



**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-FRA-GS-20210319-01**

**PROJECT** : **Bill Counters (Framework Agreement)**  
**Lot 1 – 93 Units Console-Type**  
**Lot 2 – 78 Units Portable-Type**  
**Lot 3 – 5 Units Portable-Type with Counterfeit Detector for**  
**Philippine Peso**

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

**DATE** : **May 7, 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 minimum Technical Specifications (Annex D), ITB Clause 5.3 of the Bid Data Sheet (Section III), Technical Specifications (Section VI), Omnibus Sworn Statement (Form No. 6) and Checklist of Bidding Documents (Item Nos. 1, 12, 13 & 17 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes D-5 to D-6 and specific sections of the Bidding Documents.
- 3) The deadline for the submission of electronic bids for the above project is re-scheduled on **May 14, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.

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

## Bid Data Sheet

ITB Clause							
5.3	<p>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1.3 of IRR of RA 9184 will likely to result to failure of bidding, the Bidders should comply with the following requirements:</p> <p style="margin-left: 40px;">a. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC of this project; and</p> <p style="margin-left: 40px;">b. The largest of these similar contracts must be equivalent to at least twenty five (25%) of the ABC of this project.</p> <p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;">a. Contracts involving supply and delivery of bill counters; and</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;"> <thead> <tr> <th style="text-align: center;">Form of Bid Security</th> <th style="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; vertical-align: top;">Lot 1: Php223,200.00</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; vertical-align: top;">Lot 2: Php42,900.00 Lot 3: Php17,500.00</td> </tr> </tbody> </table>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	Lot 1: Php223,200.00	(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	Lot 2: Php42,900.00 Lot 3: Php17,500.00
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<p>(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.</p>	<p>Lot 1: Php558,000.00 Lot 2: Php107,250.00 Lot 3: Php43,750.00</p>
<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> <p>If the bidder opts to pay through the LANDBANK Link.BizPortal, the steps to follow are found in Annex A of the Bidding Documents. The Payment Confirmation shall serve as proof of payment of the cash bid security.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"><li>(a) CBD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)</li><li>(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)</li></ul> <p>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.</p>	

	<p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <ul style="list-style-type: none"><li>(a) LIBI-Forex 14<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-710-7114 (Every Tuesday and Thursday)</li><li>(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</li></ul> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <ul style="list-style-type: none"><li>(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</li><li>(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."</li></ul> <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. 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.</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 LBP-HOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid</p>

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.

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.

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. The documents must be signed by the authorized signatory/ies when required in the form.

The archived file and the PDF files shall be assigned with a different 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.

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.

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.

16	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on <u>MAY 14, 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 C-1 to C-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 C-4 to C-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</p>

participating in the bidding process.

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.

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.

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.

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 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.

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.

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.

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.

19.3	<p>The lot and reference is:</p> <p>Bill Counter (Framework Agreement) Project Identification Number LBP-HOBAC-FRA-GS-20210319-01.</p> <table border="1" data-bbox="379 394 1342 882"> <thead> <tr> <th data-bbox="379 394 475 495">Lot No.</th> <th data-bbox="475 394 1046 495">Item Description</th> <th data-bbox="1046 394 1342 495">Approved Budget of the Contract (ABC)</th> </tr> </thead> <tbody> <tr> <td data-bbox="379 495 475 600">1</td> <td data-bbox="475 495 1046 600">93 Units Console-Type Bill Counter</td> <td data-bbox="1046 495 1342 600">Php11,160,000.00</td> </tr> <tr> <td data-bbox="379 600 475 705">2</td> <td data-bbox="475 600 1046 705">78 Units Portable-Type Bill Counter</td> <td data-bbox="1046 600 1342 705">Php2,145,000.00</td> </tr> <tr> <td data-bbox="379 705 475 842">3</td> <td data-bbox="475 705 1046 842">5 Units Portable-Type Bill Counter with Counterfeit Detector for Philippine Peso</td> <td data-bbox="1046 705 1342 842">Php875,000.00</td> </tr> <tr> <td data-bbox="379 842 475 882"><b>Total</b></td> <td data-bbox="475 842 1046 882"></td> <td data-bbox="1046 842 1342 882"><b>Php14,180,000.00</b></td> </tr> </tbody> </table> <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>	Lot No.	Item Description	Approved Budget of the Contract (ABC)	1	93 Units Console-Type Bill Counter	Php11,160,000.00	2	78 Units Portable-Type Bill Counter	Php2,145,000.00	3	5 Units Portable-Type Bill Counter with Counterfeit Detector for Philippine Peso	Php875,000.00	<b>Total</b>		<b>Php14,180,000.00</b>
Lot No.	Item Description	Approved Budget of the Contract (ABC)														
1	93 Units Console-Type Bill Counter	Php11,160,000.00														
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<b>Total</b>		<b>Php14,180,000.00</b>														
20.2	<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>															
21.2	<p>The Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.</p>															



