

SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-GIBAC-ITB-GS-20240613-02

PROJECT : Lot 1 – 1,400,000 copies 2-Panel Brochures
Lot 2 – 7,000 copies 18" x 24" Posters

IMPLEMENTOR : GI-BAC Secretariat

DATE : July 18, 2024

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 (Annex D-1 to D-3), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item No. 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-3 and specific sections of the bidding documents.
- 3) Responses to bidder's queries/clarifications per Annex G.

By the authority of the GI-BAC:



ATTY. HONORIO T. DIAZ, JR.
Head, GI-BAC Secretariat

Technical Specifications

Specifications	Statement of Compliance
<p>Lot 1 – 1,400,000 copies 2-Panel Brochures Lot 2 – 7,000 copies 18” x 24” Posters</p> <ol style="list-style-type: none">1. Terms of Reference and other requirements per attached Revised Annexes D-1 to D-3.2. The documentary requirements indicated in the Terms of Reference (Revised Annex D-2) shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements. <p>Non-submission of the above documents may result in the post-disqualification of the bidder.</p>	<p>Bidders must signify their compliance to the Technical Specifications/Terms of Reference by stating below either “Comply” or “Not Comply”</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>Please state here either “Comply” or “Not Comply”</p>

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. 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 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. Certification issued by the bidder that it has been a printer/supplier in the printing industry at least five (5) years.
 15. List of clients with references and contact persons (indication the years when the projects were handled for them).
 16. Certificate of Satisfactory Performance from at least two (2) previous clients.
- **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 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 Printing Services
for Ten (10) LANDBANK Thematic and/or Tactical Campaigns
(As of 18 July 2024)**

I. BACKGROUND

This project will cover the supply, production and delivery of a set of marketing collaterals for 10 LANDBANK thematic and tactical campaigns

II. SCOPE OF WORKS

Supply, print, production and delivery of 10 sets of marketing collaterals. Each set is comprised of a 2-panel brochure and an 18" x 24" poster.

Brochure Printing Specifications	
Quantities	140,000 copies per kind
Flat Size	8 inches x 8 ½ inches
Folded Size	4 inches x 8 ½ inches
Panel/s	2 panels
Page/s	4 pages, one fold, back to back
Paper Stock	Matte, 80lbs
Color	Full color
Packaging	100 copies per bundle, then boxed (corrugated box) per 20 bundles

Poster Printing Specifications	
Quantities	700 copies per kind
Size	18 inches x 24 inches
Paper Stock	C2S, 220lbs
Color	Full color
Process	Offset, Color Separation
Lamination	Plastic Lamination on the printed side (1 page only)
Packaging	100 copies per pack; wrapped using kraft paper

III. PROJECT DURATION

The contract shall begin upon receipt of the Notice to Proceed and advice from LANDBANK Corporate Communications and Events Department (CCED) and shall end 18 months after or upon full utilization of the contract price, whichever comes first.

Below is the production timetable per set of marketing collaterals

No. of Days	Activities
Day 0	Turnover of print files from LANDBANK CCED
Day 1 - 3	Submission and approval of digital proofs
Day 4 - 10	Printing and production
Day 11	Delivery of printed collaterals

IV. COORDINATION

The print supplier will coordinate with the LANDBANK Corporate Communications and Events Department towards the completion and delivery of the expected services and outputs.

Contact details are as follows:

MS. MA. LUISA P. MAGSAKAY

Corporate Communications Specialist II
Creatives and Design Unit
Corporate Communications and Events Department

24th Floor, LANDBANK Plaza, M.H. del Pilar cor. Dr. J. Quintos Sts., Malate, Manila

Telephone No.: 8522-0000 local 2193

Email Address: mmagsakay@landbank.com

V. REQUIREMENTS FOR SUBMISSION

Pre-qualification Requirements

To be eligible for the project, the supplier must comply with the following criteria as evidenced by supporting documents, which must be submitted to LANDBANK for evaluation.

