue, Brgy. Oranbo, Pasig City
<b>DOLE Branch</b>	DOLE Bldg., Gen. Luna St., Intramuros, Manila
<b>DOTC Branch</b>	Unit 14 Ground floor Columbia Tower, East Wack-Wack Ortigas Avenue, Mandaluyong City
<b>East Avenue Branch</b>	SSS Livelihood Trade Center, East Avenue, Quezon City
<b>EDSA Congressional Branch</b>	HPI Corporate Center, 1026 North EDSA, Quezon City
<b>EDSA Greenhills Branch</b>	# 259-269 CLMC Building, EDSA Greenhills, Mandaluyong City
<b>EDSA-NIA Road Branch</b>	DPWH IV-B Compound, EDSA, Quezon City
<b>Elliptical Road Branch</b>	LANDBANK Bldg., DA-BSWM Compound, Elliptical Road, Diliman, Quezon City
<b>España Branch</b>	1583-1585 España Blvd. cor. Dos Castillas St., Sampaloc, Manila
<b>Fort Bonifacio Branch</b>	NAMRIA Compound, Lawton Avenue, Fort Bonifacio, Taguig City
<b>FTI Branch</b>	Lot 55 Ground Floor, Old Administration, Building, FTI Complex, Taguig
<b>G. Araneta Branch</b>	Unit G, White Hasco Condominium, G. Araneta Avenue, Brgy. Dona Imelda, 1113 Quezon City
<b>GSIS Branch</b>	Level 1, GSIS Headquarters Building, Financial Center, Brgy. 076, Pasay City
<b>Guadalupe Branch</b>	2022 Ramon Magsaysay Street cor. Urdaneta Street, Guadalupe Nuevo, Makati City
<b>Intramuros Branch</b>	Ground Floor, Palacio del Gobernador Bldg., Andres Soriano cor. Gen Luna Sts., Intramuros, Metro Manila
<b>J.P. Rizal Branch</b>	Ground Floor, KBC Building, J.P. Rizal Street, corner Chino Roces Avenue, Barangay Olympia, Makati City
<b>Katipunan Branch</b>	One Burgundy Plaza, 307 Katipunan Ave., Loyola Heights, Quezon City
<b>ANNEX E-3</b>	

<b>Las Piñas Branch</b>	Valenzuela Building, #263 Real St. Pamplona 3, Las Piñas City
<b>LTO EO</b>	LTO Central Office, LTO Compound, GF, East Ave., Quezon City
<b>LWUA Branch</b>	Local Water Utilities Administration Building, Katipunan Avenue Extension, Balara, Quezon City
<b>Makati Atrium Branch</b>	Makati Atrium Building, Makati Avenue, Makati City
<b>Makati City Hall Branch</b>	Ground Floor Makati City Hall Bldg., J.P. Rizal St., Makati City
<b>Malabon Branch</b>	2nd Floor, Malabon City Hall Building, F. Sevilla Blvd., San Agustin, Malabon City
<b>Malacañang Branch</b>	727 Solano Street, San Miguel, Manila
<b>PCSO Branch</b>	Ground Floor, Sun Plaza Building, Shaw Blvd. cor. Princeton St., Mandaluyong City
<b>Peza Taguig Branch</b>	PNOC Bldg. 4, DOE-PNOC Complex, Taguig City
<b>Quezon City Circle Branch</b>	PCA Building, Commonwealth Avenue, Diliman, Quezon City
<b>Quezon Avenue Branch</b>	No. 60 AGS Plaza, Quezon Avenue, Quezon City
<b>Quezon City Hall Branch</b>	CTO West Wing Annex Building, Quezon City Hall Compound, Quezon City
<b>Roxas Blvd. (Libertad) Branch</b>	Ground Floor Roxas Strip Building, Libertad corner Roxas Boulevard, Barangay 76, Pasay City
<b>San Juan Branch</b>	City Government of San Juan Compound, Pinaglabanan Street cor. P. Narciso Street, Brgy. Corazon de Jesus, San Juan City
<b>Senate Branch</b>	4th Floor GSIS Financial Center, Senate of the Philippines, Roxas Blvd., Pasay City
<b>Shaw Boulevard Branch</b>	Beacon Plaza, Shaw Blvd. cor Ideal St., Mandaluyong City
<b>South Harbor Branch</b>	Marsman Building, Gate I, Muelle de San Francisco, South Harbor, Port Area Manila
<b>Sucut Branch</b>	#8260 Dr. A. Santos Ave. Cor. Valley 2, Sucut, Parañaque City
<b>Supreme Court Branch</b>	Ground Floor, Supreme Court of the Philippines, Padre Faura Street, Metro Manila
<b>Taft Avenue Branch</b>	Ground Floor Manila Astral Tower, No. 1330 Taft Avenue cor. Padre Faura St., Ermita, Metro Manila
<b>Taguig City Hall Branch</b>	Taguig City Hall Compound, General Luna St. Tuktukan, Taguig City
<b>Tayuman Branch</b>	Tayuman Commercial Center, Inc., Tayuman cor. T. Mapua Streets, Sta. Cruz, Manila
<b>U.N. Avenue Branch</b>	G/F, Victoria Building, U.N. Avenue Corner, L. M. Guerrero St., Ermita, Manila
<b>UP Diliman EO</b>	2nd Floor, UP Diliman PNB Building, Apacible Street, UP Diliman Campus, Quezon City
<b>Valenzuela Branch</b>	GBT Building, Oreta Subdivision, Maysan Road cor. G. Taruc Street, Malinta, Valenzuela City
<b>Villamor Airbase Branch</b>	Ground Floor Airmen's Mall, Col. Jesus, Villamor Airbase, Pasay City
<b>West Avenue Branch</b>	# 47 Ground Floor, Brgy. Paltok, West Avenue, Quezon City
<b>ANNEX E-4</b>	

