



**LANDBANK**  
WE HELP YOU GROW.

**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20210118-01**

**PROJECT** : **Three (3) Years Lease of Thirty (30) Units Photocopier Machine**

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

**DATE** : **March 26, 2021**

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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 bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annex C), Item No. 5 of the Invitation to Bid, ITB Clauses 14.1.1 & 14.1.7 of the Bid Data Sheet (Section III), Technical Specifications (Section VII), and Checklist of the Bidding Documents (Item Nos. 12, 15 & 16 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes C-1 to C-2 and specific sections of the Bidding Documents.
- 3) The procedures in the payment of the Bidding Documents fee through the LANDBANK Link.BizPortal is attached as Annex D.
- 4) The deadline for the submission of electronic bids for the above project is re-scheduled on **April 7, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.

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



## Land Bank of the Philippines

### INVITATION TO BID FOR

#### Three (3) Years Lease of Thirty (30) Units Photocopier Machine

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its 2021 Corporate Operating Budget approved by the Board of Directors intends to apply the total sum of Seven Million Five Hundred Thousand Pesos Only (P7,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Three (3) Years Lease of Thirty (30) Units Photocopier Machine with Project Identification Number LBP-HOBAC-ITB-GS-20210118-01, broken down as follows:

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

2. The LANDBANK now invites bids for Three (3) Years Lease of Thirty (30) Units Photocopier Machine. The contract 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 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 RA No. 5183.

4. Prospective Bidders may obtain further information and/or shortened electronic copy of the Bidding Documents by contacting LANDBANK – Procurement Department at the telephone numbers and email address given below during banking days from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents in electronic format may be acquired by interested Bidders on February 19 to April 7, 2021 from LANDBANK – Procurement Department upon payment of the non-refundable Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Three Thousand Eight Hundred Pesos Only (PhP3,800.00).

The Bidding Documents Fee may be paid at any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal provided a Payment Acceptance Order (PAO) is secured first from LANDBANK – Procurement Department. The steps to follow in the payment of the Bidding Documents fee through LANDBANK Link.BizPortal are found in Annex D of the Bidding Documents.

To obtain a PAO, interested Bidders shall send a request email to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) with subject "PAO - LBP-HOBAC- ITB-GS-20210118-01" as its subject. The specific instructions on how to pay the Bidding Documents Fee and receive the Bidding Documents shall be provided in the reply email of LANDBANK to the interested Bidders.

The Bidding Documents 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 cost of Bidding Documents not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on February 26, 2021 – 11:45 A.M. through videoconferencing using Microsoft (MS) Teams Application.

Interested Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (Annex A of the Bidding Documents) to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) on or before 12:00P.M. of February 24, 2021. The PBCR Form can also be downloaded from the PhilGEPS website, LANDBANK website (<https://landbank.com/forms>) or requested from Ms. KIMBERLY JOY A. STO. TOMAS at [kimjoyangeles@yahoo.com](mailto:kimjoyangeles@yahoo.com). Interested Bidders shall state "PBCR – LBP-HOBAC- ITB-GS-20210118-01" in their request email as subject. The specific instructions on how to join the Pre-Bid Conference shall be provided by LANDBANK to the interested Bidders through email.

For new bidders, a briefing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bids shall be conducted on February 23, 2021 – 3:00P.M. through videoconferencing using MS Teams application.

7. All bids shall be submitted electronically on or before the 10:00 A.M. deadline on April 7, 2021. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility (SFTF) of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not be accepted. The prescribed procedures in the submission and opening of electronic bids are stated in the Detailed Procedures in Submission and Opening of Electronic Bids (Annexes C-1 to C-8 of the Bidding Documents). Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

9. Bid opening shall be on March 12, 2021 through videoconferencing using Microsoft (MS) Teams Application. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. 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; (d) declare a failure of bidding; or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Mr. Alwin I. Reyes  
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  
Email lbphobac@mail.landbank.com

(original signed)

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

**Bid Data Sheet**

## Bid Data Sheet

ITB Clause								
5.3	<p>For this purpose, contracts similar to the Project must be at least equivalent to at least fifty percent (50%) of the ABC:</p> <p style="margin-left: 40px;">a. Contracts involving lease/rental/supply/delivery of photocopier machines.</p> <p style="margin-left: 40px;">b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>							
7	Subcontracting is not allowed.							
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 70%; text-align: center;">Form of Bid Security</th> <th style="width: 30%; text-align: center;">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">P150,000.00</td> </tr> <tr> <td style="padding: 5px;">(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> </tr> <tr> <td style="padding: 5px;">(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; vertical-align: middle;">P375,000.00</td> </tr> </tbody> </table> <p>1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal. The bidder shall first secure an electronic PAO from LANDBANK - Procurement Department. If the bidder opts to pay at any LANDBANK Branch, the electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.</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;	P150,000.00	(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	(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.	P375,000.00
Form of Bid Security	Minimum Amount of Bid Security							
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P150,000.00							
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(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.	P375,000.00							

If the bidder opts to pay through the LANDBANK Link.BizPortal, the steps to follow are found in Annex D of the Bidding Documents. The Payment Confirmation shall serve as proof of payment of the cash bid security.

