



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20210512-01

PROJECT : **One (1) Year Contract for Courier Services for LANDBANK EMV MasterCard Agent Banking Cards for the PhilSys Identification Project**

IMPLEMENTOR : **Procurement Department**

DATE : **June 11, 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 bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annex D), Schedule of Requirements (Section VI), Technical Specifications (Section VII), Schedule of Prices (Form No. 2), and Checklist of Bidding Documents (Item Nos. 11 & 12 of the Eligibility & Technical Components and Item No. 2 of the Financial Component) have been revised. Please see attached revised Annexes D-1 to D-3 and specific sections of the Bidding Documents.

3)	Bidder's Queries/Clarifications	LANDBANK Responses
	<p>The bidder requested for clarification on the following:</p> <p>1) Whether personnel that are not organic personnel (e.g. partner agents, tie-ups) is acceptable.</p> <p>2) What is the mode of delivery?</p>	<p>1) No. Per Item H.15 of the TOR, "the service provider shall not transfer at any stage of its duties, obligations and benefits committed to the Bank as per agreement to any third party, unless otherwise indicated and agreed upon previously".</p> <p>2) The mode of deliveries will be by land for Luzon areas and air/sea freight for Visayas and Mindanao areas.</p> <p>For out-of-town or far-flung areas, cards will be delivered to the nearest LANDBANK servicing branch in the area.</p>

<p>3) Will LANDBANK require submission of proof of delivery as billing attachment?</p> <p>4) May we request for an additional of 5-7 days for the delivery lead time for far-flung areas in Luzon?</p> <p>5) What is the value of the card per piece?</p> <p>6) What is the quantity used for the Schedule of Prices: per piece or per kilo?</p> <p>7) What is the basis for computation of liquidated damages?</p>	<p>3) Yes, the winning service provider will be required to provide proof of delivery and list/summary of successfully delivered cargos/ parcels for easy reconciliation and monitoring.</p> <p>4) No additional delivery lead time. The Bank will maintain its requirement.</p> <p>5) The value of the card per piece is P62.60.</p> <p>6) The quantity is in kilograms. Per Item G.2 of the TOR, the rates shall be computed as follows:</p> <p>a. Minimum weight of three (3) kilograms; and</p> <p>b. Any excess shall be rounded off as follows:</p> <ul style="list-style-type: none">• Below 0.5 kgs to the nearest whole number• 0.5 kgs and more to the next whole number <p>7) The computation of liquidated damages is 1/10 of 1% of the amount of cargo/box not delivered on time.</p>
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ALWIN REYES
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

Schedule of Requirements

The delivery schedule/contract period expressed as weeks/months/years stipulates hereafter a delivery/performance period which is the period within which to deliver the goods or perform the services in the project site/s.

Lot No.	Description	Quantity	Delivered, Weeks/Months
1	<p>One (1) Year Contract for Courier Services for LANDBANK EMV Mastercard Agent Banking Cards (ABC) for the PhilSys Identification Project (PIP)</p> <p>1. Luzon Area: Minimum cost for the 1st 3kgs. Per kg. in excess of 3kgs.</p> <p>2. Visayas & Mindanao Areas: Minimum cost for the 1st 3kgs. Per kg. in excess of 3kgs.</p>	<p>66,000 kgs. 22,000 kgs.</p> <p>110,000 kgs. 36,667 kgs.</p>	<p>1. Via land: Within one (1) to three (3) calendar days after receipt of cargo/cargoes from LANDBANK's Card Supplier.</p> <p>2. Via air freight: Within five (5) calendar days after receipt of cargo/cargoes from LANDBANK's Card Supplier.</p> <p>3. Via sea freight: Within ten (10) calendar days after receipt of cargo/cargoes from LANDBANK's Card Supplier.</p> <p>NOTE: An Advice shall be issued by LANDBANK Cards and ATM Management Department (CAMD) to Courier Service Provider one (1) day prior to pick-up of cargoes from the Card Supplier.</p>

Project Sites:

Various LANDBANK Branches c/o LANDBANK CAMD

Contact Details:

1. Ms. Marissa B. Pineda, Head – CAMD / 8522-0000 local 7630
2. Ms. Joanne A. Ocampo / 8522-0000 local 7411
3. Ms. Ma. Emelita E. Sison / 8522-0000 local 4211

