



LANDBANK

SERVING
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20220118-01**

PROJECT : **Printing of Various LANDBANK Forms, Letterheads and Envelopes**

IMPLEMENTOR : **HOBAC Secretariat**

DATE : **May 6, 2022**

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, Section VI (Schedule of Requirements), Section VII (Technical Specifications) and Checklist of Bidding Documents (Item Nos. 11 and 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1, D-2, E-1, E-2, G-1, G-2, H-1, H-2, L-1 and L-2 and specific sections of the Bidding Documents.


ATTY. HONORIO T. DIAZ, JR.
Head, 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	Delivery Period
1	Letterhead (Internal)	3,560 reams	See attached Terms of Reference (Revised Annex D-1)
2	Letterhead (External)	2,400 reams	See attached Terms of Reference (Revised Annex E-1)
3	Specimen Signature Card with Logo	8,800 bundles	See attached Terms of Reference (Annex F-1)
4	Mailing Envelope (External)	560 boxes	See attached Terms of Reference (Revised Annex G-1)
5	Mailing Envelope (Internal)	960 boxes	See attached Terms of Reference (Revised Annex H-1)
6	Debit Cash Transfer Slip	12,000 bundles	See attached Terms of Reference (Annex I-1)
7	Credit Cash Transfer Slip	9,600 bundles	See attached Terms of Reference (Annex J-1)
8	Application for Manager's Check, FX Demand Draft, Electronic Fund Transfer & Gift Check	4,800 pads	See attached Terms of Reference (Annex K-1)
9	Internal Memo Pad	3,560 pads	See attached Terms of Reference (Revised Annex L-1)
10	Debit Advice Regular	1,960 bundles	See attached Terms of Reference (Annex M-1)
11	Credit Advice Regular	1,600 bundles	See attached Terms of Reference (Annex N-1)
12	Debit Advice	900 bundles	See attached Terms of Reference (Annex O-1)
13	Credit Advice	900 bundles	See attached Terms of Reference (Annex P-1)

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Technical Specifications

<p align="center">Specifications</p>	<p align="center">Statement of Compliance</p> <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>Lot 1: 3,560 Reams Letterhead (Internal)</p> <p><u>Notes:</u></p> <ol style="list-style-type: none"> Terms of Reference and design per attached Revised Annexes D-1 & D-2. Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p align="center">Please state here either “Comply” or “Not Comply”</p>
<p>Lot 2: 2,400 Reams Letterhead (External)</p> <p><u>Notes:</u></p> <ol style="list-style-type: none"> Terms of Reference and design per attached Revised Annexes E-1 & E-2. Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements</p>	<p align="center">Please state here either “Comply” or “Not Comply”</p>

<p>may result in the post-disqualification of the bidder.</p>	
<p>Lot 3: 8,800 Bundle Specimen Signature Card with Logo</p> <p>Notes:</p> <ol style="list-style-type: none"> 1 Terms of Reference and design per attached Annexes F-1 & F-3. 2 Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either “Comply” or “Not Comply”</p>
<p>Lot 4: 560 boxes Mailing Envelope (External)</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Terms of Reference per attached Revised Annexes G-1 & G-2 2. Lowest Calculated Bidder must submit one (1) piece sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either “Comply” or “Not Comply”</p>
<p>Lot 5: 960 Boxes Mailing Envelope (Internal)</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Terms of Reference and design per attached Revised Annexes H-1 & H-2. 2. Lowest Calculated Bidder must submit one (1) piece sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either “Comply” or “Not Comply”</p>

<p>Lot 6: 12,000 Bundle Debit Cash Transfer Slip</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Terms of Reference and design per attached Annexes I-1 & I-2. 2. Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either “Comply” or “Not Comply”</p>
<p>Lot 7: 9,600 Bundle Credit Cash Transfer Slip</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Terms of Reference and design per attached Annexes J-1 & J-2. 2. Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either “Comply” or “Not Comply”</p>
<p>Lot 8: 4,800 pads Application for Manager's Check, FX Demand Draft, Electronic Fund Transfer & Gift Check</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Terms of Reference and design per attached Annexes K-1 & K-2. 2. Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either “Comply” or “Not Comply”</p>

