



**SUPPLEMENTAL/BID BULLETIN NO. 1**  
**For LBP-GIBAC-ITB-GS-20240906-02**

**PROJECT** : **Financial Service Provider for the Manual Distribution of Cash Assistance to Beneficiaries of Department of Social Welfare and Development Assistance to Individuals in Crisis Situation (AICS) Program in National Capital Region**

**IMPLEMENTOR** : **GI-BAC Secretariat**

**DATE** : **October 8, 2024**

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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:

- The Terms of Reference (Annexes D-1 to D-25), Invitation to Bid (Item No. 1 of Section I), Instruction to Bidders (2.2 Funding Information), Special Conditions of the Contract (SCC Clause 2.2), Section VII (Technical Specifications) and Checklist of Bidding Documents (Item No. 12 of Technical Document and Item Nos. 3-5 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached revised Annexes D-1 to D-25 and specific sections of the bidding documents.

By the authority of the GI-BAC:

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



Land Bank of the Philippines

## INVITATION TO BID FOR

Financial Service Provider  
for the Manual Distribution of Cash Assistance to  
Beneficiaries of Department of Social Welfare and Development  
Assistance to Individuals in Crisis Situation (AICS) Program  
in National Capital Region

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through the **Department of Social Welfare and Development's 2024 budget from the approved General Appropriations Act** intends to apply the total sum of Eighteen Million Pesos Only (Php18,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Financial Service Provider for the Manual Distribution of Cash Assistance to Beneficiaries of Department of Social Welfare and Development Assistance to Individuals in Crisis Situation (AICS) Program in National Capital Region with Project Identification Number LBP-GIBAC-ITB-GS-20240906-02. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The LANDBANK now invites bids for Financial Service Provider for the Manual Distribution of Cash Assistance to Beneficiaries of Department of Social Welfare and Development Assistance to Individuals in Crisis Situation (AICS) Program in National Capital Region with Project Identification Number LBP-GIBAC-ITB-GS-20240906-02. The contract period is indicated in Section VI, Schedule of Requirements. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information and/or shortened electronic copy of the Bidding Documents by contacting LANDBANK – Procurement Department at the telephone numbers and email address given below during banking days from 8:00 A.M. to 5:00 P.M.

## 1. Scope of Bid

The Procuring Entity, LANDBANK wishes to receive Bids for Financial Service Provider for the Manual Distribution of Cash Assistance to Beneficiaries of Department of Social Welfare and Development Assistance to Individuals in Crisis Situation (AICS) Program in National Capital Region with Project Identification Number LBP-GIBAC-ITB-GS-20240906-02.

The Procurement Project (referred to herein as "Project") is composed of one (1) lot, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for 2024 in the amount of Eighteen Million Pesos Only (Php18,000,000.00).

2.2. **The source of funding is the Department of Social Welfare and Development's 2024 budget from the approved General Appropriations Act.**

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

	<p>port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>Pursuant to Malacañang Executive Order No. 170 (Re: Adoption of Digital Payments for Government Disbursements and Collections) issued on 12 May 2022, directing all government agencies to utilize safe and efficient digital disbursement in the payment of goods, services and other disbursements, all payments for this Contract shall be through direct credit to the supplier's deposit account with LANDBANK. Thus, the supplier shall maintain a deposit account with any LANDBANK Branch where the proceeds of its billing under this contract shall be credited.</p> <p><b>The documentary requirements enumerated in Item 4.9 Payment of Service Fees of the revised Terms of Reference (Annex D8) shall be submitted.</b></p> <p>The Supplier shall be paid within sixty (60) calendar days after submission of sales invoice or claim and complete documentary requirements.</p>
3	<p>Expiration of performance security should be six (6) months after the last date of delivery/end of contract and issuance by the LANDBANK of Certificate of Final Acceptance.</p>
4	<p>Maintain the GCC Clause.</p>
6	<p>The Supplier has not made and will not make any offer, promise to pay or authorization of the payment of any money, gift or any other inducement to any official, political party, employee of Government or any other person, in contravention with applicable laws in connection with the execution of this Contract and performance of its obligations thereunder. Violation of this provision shall be a ground for immediate termination of this Contract.</p> <p>The Supplier shall not assign this Contract or sub-contract the performance of any portion of it, without the LBP's prior written consent.</p>

## Technical Specifications

Specification	Statement of Compliance
<p data-bbox="167 1368 821 1585">Financial Service Provider for the Manual Distribution of Cash Assistance to Beneficiaries of Department of Social Welfare and Development Assistance to Individuals in Crisis Situation (AICS) Program in National Capital Region</p> <p data-bbox="183 1637 833 1742"><b>1. Scope of work and other requirements per attached revised Terms of Reference (Annexes D1 to D25).</b></p> <p data-bbox="183 1783 833 2020"><b>2. The documentary requirements enumerated in item 8.0 Other Requirements [8.2 &amp; 8.3 (Annex D9)] and Annex B Qualification Criteria and Documentary Requirements (Annex D13) of the revised Terms of Reference shall be submitted in support of the</b></p>	<p data-bbox="981 1368 1316 1429">Please state here either "Comply" or "Not Comply"</p>

**compliance of the Bid to the Technical Specifications and other requirements.**

Non-submission of the above mentioned documents/requirements may result in bidder's post-disqualification.

Conforme:

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Name of Bidder

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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 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. 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 Components)]
  1. Financial Statements for CY 2023 including the notes to financial statements.
  2. Projected Cash Flow from CY 2023 Financial Statements or Certificate of Deposits from LANDBANK equivalent to the payrolls.
  3. **Notarized Omnibus Sworn Statement that the bidder shall undertake the list of activities indicated in Annex B item nos. 5 to 10 of the Qualification Criteria and Documentary Requirements (Annex D13) of the revised Terms of Reference.**
  4. **Certificate of Satisfactory Performance for ongoing or completed similar contract/s with LANDBANK for the past three (3) years. The said Certificate shall be issued by LANDBANK Government Programs Support Department.**
  5. **Certificate of No Prior Engagement in case the bidder has no completed or ongoing engagement of similar contract with LANDBANK. The said Certificate shall be issued by LANDBANK Government Programs Support Department.**
  
- 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.*