



**LANDBANK**

SERVING  
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 1  
For LBP-HOBAC-ITB-GS-20220606-02**

**PROJECT** : Lot 1 - 8,800 Reams Mimeo Paper Whitewove  
Lot 2 - 54,000 Sets Looseleaf Cover

**IMPLEMENTOR** : HOBAC Secretariat

**DATE** : July 29, 2022

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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 Schedule of Requirements (Section VI) and Checklist of Bidding Documents (Item 11 of Technical Documents) have been revised. Please see attached revised 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	Mimeograph Paper Whitewove	8,800 reams	<p>1<sup>st</sup> Delivery: 2,200 reams - Within thirty (30) calendar days upon receipt of the Notice to Proceed.</p> <p>2<sup>nd</sup> Delivery: 2,200 reams – Within sixty five (65) calendar days after due date of the first delivery.</p> <p>3<sup>rd</sup> Delivery: 2,200 reams – Within sixty five (65) calendar days after due date of the second delivery.</p> <p>4<sup>th</sup> Delivery: 2,200 reams – Within sixty five (65) calendar days after due date of the third delivery.</p> <p><b>Advance Delivery: 14 calendar days upon receipt of Notice</b></p>
2	Looseleaf Cover	54,000 sets	<p>1<sup>st</sup> Delivery: 5,400 sets - Within thirty (30) calendar days upon receipt of the Notice to Proceed.</p> <p>2<sup>nd</sup> Delivery: 16,200 sets – Within sixty five (65) calendar days after due date of the first delivery.</p> <p>3<sup>rd</sup> Delivery: 16,200 sets – Within sixty five (65) calendar days after due date of the second delivery.</p> <p>4<sup>th</sup> Delivery: 16,200 sets – Within sixty five (65) calendar days after due date of the third delivery.</p>

**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:**

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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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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.
  - **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. 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.***