## Technical Specifications

Specification	Statement of Compliance								
<p style="text-align: center;"><b>Bill Counters (Framework Agreement)</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 15%;">Lot No.</th> <th style="width: 85%;">Item Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>93 Units Console-Type Bill Counter</td> </tr> <tr> <td style="text-align: center;">2</td> <td>78 Units Portable-Type Bill Counter</td> </tr> <tr> <td style="text-align: center;">3</td> <td>5 Units Portable-Type Bill Counter with Counterfeit Detector for Philippine Peso</td> </tr> </tbody> </table> <p>1. Specifications and other terms and conditions per attached Revised Annexes D-1 to D-6.</p> <p>2. The following documents shall be submitted in support of the compliance of the Bid to the technical specifications and other requirement:</p> <ul style="list-style-type: none"> <li>• Certificate of Satisfactory Performance from at least two (2) reference clients belonging to the top ten (10) Commercial Banks in the Philippines.</li> <li>• Manufacturer's authorization or back-to-back certifications evidencing that the bidder is an authorized distributor/reseller in the Philippines of the product being offered.</li> </ul>	Lot No.	Item Description	1	93 Units Console-Type Bill Counter	2	78 Units Portable-Type Bill Counter	3	5 Units Portable-Type Bill Counter with Counterfeit Detector for Philippine Peso	<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.</p> <p style="text-align: center;"><b>Please state here either "Comply" or "Not Comply"</b></p>
Lot No.	Item Description								
1	93 Units Console-Type Bill Counter								
2	78 Units Portable-Type Bill Counter								
3	5 Units Portable-Type Bill Counter with Counterfeit Detector for Philippine Peso								

<ul style="list-style-type: none"><li>• List of service centers in Metro Manila, Cebu and Davao with complete addresses, contact persons and numbers.</li><li>• Resume of at least two (2) manufacturer-trained technicians each in Metro Manila, Cebu and Davao service centers.</li><li>• List of common spare parts carried in the inventory of the parts center/depot and its business name, address and contact numbers.</li></ul> <p>Non-submission of the above documents may result in the post-disqualification of the bidder.</p>	
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Conforme:

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

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

\_\_\_\_\_  
Position

**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, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

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 is not related 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, by consanguinity or affinity up to the third level degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is not related 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, by consanguinity or affinity up to the third level degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is not related 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, by consanguinity or affinity up to the third level degree;

7. **[Name of Bidder] has no unsatisfactory performance with its ongoing projects.**
8. [Name of Bidder] complies with existing labor laws and standards; and
9. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Making an estimate of the facilities available & needed for the contract to be bid, if any; and
  - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
10. [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.
11. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**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 \_\_\_\_\_.

## 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

In cases of recently expired mayor's/business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR.

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.

- 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.
- **Technical Documents (may include other requirements as stated in the Bidding Documents)**
  10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  11. Section VI – Framework Agreement List with signature of bidder's authorized representative.
  12. **Section VII – Revised Specifications with response on compliance and signature of bidder's authorized representative.**
  13. **Duly Notarized revised Omnibus Sworn Statement (OSS) (sample form - Form No.6).**
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  14. 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.
  15. Latest Income Tax Return filed manually or through EFPS.
  16. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  17. **Original copy of duly notarized Revised 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).

