



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20201120-01

PROJECT : **Three (3) Years Managed Photocopy Services for LANDBANK Offices:**

Lot 1 – Forty Six (46) Units for National Capital Region Offices

Lot 2 – Thirty Three (33) Units for Provincial Offices

IMPLEMENTOR : **Procurement Department**

DATE : **January 15, 2021**

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 will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) Submission of 2020 Mayor's/Business permit is acceptable for the above mentioned project. The official receipt as proof that the bidder has applied for its renewal within the period prescribed by the concerned local government unit or the renewed Mayor's/Business permit for FY 2021 shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the Revised IRR of RA 9184.
- 3) The Terms of Reference (Annex C), Technical Specifications (Section VII), and Checklist of the Bidding Documents (Item Nos. 8, 13 & 17 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes C-1 to C-3 and specific sections of the Bidding Documents.


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

Technical Specifications

Specification	Statement of Compliance
<p>Three (3) Years Managed Photocopy Services for LANDBANK Offices</p> <ol style="list-style-type: none">1. Scope of works, specifications and other requirements per attached Revised Terms of Reference (Revised Annexes C-1 to C-3).2. A Certificate of Satisfactory Performance issued by the Head, Procurement Department (ProcD) not earlier than 30 calendar days prior to the deadline of submission of bids (applicable only for the current and past suppliers of Managed Photocopy Services for LANDBANK) shall be included in the Technical Component PDF File. The Certificate shall still be subject to verification during post-qualification of bid. <p>Note: The Certificate of Satisfactory Performance shall be requested in writing from AVP Alwin I. Reyes, Head of ProcD (Contact No. 522-0000 loc. 7370) at 25th Floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.</p>	<p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product 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 applicable laws and issuances.</p> <p>Please state here either “Comply” or “Not Comply”</p>

Non-submission of the above-mentioned document may result in bidder's disqualification.	
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Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

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

Eligibility and Technical Components (PDF File)

- **The Eligibility and Technical Component shall contain documents sequentially arranged as follows:**

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

Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:
 - Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (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 Bureau of Internal Revenue (BIR).

Technical Eligibility Documents

2. Original 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 or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).
3. Original duly notarized Omnibus Sworn Statement (OSS) (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 (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, 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. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration
7. 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 in lieu of its NFCC computation.
- **Eligibility Documents – Class "B"**
11. Duly signed 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.

12. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
 13. **Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.**
- **Technical Documents (may include other requirements as stated in the Bidding Documents)**
 14. Copy of Purchase Orders, Contracts or other equivalent documents to prove that they are in the business for at least three (3) years.
 15. Certificate of Satisfactory Performance from at least two (2) customers/clients belonging to top 1000 corporations in the Philippines or agencies of the government.
 16. List of business office, parts and consumables depot in NCR and service centers in Luzon, Visayas and Mindanao with their respective addresses, contact persons and contact numbers.
 17. **Manufacturer's authorization or back-to-back certification evidencing that the supplier is an authorized distributor/reseller of the offered product and its consumables in the Philippines.**
 18. Certificate of Satisfactory Performance issued by the Head, Procurement Department (ProcD) not earlier than 30 calendar days prior to the deadline of submission of bids (applicable only for the current and past suppliers of Managed Photocopy 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 Alwin I. Reyes, Head of ProcD (Contact No. 522-0000 loc. 7370) at 25th Floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.
 - **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 19. 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.
 20. 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).

TERMS OF REFERENCE

Managed Photocopy Services

I. SCOPE OF WORK

1. Supply, delivery and installation of photocopiers;
2. Provision of genuine consumables;
3. Provision of free comprehensive maintenance services which covers labor, parts (including consumables such as developers and drums), service and support; and
4. Provision of a help desk that will provide free first line assistance.

II. QUALIFICATIONS OF SUPPLIER

Qualifications	Documentary Requirements
<ul style="list-style-type: none"> • Must have a minimum experience of three (3) years in the business of supplying photocopiers and photocopier consumables 	<ul style="list-style-type: none"> • Copy of Purchase Orders, Contracts or other equivalent documents to prove that they are in the business for at least three (3) years
<ul style="list-style-type: none"> • Must be satisfactorily rated by previous customers/clients belonging to top 1000 corporations in the Philippines or agencies of the government 	<ul style="list-style-type: none"> • Certificate of satisfactory performance issued by at least two (2) customers/clients belonging to top 1000 corporations in the Philippines or agencies of the government
<ul style="list-style-type: none"> • Must have business office and parts and consumables depot in NCR. It must also have Service Centers in Luzon, Visayas and Mindanao 	<ul style="list-style-type: none"> • List of business office, parts and consumables depot in NCR and service centers in Luzon, Visayas and Mindanao with their respective addresses, contact persons and contact numbers.
<ul style="list-style-type: none"> • Must be an authorized distributor of the offered product and its consumables 	<ul style="list-style-type: none"> • Manufacturer's authorization or back-to-back certification evidencing that the supplier is an authorized distributor/reseller of the offered product and its consumables in the Philippines.

