



LANDBANK

SERVING
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 3
For LBP-HOBAC-ITB-GS-20220215-02**

PROJECT : **Lot 3 – 350 Units Multi-Function Printer
Lot 5 – 125 Units Document Scanner**

IMPLEMENTOR : **HOBAC Secretariat**

DATE : **May 06, 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) Special Conditions of Contract (Section V), Schedule of Requirements (Section VI), Technical Specifications (Section VII) and Checklist of Bidding Documents (Items 11 & 12 of Technical Documents and Item 19 of Other Documents to support compliance with Technical Specifications) have been revised. Please see attached revised Annexes D-7 and D-8 and specific sections of the Bidding Documents.
- 3) The submission and opening of bids for Lots 3 and 5 is re-scheduled on **May 20, 2022 at 10:00 A.M.** thru videoconferencing using MS Teams


ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat

Special Conditions of Contract

SCC Clause																						
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad:</i> The delivery terms applicable to the Contract are DDP delivered in the address/es indicated in Section VI. Schedule of Requirements. In accordance with INCOTERMS.</p> <p><i>For Goods supplied from within the Philippines:</i> The delivery terms applicable to this Contract are delivered in the address/es indicated in Section VI. Schedule of Requirements. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative/s at the Project Site/s is/are indicated in Section VI. Schedule of Requirements.</p> <p>The winning bidder shall deliver the following:</p> <table border="1" data-bbox="395 1330 1369 1753"> <thead> <tr> <th>Lot No.</th> <th>Item Description</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Thermal Card Printer with Card Personalization Software</td> <td>215 units</td> </tr> <tr> <td>2</td> <td>Dot Matrix Printer (136 columns)</td> <td>415 units</td> </tr> <tr> <td>3</td> <td>Multi-Function Printer</td> <td>350 units</td> </tr> <tr> <td>4</td> <td>Passbook Printer</td> <td>590 units</td> </tr> <tr> <td>5</td> <td>Document Scanner</td> <td>125 units</td> </tr> <tr> <td>6</td> <td>Dot Matrix Printer (80 columns)</td> <td>260 units</td> </tr> </tbody> </table> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of</p>	Lot No.	Item Description	Quantity	1	Thermal Card Printer with Card Personalization Software	215 units	2	Dot Matrix Printer (136 columns)	415 units	3	Multi-Function Printer	350 units	4	Passbook Printer	590 units	5	Document Scanner	125 units	6	Dot Matrix Printer (80 columns)	260 units
Lot No.	Item Description	Quantity																				
1	Thermal Card Printer with Card Personalization Software	215 units																				
2	Dot Matrix Printer (136 columns)	415 units																				
3	Multi-Function Printer	350 units																				
4	Passbook Printer	590 units																				
5	Document Scanner	125 units																				
6	Dot Matrix Printer (80 columns)	260 units																				

Requirements:

- a. Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. Training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period *indicated* in Section VI. Schedule of Requirements.

Spare parts or components shall be supplied as promptly as possible, but in any case, within months indicated in the Technical Specifications.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier
Contract Description
Final Destination
Gross weight
Any special lifting instructions
Any special handling instructions
Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be

	<p>included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The following documentary requirements for payment shall be submitted:</p> <ul style="list-style-type: none">• Sales Invoice/Billing Statement/Statement of Account.• Delivery Receipt with printed name and signature of LANDBANK employee who received the delivery and actual date of receipt of items. <p>The Supplier shall be paid within sixty (60) calendar days after submission of sales invoice or claim and complete documentary requirements.</p> <p>Payment shall be through direct credit to the winning bidder's deposit account with LANDBANK. The winning bidder is required to maintain a deposit account with LANDBANK's Cash Department or any of its Branches.</p>
4	<p>Maintain the GCC Clause.</p>