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 Project Title and Project Identification Number are indicated therein.
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  
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  
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 No. 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  
Telephone Nos. 8-812-4911 and 8-867-1064

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

	<p>exceed the amount of the bond"; or</p> <p>(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."</p> <p>6. If in the form of Bid Securing Declaration, the attached Form No. 8 of the Bidding Documents must be used.</p> <p>7. <b>A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or Payment Confirmation and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. In the case of cashier's/manager's check bid security, the physical check must be delivered to and received by LANDBANK-Procurement Department not later than 5:00 P.M. of the following banking day after the opening of bids. In the case of the other forms of bid security, the physical document must be submitted to LANDBANK-Procurement Department during the post-qualification stage.</b></p>
15	<p>The electronic bid shall consist of two identical copies of archived/compressed files (Copy 1 and Copy 2). The archived/compressed files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the archived/compressed files shall be labelled as XYZ-081901(2)-C1 (for Copy 1) and XYZ-081901(2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-Fin.</p> <p><u>All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents.</u> The documents must be signed by the authorized signatory/ies when required in the form.</p> <p>The archived file and the PDF files shall be assigned with a different</p>

	<p>password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening. The passwords for Copy 1 and Copy 2 shall be the same.</p> <p>Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.</p> <p>In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. The qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-081901(2)-C1-Mod1 and XYZ-081901(2)-C2-Mod1 containing XYZ-081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1 and b) Second Modification: XYZ-081901(2)-C1-Mod2 and XYZ-081901(2)-C2-Mod2, containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.</p>
16	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on <u>April 7, 2021</u>. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. 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 B-1 to B-7. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached Annexes B-4 to B-7).</p> <p><u>Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC.</u> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her 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>



17	<p>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. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meetings.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>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.</p> <p>In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic bids when required by the HOBAC, the bidder concerned shall be disqualified from further participating in the bidding process.</p> <p>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 Component.</p> <p>The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his/her Financial Component.</p> <p>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 or due to technical issues, the bidder concerned shall be disqualified from</p>
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	<p>further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.</p> <p>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 ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>
19.3	<p>The lot and reference is:</p> <p>Three (3) Years Lease of Thirty (30) Units Photocopier Machine with Project Identification Number LBP-HOBAC-ITB-GS-20210118-01.</p> <p>Bidder 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.</p>
20	<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 2016 Revised IRR of RA 9184, 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> <p>A 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) shall also be submitted. Only tax returns filed manually or through EFPS and taxes paid shall be accepted.</p>

## Technical Specifications

Specification	Statement of Compliance
<p style="text-align: center;"><b>Three (3) Years Lease of Thirty (30) Units Photocopier Machine</b></p> <p><b>1. Terms of Reference per attached Revised Annexes C-1 and C-2.</b></p> <p>2. For current and past suppliers of Photocopier Machine 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><b>A Certificate of Satisfactory Performance issued by the Head, Facilities Management Department (FMD) not earlier than thirty (30) calendar days prior to the deadline of submission of bids. The Certificate shall still be subject to verification during post-qualification of bid.</b></p>	<p style="text-align: center;"><b>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</b></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 style="text-align: center;"><b>Please state here either "Comply" or "Not Comply"</b></p>

<p>Note: The Certificate of Satisfactory Performance shall be requested in writing from Mr. Ramil P. Remillano, Head of FMD (Contact No. 8522-0000 loc. 7360) at 25<sup>th</sup> Floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.</p> <p>Non-submission of the above-mentioned document/requirement may result in bidder's disqualification.</p>	
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**Conforme:**

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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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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. 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. 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).

4. 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).

Financial Eligibility Documents

5. 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.
6. 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.

o **Eligibility Documents – Class "B"**

7. 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.
8. 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.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

o **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. Section VI – Schedule of Requirements with signature of bidder's authorized representative.

12. **Revised Section VII – Specifications with response on compliance and signature of bidder’s authorized representative.**
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
14. Certificate of Satisfactory Performance from at least two (2) previous clients, including LANDBANK if applicable.
15. **Certificate of Satisfactory Performance issued by the Head, Facilities Management Department (FMD) not earlier than thirty (30) calendar days prior to the deadline of submission of bids.**
16. **Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered photocopier machine and any of the following documents:**
  - **Certificate of Manufactured Date of Photocopier issued by Manufacturer.**
  - **Delivery Receipt of the Photocopier issued by the Manufacturer duly received by the Distributor/Seller for the Reconditioned Machine.**
  - **Seller’s Notarized Sworn Affidavit within the past six (6) months for the Reconditioned Machine.**
  - **Authorized Supplier in the Philippines of Reconditioned Photocopier issued by the Manufacturer.**
- **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.
  19. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  20. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

**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).

# CLASS D

## FACILITIES MANAGEMENT DEPARTMENT (FMD) Manual Records Division

### TERMS OF REFERENCE

#### I. PROJECT:

Three (3)-Year Lease for Thirty (30) units Photocopying Machines at LBP Plaza, Malate, Manila.

