

SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-GIBAC-ITB-GS-20240717-02

PROJECT : Lot 1 – 200,000 Pieces LANDBANK 2025 Wall Calendar
Lot 2 – 42,000 Pieces LANDBANK 2025 Desk Calendar

IMPLEMENTOR : GI-BAC Secretariat

DATE : **August 22, 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:

- The Terms of Reference (Annexes D-1 to D-8), Schedule of Requirements (Section VI), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item Nos. 11 & 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-8 and specific sections of the bidding documents.

By the authority of the GI-BAC:



ATTY. HONORIO T. DIAZ, JR.
Head, GI-BAC 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	Delivered, Weeks/Months
1	LANDBANK 2025 Wall Calendar	200,000 pcs	Delivery period per attached Revised Annex D-3
2	LANDBANK 2025 Desk Calendar	42,000 pcs.	Delivery period per attached Revised Annex D-7

Delivery Sites:

Lot No. 1: Delivery Site per attached **Revised Annex D-2**.

Lot No. 2: Delivery Site per attached **Revised Annex D-6**.

Implementing Unit:

Corporate Communications and Events Department (CCED)

Ms. Grace B. Redito

Contact No.:

8522-0000 loc. 8451

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Technical Specifications

Specifications	Statement of Compliance
<p style="text-align: center;">LANDBANK 2025 Wall and Desk Calendars</p> <p>Lot 1: 200,000 pcs. LANDBANK 2025 Wall Calendar Lot 2: 42,000 pcs. LANDBANK 2025 Desk Calendar</p> <p>1. Terms of Reference per attached Revised Annexes D-1 to D-8.</p> <p>2. Lowest Calculated Bidder must submit at least three (3) sample works (corporate calendars – for new suppliers only) within five calendar days from the date of bidding. Non-submission of actual sample within the specified period 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 style="text-align: center;">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 – Revised Schedule of Requirements with signature of bidder's authorized representative.**
 12. **Section VII – Revised 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. *Certifications issued by the bidder stating that is has been a printer/supplier in the printing industry for at least 10 years.*
 15. *List of clients with references and contact persons (indication the years when the projects were handled for them).*
 16. *Certification from supplier for the following:*
 - *Has at least two (2) four-color printing machines within printing premises.*
 - *Has the capability for computer-to-plate (CTP) method in printing calendars.*
 - *Has its own equipment for offset printing, stamping, die cutting, embossing and cutting machine.*
 - *Has enough space for collating and finishing procedures for the project*
 - *Has an orderly and uncluttered premise.*
 - *Has a generator set located within the company's premises to ensure continuous flow of production.*
- **Post-bidding Documents/Requirements – [The Lowest Calculated Bidder must submit the following documents/requirements within five (5) calendar days from date of bidding]:**
 17. *At least three (3) sample works (corporate calendars) – for new suppliers only.*
- **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 Printing and Delivery Services for LANDBANK's 2025 Wall Calendars**

I. Printing Specification

WALL CALENDARS

Size	15" x 20" (flat)
Stock	Cover: C2S 80 lbs. Inside pages: C2S 100 lbs.
Pages	7 leaves; with perforation for the slide hole
Colors	Full color; 4/0 + varnish (one side only)
Printing	One side printing
Binding	Metal slide <ul style="list-style-type: none"> • Size: 15" • Color: Green
Others	Belly Band <ul style="list-style-type: none"> • Size: 15" x 8" (w x h) • Stock paper: Book paper, 80 gsm. • Color: one color • With 4 pcs. 3" x 0.5" double adhesive at one end to lock the belly band
Quantity:	200,000 pcs.
Delivery	30 calendar days upon receipt of Notice to Proceed

II. Scope of Work

- a. A LANDBANK representative from CAG-CCED shall conduct an inspection of the production of the calendars **at printers' warehouse**. Printer/s should notify LANDBANK-CAG-CCED **at least 2 days prior** to the schedule of inspection of the calendars.

