

BID BULLETIN NO. 2
For ITB No. 2016-3-124

PROJECT : **Supply and Delivery of Specimen Signature Card Cabinets for LANDBANK Branches and Extension Offices (Subject to Ordering Agreement)**

IMPLEMENTOR : **Procurement Department**

DATE : **October 6, 2016**

This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The modifications, amendments or clarifications are as follows:

- 1) Section VI (Schedule of Requirements), Form No. 2 (Schedule of Prices), Form No. 10 (Order Agreement List) and the Checklist of the Bidding Documents have been revised. Please see attached revised pages 66, 67, 92 & 93 and Form Nos. 2 & 10 of the Bidding Documents.
- 2) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is scheduled on **October 13, 2016, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, Malate, Manila.



ALWIN I. REYES
Assistant Vice President
Procurement Department and
HOBAC Secretariat

Schedule of Prices (Form No. 2)
Schedule of Prices

Name of Bidder

1		2	3	4	5	6	7
Lot No.	Item No.	Description	Quantity	Unit Price	Total (col 3 x col 4)	Sales and Other Taxes (col 5 x tax rate)	Total Price (col 5 + col 6)
1		Supply and Delivery of Specimen Signature Card Cabinets for LANDBANK Branches and Extension Offices in Luzon					
		REGION 1					
		Specimen Signature Card Cabinet	12 units				
		Crating/Delivery/Handling/Shipping	12 lots				
		REGION 2					
		Specimen Signature Card Cabinet	3 units				
		Crating/Delivery/Handling/Shipping	3 lots				
		REGION 3					
		Specimen Signature Card Cabinet	6 units				
		Crating/Delivery/Handling/Shipping	6 lots				
		REGION 4					
		Specimen Signature Card Cabinet	12 units				
		Crating/Delivery/Handling/Shipping	12 lots				
		REGION 5					
		Specimen Signature Card Cabinet	2 units				
		Crating/Delivery/Handling/Shipping	2 lots				
2		Supply and Delivery of Specimen Signature Card Cabinets for LANDBANK Branches and Extension Offices in Visayas					
		REGION 6					
		Specimen Signature Card Cabinet	6 units				
		Crating/Delivery/Handling/Shipping	6 lots				
		REGION 7					
		Specimen Signature Card Cabinet	12 units				
		Crating/Delivery/Handling/Shipping	12 lots				

1		2	3	4	5	6	7
Lot No.	Item No.	Description	Quantity	Unit Price	Total (col 3 x col 4)	Sales and Other Taxes (col 5 x tax rate)	Total Price (col 5 + col 6)
		REGION 8					
		Specimen Signature Card Cabinet	6 units				
		Crating/Delivery/Handling/Shipping	6 lots				
		REGION 18					
		Specimen Signature Card Cabinet	1 unit				
		Crating/Delivery/Handling/Shipping	1 lot				
3		Supply and Delivery of Specimen Signature Card Cabinets for LANDBANK Branches and Extension Offices in Mindanao					
		REGION 9					
		Specimen Signature Card Cabinet	5 units				
		Crating/Delivery/Handling/Shipping	5 lots				
		REGION 10					
		Specimen Signature Card Cabinet	5 units				
		Crating/Delivery/Handling/Shipping	5 lots				
		REGION 11					
		Specimen Signature Card Cabinet	5 units				
		Crating/Delivery/Handling/Shipping	5 lots				
		REGION 12					
		Specimen Signature Card Cabinet	10 units				
		Crating/Delivery/Handling/Shipping	10 lots				
4		Supply and Delivery of Specimen Signature Card Cabinets for LANDBANK Branches and Extension Offices in Metro Manila					
		Specimen Signature Card Cabinet	15 units				
						GRAND TOTAL	

Name of Bidder

Signature Over Printed Name of
Authorized Representative/Signatory

Position

Order Agreement List (Form No. 10)

O.A.L Number: _____

Ordering Agreement No.: _____

Name of Supplier: _____

Name of Project: **Supply and Delivery of Specimen Signature Card Cabinets for
LANDBANK Branches and Extension Offices**

Lot No.	Item No.		Projected Quantity	Awarded Unit Price
1		Supply and Delivery of Specimen Signature Card Cabinets for LANDBANK Branches and Extension Offices in Luzon		
		REGION 1		
		Specimen Signature Card Cabinet	12 units	
		Crating/Delivery/Handling/Shipping	12 lots	
		REGION 2		
		Specimen Signature Card Cabinet	3 units	
		Crating/Delivery/Handling/Shipping	3 lots	
		REGION 3		
		Specimen Signature Card Cabinet	6 units	
		Crating/Delivery/Handling/Shipping	6 lots	
		REGION 4		
		Specimen Signature Card Cabinet	12 units	
		Crating/Delivery/Handling/Shipping	12 lots	
		REGION 5		
		Specimen Signature Card Cabinet	2 units	
		Crating/Delivery/Handling/Shipping	2 lots	
2		Supply and Delivery of Specimen Signature Card Cabinets for LANDBANK Branches and Extension Offices in Visayas		
		REGION 6		
		Specimen Signature Card Cabinet	6 units	
		Crating/Delivery/Handling/Shipping	6 lots	
		REGION 7		
		Specimen Signature Card Cabinet	12 units	
		Crating/Delivery/Handling/Shipping	12 lots	