**PORTABLE BILL COUNTER with COUNTERFEIT DETECTOR FOR PHILIPPINE PESO**  
**Minimum Technical Specifications**

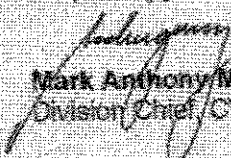
<b>Machine Design</b>	Portable Currency Machine capable of counting and counterfeit detection of Philippine Peso Notes. (from 20 to 1000)
<b>No. of Pockets/Stackers</b>	Minimum of two (2) pockets (one for genuine, one for reject/counterfeit)
<b>Currency</b>	<b>Philippine Peso</b>
<b>Denomination</b>	All denominations of Peso (from 20 to 1000)
<b>Counting and Counterfeit Detection Speed</b>	Minimum of 500 Banknotes per minute
<b>Hopper Capacity</b>	500 notes
<b>Stacker/Pocket Capacity</b>	100 notes
<b>Shutter</b>	Equipped with Automatic Noise and Dust Proof Shutter
<b>Accuracy</b>	100% accurate in counting and counterfeit detection.
<b>Dimension (Bills/Notes)</b>	1.97 x 3.54 - 3.94 x 7.28 inches or 50 x 90mm - 100 x 135mm
<b>Authentication Parameters for all denominations of Philippine Peso</b>	<ol style="list-style-type: none"> <li>1. Magnetic Security Thread Detector</li> <li>2. Fluorescent detector</li> <li>3. Infrared detector</li> <li>4. Picture detector or its equivalent</li> <li>5. Can detect all types of counterfeit notes.</li> </ol> <i>(Upgradeable to detect new types of counterfeit. Free of Service Charge)</i>
<b>Operating System</b>	Compatible with Windows 7 or higher
<b>Power Supply</b>	100 - 240 AC Auto Volt
<b>Conformance to Regulations</b>	The product must conform to certain existing health, safety and environmental protection standards. It must have a CE (Commissaire Europeene) Marking, or UL (Underwriters Laboratory) listing mark, or Energy Star label, or other comparable certification marks.
<b>Performance</b>	<ol style="list-style-type: none"> <li>1. The machine must be capable of and accurate in counting unfit, fit, and new mint notes. It should pass the performance test which will be conducted by LANDBANK.</li> <li>2. The product must have a satisfactory performance certification from at least three (3) of the top ten (10) banks in the Philippines.</li> </ol>
<b>Manufacturing Process</b>	The product must have been produced under a consistent manufacturing process certified under ISO 9001, or in accordance with other comparable quality management system. ISO 9001 certification of the manufacturer or equivalent documents must be submitted.

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<p><b>Labeling</b></p>	<p>The following information must be printed or etched in the housing and packaging of the product:</p> <ul style="list-style-type: none"> <li>• <i>Correct and registered trade name or brand name;</i></li> <li>• <i>Registered trademark; and</i></li> <li>• <i>Registered business name and address of the manufacturer</i></li> </ul>
<p><b>Other Capabilities</b></p>	<p>1. <b>Adjustable Mobile Carrier/ Bench.</b></p>
<p><b>Resolution Time</b></p>	<p>1. <b>Minor repair</b> -within two (2) calendar days starting from day one of servicing.</p> <p>2. <b>Major repair</b> -within fifteen (15) calendar days.</p> <p>In case of major repair, a service unit of the same model or equivalent thereto, shall be immediately provided/delivered.</p>
<p><b>Penalty Clause</b></p>	<p>Not meeting response time per incident basis: P1,000.00 per day/incident</p>
<p><b>Warranty Period with Comprehensive Maintenance</b></p>	<p>Five years warranty includes:</p> <ol style="list-style-type: none"> <li>1. Monthly service maintenance for five (5) years.</li> <li>2. Free consumable supplies, labor and all parts during the warranty period.</li> <li>3. Free upgrade on New Denomination/Design/New Security Feature/Counterfeit Detection Parameters i.e. acceptance of polymer banknotes, etc.</li> <li>4. All terms and conditions of the warranty period also apply to the maintenance package.</li> <li>5. On-site repairs at the customer's location.</li> <li>6. All replacement parts must be new and always readily available.</li> <li>7. Availability and immediate delivery of service unit similar to or its equivalent.</li> <li>8. Technical assistance on any machine reconfiguration, Operating System (OS) upgrade at no additional cost to the Bank.</li> </ol>
<p><b>Service Personnel</b></p>	<ol style="list-style-type: none"> <li>1. Competent and highly trained local service engineers/technicians. (COSD should be provided with a list of authorized service personnel in advance)</li> <li>2. Service Centers in Manila and Provinces.</li> </ol>

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