



SERVING
THE NATION

LANDBANK

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20220516-01(2)**

PROJECT : **1,818 Pcs. Plaque of Appreciation for LANDBANK's Loyalty Service Awardees**

IMPLEMENTOR : **HOBAC Secretariat**

DATE : **September 2, 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 to D-3), Schedule of Requirements (Section VI), Technical Requirements (Section VII) and Checklist of Bidding Documents (Items 11 and 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-3 and 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	Plaque of Appreciation for LANDBANK's Loyalty Service Awardees	1,818 pcs.	See Delivery Schedule per No. IV.4 of the Revised Terms of Reference (Annex D-2)

Delivery Sites:

2nd Floor, Library, LANDBANK Plaza Building,
1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila

LBC, 9th Floor, LANDBANK Plaza Building,
1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila

Contact Person:

Rita Gemma G. Sanchez
LANDBANK Employee Relations Department

Contact Nos.:

8-522-0000 local 7225

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>1,818 pcs. Plaque of Appreciation for LANDBANK’s Loyalty Service Awardees</p> <p>Revised Terms of Reference per attached Annexes D-1 to D-3. List of awardees will be only provided to the winning bidder.</p> <p>The following documents shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements:</p> <ol style="list-style-type: none"> 1. List of employees duly certified by the head of the company or authorized representative. 2. Latest copy of Official Receipt (OR) and Certificate of Registration (CR) of service vehicle in the name of the company, the company representative or the lessor. If leased, there should be a lease contract. 	<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">Please state here either “Comply” or “Not Comply”</p>

<p>3. Certificate of ownership/right to use of equipment and facility (owned or rented) duly certified by the Head of the Company or Authorized Representative.</p> <p>4. Terms of Reference for the Procurement of 2022 Plaque of Appreciation for Loyalty Service Awardees duly conformed by the head of the company or authorized representative</p> <p>Non-submission of the above documents may result in the post-disqualification of the bidder.</p>	
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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. **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)]**
 14. List of employees duly certified by the head of the company or authorized representative.
 15. Latest copy of Official Receipt (OR) and Certificate of Registration (CR) of service vehicle in the name of the company, the company representative or the lessor. If leased, there should be a lease contract.
 16. Certificate of ownership/right to use of equipment and facility (owned or rented) duly certified by the Head of the Company or Authorized Representative.
 17. Terms of Reference for the Procurement of 2022 Plaque of Appreciation for Loyalty Service Awardees duly certified by the head of the company or authorized representative
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 18. 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.
 19. Latest Income Tax Return filed manually or through EFPS.
 20. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 21. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 22. 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
FOR THE PROCUREMENT OF 2022 PLAQUES OF APPRECIATION
FOR LANDBANK'S LOYALTY SERVICE AWARDEES**

I. SCOPE OF SERVICES

Production, supply and delivery of the 2022 Plaques of Appreciation for LANDBANK's Loyalty Service awardees:

<i>No. of Years in Service</i>	<i>Quantity</i>
10	290
15	111
20	691
<i>Sub-total</i>	<i>1,092</i>
25	303
30	364
35	47
40	12
<i>Sub-total</i>	<i>726</i>
TOTAL	1,818

II. QUALIFICATIONS AND DOCUMENTARY REQUIREMENTS

Winning supplier must meet the following minimum requirements in order to ensure complete delivery of the items.

QUALIFICATION REQUIREMENT	DOCUMENTARY REQUIREMENTS
1. Must have a workforce of at least eighty (80) personnel that includes administrative staff, artist, quality control supervisor, driver and production workers.	List of employees duly certified by the Head of the Company or Authorized Representative
2. Must have a vehicle that has the capacity to deliver the items in good condition	Latest copy of Official Receipt (OR) and Certificate of Registration (CR) of service vehicle, may be in the name in the name of the Company or Authorized Representative or the Lessor. If leased, there should be a lease contract
3. Must own equipment and facility necessary for the production of the plaques.	Certification of ownership/right to use of equipment and facility, owned or rented duly certified by the Head of the Company or Authorized Representative
4. Must have read and understood these Terms of Reference	Terms of Reference for the Procurement of 2022 Plaque of Appreciation for Loyalty Service Awardees duly certified by the Head of the Company or Authorized Representative

III. MODE OF PAYMENT

Payment shall be made based on actual delivery as approved and accepted by LANDBANK.

