



SERVING  
THE NATION

**LANDBANK**

**SUPPLEMENTAL/BID BULLETIN NO. 1  
For LBP-HOBAC-ITB-GS-20220511-01**

**PROJECT** : 215 Units Ultraviolet Reader/Scanner  
**IMPLEMENTOR** : HOBAC Secretariat  
**DATE** : July 21, 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 Technical Specifications and Additional Requirements (Annexes D-1 and D-2), Clause 2.2 of Special Conditions of Contract (Section V), Technical Specifications (Section VII), and Checklist of Bidding Documents (Item 12 of Technical Documents and Item 16 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached revised Annexes D-1 and D-2 and specific sections of the Bidding Documents.
- 3) Responses to Bidder's Queries/Clarifications (Annex G).
- 4) The scheduled submission and opening of bids is on **July 29, 2022** at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.

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

**TECHINICAL SPECIFICATIONS**

Equipment : UV Reader / Scanner	Code:
Date Prepared : July 14, 2022 (Revised)	


Particulars	Specifications
UV Reader / Scanner	<ul style="list-style-type: none"> <li>• Minimum of 70dpm (w/ UV Light Reader On) – for all documents regardless of size</li> <li>• E13B MICR font</li> <li>• BRSTN Validation</li> <li>• Camera Scanner, Front &amp; Back</li> <li>• UV Light Reader</li> <li>• Auto Feeder , double feed detection</li> <li>• Image Resolution : Minimum of 200 dpi</li> <li>• Bi-tonal, Grayscale (UV Grayscale image ready)</li> <li>• Capable to capture images per PCHC requirement                             <ul style="list-style-type: none"> <li>◦ Front CCITT UV (inverted CCITT 200 dpi resolution)</li> <li>◦ Front CCITT (200 dpi)</li> <li>◦ Rear CCITT (200 dpi)</li> <li>◦ Front JPEG (100 dpi)</li> </ul> </li> <li>• Plug and Play with the Check Imaging Clearing System of the Bank as required by the PCHC</li> <li>• Meets the requirement of the Image Quality Assurance (IQA) Standard</li> <li>• Prints the Unique Identification Code (UIC) as required by the PCHC</li> <li>• Must include one(1) ink plus three(3) spares</li> <li>• Compatible with Checks standard size</li> </ul>
Warranty	<ul style="list-style-type: none"> <li>• 4 Years warranty on parts and services</li> </ul>

**Additional requirements:**



Qualification Requirement	Documentary Requirement
<p>a. Principal/Dealer must have at least one (1) service center or service technician &amp; authorized reseller of consumables in the following areas:</p> <ol style="list-style-type: none"> <li>1. Region I or CAR – (preferably La Union, Pangasinan)</li> <li>2. Region II – (Preferably Santiago City)</li> <li>3. NCR or Region III or IV –(preferably NCR)</li> <li>4. Bicol or Samar – (preferably Legazpi)</li> <li>5. Region VI or VII or Leyte- (preferably Cebu City)</li> <li>6. Mindanao – (preferably Davao City)</li> </ol>	<p>a.1 List of names of the service technicians with resume.</p> <p>a.2 List of service centers'/hubs' locations, contact persons and contact numbers.</p> <p>a.3 List of local parts center/depot/reseller for the mentioned areas with complete address and contact details where spare parts will be available.</p> <p>In case only service engineers are available in the above listed areas, at least one (1) service center must be located in NCR, Visayas and Mindanao.</p>

