



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20200901-01

PROJECT : **Printing and Delivery of 440,000 Pieces LANDBANK 2021 Wall Calendar**

IMPLEMENTOR : **Procurement Department**

DATE : **September 23, 2020**

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 to lbphobac@mail.landbank.com on or before **2:00 PM of September 28, 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-20200901-01" 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 prospective bidder/s who will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 4) The Schedule of Requirements (Section VI), Specifications (Section VII), and Checklist of the Bidding Documents (Item Nos. 7 & 8 of the Eligibility and Technical Components) have been revised. Please see attached revised specific sections of the Bidding Documents.

Bidder's Queries/Clarifications	LANDBANK Responses
5) 1) The bidder requested to omit the following requirements: <ul style="list-style-type: none"> • Has at least two (2) four-color printing machines within the printing premises; • Has the capability for computer-to-plate method in printing calendars; 	1) The original requirements are maintained.

<ul style="list-style-type: none">• Has its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine;• Has enough space for collating and finishing procedures for the project;• Has an orderly and uncluttered premises; and• Has a generator set located within the company's premises to ensure continuous flow of production.	
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ALWIN I. REYES
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Description	Quantity	Delivery Covered
Printing and Delivery of LANDBANK 2021 Wall Calendar	440,000 Pieces	<u>Delivery Covered:</u> Within thirty (30) calendar days upon receipt by the supplier of the Notice to Proceed. Please refer to Annexes C-2 to C-3 for Delivery Sites and Detailed Production Timetable, respectively <u>Contact Person:</u> AVP Vivian M. Cañonero Head, Corporate Affairs Department <u>Contact Number:</u> 8405-7374

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Section VII. Specifications

Specifications	Statement of Compliance
	<p style="text-align: center;">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.</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 style="text-align: center;">Printing and Delivery of 440,000 Pieces LANDBANK 2021 Wall Calendar</p> <p>For current and past suppliers of printing 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).</p> <p>Terms of Reference and other terms and conditions per attached Annexes C-1 to C-4.</p>	<p>Please state here either “Comply” or “Not Comply”</p>
<p>The following documents/requirements shall be included in the Eligibility and Technical Component PDF File:</p> <ol style="list-style-type: none"> 1. Bidder’s self-certification stating the following: 	

- 1.1 has been in the printing industry for at least ten (10) years;
- 1.2 has at least two (2) four-color printing machines within the printing premises;
- 1.3 has the capability for computer-to-plate (CTP) method in printing calendars;
- 1.4 has its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine;
- 1.5 has enough space for collating and finishing procedures for the project;
- 1.6 has an orderly and uncluttered premise; and
- 1.7 has a generator set located within the bidder's premises to ensure continuous flow of production.

2. List of clients with references and contact persons (indicating the years when the projects were handled for them) as proof that the bidder has at least three (3) years of experience in printing calendars of either major banks or top corporations in the country.
3. For new bidders, they must submit at least three (3) sample works (corporate calendars).
4. Certification from previous clients as proof that the bidder has a good track record with customers in terms of quality of work and compliance with delivery schedule.
5. Certificate of Satisfactory Performance issued by the Head, Corporate Affair Department (CAD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of printing services for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.

NOTE: Certificate of Satisfactory Performance shall be requested in writing from AVP Vivian M. Cañonero at 32nd Floor, LANDBANK Plaza Building (Tel. No.: 8405-7374), at least five (5) working days prior to the submission of bid.

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

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

The documents should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Component (PDF File)

- The Eligibility and Technical Component 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 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, equivalent to at least twenty five percent (25%) 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. Bidder's self-certification stating the following:

- 12.1 has been in the printing industry for at least ten (10) years;
- 12.2 has at least two (2) four-color printing machines within the printing premises;
- 12.3 has the capability for computer-to-plate (CTP) method in printing calendars;

- 12.4 has its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine;
 - 12.5 has enough space for collating and finishing procedures for the project;
 - 12.6 has an orderly and uncluttered premise; and
 - 12.7 has a generator set located within the bidder's premises to ensure continuous flow of production.
13. List of clients with references and contact persons (indicating the years when the projects were handled for them) as proof that the bidder has at least three (3) years of experience in printing calendars of either major banks or top corporations in the country.
 14. For new bidders, they must submit at least three (3) sample works (corporate calendars).
 15. Certification from previous clients as proof that the bidder has a good track record with customers in terms of quality of work and compliance with delivery schedule.
 16. Certificate of Satisfactory Performance issued by the Head, Corporate Affair Department (CAD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of printing services for LANDBANK). 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]:**
 17. 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.
 18. Latest Income Tax Return filed manually or through EFPS.

Financial Component (PDF File)

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