



SERVING THE NATION

SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20220408-02

PROJECT : Lot 1 – 29,200 Bundles Check Deposit Slip
Lot 2 – 16,000 Bundles BIR Tax Payment Deposit Slip

IMPLEMENTOR : HOBAC Secretariat

DATE : June 22, 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 (Annexes D-1 & E-1), Bid Data Sheet (ITB Clause 5.3 of Section III), Schedule of Requirements (Section VI), Technical Specifications (Section VII) and Checklist of Bidding Documents (Items 11 and 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1 and E-1 and specific sections of the Bidding Documents.
- 3) The scheduled submission and opening of bids is on July 01, 2022 at 10:00 using MS Teams


ATTY. HONORIO T. DIAZ, JR.
Head, 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 result to failure of bidding/monopoly that will defeat the purpose of public bidding, the Bidder should comply with the following requirements:</p> <p style="padding-left: 40px;">a. The Bidder must have completed a contract that is similar to this Project, the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least twenty five percent (25%) of the ABC for this Project.</p> <p style="text-align: center;">or</p> <p style="padding-left: 40px;">b. The Bidder must have completed at least two (2) contracts similar to this Project, the aggregate amount of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least twenty five percent (25%) of the ABC for this Project, and the largest of these similar contracts must be equivalent to at least twelve and a half percent (12.5%) of the ABC for this Project.</p> <p>A contract shall be considered similar to this Project if it involves printing jobs. Moreover, it must have been completed within five (5) years prior to the set 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.

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	Check Deposit Slip	29,200 bundles	See attached Terms of Reference (Revised Annex D-1)
2	BIR Tax Payment Deposit Slip	16,000 bundles	See attached Terms of Reference (Revised Annex E-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: 29,200 Bundles Check Deposit Slip</p> <p>Notes:</p> <p>1. Terms of Reference and design per attached Revised Annexes D-1 & D-2. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion at 8-405-2947.</p> <p>2. Lowest Calculated Bidder must submit one (1) set of actual sample within five calendar days from the date of bidding</p> <p>Non-submission of the above requirement 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: 16,000 Bundles BIR Tax Payment Deposit Slip</p> <p>Notes:</p> <p>1. Terms of Reference and design per attached Revised Annexes E-1 & E-2. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion at 8-405-2947.</p>	<p align="center">Please state here either “Comply” or “Not Comply”</p>

2. Lowest Calculated Bidder must submit one (1) set of actual sample within five calendar days from the date of bidding

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

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:

○ **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 envelope (Eligibility and Technical Component), only the abovementioned 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 Lots 1 and 2.

- **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

Supply and Delivery of 29,200 Bundles Check Deposit Slip

Specifications:

Dimension:	4" x 7-5/8"
Stock:	Original Copy – CB White Paper 55gsm (+/-5% tolerance on grammage) 2nd Copy – CF White Paper 50gsm (+/-5% tolerance on grammage)
Process:	Offset
Pantone Color:	Blue 661C
Printing:	One (1) side
ID Code:	Bank's copy (original) Depositor's Copy (2nd copy)
Padding:	Two (2) sheets per set (padded per set) 500 sets per bundle (bundled with paper strap)
Packaging:	4 bundles per pack (wrapped with coated/uncoated 70 gsm paper and labeled with project title & quantity)
Text lay-out and content:	As per Digital Kit provided by CCED

Delivery Period:

First Delivery: 2,920 bundles within Thirty (30) calendar days upon receipt of Notice to Proceed.
Second Delivery: 8,760 bundles within Sixty-Five (65) calendar days after due date of first delivery.
Third Delivery: 8,760 bundles within Sixty-Five (65) calendar days after due date of second delivery.
Fourth Delivery: 8,760 bundles within Sixty-Five (65) calendar days after due date of third delivery.

Delivery Site:

LANDBANK Warehouse
No. 1 Escala St., Sumulong Highway, Brgy. Mambugan, Antipolo City

LBP-Procurement

Contact Person:

Donato DR. Cariaga
Telephones: 8696-0493 and 09175781159
Email: smtprocdsupplies@gmail.com

Sample:

The Lowest Calculated Bidder must submit one (1) set of actual sample of the offered product within five (5) calendar days from the date of bidding 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 2609 and 7746. The approved sample will form part of the deliveries if found to be complying with the specifications/requirements of the bank.

TERMS OF REFERENCE

Supply and Delivery of 16,000 Bundles BIR Tax Payment Deposit Slip

Specifications:

Dimension:	6"-1/2" x 7"-3/4"
Stock:	Original Copy – White Carbonless Paper 55gsm (Taxpayer's Copy) 2nd Copy – Blue Carbonless Paper 50gsm (Attachment to the Tax Return) 3rd Copy – Yellow Carbonless Paper 50gsm (Branch Copy)
Process:	Offset
Printing:	Two (2) sides, back to back
Binding:	Three (3) sheets per set (padded per set) 500 sets per bundle
Packaging:	Four (4) bundles per pack (packed with coated/uncoated 70gsm paper and labeled with project title & quantity)
Text content/Lay-out/Color:	As per Digital file provided by CCED
Others:	Inclusive serial number Starting: 31960001 Ending : 39960000

Delivery Period:

- First Delivery: 1,600 bundles within Thirty (30) calendar days upon receipt of Notice to Proceed.
Second Delivery: 4,800 bundles within Sixty-Five (65) calendar days after due date of first delivery.
Third Delivery: 4,800 bundles within Sixty-Five (65) calendar days after due date of second delivery.
Fourth Delivery: 4,800 bundles within Sixty-Five (65) calendar days after due date of third delivery.

Delivery Site:

LANDBANK Warehouse
No. 1 Escala St., Sumulong Highway, Brgy. Mambugan, Antipolo City

LBP-Procurement

Contact Person:

Donato DR. Cariaga
Telephones: 8696-0493 and 09175781159
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