5	<p>Warranty on parts and labor, as follows:</p> <p>Lot 1 – Thermal Card Printer with Card Personalization: Five (5) years</p> <p>Lot 2 – Dot Matrix Printer (136 columns): Three (3) years</p> <p>Lot 3 – Multi-Function Printer: Four (4) years</p> <p>Lot 4 – Passbook Printer: Five (5) years</p> <p>Lot 5 – Document Scanner: Four (4) years</p> <p>Lot 6 – Dot Matrix Printer (80 columns): Three (3) years</p>
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Section VI - 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	Thermal Card Printer with Card Personalization	215 units	1 st Delivery: 125 units Thirty (30) calendar days upon receipt of Notice to Proceed. 2 nd Delivery: 90 units Sixty (60) calendar days after the 1 st delivery.
2	Dot Matrix Printer (136 columns)	415 units	1 st Delivery: 215 units Thirty (30) calendar days upon receipt of Notice to Proceed. 2 nd Delivery: 200 units Sixty (60) calendar days after the 1 st delivery.
3	Multi-Function Printer	350 units	1 st Delivery: 200 units Thirty (30) calendar days upon receipt of Notice to Proceed. 2 nd Delivery: 150 units Sixty (60) calendar days after the 1 st delivery.
4	Passbook Printer	590 units	1 st Delivery: 300 units Thirty (30) calendar days upon receipt of Notice to Proceed. 2 nd Delivery: 290 units Sixty (60) calendar days after the 1 st delivery.
5	Document Scanner	125 units	Sixty (60) calendar days upon receipt of Notice to Proceed.
6	Dot Matrix Printer (80 columns)	260 units	1 st Delivery: 160 units Thirty (30) calendar days upon receipt of Notice to Proceed. 2 nd Delivery: 100 units Sixty (60) calendar days after the 1 st delivery.
Delivery Site: LANDBANK Antipolo Warehouse No. 1 Escala Street, Barangay Mambugan, Antipolo			

Contact Person:
Aurelia M. Lavilla
Assistant Vice President
Head, LANDBANK Systems Implementation Department

Contact Nos.:
8-522-0000 local 7319 and 7288

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Section VII - Technical Specifications

Specifications	Statement of Compliance
Document Scanner and Various Printers	
Lot 1 - 215 units Thermal Card Printer with Card Personalization Software	Please state here either "Comply" or "Not Comply"
Lot 2 - 415 units Dot Matrix Printer (136 columns)	Please state here either "Comply" or "Not Comply"
Lot 3 - 350 units Multi-Function Printer	Please state here either "Comply" or "Not Comply"
Lot 4 - 590 units Passbook Printer	Please state here either "Comply" or "Not Comply"
Lot 5 -125 units Document Scanner	Please state here either "Comply" or "Not Comply"
Lot 6 - 260 units Dot Matrix Printer (80 columns)	Please state here either "Comply" or "Not Comply"

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.

1. Minimum technical specifications and other requirements per attached **Revised Annexes D-1 to Annexes D-14 (revisions on Annexes D-7 and D-8 only).**
2. **The Manufacturer's Authorization (Form No. 9) or its equivalent document** and the following documentary requirements enumerated in the Technical Specifications/Terms of Reference shall be submitted in Eligibility and Technical Component to support the compliance of the Bid to the technical specifications and other requirements:

Lot No.	Item Nos.	Annexes
1	a, b.1, b.2, b.3 & g	D-3 and D-4
2	a.1, a.2, a.3, & d.1	D-5 and D-6
3	a.1, a.2, a.3, & d.1	Revised D-7 and D-8
4	a.1, a.2, a.3, & d.1	D-9 and D-10
5	a.1, a.2, a.3, & d.1	D-11 and D-12
6	a.1, a.2, a.3, & d.1	D-13 and D-14

Non-submission of the above documents may result in the post-disqualification of the bidder.

**Please state here either
"Comply" or "Not Comply"**

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)

- **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);

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. **Revised 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).

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.

- **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]**

For lot no. 1 only:

14. Certificate of Satisfactory Performance showing at least two (2) years experience in providing or managing Thermal Card Printer with the required software program from at least one (1) commercial bank in the Philippines.

For lot nos. 1 to 6:

15. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model.
16. List of names with resume of the service technicians.
17. List of service center with complete address, contact person and contact details.
18. List of local parts center/depot/reseller where spare parts will be available, with complete address, contact person, and contact details for the following areas.

17.1 Region I or Cordillera Administrative Region – preferably La Union and/or Pangasinan

17.2 Region II - preferably Santiago City

17.3 NCR or Regions III or IV – preferably National Capital Region

17.4 Bicol and Samar – preferably Legazpi

17.5 Regions VI or VII or Leyte – preferably Cebu City

17.6 Mindanao – preferably Davao City

19. **Manufacturer's authorization (sample form - Form No. 9) or its equivalent document, confirming that the bidder is authorized to provide the equipment and consumables supplied by the manufacturer, including any warranty obligations and after sales support as may be required.**

- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**

20. 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.
21. Latest Income Tax Return filed manually or through EFPS.

22. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
23. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
24. 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.