Conforme:

Name of Bidder

Signature over Printed Name of
 Authorized Representative

Position

Technical Specifications

Specifications	Statement of Compliance
	<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>One (1) Year Contract for Courier Services for LANDBANK EMV Mastercard Agent Banking Cards (ABC) for the PhilSys Identification Project (PIP)</p> <p>The following documents shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements:</p> <ul style="list-style-type: none"> • Revised Terms of Reference (Annexes D-1 to D-3), Non-Disclosure/Confidentiality Agreement (Annex E) and Acceptable Use Policy Compliance Commitment Certificate (Annexes F-1 and F-2) signed in all pages by the authorized signatory/ies. • List of branches/offices per province with addresses, contact numbers and contact persons. • Documented Business Continuity Plan. <p>Non-submission of above documents/requirements may result in bidder's post-disqualification.</p>	<p>Please state here either “Comply” or “Not Comply”</p>

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES
 For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10	
Lot No.	Description	Country of Origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)	
1	<p>One (1) Year Contract for Courier Services for LANDBANK EMV Mastercard Agent Banking Cards (ABC) for the PhilSys Identification Project (PIP)</p> <p>1. Luzon Area:</p> <p>Minimum cost for the 1st 3kgs. Per kg. in excess of 3kgs.</p> <p>2. Visayas & Mindanao Areas:</p> <p>Minimum cost for the 1st 3kgs. Per kg. in excess of 3kgs.</p>		<p>66,000 kgs.</p> <p>22,000 kgs.</p> <p>110,000 kgs.</p> <p>36,667 kgs.</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	
Total Cost									PhP _____	

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Please credit payment to:

Account Name: _____

Account Number: _____

LBP Branch: _____

Form No. 2

SCHEDULE OF PRICES
For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Lot No.	Description	Country of Origin	Quantity	Unit Price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	<p>One (1) Year Contract for Courier Services for LANDBANK EMV Mastercard Agent Banking Cards (ABC) for the PhilSys Identification Project (PIP)</p> <p>1. Luzon Area:</p> <p>Minimum cost for the 1st 3kgs. Per kg. in excess of 3kgs.</p> <p>2. Visayas & Mindanao Areas:</p> <p>Minimum cost for the 1st 3kgs. Per kg. in excess of 3kgs.</p>		<p>66,000 kgs.</p> <p>22,000 kgs.</p> <p>110,000 kgs.</p> <p>36,667 kgs.</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>	<p>P _____</p> <p>_____</p> <p>P _____</p> <p>_____</p>
Total Cost		PHP _____							

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Please credit payment to:

Account Name: _____

Account Number: _____

LBP Branch: _____

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;

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; 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 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.

○ **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**
 10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 11. **Section VI – Revised Schedule of Requirements 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 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 Omnibus Sworn Statement (OSS) (sample form - Form No. 6).

Financial Component (PDF File)

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



A. Name and Description of the Project

One (1) Year Contract for Courier Services for the LANDBANK EMV Mastercard Agent Banking Cards (ABC) for the PhilSys Identification Project (PIP)

B. Objective of the Project

To provide excellent customer service through the prompt delivery of LANDBANK ABCs for the PhilSys unbanked registrants

C. Scope of the Project

Service Provider shall provide LANDBANK with the following services:

1. Door to door delivery of ABCs to LBP Servicing Branches with proper receipt of addresses
2. Track and Trace capability to verify /update status of shipments through online one (1) day after receipt

D. Period of the Project

Will start 15 calendar days after receipt of Notice to Proceed and end upon termination of the contract.

