



**LANDBANK**

SERVING  
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20220815-03**

**PROJECT** : **Lease Rental of Two (2) Units Digital Duplicator Machine and One (1) Unit 10-Bin Mini Collator**

**IMPLEMENTOR** : **HOBAC Secretariat**

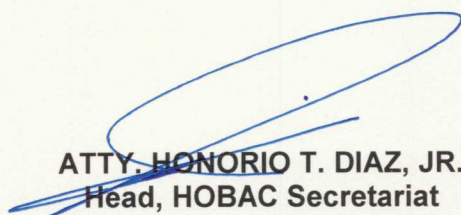
**DATE** : **October 7, 2022**

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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 Terms of Reference (Annexes D-1 to D-5), Schedule of Requirements (Section VI), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item 9 Eligibility Documents and Items 11 and 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-5 and specific sections of the Bidding Documents.
- 3) Responses to bidder's clarifications/queries (Annex F)
- 4) The submission and opening of bids is re-scheduled on **October 14, 2022** at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.

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

## TERMS OF REFERENCE

1. The Bank shall lease Two (2) units Brand New Digital Duplicator Machine with Pedestal and One (1) unit 10-Bin Mini Collator to be utilized in the reproduction and collation of various bank forms with an estimated volume of 8,000,000 copies.

### Specifications:

Digital Duplicator Machine	
Type	Table Top
Master Making Method	Thermal Digital Master Making
Image Area	210mm x 297mm up to 216mm x 330mm
Feeding Capacity	1,000 sheets (minimum)
Document Feeder	Automatic
Paper Size	210mm x 297mm up to 216mm x 330mm
Paper Weight	60 gsm (minimum)
Print Speed	60 sheets per minute (minimum)
Ink Supply Method	Automatic
Master Feeding Method	Automatic
Master Ejection Capacity	Automatic
Other Functions	Double feed detection
	Preset reduction/enlargement
	Digital Master Make Counter
	Digital Print Counter with Pedestal

Mini Collator	
Type	Friction feed vertical collator
No. of Bins	10 bins (minimum)
Paper Size :	210mm x 297mm up to 216mm x 330mm
Speed:	60 sets/min (minimum) (for 10 pages of legal size documents)
Paper Bin Capacity :	25mm (minimum)
Paper weight :	60gsm (minimum)
Error Detection :	Double feed, Paper Jam, No Paper, Paper Receiving table full

2. Delivery Period (Machines): Within thirty (30) calendar days upon receipt of the Notice to Proceed and advice from LANDBANK Procurement Department.

Project Duration shall commence upon the delivery of the machines and shall end two (2) years after or upon consumption of the contract price, whichever comes first.

*REVISED ANNEX D-1*

3. Contact Person: **MR. DONATO DR. CARIAGA** Team Leader  
LANDBANK Antipolo Warehouse  
No. 1 Escala Street, Sumulong Highway  
Mambugan, Antipolo City  
Telephone Number: (02) 8478 3291

4. Other Requirements:

- 4.1 Supplier must conduct training to LBP Personnel on the machine operation, free of charge.
- 4.2 The machine shall undergo a regular monthly maintenance check-up or whenever necessary to ensure continuous operation.
- 4.3 Replacement of machine parts, repairs and labor shall be free of charge.
- 4.4 Supplier must comply with the required maximum 24-hour response time on reported service repairs and service unit/s shall be provided in case of machine breakdown.
- 4.5 Supplier shall ensure availability and supply of Genuine Consumables with base stock of ten (10) Master Rolls and Thirty (30) Ink Cartridges.
- 4.6 Meter reading shall be made at the end of every month to be posted on the Meter Reading Card.
- 4.7 Rental service charges shall be computed with 2% provision for spoilage deductible from the total number of gross copies produced.

5. Performance Evaluation:

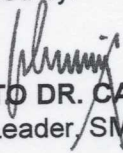
- 5.1 The performance of the supplier shall be evaluated on an annual basis or as often as necessary using the parameters set forth in the Third Party Service Provider (TPSP) Performance Assessment Report (Exhibit 2).
- 5.2 An adjectival rating of "Needs Improvement" or "Poor" shall be a ground for pre-termination of the contract, subject to a 30 calendar day notice.

