



**LANDBANK**

**SERVING  
THE NATION**

**SUPPLEMENTAL/BID BULLETIN NO. 1  
For LBP-HOBAC-ITB-GS-20230726-01**

**PROJECT** : **1,500 Pieces HP 76A Black LaserJet Toner Cartridge for HP LaserJet Pro MFP M428fdn**

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


**DATE** : **August 24, 2023**

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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), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item Nos. 11 & 12 of the Technical Documents) have been revised. Please see attached specific sections of the bidding documents.
- 3) Responses to bidders' queries/clarifications per Annex G.

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



## 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.

Description	Quantity	Delivered, Weeks/Months
HP 76A Black LaserJet Toner Cartridge for HP LaserJet Pro MFP M428fdn	1,500 pieces	<ul style="list-style-type: none"><li>• <b>1st Delivery: 750 pieces - Within sixty (60) calendar days upon receipt of the Notice to Proceed.</b></li><li>• <b>2nd Delivery: 750 pieces – Within sixty five (65) calendar days after due date of the first delivery.</b></li></ul>
Delivery Site: <b>LANDBANK ANTIPOLO WAREHOUSE</b> No.1 Escala Street, Brgy. Mambugan, Sumulong Highway, Antipolo City  Contact Person: <b>MR. DONATO DR. CARIAGA</b> Telephone No. 8478-3291 Email: <a href="mailto:smtprocdsupplies@gmail.com">smtprocdsupplies@gmail.com</a>		

**Conforme:**

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

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

\_\_\_\_\_  
Position

## Technical Specifications

<b>Specification</b>	<b>Statement of Compliance</b>
<p style="text-align: center;"><b>1,500 pieces HP 76A Black LaserJet Toner Cartridge for HP LaserJet Pro MFP M428fdn</b></p> <p><b><u>Notes/Additional Requirements:</u></b></p> <ol style="list-style-type: none"><li>1. Minimum specifications per attached Annex D.</li><li>2. The bidder shall be an authorized distributor/reseller of the product subject of bidding. A manufacturer's authorization and bidder's notarized affidavit in the prescribed format (Annex E) shall be submitted in support of the compliance of the Bid to this technical requirement.</li><li>3. The winning bidder shall submit a Product Authenticity Certificate upon delivery of toners. Payment shall not be processed in the absence of this certificate.</li></ol>	<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 style="text-align: center;"><b>Please state here either "Comply" or "Not Comply"</b></p>

- 4. Supplier must affix a sticker/tag/label in each item with company name and after-sales contact numbers or equivalent form of marking on the box/package of the toner cartridge for identification purposes.
- 5. Lowest Calculated Bidder must submit one (1) piece of actual sample within five calendar days from the date of bidding.

**Non-submission of the requirements under Items 2 and 5 above may result in the post-disqualification of the bidder.**

**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, 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)]**

14. Manufacturer's authorization (sample form - Form No. 9)
15. Bidder's notarized affidavit in the prescribed format (Annex D).

○ **Post-bidding Documents/Requirements – [The Lowest Calculated Bidder must submit the following documents/requirements within seven (7) calendar days from the date of bidding]:**

16. Actual sample. (Sample shall be submitted to authorized ProcD personnel at the lobby of LANDBANK Plaza Buiding, 1598 M.H del Pilar cor. Dr. J. Quintos Sts., 1004 Malate, Manila. Please coordinated with Jeramae F. Concepcion at telephone 8522-0000 local 2947 for the schedule.)

○ **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 the 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.***

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

<b>DATE</b>	August 23, 2023
<b>PROJECT IDENTIFICATION NO.</b>	ITB-GS-20230726-01
<b>PROJECT NAME</b>	1,500 Pcs. HP 76A Black Laserjet Toner Cartridge for HP Laserjet Pro MFP M428fdn
<b>PROBONENT UNIT/TECHNICAL WORKING GROUP</b>	Procurement Department

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK'S RESPONSES
1	Schedule of Requirements – 1st Delivery- 750 pieces - Shall be within thirty (30) calendar days from receipt of Notice to Proceed (NTP)	We would like to request for an extension of the 1st delivery schedule from sixty (60) calendar days from the receipt of Notice to Proceed (NTP).	The 1st delivery of 750 pieces shall be made within sixty (60) calendar days from receipt of Notice to Proceed.
2	On Going Contracts (Form No. 3)	We would like to clarify if we need to attach a copy of NOA/PO/NTP/Contract as supporting documents	No need to attach the supporting documents

ANNEX G