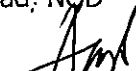
<p>b. Service for repair /replacement of parts.</p> <p>c. Four (4) years Warranty</p> <p>d. Bidder must be an authorized dealer of the product/brand.</p> <p>e. Contact details of the supplier on the units.</p> <p>f. Compatibility</p> <p>g. Under Post Qualification Test prior to issuance of Notice of Award (NOA). It will involve demonstration and testing of the unit. Failure in said test would mean disqualification.</p> <p>h. All units must be brand new</p>	<p>b.1 Repair/replacement of parts must be accomplished within 48 hours upon receipt of notice.</p> <p>b.2 Free service unit must be provided if the 48-hour service turnaround will not be met.</p> <p>b.3 The service for repair must be done onsite.</p> <p>b.4 Service Reports shall be submitted to the concerned branch after servicing. Service reports shall be properly accomplished by the service engineer and duly acknowledged/signed by the branch authorized personnel.</p> <p>c.1. The warranty shall include costs on parts (including the printer head and interface cable), labor and incidental charges for travel and lodging except under the following conditions: damages caused by fire, earthquake, typhoon, flood, spilling of food and drinks, roof leakage, civil disturbance, and accidental dropping of the unit. And shall commence upon delivery of the unit at LBP warehouse.</p> <p>d.1. Certification from the Manufacturer that the bidder is an authorized dealer of the product/brand.</p> <p>e.1. Each equipment must have an <b>Sticker</b> containing the contact number of the supplier for the repair or any issues concerning the unit.</p> <p>f. Should be compatible with existing Systems of the Bank. "Plug and Play " (After installation of the Driver, device only needs to be connected to the computer without reconfiguration or adjustment by the user)</p>
--	---

Prepared by:

  
**EDWARD A. JUAN**  
 ITO, NOD

  
**VP ENRIQUE L. SAZON, JR.**  
 Head, NOD

  
**CATHARINE P. ZULUETA**  
 SSIO, SID 

  
**AVP AURELIA M. LAVILLA**  
 Head, SID

2.2	<p>The following documentary requirements for payment shall be submitted:</p> <ul style="list-style-type: none"><li>• Sales Invoice/Billing Statement/Statement of Account.</li><li>• Delivery Receipt with printed name and signature of LANDBANK employee who received the delivery and actual date of receipt of items.</li></ul> <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	Maintain the GCC Clause.
5	Four (4) years warranty on parts and services.

# Technical Specifications

<b>Specifications</b>	<b>Statement of Compliance</b>
<p><b>215 Units Ultraviolet Reader/Scanner</b></p> <ol style="list-style-type: none"><li><b>1. Minimum technical specifications and other requirements per attached Revised Technical Specifications (Revised Annexes D-1 and D-2).</b></li><li><b>2. The documentary requirements enumerated in the Revised Technical Specifications (Revised Annexes D-1 to D-2), shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements.</b></li></ol> <p>Non-submission of the above documents may result in the post-disqualification of the bidder.</p>	<p><b>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.</b></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><b>Please state here either “Comply” or “Not Comply”</b></p>

<p>3. Bidder with Lowest Calculated Bid must provide one (1) demo unit within five (5) calendar days after the date of opening of bids for evaluation. Delivery will be at the Ground Floor/Lobby, LANDBANK Plaza Building during banking days from 8:00 A.M. TO 5:00 P.M. Please coordinate your delivery with Ms. Catharine P. Zulueta of the Systems Implementation Department (SID) at 8405-7288.</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)

- ***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.
  - **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 – 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)]**
  14. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model.
  15. List of names of service technicians with resume.
  16. **List of service centers/hubs with complete address, contact person and contact numbers.**
  17. List of local parts center/depot/reseller where spare parts will be available, with complete address, contact person, and contact numbers for the following areas.
    - 17.1 Region I or Cordillera Administrative Region – preferably in La Union and/or Pangasinan
    - 17.2 Region II – preferably in Santiago City
    - 17.3 NCR or Regions III or IV – preferably in National Capital Region
    - 17.4 Bicol and Samar – preferably in Legazpi
    - 17.5 Regions VI or VII or Leyte – preferably in Cebu City
    - 17.6 Mindanao – preferably in Davao City
  18. 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]:**
  19. 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.
  20. Latest Income Tax Return filed manually or through EFPS.
  21. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  22. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

23. 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.***

Query/Clarification	Reply
What is the maximum size of document that the check scanner is required to scan	Standard size checks
List of Service Centers – will you allow service base or Depots	May be allowed if the service base or depot have at least one (1) service technician
Will you allow us to test our check scanner before the scheduled submission of the bidding documents	Demo may be coordinated with SID subject to availability of test environment
Will you give us the location and branches that the 215 units of checks scanners will be deployed	138 units will be deployed to former UCPB Branches while the remaining may be deployed to any LBP Branch per request
We would like to request for another 30 to 40 days extension for the first delivery	No, we already have low stock and conversion has already started