6. Documentary Requirements:

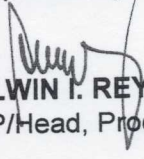
- 6.1 Manufacturer's Authorization letter confirming that the bidder is authorized to provide the goods/services supplied by the Manufacturer including genuine consumables which are of the same brand as the digital duplicator machine and after sales support as may be required.

- 6.2 Brochures or other documents coming from the manufacturer indicating the complete specifications of the offered brand/model.
- 6.3 Copy of documents showing that the bidder has an experience of at least one (1) year in the sales and maintenance of duplicator machines reckoned from the date of submission and opening of bids.

Prepared by:

  
**DONATO DR. CARIAGA**  
Team Leader, SMT

Approved by:

  
**ALWIN I. REYES**  
VP/Head, Procurement Dept.

REVISED ANNEX- D-3

THIRD-PARTY SERVICE PROVIDER (TPSP)  
PERFORMANCE ASSESSMENT REPORT

Name of TPSP		Contact Period			
Service Provided	Lease of two (2) units Brand New Digital Duplicator and one (1) unit Mini-collator	Assessment Period			
<p><i>Notes:</i></p> <p>1. Under the REMARKS column, indicate results, observations and/or justifications as applicable.</p> <p>2. General or additional remarks may be indicated in the REMARKS section at the last page, as deemed necessary, to state any issues, exceptions or recommendations.</p> <p>3. An adjectival rating of "Needs Improvement" and "Poor" shall warrant further assessment by the Implementing Unit noted by the Group Head concerned. This shall be clearly scored under the REMARKS section with corresponding recommendation subject to escalation to the Management Committee.</p>					
WEIGHT	EVALUATION CRITERIA	PERFORMANCE STANDARDS	RATING	WEIGHTED RATING	REMARKS
25%	1. Trained and Qualified Staff	<p>Able to provide knowledgeable and skilled staff in machine operation and maintenance. (Availability may be in various means such on-site support, phone or video call and email, etc.)</p> <p>4 - Provided sufficient highly skilled and knowledgeable staff support; Staff always available when needed.</p> <p>3 - Provided sufficient highly skilled and knowledgeable staff support; Staff available on a schedule basis.</p> <p>2 - Provided sufficient highly skilled and knowledgeable staff support; Staff not available.</p> <p>1 - Lacks knowledgeable and skilled staff support; Staff cannot address inquiries/issues raised.</p>			
25%	2. Product Support	<p>Able to deliver the requested consumables.</p> <p>4 - delivered the requested consumables within 7 calendar days.</p> <p>3 - delivered the requested consumables within 8 calendar days.</p> <p>2 - delivered the requested consumables within 9 calendar days.</p> <p>1 - delivered the requested consumables for more 9 calendar days</p>			

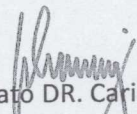
50%	3. Technical Support	<p>Able to comply with the response time within 24 hours on reported service repair and service unit/s shall be provided within in case of machine breakdown.</p> <p>4 - Complied with the response time for reported service repair and machine breakdown on following working day;</p> <p>3 - Complied with the response time for reported service repair and machine breakdown within 2 working day;</p> <p>2 - Complied with the response time for reported machine breakdown after 3 working day.</p> <p>1 - Complied with the response time for reported machine breakdown for more than 3 working day.</p>			
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TOTAL RATING	
AVERAGE RATING	
ADJECTIVAL RATING	

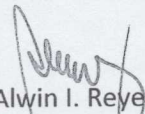
4 Excellent	Exceeds expectations/deliverables
3 Good	Meets deliverables
2 Needs Improvement	Tighter Controls, Management Intervention required
1 Poor	Discontinue

REMARKS: *[e.g., Rating result warranting further assessment and corresponding recommendation; Recommendation for amendment/renewal of the outsourcing agreement to bring them in line with current market standards and to cope with changes in their business strategies; Reporting of issues/incidents/non-compliance that may adversely impact the delivery of service/product.*