III. MINIMUM SPECIFICATIONS

A. Photocopier

1. Copy, print and scan with Duplex Automatic Document Feeder (DADF)
2. Automatic back-to-back printing, scanning and copying
3. 24 copies per minute (A4) print speed
4. Department ID (100 users)
5. **500-sheet cassette tray, A4 and Legal size papers or combination of 250-sheet cassette tray each for A4 and Legal size papers**
6. 100-sheet by-pass tray, A4 and Legal size papers
7. Free pedestal
8. Production year - not earlier than 2015
9. **Brand new unit**

B. Toners should be genuine, non-toxic and without offensive smell

TERMS OF REFERENCE

Managed Photocopy Services

IV. DELIVERY

1. The Supplier shall deliver and install the photocopiers at the designated LANDBANK offices within thirty (30) calendar days upon receipt of Notice to Proceed (NTP).
2. **The photocopiers shall be loaded with complete set of consumables upon installation and provided with a minimum of one piece spare toner per machine by the Supplier.**
3. The Supplier shall orient and train designated LANDBANK users on the usage and basic maintenance of the photocopiers. The orientation/training shall be done upon installation of the photocopier.
4. **The Supplier shall replenish the spare toner inventory within twenty (20) working days upon receipt of order. The order may be placed by LANDBANK through telephone, email, fax, courier, mail and by any other means.**
5. **For every delivery, the Supplier shall submit a certification or any documentary proof coming from the manufacturer to prove that the consumables delivered are genuine/authentic.**

V. DURATION OF CONTRACT

1. The Contract shall end after three (3) years, reckoned from the earliest date of acceptance by LANDBANK of the photocopier units.
2. This contract may be pre-terminated in whole or in part, subject to sixty (60) days advance notice, by any of the parties for valid reasons such as:
 - a. Non-compliance with service level agreement for 3 times or more within a one-month period for at least 3 months in a given year; and
 - b. Unsatisfactory performance (Very Unsatisfied and Unsatisfied ratings from 10% or more of the end-user units) for at least 3 months in a given year based on the results of a Satisfaction Survey which LANDBANK - Procurement Department may conduct.

VI. PAYMENT TERMS

1. The Supplier shall bill the LANDBANK offices concerned on a monthly basis. The billing shall be based on the actual number of pages photocopied/printed, minus 2% spoilage discount, multiplied by the supplier's bid price per page.
2. The total bid price of the winning supplier shall be divided by the total estimated pages indicated in the Bid Documents to determine the bid price per page.
3. LANDBANK shall pay the Supplier within 45 calendar days upon receipt of bill and complete supporting documents.
4. All replacement parts necessary to restore the photocopiers into operating condition, other consumables like drum, repair and maintenance services and support services shall be for the account of the Supplier.

TERMS OF REFERENCE
Managed Photocopy Services

5. There shall be no adjustment in the quoted prices throughout the duration of this Contract.

VII. PROBLEM MANAGEMENT

1. All service calls made by LANDBANK 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:

Severity Level	Definition	Response Time
Emergency	Photocopier has problem and not able to continue operation	Within 2 working days upon receipt of call
Priority 1	Photocopier has problem but able to continue operation	Within 5 working days upon receipt of call
Priority 2	Photocopier needs preventive maintenance but able to continue operation; spare toner inventory needs replenishment	Within 20 working days upon receipt of call

2. Penalty for non-compliance with the above mentioned response times shall be Php500.00 per instance for every day of delay. The penalty shall be deducted by LANDBANK from the succeeding billings of the supplier.
3. Any photocopier which becomes defective shall be replaced immediately if it could not be repaired on-site within 4 hours from start of repair work in order to avoid interruptions in the operation of LANDBANK. The service unit shall be of the same or higher specifications than the installed unit.

VIII. OTHER TERMS AND CONDITIONS

1. LANDBANK may request for replacement of any of the photocopiers or their consumables if they are found to be 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, cleaning and maintenance shall be conducted by the Supplier to keep the photocopier tidy and in good running condition.
3. The photocopier shall be provided with sticker/tag indicating the Supplier's name and customer service numbers.
4. The Supplier shall regularly collect used cartridges and other waste materials and dispose of them properly.
5. The Supplier shall pull-out all its photocopiers under this contract from LANDBANK premises within 30 calendar days upon termination of the contract. LANDBANK shall not be liable for damage or loss of the photocopiers if the same are not pulled-out by the Supplier within the specified period.
6. In case of continued usage by the Bank of the photocopiers beyond the contract duration, the same terms and conditions under this contract shall apply.