<p>Lot 9: 3,560 Pads Memo Pad (Internal)</p> <p>Notes:</p> <ol style="list-style-type: none">1. Terms of Reference and design per attached Revised Annexes L-1 & L-2.2. Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either "Comply" or "Not Comply"</p>
<p>Lot 10: 1,960 Bundle Debit Advice Regular</p> <p>Notes:</p> <ol style="list-style-type: none">1. Terms of Reference and design per attached Annexes M-1 & M-2.2. Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either "Comply" or "Not Comply"</p>
<p>Lot 11: 1,600 Bundle Credit Advice Regular</p> <p>Notes:</p> <ol style="list-style-type: none">1. Terms of Reference and design per attached Annexes N-1 & N-2.2. Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either "Comply" or "Not Comply"</p>

<p>Lot 12: 900 pads Credit Advice</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Terms of Reference and design per attached Annexes O-1 & O-2. 2. Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either “Comply” or “Not Comply”</p>
<p>Lot 13: 900 Bundle Debit Advice</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Terms of Reference and design per attached Annexes P-1 & P-2. 2. Lowest Calculated Bidder must submit one (1) sheet sample within five calendar days from the date of bidding <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p>Please state here either “Comply” or “Not Comply”</p>

Conforme:

 Name of Bidder

 Signature over Printed Name of Authorized Representative

 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)

1. The Eligibility and Technical Component shall contain documents sequentially arranged as follows:

o **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)

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).

Note: During the opening of the first bid envelopes (Eligibility and Technical Component), only the above documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

- **Post-bidding Documents/Requirements – [The Lowest Calculated Bidder must submit the following documents/requirements within five (5) calendar days from the date of bidding]:**
 - 14. Actual sample for Lot 1 to 13.
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 - 15. 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.
 - 16. Latest Income Tax Return filed manually or through EFPS.
 - 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).
 - 19. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).

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).

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

TERMS OF REFERENCE

3,560 reams Letterhead (Internal)

Specifications:

Stock	80 gsm White Premium Grade
Size	A4 (210 mm x 297 mm)
Printing	Full color offset
Color	Solid Black (CMYK=0,0,0,100) Green (CMYK=80,0,100,0/Pantone 355C Gold (CMYK=0,25,81,0/Pantone 130C
Packaging	500 sheets/ream (labeled with project title & quantity and packed with coated/uncoated 70 gsm paper)
Others	Digital file may be obtained from LANDBANK Procurement Department c/o Mr. Jenkin Dy at 8522-0000 local 2606 or jenkindy26@yahoo.com

Delivery Period:

- **First Delivery: 356 reams**
 - Within thirty (30) calendar days upon receipt of Notice to Proceed.
- **Second Delivery: 1,068 reams**
 - Sixty-five (65) calendar days after due date of first delivery.
- **Third Delivery: 1,068 reams**
 - Sixty-five (65) calendar days after due date of Second delivery.
- **Fourth Delivery: 1,068 reams**
 - Sixty-five (65) calendar days after due date of third delivery.

Delivery Site:

LANDBANK Warehouse

No. 1 Escala St., Sumulong Highway, Bgy. Mambugan, Antipolo City

Contact details: Donato DR. Cariaga/8696-0491-93

Sample:

The Lowest Calculated Bidder must submit printed proof or actual sample of the offered product within five (5) calendar days after the bidding date for evaluation.

Submission will be at the Ground Floor/Lobby, LANDBANK Plaza Building during banking days from 8:00 AM to 5:00 PM. Please coordinate your submission of sample with HOBAC SECRETARIAT/ contact no 8522-0000 local 7746. The approved sample will form part of the deliveries if found to be complying with the specifications/requirements of the bank.

