



**SUPPLEMENTAL/BID BULLETIN NO. 3**  
**For LBP-HOBAC-ITB-GS-20200325-01(2)**

**PROJECT** : **One (1) Year Courier Services for LANDBANK Credit Cards Statement of Accounts (SOA) and Other Credit Card Related Parcels**

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

**DATE** : **April 30, 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 is/are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The deadline for the submission of electronic bids for the above project is re-scheduled on **May 7, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.
- 3) LANDBANK responses to bidders queries/clarifications are provided in the attached Annexes F-1 to F-2.

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

<b>Bidder's Queries/Clarifications</b>	<b>LANDBANK Responses</b>
<p><u>For the Breakdown of Parcels (Annex D):</u></p> <p>1) Items A &amp; B – Are items packed in a letter envelope size? Is it a “per item per envelope basis”, and also applies to the delivery of billing statements to cardholder?</p>	<p>1) Yes, but I don't have the exact specs but for SOA it's contained in a sealed short sized (more or less) envelope. Credit Cards &amp; PIN mailers (long window envelope). In our previous experience, smallest pouch is enough. Billing is per envelope/pouch with separate address each. There may be cases that same person with same address has more than one envelopes (stapled together). In case of different Cardholders in same office address, billing is per envelope (per addressee).</p>
<p>2) Item C - Are items for C different from A &amp; B? If yes, in what nature?</p>	<p>2) Documents only like letters but very seldom. Mainly we are sending only SOA, PIN mailers &amp; cards (inactive).</p>
<p>3) Can the bidders be provided with addresses, particularly for Luzon, Visayas and Mindanao?</p>	<p>3) We can give you sample transmittal for the SOA but for new cards we don't know yet. We accept new cardholders nationwide, normally endorsed/clients of our Branches.</p>
<p>4) How does LANDBANK process the booking of the shipment?</p>	<p>4) Daily we will provide the accounts for card production sorted as to Luzon, Visayas &amp; Mindanao, LANDBANK Branches &amp; field units and LANDBANK Head Office. Courier picks up all the cards from the printing plant of Card provider (within NCR) while SOA will be picked up either from Head Office or from printing plant (within NCR). If address is LANDBANK Head Office &amp; Field Units, same shall be delivered in bulk at Head Office together with the Returns (RTS). We will always provide a transmittal/list of all items for sending. Pick-up is daily for cards (sometimes only very few depending on processed new applications &amp; replacement cards) but for SOA its only twice a month (after every billing cut-off date 15th &amp; 28th of the month). We will advise if no pick-up for the day.</p>
<p>5) What file do LANDBANK use for the list of shipments?</p>	<p>5) Transmittal File every shipment is in excel format sorted as to NCR, Luzon, Visayas and Mindanao.</p>
<p>6) Are LANDBANK waybills or ARs already attached to the parcels?</p>	<p>6) We normally attached courier slip especially for cards &amp; PIN mailers.</p>

7) Where are the pick-up points?	7) LANDBANK Head Office and Service Providers (within NCR).
<u>For the Terms of Reference (Annex C):</u>	
8) Item No. 2.8, the bidder clarified on the following:	
a) Definition of "accredited agents"?	a) Accredited agents (in some provinces) meaning they went thru accreditation process to us and submitted pertinent government and financial documents as part of the accreditation requirements.
b) Will the accredited agents conduct the delivery?	b) Yes, they will do the delivery on our behalf.
c) Do accredited agents have counters/offices and are connected online with the Bank's system for the tracking of parcels?	c) Yes, they have offices and connected in our tracking system.
d) What are the responsibility/ies of accredited agents?	d) Delivery for some provincial areas.
e) If the accredited agents do not carry the name of LANDBANK, what type of business do they normally have?	e) Business type is courier service.