



SERVING
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20220517-01**

PROJECT : 26,500 Boxes Surgical Face Masks
IMPLEMENTOR : HOBAC Secretariat
DATE : July 15, 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 (Annex D), Bid Data Sheet (ITB Clause 5.3 of Section III), Schedule of Requirements (Section VI), Technical Specifications (Section VII), Omnibus Sworn Statement (Form No. 6), List of LANDBANK Officers, Employees and Consultant (s) (Annexes E1 and E-2) and Checklist of Bidding Documents (Item 9 of Eligibility Documents, Items 11 to 13 of Technical Documents, and Item 18 of Post-Qualification Documents/Requirements) have been revised. Please see attached revised various Annexes and specific sections of the Bidding Documents.


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

ANNEX D

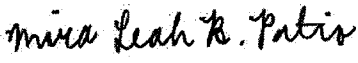
TERMS OF REFERENCE FOR THE PROCUREMENT OF SURGICAL FACE MASKS

1. Food and Drug Administration (FDA)-approved
2. Latex-free, hypoallergenic and comfortable
3. 3-ply non-woven
4. Elasticated to fit any face shapes and sizes
5. Soft ear loops
6. Adjustable nose wire
7. Lightweight
8. Outer side/ exposed area: Blue;
Inner side in contact covering the mouth and nose: White
9. Packaging: 50 pcs/ box
10. Must submit manufacturer's authorization or back-to-back certification evidencing that the bidder is an authorized distributor/ reseller of the offered product in the Philippines

Prepared by:


Jeff Christian R. De Leon
HRMS-1, ERD

Noted by:


Mira Leah B. Patio
Vice President, ERD

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>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>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 <u>medical supplies</u>. 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.

| Item Number | Description | Quantity | Delivery Period |
|--------------------|---------------------|-----------------|---|
| 1 | Surgical Face Masks | 26,500 Boxes | Within thirty (30) calendar days upon receipt of the Notice to Proceed. |

Delivery Site:
LANDBANK Antipolo Warehouse
No.1 Escala Street, Brgy. Mambugan, Sumulong Highway, Antipolo City

Contact Person:
Mr. Donato DR. Cariaga
Telephone No. 8478-3291
Email: smtprocdsupplies@gmail.com

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 align="center">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 align="center">26,500 Boxes Surgical Face Masks</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Terms of Reference per attached Revised Annex D. 2. Manufacturer’s authorization or back-to-back certification evidencing that the bidder is an authorized distributor/reseller of the offered product in the Philippines shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements. 3. Lowest Calculated Bidder must submit one (1) box of actual sample within five calendar days from the date of bidding. <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> |

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Form No. 6

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the following LANDBANK Officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable, by consanguinity or affinity up to the third level degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the following LANDBANK Officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable, by consanguinity or affinity up to the third level degree;

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[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the following LANDBANK Officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable, by consanguinity or affinity up to the third level degree;

7. *[Name of Bidder]* has no unsatisfactory performance with its ongoing projects:
8. *[Name of Bidder]* complies with existing labor laws and standards; and
9. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 21__ at _____,
Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ___ day of _____, in _____,
Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-3-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
S. of _____.

'The names of specific LANDBANK officers, employees and consultants being referred to are shown in Revised Annexes E-1 to E-2.

List of LANDBANK Officers, Employees and Consultant(s)

A. Board of Directors

Ex-Officio Chairman: **Sec. Benjamin E. Diokno, Department of Finance**
 Vice Chairperson: Ms. Cecilia C. Borromeo, President and CEO
 Members: **Pres. Ferdinand R. Marcos Jr., Department of Agriculture**
Sec. Bienvenido E. Laguesma, Department of Labor and Employment
Sec. Conrado M. Estrella III, Department of Agrarian Reform
 Mr. Virgilio D. Robes, Representative - Agrarian Reform Beneficiaries Sector
 Mr. Jaime L. Miralles, Representative - Agrarian Reform Beneficiaries Sector
 Ms. Nancy D. Irlanda, Representative - Private Sector