Revised ANNEX 0-1



LANDBANK

SERVING THE NATION

Land Bank of the Philippines

LANDBANK Plaza, 1598 M.H. Del Pilar corner Dr. J. Quintos Sts., Malate, Manila, Philippines 1004

T (632) 8522-0000 8551-2200 8450-7001 W www.landbank.com

Revised D-2

TERMS OF REFERENCE

2,400 reams Letterhead (External)

Specifications:

Size	A-4 (210 mm x 297 mm)
Stock	Conqueror Smooth Wove Oyster, 90 gsm
Color	3/0 (Pantone Color)
Printing	Full Color Offset
Packaging	500 pcs. per ream
Others	Digital file may be obtained from LANDBANK Procurement Department c/o Mr. Jenkin Dy at 8522-0000 local 2606 or jenkindy26@yahoo.com

Delivery Period:

- **First Delivery: 600 reams**
 - Within thirty (30) calendar days upon receipt of Notice to Proceed.
- **Second Delivery: 600 reams**
 - Sixty-five (65) calendar days after due date of first delivery.
- **Third Delivery: 600 reams**
 - Sixty-five (65) calendar days after due date of Second delivery.
- **Fourth Delivery: 600 reams**
 - Sixty-five (65) calendar days after due date of third delivery.

Delivery Site:

LANDBANK Warehouse
No. 1 Escala St., Sumulong Highway, Bgy. Mambugan, Antipolo City
Contact details: Donato DR. Cariaga/8696-0491-93

Sample:

The Lowest Calculated Bidder must submit printed proof or actual sample of the offered product within five (5) calendar days after the bidding date for evaluation.

Submission will be at the Ground Floor/Lobby, LANDBANK Plaza Building during banking days from 8:00 AM to 5:00 PM. Please coordinate your submission of sample with HOBAC SECRETARIAT/ contact no 8522-0000 local 7746. The approved sample will form part of the deliveries if found to be complying with the specifications/requirements of the bank.

Revised

ANNEX E-1



LANDBANK

SERVING
THE NATION

Land Bank of the Philippines

LANDBANK Plaza, 1598 M.H. Del Pilar corner Dr. J. Quintos Sts., Malate, Manila, Philippines 1004

T (632) 8522-0000 8551-2200 8450-7001 W www.landbank.com

Revised E-2

TERMS OF REFERENCE

560 boxes Mailing Envelope (External)

Specifications:

Dimension	101.6 mm x 228.6 mm (Folded)
Stock	100 gsm Cream Conqueror Smooth CX22
Printing	Full color offset
Pantone Color	Green 355 C/Gold 130 C
Packaging	500 pcs. per box (labeled with project title & quantity)
Others	Well-glued flap sides and closure flap with water activated seal gum. Digital file may be obtained from LANDBANK Procurement Department c/o Mr. Jenkin Dy at 8522-0000 local 2606 or jenkindy26@yahoo.com

Delivery Period:

- **First Delivery: 56 boxes**
 - Within thirty (30) calendar days upon receipt of Notice to Proceed.
- **Second Delivery: 168 boxes**
 - Sixty-five (65) calendar days after due date of first delivery.
- **Third Delivery: 168 boxes**
 - Sixty-five (65) calendar days after due date of Second delivery.
- **Fourth Delivery: 168 boxes**
 - Sixty-five (65) calendar days after due date of third delivery.

Delivery Site:

LANDBANK Warehouse
No. 1 Escala St., Sumulong Highway, Bgy. Mambugan, Antipolo City
Contact details: Donato DR. Cariaga/8696-0491-93

Sample:

The Lowest Calculated Bidder must submit printed proof or actual sample of the offered product within five (5) calendar days after the bidding date for evaluation.

Submission will be at the Ground Floor/Lobby, LANDBANK Plaza Building during banking days from 8:00 AM to 5:00 PM. Please coordinate your submission of sample with HOBAC SECRETARIAT/ contact no 8522-0000 local 7746. The approved sample will form part of the deliveries if found to be complying with the specifications/requirements of the bank.