Supplier Requirements	Required Supporting Documents
1. Has been in the printing industry for at least five (5) years	a) Certification issued by the bidder stating that it has been a printer/supplier in the printing industry for at least five (5) years.
2. Has a good track record with customers in terms of quality of work and compliance with delivery schedule.	b) List of clients with references and contact persons (indicating the years when the projects were handled for them). c) Certificate of Satisfactory Performance from at least two (2) previous clients

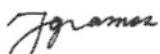
VI. PAYMENT TERMS

1. No downpayment shall be made.
2. Payment will be made per theme of marketing collaterals produced and billed.

VII. TERMINATION OF CONTRACT/PRE-TERMINATION CLAUSE

1. The Bank has the right to terminate the contract should there be an unsatisfactory performance by the awarded winning supplier within the covered period and may award the same to the second lowest and responsive supplier, if there is any, to complete the contract. Termination of Contract shall be based on the provision of the contract.
2. The contract may be terminated by any of the herein parties by reason of non-compliance with any of its provisions subject to a thirty (30) day advance notice.
3. In case of bankruptcy/cessation ordered by the court of business operation of the winning supplier, the second lowest and responsive supplier, if any, may assume the contract of the winning supplier provided that said supplier is declared eligible in the post-evaluation process.

Updated by:



JOSELYTO G. RAMOS

Corporate Communications Officer / Head
Creatives and Design Unit
Corporate Communications and Events Department

Noted by:



MELISSA B. CALIMAG

Assistant Vice President / Head
Corporate Communications and Events Department

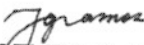
REVISED ANNEX 0-3

RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

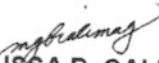
DATE	July 18, 2024
PROJECT IDENTIFICATION NO.	GIBAC-ITB-GS- 20240613-02
PROJECT NAME	Lot 1 - 1,400,000 Copies 2-Panel Brochures Lot 2 - 7,000 Copies 18" x 24" Posters
PROPOSER UNIT/TECHNICAL WORKING GROUP	Corporate Communications and Events Department

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK'S RESPONSES										
1	Terms of Reference – Scope of Works and Project Duration	<p>"14 kinds of artwork to be completed in 18 months contract for both posters and brochures?"</p> <p>"If 18 months contract is done already and completion of artworks were not consumed there should be no extension of contract"</p>	No. According to the project's Terms of Reference, 10 sets of marketing collaterals will be produced within the 18-month contract-period. Each set includes an artwork for a 2-panel brochure and another for an 18" x 24" poster. The contract starts upon receipt of the Notice to Proceed and advice from LANDBANK Corporate Communications and Events Department (CCED) and ends 18 months later or upon full utilization of the contract price, whichever comes first.										
3	Terms of Reference – Project Duration	"Delivery lead-time for both jobs, number of days to deliver after receipt of contract approval of proof?"	<p>As outlined in the attached TOR, the production timetable is as follows:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>No. of Days</th> <th>Activities</th> </tr> </thead> <tbody> <tr> <td>Day 0</td> <td>Turnover of print files from LANDBANK CCED</td> </tr> <tr> <td>Day 1 - 3</td> <td>Submission and approval of digital proofs</td> </tr> <tr> <td>Day 4 - 10</td> <td>Printing and production</td> </tr> <tr> <td>Day 11</td> <td>Delivery of printed collaterals</td> </tr> </tbody> </table>	No. of Days	Activities	Day 0	Turnover of print files from LANDBANK CCED	Day 1 - 3	Submission and approval of digital proofs	Day 4 - 10	Printing and production	Day 11	Delivery of printed collaterals
No. of Days	Activities												
Day 0	Turnover of print files from LANDBANK CCED												
Day 1 - 3	Submission and approval of digital proofs												
Day 4 - 10	Printing and production												
Day 11	Delivery of printed collaterals												
4	Terms of Reference – Requirements for Submission	<p>No given year for number 15 and 16?</p> <p>15. List of clients with references and contact persons (indicating the years when the projects were handled for them)</p> <p>16. Certificate of Satisfactory Performance from at least two (2) previous clients</p>	Yes, we opt not to define the period. However, we require a list of clients with references and contact persons, indicating the years when the projects were handled for them.										

Prepared by:


JOSELITO G. RAMOS
 Concerned Unit/Team Lead

Approved by:


MELISSA B. CALIMAG
 TWG Head/Department Head

ANNEX G