- b. Packaging/Packing
 1. *Calendars should be packed in 50s*
 2. *Wrapping should be **double 150 gsm kraft colored brown paper***
 3. **Any additional packaging to be prescribed by LANDBANK official courier** should also be applied (e.g. shrink wrapping, plastic, etc.) - the corresponding cost to be shouldered by Printer.
 - i. *Belly bands*
 - **An equal number of belly bands should be included with the calendars packed/set for delivery**

c. Distribution - packed wall calendars must be sent for distribution to the following:

1. For all provincial units (Luzon, Visayas and Mindanao), the printer will deliver the calendars to the warehouse of the Bank's official courier.
2. For NCR field units, the supplier will deliver directly to the following:

I. **North NCR Branches**

Office of the Group Head	2/F, LANDBANK West Ave. Branch Brgy. Paltok West Avenue, Quezon City	Estimated Quantity: 16,000
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II. **South NCR Branches**

Office of the Group Head	Makati Business Center Robinsons Summit Center Ayala Avenue, Makati City	Estimated Quantity: 13,000
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III. **Central NCR Branches**

Office of the Group Head	19/F, LANDBANK Plaza 1598 MH del Pilar corner Dr. J. Quintos Sts., Malate Manila	Estimated Quantity: 12,000
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- For head office-based units, the supplier will deliver at the 24th floor (c/o Corporate Communications and Events Department) or other designated floors.

Contact Person: Grace B. Redito
gbredito@landbank.com
8522-0000 loc. 8451

III. **Production and Delivery Timetable**

Production and delivery should be within 30 calendar days upon receipt of Notice to Proceed:

TIMEFRAME	ACTIVITY	RESPONSIBLE
Wall Calendar Production Period – 35 calendar days		
Day 1	Turnover of digital file/Final Artwork (from CAG-CCED) to printer	CAG-CCED to Printer

2025 LANDBANK WALL CALENDARS

Day 2	Preparation and submission of digital proofs to CCED-CAG	Printer
	Return of approved digital proofs to printer	CAG-CCED
Day 3 to 4	Two (2) calendar days notice from printer for the inspection of the production of the calendars (presswork)	Printer to CAG-CCED
Day 5	Inspection of the production of the calendars (presswork)	CAG-CCED and Printer
Day 6 to 20	<u>First partial delivery</u>	Printer
	<i>Estimate:</i> <ul style="list-style-type: none"> • Mindanao 35,000 (full) • Visayas 30,000 (full) • Southern Luzon 35,000 (full) <p align="right">Total 100,000 pcs.</p>	
Day 21 to 30	<u>Full delivery</u>	Printer
	<i>Estimate:</i> <ul style="list-style-type: none"> • Central and Northern Luzon 22,000 (full) • NCR and HO 78,000 (full) <p align="right">➤ Total 100,000 pcs.</p>	

IV. Eligibility Criteria

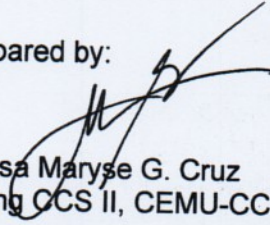
To be eligible to bid, suppliers must comply with the following criteria:

Criteria	Required Supporting Documents
A. Experience	
1. Has been in the printing industry for at least 10 years.	Certification issued by the bidder stating that it has been a printer/supplier in the printing industry for at least 10 years
2. Has at least 3 years of experience in printing calendars of either major banks or top corporations in the country.	a) List of clients with references and contact persons (indicating the years when the projects were handled for them) b) At least three sample works (corporate calendars) – <i>for new suppliers only</i>
3. Has a good track record with customers in terms of quality of work and compliance with delivery schedule.	Certification from previous clients
B. Equipment/Services	

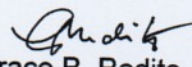
2025 LANDBANK WALL CALENDARS

1. Has at least two (2) four-color printing machines within the printing premises	} Certification from supplier
2. Has the capability for computer-to-plate (CTP) method in printing calendars	
3. Has its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine.	
4. Has enough space for collating and finishing procedures for the project	
5. Has an orderly and uncluttered premise.	
6. Has a generator set located within the company's premises to ensure continuous flow of production.	

Prepared by:


Alyssa Maryse G. Cruz
Acting CCS II, CEMU-CCED

Reviewed by:


Grace B. Redito
CCO, CEMU-CCED

**Terms of Reference for the Procurement
of Printing and Delivery Services for LANDBANK's 2025 Desk Calendars
(As of 19 August 2024)**

I. Printing Specification

DESK CALENDARS

Size	8" x 6" (horizontal orientation)
Stock	C2S 120 lbs.
Pages	7 leaves
Color	Full color both sides
	Cover: with varnish with spot UV (Four colors + varnish + SUV)
	Leaves: with varnish on both sides (Four colors + varnish / Four colors + varnish)
Printing	Back to back
Binding	James Burns spiral binding - black <ul style="list-style-type: none"> • Half inch in diameter • 23 spools
Standee	<ul style="list-style-type: none"> • 8" x 6-1/4"(folded) • Black imithlin pasted on pasteboard #30 with 3" base
Envelope	<ul style="list-style-type: none"> • Size - 9" x 7" (folded) • Stock - Book 80 without gumming • Color - One color
Quantity	42,000 pcs.
Production and Delivery	Within 30 calendar days upon receipt of Notice to Proceed

