



**LANDBANK**

SERVING  
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 1  
For LBP-HOBAC-ITB-GS-20230120-01**

**PROJECT** : 211 Units Printing Calculator  
**IMPLEMENTOR** : HOBAC Secretariat Unit  
**DATE** : **March 31, 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 Bid Form (Annexes A-1 to A-2), Schedule of Prices – For Goods Offered From Within the Philippines and Abroad (Annexes A-3 to A-4), Contract Agreement (Annexes A-5 to A-6) and Checklist of Bidding Documents (Items 14 to 16 of Technical Eligibility Documents and Items 1 to 2 of Financial Component) have been revised. Please see attached specific sections of the Bidding Documents.
- 3) Responses to bidder's queries/clarifications (Annex F).

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

**Form No. 1**

# BID FORM

Date : \_\_\_\_\_

Project Identification No. : **LBP-HOBAC-ITB-GS-20230120-01**

To: Land Bank of the Philippines  
LANDBANK Plaza Building  
1598 M.H. Del Pilar corner Dr. J. Quintos Streets  
1004 Malate, Manila

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and delivery of **211 Units Printing Calculator** in conformity with the said PBDs for the sum of:

Total Bid Amount in Words (VAT Inclusive)	Total Bid Amount in Figures (VAT Inclusive)

or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules.

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached/enclosed *[state the written authority]*.

We acknowledge that failure to sign this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name:

\_\_\_\_\_

Legal capacity:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of:

\_\_\_\_\_

Date: \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES**  
For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1 Item	2 Description	3 Country of Origin	4 Quantity	5 Unit Price (EXW)	6 Transportation and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)
1	Printing Calculator	_____	211 Units	P _____	P _____	P _____	P _____	P _____	P _____

**Note:** Non-submission of this document may be a ground for a "Failed" rating of the bid.

Please credit payment to:

\_\_\_\_\_ Name of Bidder \_\_\_\_\_  
 \_\_\_\_\_ Signature over Printed Name of Authorized Representative \_\_\_\_\_  
 \_\_\_\_\_ Position \_\_\_\_\_  
 \_\_\_\_\_ Account Name: \_\_\_\_\_  
 \_\_\_\_\_ Account Number: \_\_\_\_\_  
 \_\_\_\_\_ LBP Branch: \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES**  
**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price* CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Printing Calculator	_____	211 Units	P _____	P _____	P _____	P _____	P _____	P _____

**Note:** Non-submission of this document may be a ground for a "Failed" rating of the bid.

Please credit payment to:

\_\_\_\_\_ Name of Bidder \_\_\_\_\_  
Account Name: \_\_\_\_\_

\_\_\_\_\_ Signature over Printed Name of Authorized Representative \_\_\_\_\_  
Account Number: \_\_\_\_\_

\_\_\_\_\_ Position \_\_\_\_\_  
LBP Branch: \_\_\_\_\_

## Contract Agreement

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between Land Bank of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., **211 Units Printing Calculator** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
  - iii. Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - iv. Performance Security;
  - v. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - vi. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract extension, such as the Notice to

Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Name of the Bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *Land Bank of the Philippines* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

**IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*  
for:  
*[Insert Procuring Entity]*

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*  
for:  
*[Insert Name of Supplier]*

#### **ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public in and for the City of \_\_\_\_\_, personally came and appeared \_\_\_\_\_ with ID No. \_\_\_\_\_, in his capacity as \_\_\_\_\_, known to me and to me known to be the same person who executed the foregoing instrument as his free and voluntary act and deed, and he acknowledged before me that he is acting as representative of said institution and that he has the authority to sign in his capacity.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal this \_\_\_\_\_ day of \_\_\_\_\_ 2023 at the City of \_\_\_\_\_.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
S. of \_\_\_\_\_

## 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. 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 above mentioned 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 Service Centers in Luzon and Visayas with complete addresses and contact details, within the province of the project site.**
15. **Manufacturer's authorization or back-to-back certification as an authorized seller/distributor of the product being offered and/or other supporting documents to satisfy the said requirement.**
16. **Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.**
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  17. 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.
  18. Latest Income Tax Return filed manually or through EFPS.
  19. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  20. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
  21. 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 Revised Bid Form signed by the Bidder's authorized representative (sample form - Form No.1).**
  2. **Duly filled out Revised 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.***

## RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

<b>DATE</b>	3/29/23
<b>PROJECT IDENTIFICATION NO.</b>	ITB-GS-20230120-01
<b>PROJECT NAME</b>	211 Units Printing Calculator
<b>PROPONENT UNIT/TECHNICAL WORKING GROUP</b>	PROCD

<b>ITEM NO.</b>	<b>PORTION OF BIDDING DOCUMENTS AFFECTED</b>	<b>QUERIES AND/OR SUGGESTIONS</b>	<b>LANDBANK's RESPONSES</b>
1	Checklist of Bidding Documents for Procurement of Goods and Services	<p>May we ask for the CORRECT Checklist for the Bidding of One (1) lot – 211 Units Printing Calculator with Project Identification Number LBP-HOBAC-ITB-GS-20230120-01</p> <p>May we clarify that the following will be excluded: Item 15 Item 16 Item 17</p> <p>While the following item will be revised to: Item 14: Copy of Purchase Orders, contract or other related documents to prove that the offered brand of Printing Calculator is being sold by the supplier in the Philippine market for at least five (5) years</p>	The Checklist of Bidding Documents for Procurement of Goods and Services had been revised to reflect the correct requirements. Refer to Annexes B-1 to B-3
2	Bid Form, Schedule of Prices Form (2 sets) and Contract Agreement Form	None	The forms had been revised to reflect the correct project description and/or required information. Refer to Annexes A-1 to A-6

ANNEX F