



**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20200210-01(2)**

**PROJECT** : **1,600 Pads Promissory Note Form C**  
**IMPLEMENTOR** : **Procurement Department**  
**DATE** : **July 9, 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 Specifications (Annex E), Technical Specifications (Section VII), and Checklist of Bidding Documents (Item Nos. 12 & 16 of the Eligibility and Technical Components) have been revised. Please see attached revised Annex E and specific sections of the Bidding Documents.
- 3) The deadline for the submission of electronic bids for the above project is re-scheduled on **July 16, 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

## Technical Specifications

Specifications	Statement of Compliance
<p style="text-align: center;">1,600 pads Promissory Note Form C</p> <p><b>Revised specifications per attached Annex E.</b></p> <p>The Lowest Calculated Bidder must submit <b>two (2) sets</b> of actual samples of the offered Promissory Note Form C within five (5) calendar days after the bidding date for evaluation.</p> <p>Non-submission of the above mentioned document/requirement may result in bidder's post-disqualification.</p>	<p style="text-align: center;"><b>Please state here either "Comply" or "Not Comply"</b></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.**

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.

**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.

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; 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.

#### 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 – 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).
- **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. **Two (2) sets of actual samples of the offered Promissory Note Form C.**
  17. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  18. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

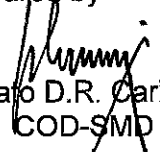
**Financial Component (PDF File)**

- ***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 Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2).

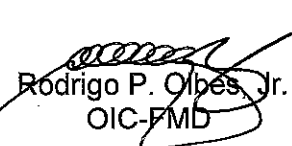
**PROMISSORY NOTE FORM C**
**Specifications:**
*(Revised as discussed during Pre-Bid held last June 25, 2021)*

Stock:	Original Copy: White Bond Paper (54gsm) 2 <sup>nd</sup> copy: Yellow Bond Paper (48gsm) 3 <sup>rd</sup> copy: Blue Bond Paper (48gsm) 4 <sup>th</sup> to 7 <sup>th</sup> copy: White Bond Paper (48gsm) (Tolerance on grammage: +/-5%)
Size:	8-1/2" X 13"
Printing:	One side
Process:	Offset
Text Color:	One (Solid Black)
Binding and Packing:	* Collated in 7 copies by order of Page Number * Forty-Two (42) sheets per set (with top sheet & chipboard backing) * 25 sets per Pad (padded with red padding glue) * 5 Pads per Pack (Wrap in kraft paper & labeled with inclusive series number of content per pack: Beginning & Ending Nos.)
Inclusive Series Number:	304401-C up to 344400-C Pre-numbered per set in Red Ink
Others:	Text Content and Lay-out as per provided PDF.

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Annex E