ANNEX

Revised 6-1

508 mm

101.6 mm

Land Bank of the Philippines
LANDBANK Plaza, 1598 M.H. Del Pilar corner Dr. J. Quintos Sts., Malate, Manila, 1004 Philippines



21443 mm

26886 mm

52863 mm

Revised G-2

TERMS OF REFERENCE

960 boxes Mailing Envelope (Internal)

Specifications:

Dimension	101.6 mm x 228.6 mm folded
Stock	Conqueror Smooth CX22 Diamond White (90 gsm)
Printing	One color offset
Pantone Color	1/0 Pantone Colors
Packaging	500 pcs. per box
Others	Digital file may be obtained from LANDBANK Procurement Department c/o Mr. Jenkin Dy at 8522-0000 local 2606 or jenkindy26@yahoo.com

Delivery Period:

- **First Delivery: 240 boxes**
 - Within thirty (30) calendar days upon receipt of Notice to Proceed.
- **Second Delivery: 240 boxes**
 - Sixty-five (65) calendar days after due date of first delivery.
- **Third Delivery: 240 boxes**
 - Sixty-five (65) calendar days after due date of Second delivery.
- **Fourth Delivery: 240 boxes**
 - Sixty-five (65) calendar days after due date of third delivery.

Delivery Site:

LANDBANK Warehouse

No. 1 Escala St., Sumulong Highway, Bgy. Mambugan, Antipolo City

Contact details: Donato DR. Cariaga/8696-0491-93

Sample:

The Lowest Calculated Bidder must submit printed proof or actual sample of the offered product within five (5) calendar days after the bidding date for evaluation.

Submission will be at the Ground Floor/Lobby, LANDBANK Plaza Building during banking days from 8:00 AM to 5:00 PM. Please coordinate your submission of sample with HOBAC SECRETARIAT/ contact no 8522-0000 local 7746. The approved sample will form part of the deliveries if found to be complying with the specifications/requirements of the bank.

ANNEX

Revised H-1

50.8 mm

101.6 mm

Land Bank of the Philippines
LANDBANK Plaza, 1598 M.H. Del Pilar corner Dr. J. Quintos Sts., Malate, Manila, 1004 Philippines



11.229 mm

8.01 mm

75.35 mm

Revised 4-2

TERMS OF REFERENCE

3,560 pads Internal Memo Pad

Specifications:

Stock	80 gsm, White Premium Grade
Size	148.5 mm x 210 mm (A5)
Printing	Full color offset, one side
Color	Solid Black Green Pantone 355C Gold Pantone 130C
Padding	100 sheets per pad (red padding glue, top with plain white bond paper and chipboard #120 backing).
Packaging	10 pads per pack (labeled with project title & quantity and packed with coated/uncoated 70 gsm paper)
Others	Digital file may be obtained from LANDBANK Procurement Department c/o Mr. Jenkin Dy at 8522-0000 local 2606 or jenkindy26@yahoo.com

Delivery Period:

- **First Delivery: 356 pads**
 - Within thirty (30) calendar days upon receipt of Notice to Proceed.
- **Second Delivery: 1,068 pads**
 - Sixty-five (65) calendar days after due date of first delivery.
- **Third Delivery: 1,068 pads**
 - Sixty-five (65) calendar days after due date of Second delivery.
- **Fourth Delivery: 1,068 pads**
 - Sixty-five (65) calendar days after due date of third delivery.

Delivery Site:

LANDBANK Warehouse
No. 1 Escala St., Sumulong Highway, Bgy. Mambugan, Antipolo City
Contact details: Donato DR. Cariaga/8696-0491-93

Sample:

The Lowest Calculated Bidder must submit printed proof or actual sample of the offered product within five (5) calendar days after the bidding date for evaluation.

Submission will be at the Ground Floor/Lobby, LANDBANK Plaza Building during banking days from 8:00 AM to 5:00 PM. Please coordinate your submission of sample with HOBAC SECRETARIAT/ contact no 8522-0000 local 7746. The approved sample will form part of the deliveries if found to be complying with the specifications/requirements of the bank.

Revised ANNEX L-1



Land Bank of the Philippines
 LANDBANK Plaza, 1598 M.H. Del Pilar corner Dr. J. Quintos Sts., Malate, Manila, Philippines 1004
 T (632) 8522-0000 8551-2200 8450-7001 W www.landbank.com



Revised L-2