IV. DESIGN SPECIFICATIONS AND DELIVERY OF ITEMS

1. Design of the plaques must be based on the specifications approved (attached) for LANDBANK and must have personalized engraving.

Text that will appear on the plaques shall be as follows:

**In recognition of (No. of years) in service,
Land Bank of the Philippines gives this award to**

(NAME OF EMPLOYEE).

2. Winning provider shall submit a prototype of the approved design for the 25-year plaque within five (5) working days from receipt of notice from the Employee Relations Department (ERD) of LANDBANK.

If prototype is found unacceptable, the provider shall re-submit a rectified prototype within three (3) working days. Failure to comply with the specification requirements and/or to submit the prototype within the said period shall automatically disqualify the provider.

3. Delivery of items, including the required prototype, shall be as follows:
 - a. Plaques must be packed in bubble wrap and delivered in individual corrugated boxes to prevent damage/breakage during delivery/shipment;
 - b. All 25, 30, 35 and 40-year service award plaques must have an eco-bag with logo of GAWAD PUNLA in white print;
 - c. Boxes must be labeled with the names of awardees, current place of assignment and number of years in service. *(This shall be coordinated with ERD prior to labeling of boxes and delivery. ERD shall provide the supplier with the latest list of awardees with their current places of assignment.)*
4. Delivery shall be done on a per batch basis. ERD shall provide a schedule of delivery per batch. While there could be changes in the delivery schedule for certain reasons, the final schedule must be strictly observed and closely coordinated with ERD to facilitate the use of service elevator and availability of Bank's official courier service provider.

ITEMS	DELIVERY SCHEDULE*	PLACE OF DELIVERY
All Head Office (10, 15, 20, 25, 30, 35 and 40 years)	October 5, 2022	2 nd Floor, Library, LBP Plaza
All Metro Manila Branches/Units (10, 15, 20, 25, 30, 35 and 40 years)	October 12, 14, 19 and 21, 2022	LBC, 9 th Floor, LBP Plaza
All Provincial Branches/Units (10, 15, 20, 25, 30, 35 and 40 years)		LBC, 9 th Floor, LBP Plaza

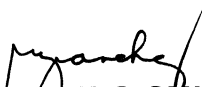
**Delivery schedule may be subject to change.*

5. All plaques must be arranged per batch and branch/unit based on the list provided by ERD to facilitate ease of validation upon delivery and release by LBC.
6. The provider must personally deliver all the plaques in the specific location indicated above. Use of 3rd party courier service by the provider is strictly prohibited.
7. ERD shall be responsible for the shipment of plaques to provincial Branches, Lending Centers and Accounting Centers. However, the provider shall accept plaques for repair, without additional cost, if there will be damages that may occur during shipment as the said damages may be due to improper packaging by the provider. Repaired plaques must be returned to ERD within five (5) working days from the day of receipt of the damaged plaque/s.
8. Likewise, the provider shall also make necessary rectification(s), free of charge, on any unacceptable deviation(s) from the design specifications or related issues even after the inspection of ERD (please see item V hereof) or the delivery has been made.


V. OTHER CONDITIONS

1. Participating bidders must allow any staff of the LANDBANK-ERD to conduct site visit during the post qualification/evaluation period and inspection during production, whenever necessary.
2. The provider must submit to ERD through email the layout (for review of names and text content) prior to mass production.

Prepared by:


RITA GEMMA G. SANCHEZ
Division Chief
Employee Relations Department

Approved by:


MIRA LEAH B. PATIO
Vice President
Employee Relations Department


CONFORME:

Name and Signature of Authorized Company Representative : _____

Name of Company : _____

Date : _____