<b>YMCA Branch</b>	New YMCA Building, Complex, A. J. Villegas Street, Ermita, Manila
<b>Mandaluyong City Hall Branch</b>	BOC Building, Maysilo Circle, Brgy. Plainview, Mandaluyong City
<b>Marcos Highway Branch</b>	MR Commercial Center, Gil Fernando Ave. cor. Pitpitan Street, San Roque, Marikina City
<b>Marikina Branch</b>	Ground Floor, XRC Building, J.P. Rizal St. cor. Diamond St. Barangay Sto. Niño, Marikina City
<b>Makati Business Center Branch</b>	Robinsons Summit Center, Ayala Avenue, Makati City
<b>ANNEX E-5</b>	

**BREAKDOWN OF COST**  
Managed Laser Print Services

**Lot 1 - Multi-function Monochrome Laser Printer\*, 290 units**

Estimated number of pages to be printed 43,200,000

Cost per page \_\_\_\_\_

**Total Cost (Bid Price)** \_\_\_\_\_

**Lot 2 – Color Laser Printer**

Brand/Model/ Part Number	Unit Cost Per Toner (A)	Page Yield Per Unit (B)**	Estimated Page Yield Required (C)	Estimated Quantity of Toners Required (D)***	Total Cost (E = A X D)
A. Multi-function Color Laser Printer*, 75 units					
B. Single-function Color Laser Printer*, 75 units					
Consumables					
Cyan	_____	_____	12,457,800	_____	_____
Magenta	_____	_____	12,263,400	_____	_____
Yellow	_____	_____	12,263,400	_____	_____
Black	_____	_____	27,815,400	_____	_____
<b>Total (Bid Price)</b>					_____

\* Please specify the brand and model of the offered printers and the part numbers of their respective toners.

\*\* Based on ISO/IEC 19798

\*\*\*  $D = C / B$ , rounded off to the next higher whole number

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

Revised Annex F

\*Bidders can re-format the tables, provided, all the required information are consistent with the original format.

**LBP SECURE FILE TRANSFER FACILITY  
REGISTRATION FORM**

<b>Name of Participating Bidder/"Company"</b>		
<b>Complete Address of the Company:</b>		<b>Contact Number/s:</b>
<b>AUTHORIZED LBP SECURE FILE TRANSFER USER/S:</b>		
<b>Name of Authorized Representative:</b>	<b>Official Email Address:</b>	<b>Contact Number/s:</b>
<b>TERMS AND CONDITIONS:</b>		
<p>The Company, through its Authorized User/s, shall:</p> <ol style="list-style-type: none"> <li>1. Use LBP's Secure File Transfer Facility to securely transmit files to LBP Procurement Department only for the purpose of online submission of bidding documents.</li> <li>2. Be responsible for the confidentiality of its assigned log-in credentials. (i.e. assigned user ID)</li> <li>3. Only upload agreed upon file formats and shall not upload any file/s containing inappropriate content, material that violates or infringes in any manner on the intellectual or proprietary rights of others, and any malwares, software virus, "Trojan Horse" program, "worm" or other harmful or damaging software or software component.</li> <li>4. Agree and ensure that the computing devices to be used for LBP's Secure File Transfer Facility have the updated anti-virus software and operating system security patches, as minimum requirements in order to establish connectivity, to maintain and ensure the security, integrity and availability of the LBP Secure File Transfer Facility.</li> <li>5. Agree not to use a public wi-fi/hotspot such as but not limited to those offered in coffee shops, malls, restaurant or hotels to access into the LBP Secure File Transfer Facility.</li> <li>6. Agree that LANDBANK may revoke, block, or permanently disallow the use of this facility without prior notice due to reasons that may compromise the Bank's security.</li> </ol>		
<b>AGREEMENT:</b>		
<p>As an Authorized User, I hereby agree:</p> <p>To the above terms and conditions          Not to disclose any confidential information regarding the LBP Secure File Transfer Facility.          To avoid using unauthorized users/computers to input credentials; and          That unauthorized dissemination of information about the LBP Secure File Transfer Facility shall be considered a security breach and is ground for the immediate termination of the account.</p>		
<p>_____</p> <p><b>Authorized User (Signature over Printed Name)</b></p>		

Please print N/A in blank spaces