Prepared by:

  
 Donato DR. Cariaga  
 TL, ProcD-SMT

Noted by:

  
 Alwin I. Reyes  
 VP/Head, ProcD

## 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 No.	Description	Quantity	Delivered, Weeks/Months
1	Lease Rental of Two (2) Units Digital Duplicator Machine and One (1) Unit 10- Bin Mini Collator	8,000,000 copies	<b>Delivery Period (Machines): Within thirty (30) calendar days upon receipt of the Notice to Proceed and advice from LANDBANK Procurement Department</b>  Project duration shall begin upon receipt of the machines and shall end two (2) years after or upon consumption of the contract price, whichever comes first.

Contact Person:

MR. DONATO DR. CARIAGA  
Team Leader  
LANDBANK ANTIPOLO WAREHOUSE  
No. 1 Escala St., Sumulong Highway  
Mambugan, Antipolo City  
Telephone Number: 8478-3291

**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

## Technical Specifications

Specifications	Statement of Compliance
<p style="text-align: center;">Lease Rental of Two (2) Units                      Digital Duplicator Machine                      and One (1) Unit 10-Bin Mini Collator</p> <p><b>1. Scope of works and other requirements per attached revised Terms of Reference (Annexes D-1 to D-5).</b></p> <p><b>2. The documentary requirements enumerated in item number 6 (Annexes D-2 &amp; D-3) of the revised Terms of Reference be submitted in support of the compliance of the Bid to the Technical Specifications and other requirements.</b></p> <p>Non-submission of the documents/ requirements may result in bidder's post-disqualification.</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 style="text-align: center;">Please state here either                      "Comply" or "Not Comply"</p>



**Conforme:**

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Name of Bidder

---

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)

- *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 unsuccessful 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, if applicable.**
- 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 Components) 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)]
  1. Manufacturer's authorization letter confirming that the bidder is authorized to provide the goods/services supplied by the manufacturer including genuine consumables which are of the same brand as the digital duplicator machine and after sales support as may be required.
  2. Brochures or other documents coming from the manufacturer indicating the complete specifications of the offered brand/model.
  3. Copy of documents proving that the supplier has an experience of at least one (1) year reckoned from the date of submission and opening of bids.
- Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:
  1. 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.
  2. Latest Income Tax Return filed manually or through EFPS.
  3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No. 6).
  5. 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.*

Project Identification Number	<b>LBP-HOBAC- ITB-GS-20220815-03</b>
Project Name	<b>Lease Rental of Two (2) Units Digital Duplicator Machine and One (1) Unit 10-Bin Mini Collator</b>
Subject	<b>Response to Bidder's Queries</b>

<b>Queries</b>	<b>Responses</b>
1. May we clarify if the duration of the contract shall end after two (2) years or after the consumption of the contract price or the consumption of 8,000,000 copies?	The contract "shall commence upon the delivery of the machines and shall end two (2) years after or upon consumption of the contract price, whichever comes first".
2. Is the Third party Service Provider (TPSP) is also a part of the Bid Document?	The Third Party Service Provider (TPSP) Performance Assessment Report is part of the Bidding Documents. It will be used to evaluate the performance of the TPSP. It is not part of the documents that will be submitted during the submission of bids.
3. The prospective bidder must have a certificate coming from the manufacturer proving the availability and supply of genuine consumables which is of the same brand as the digital duplicating machine to be supplied.	The suggestion is already covered under Item 6.1 of the Terms of Reference (TOR).
4. Please include that the prospective bidder must be in the market for at least 5 years to ensure that Land Bank of the Philippines will be dealing with credible and experienced supplier in the provision of this transaction. This will also provide LBP a security in terms of aftersales service which is the most important part of the sale	Item 6.3 of the TOR shall be revised as follows:  Copy of documents showing that the bidder has an experience of at least one (1) year in the sales and maintenance of duplicator machines reckoned from the date of submission and opening of bids.  We will maintain the one (1) year minimum experience requirement to allow more potential suppliers to participate in the bidding.