II. Scope of Work and Production Timetable

a. A LANDBANK representative from CAG-CCED shall conduct an inspection of the production of the calendars **at printers' warehouse**. Printer/s should notify LANDBANK-CAG-CCED **at least 2 days prior** to the schedule of inspection of the calendars.

b. Packaging/Packing

1. Desk calendars should each be inserted in the envelopes and packed in **20s**
2. Wrapping should be **double 150 gsm kraft colored brown paper**
3. **Any additional packaging to be prescribed by LANDBANK official courier** should also be applied (e.g. shrink wrapping, plastic, etc.) - the corresponding cost to be shouldered by Printer.

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c. **Distribution** - packed desk calendars must be sent for distribution to the following:

1. For all provincial units (Luzon, Visayas and Mindanao), the printer will deliver the calendars to the warehouse of the Bank's official courier.
2. For NCR field units, the supplier will deliver directly to the following:

I. North NCR Branches

Office of the Group Head	2/F, LANDBANK West Ave. Branch Brgy. Paltok West Avenue, Quezon City	Estimated Quantity: 2,000
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II. South NCR Branches

Office of the Group Head	Makati Business Center Robinsons Summit Center Ayala Avenue, Makati City	Estimated Quantity: 2,000
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III. Central NCR Branches

Office of the Group Head	19/F, LANDBANK Plaza 1598 MH del Pilar corner Dr. J. Quintos Sts., Malate Manila	Estimated Quantity: 2,000
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- For head office-based units, the supplier will deliver at the 24th floor (c/o Corporate Communications and Events Department) or other designated floors.

Contact Person: Grace B. Redito
 gbredito@landbank.com
 8522-0000 loc. 8451

III. Production and Delivery Timetable

Production and delivery should be within 30 calendar days upon receipt of Notice to Proceed:

TIMEFRAME	ACTIVITY	RESPONSIBLE
<i>Desk Calendar Production Timetable – 30 calendar days</i>		
Day 1	Turnover of digital file/Final Artwork (from CAG-CCED) to printer	CAG-CCED to Printer
Day 2	Preparation and submission of digital proofs to CCED-CAG	Printer

2025 LANDBANK DESK CALENDARS

	Return of approved digital proofs to printer	CAG-CCED
Day 3 to 4	Two (2) calendar days notice from printer for the inspection of the production of the calendars (presswork)	Printer to CAG-CCED
Day 5	Inspection of the production of the calendars (presswork)	CAG-CCED and Printer
Day 6 to 20	<u>First partial delivery</u> <i>Estimate:</i> <ul style="list-style-type: none"> • Mindanao 7,000 (full) • Visayas 7,000 (full) • Southern Luzon 7,000 (full) • Central and Northern Luzon 7,000 (full) • Total 28,000 pcs. 	Printer
Day 21 to 30	<u>Full delivery</u> <i>Estimate:</i> <ul style="list-style-type: none"> • NCR 6,000 (full) • CAG-CCED/HO 8,000 (full) ➤ Total 14,000 pcs. 	Printer

IV. Eligibility Criteria

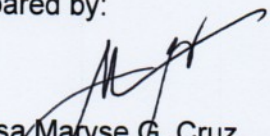
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Criteria	Required Supporting Documents
A. Experience	
1. Has been in the printing industry for at least 10 years.	Certification issued by the bidder stating that it has been a printer/supplier in the printing industry for at least 10 years
2. Has at least 3 years of experience in printing calendars of either major banks or top corporations in the country.	a) List of clients with references and contact persons (indicating the years when the projects were handled for them) b) At least three sample works (corporate calendars) – <i>for new suppliers only</i>
3. Has a good track record with customers in terms of quality of work and compliance with delivery schedule.	Certification from previous clients
B. Equipment/Services	

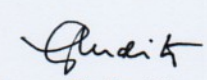
2025 LANDBANK DESK CALENDARS

1. Has at least two (2) four-color printing machines within the printing premises	} Certification from supplier
2. Has the capability for computer-to-plate (CTP) method in printing calendars	
3. Has its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine.	
4. Has enough space for collating and finishing procedures for the project	
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