Lot No.	Item No.		Projected Quantity	Awarded Unit Price
		REGION 8		
		Specimen Signature Card Cabinet	6 units	
		Crating/Delivery/Handling/Shipping	6 lots	
		REGION 18		
		Specimen Signature Card Cabinet	1 unit	
		Crating/Delivery/Handling/Shipping	1 lot	
3		Supply and Delivery of Specimen Signature Card Cabinets for LANDBANK Branches and Extension Offices in Mindanao		
		REGION 9		
		Specimen Signature Card Cabinet	5 units	
		Crating/Delivery/Handling/Shipping	5 lots	
		REGION 10		
		Specimen Signature Card Cabinet	5 units	
		Crating/Delivery/Handling/Shipping	5 lots	
		REGION 11		
		Specimen Signature Card Cabinet	5 units	
		Crating/Delivery/Handling/Shipping	5 lots	
		REGION 12		
		Specimen Signature Card Cabinet	10 units	
		Crating/Delivery/Handling/Shipping	10 lots	
4		Supply and Delivery of Specimen Signature Card Cabinets for LANDBANK Branches and Extension Offices in Metro Manila		
		Specimen Signature Card Cabinet	15 units	

Notes:

- Specifications of Goods and scope of work shall be as per Section VII. Specifications of the Bidding Documents.
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- Projected quantity is the maximum quantity allowed to be purchased by LANDBANK.

Section VI. Schedule of Requirements

This procurement shall be subject to Ordering Agreement arrangement which will be implemented for a period of one (1) year, pursuant to the Revised Guidelines on the Use of Ordering Agreement under GPPB Resolution No. 01-2012 dated January 27, 2012.

The project sites shall be as per the Delivery Order Contract/s which will be issued by LANDBANK to the winning bidder.

Delivery of the Goods is required within **seventy five (75) calendar days** upon receipt of the Delivery Order Contract.

Description	Projected Quantity	Unit
Specimen Signature Card Cabinet	100	units

Other Terms and Conditions:

1. LANDBANK and the winning supplier shall execute an Ordering Agreement (OA, Form No. 9) with a corresponding Ordering Agreement List (OAL, Form No. 10) indicating the unit prices of the Goods as awarded.
2. The duration of the Ordering Agreement shall be for one (1) year to commence upon execution of the said agreement.
3. The unit prices shall be fixed for the duration of the agreement, regardless of increase or decrease in the prevailing market price at the time of actual order/purchase.
4. Upon determination of the need for a particular kind/s of Goods subject of the OA, LANDBANK shall require the delivery of the same, in such quantity as required and for a fixed price in which it/they had been awarded, by executing a Delivery Order Contract (DOC, Form No. 11) in favor of the supplier, to obligate the latter to deliver or perform according to the terms and conditions stated in the OA and the DOC.
5. The projected quantity stated above is the maximum quantity of Goods which may be purchased by LANDBANK for this project. The quantities, however, may be re-allocated from one area to another depending on the actual need of LANDBANK. In case of re-allocation, the corresponding Crating/Delivery/Handling/Shipping cost for the destination area shall be applied.
6. The winning bidder must affix a sticker/tag/label with company name and after-sales contact numbers or equivalent form of marking on each of the equipment.
7. All invoices, bills and/or delivery receipts shall indicate, among other information, the OA Number and the DOC Number.
8. Payment shall be based on actual deliveries accepted by LANDBANK, subject to the existing accounting and auditing rules and regulations.

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative/Signatory

Position

**Checklist of Bidding Documents
for Procurement of Goods and Services**

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The Technical Component (First Envelope) shall contain the following:

1. 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 (*Please use Form No. 8*)
2. Duly notarized Omnibus Sworn Statement (*Please use Form No. 7*)
3. Eligibility requirements
 - **Legal Documents**
 - a. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents
 - b. Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located
 - c. Tax Clearance per Executive Order 398, Series of 3005, as finally reviewed and approved by the BIR
 - **Technical / Financial Documents**
 - d. 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 relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (*sample form - Form No. 3*) This form may no longer be submitted if bidder has no on-going contracts.
 - e. Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB (*Please use Form No. 4*)
 - f. 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.

- g. The prospective bidder's computation for its Net Financial Contracting Capacity (*Please use Form No. 5*)
 - h. 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 the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
 - i. Clear copy of brochures or any other documents indicating the complete specifications of the offered specimen signature card cabinet.
 - j. Certificate of satisfactory performance issued by the client with whom the bidder has completed its single largest contract. If the bidder has existing or completed contracts with LANDBANK, a certificate of satisfactory performance issued by the Head, Project Management and Engineering Department shall likewise be submitted. Bidders which fail to submit these certifications shall be automatically disqualified.
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
- 5. Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative/signatory.**
6. Section VII - Specifications with response on compliance and signature of bidder's authorized representative/signatory.
7. Post-Qualification Documents – (Non-submission of the following documents during the bidding date shall not be a ground for the disqualification of the bidder):
- 7.a Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550 Q) VAT or Percentage Tax Returns for 1st and 2nd Quarters of 2016;
 - 7.b Valid and current PhilGEPS Registration Certificate; and
 - 7.c Income Tax Return for 2015

The Financial Component (Second Envelope) shall contain the following:

- 1. Duly filled out Bid Form signed by the bidder's authorized representative/signatory (*Please use Form No.1*)
- 2. **Duly filled out Revised Schedule of Prices signed by the bidder's authorized representative/signatory (*Please use Form No.2*)**