E. Qualifications and Documentary Requirements

Qualification Requirements of	Documentary Requirements
1. Shall submit a list of branches/offices per province with addresses, telephone numbers and contact persons that can service LANDBANK Field Units	1. List of branches/offices per province with addresses, telephone numbers and contact persons
2. Self-certification on the existence/availability of Disaster Recovery/Business Continuity Plan (BCP) to ensure continuity of service provided to LANDBANK;	2. Documented Business Continuity Plan

F. Delivery Schedule

Modes of Delivery

- a. Via land - one (1) to three (3) calendar days after receipt of cargoes from the card supplier
- b. Via air freight - Five (5) calendar days after receipt of cargoes from the card supplier
- c. Via sea freight - within 10 calendar days after receipt of cargoes from the card supplier

CLASS D

G. Manner of Payment

1. LANDBANK will pay the supplier in accordance with the schedule of rates submitted:
2. Rates shall be computed as follows:
 - a. Minimum weight of 3 kilogram
 - b. Any excess shall be rounded off as follows:
 - 1) Below 0.5 kilogram to the nearest wholenumber
 - 2) 0.5 kilogram and more to the next wholenumber
3. The Bank shall pay the collection fee on a monthly basis, within fifteen (15) working days from receipt of the Service Provider's correct billing/ statement of account accompanied by a list of successfully delivered parcels within delivery period and a list of parcels delivered beyond the delivery period.

H. Other Terms and Conditions

1. Delivery attempts to the addressee or consignee shall be up to three (3) times at no additional cost to LANDBANK.
2. Cargoes not delivered within the stated transit time and condition shall not be subject to delivery charges
3. The Service Provider shall notify LANDBANK within three (3) working days from the date of failure of delivery.
4. The Service Provider shall not collect delivery charges if it fails to notify unless the failure to make such notification is due to fortuitous events or circumstances beyond the control of the bidder, or causes attributable to LANDBANK. Provided that if the undelivered cargoes are subsequently and properly delivered, the Service Provider shall be entitled to collect the corresponding delivery charges.
5. Cargoes shall be picked up by the Service Provider from the Card Supplier or LANDBANK Head Office for card delivery/ dispatch between 1:00PM to 5:00PM unless notified by LANDBANK that pick-up is not necessary. No pick-up of parcels from Banner during Saturdays, Sundays and Holidays;
6. In the event that pick-up is made on a Friday or a day prior to weekend or a day preceding a holiday, the counting of delivery period shall start on Monday or on the next banking day, respectively.
7. Cargoes not delivered within the prescribed period shall be charged 1/10th of 1% of the freight charges applied to a particular batch/ billing multiplied by the number of days delayed based on the longest days of delay in that particular batch/billing.
8. The Service Provider shall comply with the LANDBANK's Service Level Agreement and Non-Disclosure Agreement (NDA) and Acceptable Use Policy (AUP). (Annex A and B)

CLASS D

9. The Service Provider, in performance of work under this contract, fully comply with all other applicable national or local laws and executive orders, policies, processes, regulations and standards, required by law.
10. It is understood that the service personnel of the Service Provider are not employees of LANDBANK and is solely responsible under existing labor laws, rules and regulations or those that may hereafter be enacted regulating employer – employee relationship, and/ or other employment benefits which the service personnel may be entitled. The bidder hereby warrants that it shall fully and faithfully comply with the labor laws, including but not limited to the statutory minimum wage decrees, rules and regulations and that it shall keep LANDBANK free and harmless from any liability whatsoever in the event that any claim arising sunder such laws, decrees, rules and regulations is presented/ filed.
11. The Service Provider shall provide timely billing to LANDBANK to avoid delays/ overdue in payment. Last billing should be submitted for payment within three (3) months from complete delivery/ expiry of contract.
12. The Service Provider shall be financially liable for any loss of the cargoes while in transit. In the event of loss/ damage, the Service Provider shall pay the contents of the parcels.
13. The Service Provider shall be solely responsible for any and all injuries or damages to persons or property caused by it and/or of its service personnel assigned to LANDBANK in the course of the performance of its obligations.
14. In case of delay in the delivery or non-performance of the terms and conditions by the Service Provider where, damages to the operations of the department were ascertained, LANDBANK reserves the right to pre-terminate the contract. A thirty (30) day notice of pre-termination shall be sent to the bidder, the period of which will run upon receipt of such notice.
15. The Service provider shall not transfer at any stage of its duties, obligations and benefits committed to the Bank as per agreement to any third party, unless otherwise indicated and agreed upon previously.

Prepared by:



MA. EMELITA E. SISON

SePMS, CMPT

Checked by:



JOANNE A. OCAMPO

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Approved by:



MARISSA B. PINEDA

AVP/Head, CAMD