B. President and CEO: Ms. Cecilia C. Borromeo

C. Bids and Awards Committee (HOBAC)

Chairman: Mr. Reynaldo C. Capa, First Vice President – Banking Services Group
 Vice Chairman: Mr. Alwin I. Reyes, Vice President – Procurement Department
 Regular Members: Ms. Adelfa R. Masacupan, First Vice President – Asset and Liability Management Group
 Mr. Emmanuel G. Hio, Jr., Vice President – Facilities Engineering Services Group
 Ms. Esperanza N. Martinez, Vice President – Public Sector Department
 Ms. Elenita C. Rapanut, Vice President - Branch Banking Services Department
 Provisional Member: Atty. Joseph Dennis C. Castro, Legal Manager - Legal Services Group

D. HOBAC Secretariat

Head: Atty. Honorio T. Diaz Jr.
 Officers and Staff: Ms. Remedios S. Lacaden, Senior Management Associate
 Ms. Ruby S. Cortez, Acting Procurement Specialist III
 Ms. Farah Eva B. Esguerra, Administrative Specialist II
 Ms. Maribel J. Paredes, Procurement Specialist I
 Mr. Mark Anthony C. Pantalla, Procurement Analyst
 Ms. Jenica V. De Vicente, Procurement Assistant
 Mr. Jerome C. Relucio, ASO I

E. Technical Working Group

Chairman: _____
 Vice Chairman: _____
 Members: _____

F. Procurement Department

Head: Mr. Alwin I. Reyes, Vice President
 Officers and Staff: Ms. Ma. Victoria C. Viray, Acting Senior Procurement Officer/Team Leader
 Ms. Rosemarie SJ. Mirando, Acting Senior Procurement Officer/Team Leader
 Ms. Leonor F. Santos, Acting Senior Procurement Specialist/Team Leader
 Mr. Joel R. Perez, Acting Senior Procurement Specialist/Team Leader
 Ms. Helen S. Purificacion, Acting Senior Procurement Specialist/Team Leader
 Mr. Donato DR. Cariaga, Acting Senior Procurement Specialist/Team Leader
 Ms. Kristi Ann P. Rutab, Acting Senior Procurement Specialist/Team Leader
 Atty. Karla May M. Temporosa, Administrative Officer
 Mr. Rommel C. Pascua, Acting Procurement Specialist III

- Ms. Cathrina Marie A. Garcia, Acting Procurement Specialist III
- Mr. Ruel V. Marca, Procurement Specialist II
- Mr. Rosalino V. Cruz, Procurement Specialist II
- Ms. Lubelle B. Lumabas, Procurement Specialist II
- Ms. Nadia G. Ileto, Procurement Specialist I
- Mr. Jerome V. Bueno, Acting Procurement Specialist I
- Ms. Ma. Angela Q. Emeterio, Procurement Analyst
- Ms. Jeramae F. Concepcion, Procurement Analyst
- Ms. Kimberly Joy A. Sto. Tomas, Procurement Analyst
- Mr. Jollianzen Jenkin G. Dy, Procurement Analyst
- Ms. Charmaine F. Mangilit, Procurement Analyst
- Ms. Jeah Crysel L. Escalona, Procurement Analyst
- Mr. Marlon R. Faraon, Acting Procurement Analyst
- Mr. Aaron V. Sedanto, Procurement Analyst
- Mr. Rudyrick B. Silva, Administrative Analyst
- Ms. Fretch Camille J. Japole, Procurement Assistant
- Mr. Mark Anthony M. Abad, Administrative Assistant
- Ms. Almay Joyce B. Ruz, Procurement Assistant
- Ms. Ma. Theresa N. Cruz, Acting Executive Assistant
- Mr. Roman R. Eala, ASO I
- Mr. Jesus David, SCW
- Mr. Emil Dela Cruz, SCW
- Mr. Erikson Guani, SCW
- Mr. Vicente Gutierrez, Jr, SCW
- Mr. Andrew Palma, SCW
- Mr. Dexter Naguit, SCW
- Mr. Ramil Pendilla, SCW
- Mr. Frederick Reyes, SCW
- Mr. Pablo Tenoria, SCW

G. Implementing Unit

Head: _____

Officers and Staff: _____

H. End-user Unit (Procurement Department)

I. Project Consultants

Team Lead: _____

Members: _____

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.**
- **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. **Revised 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.

- **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 revised 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.