- I.1 4 units – at least **60** copies/minute (2 units for FMD-9/F, 2 units for 27F)  
26 units – at least **35** copies/minute (Inclusive of one back-up unit, 9F and one buffer unit)

- Manufactured year should NOT be earlier than 2019.
- All with reducer, enlarger, feeder, automatic collator, back-to-back printing, tray for A4, Legal and A3 size paper.
- All 30 units with scanner – free of charge
- With energy-saving design for low power consumption during printing, ready mode and sleep mode e.g. consumes 610 W during printing, 40W during ready mode and 1W during sleep mode, or achieved the standard value of Energy Star Program
- Use of environment-friendly technologies, e.g. usage of recycled materials, or toner and paper saving features

- I.2 With 2% discount for spoilage to be deducted from the total number of copies consumed per month.

#### II. SERVICE REQUIREMENTS:

The Service Provider shall:

- II.1 Ensure that all machines are in good condition and available at all times by providing:

II.1.1 One (1) back-up unit of at least 35 copies per minute.

II.1.2 One (1) in-house technician, on duty from 8:00 AM-5:00 PM, Mondays to Fridays.

II.1.3 Simple repair to be attended within four (4) hours upon receipt of notice from FMD/end-user or provide back-up unit in case repair will take 1 week or more.

- II.2 Conduct regular monthly evaluation/validation of usage of the machines for replacement or upgrading as needed.

II.3 Provide unlimited supply of genuine consumables (toner), with stock level of three (3) toner per month for each type of machine e.g. 60 cpm copier and 35 cpm copier.

II.5 Ensure that their Technician is properly identified, reports to FMD supervisor and compliant with office rules of the Bank.



## CLASS D

II.6 Warrant that it has complied with all the laws and regulations applicable to its operation and its waste disposal activity is in compliance with the waste disposal regulations of the government authorities.

### III. QUALIFICATIONS AND DOCUMENTARY REQUIREMENTS

Manufactured year should NOT be earlier than 2019	Product brochure with specifications and any of the following documents or equivalent:  Certificate of Manufactured Date of Photocopier issued by Manufacturer  Delivery Receipt of the Photocopier issued by the Manufacturer duly received by the Distributor/Seller for the Reconditioned Machine  Seller's Notarized Sworn Affidavit within the past six (6) months for the Reconditioned Machine  Authorized Supplier in the Philippines of Reconditioned Photocopier issued by the Manufacturer
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### IV. OTHERS

IV.1 The service provider shall submit at least two (2) Certificates of Satisfactory Performance from their previous clients, including LANDBANK if applicable and copy of Authorized Philippine Distributor of Photocopier issued by the Manufacturer.

IV.2 PAYMENT – The Bank shall pay the service provider based on the actual consumption per month, net of 2% spoilage as stated in item I.2. Summary of Usage and Accomplishment Report signed by the end-users should be attached to the Billing Statement.


III.3 The Bank reserved the right to accept or reject any or all quotations and to impose additional terms and conditions it may deem proper/advantageous to LBP.

III.4 The existing lease contract may be subject to pre-termination based on the result of satisfaction survey. A level of 15% dissatisfaction for three (3) survey period shall be ground for pre-termination.

Prepared by:

  
**MARIA CRISTINA M. MAGNO**  
Chief of Division, FMD-MRD

Noted by:

  
**RAMIL P. REMILLANO**  
AVP, FMD *For*

LANDBANK  
**Link.BizPortal**

**FOLLOW THESE SIMPLE STEPS:**

**1**

Go to [www.landbank.com](http://www.landbank.com) and click on **Link.BizPortal**.

**2**

Select **Procurement Department** as merchant.

**3**

Click on the transaction type: **Bidding Fee, Bid Security, and Performance Security**.

**4**

Select the preferred **Payment Gateway Option\*** and fill-out the other payment details.

**5**

Key in all the required account details, including the **One-Time Password (OTP)** and **ATM PIN**.

**6**

View/Print **Payment Confirmation**.

**\*Payment Gateway Options:**

- LANDBANK ATM and Debit Accounts
- Participating BancNet member banks
- Cash Payment Options via Partner Collection Outlets



**LANDBANK**

WE HELP GROW

For more information contact:

**CUSTOMER CARE CENTER**

32nd Floor, LANDBANK Plaza  
1598 M.H. Del Pilar cor. Dr. Quinsis Sts., Malate, Manila  
Tel. Nos. (02) 8-495-7000 or  
1-800-16-495-7000 (PLDT Domestic Toll Free)

[www.landbank.com](http://www.landbank.com)

Regulated by the Bangko Sentral ng Pilipinas  
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Website: [www.bsp.gov.ph](http://www.bsp.gov.ph)  
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Deposits are insured by ADIC up to P500,000 per depositor.  
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Anne-D