

BID BULLETIN NO. 1
For ITB No. 2016-3-174

PROJECT : **One (1) Lot Supply, Delivery and Installation of Glass Panel Stickers, Merchandising Materials, Acrylic ATM Enclosures and Signages Including Dismantling of Existing Signages, when necessary, at Nineteen (19) LANDBANK Offices**


IMPLEMENTOR : **Procurement Department**

DATE : **July 21, 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) List of Various Indoor Signages for LANDBANK Malolos Plaza Branch is attached per Annexes A-71 to A-73.
- 2) Section VII (Specifications) and Checklist of the Bidding Documents have been revised. Please see attached revised pages 69, 70, 71, 72, 93, 94 and 95 of the Bidding Documents.



ALWIN I. REYES
Assistant Vice President
Procurement Department

MAVARD'S PLAZA BRANCH

Various Indoor Signages

Ref	Qty.	Signage	Size (Inches)	Location	Type	Printing Specs
Basic						
A	1	New Accounts	12x3.5	New Accounts Area	Wall mounted	Reversed digital colored printing on Avery frosted sticker mounted on 3mm thick clear acrylic with white backing
B	1	Verification Counter	12x3.5	Verification counter	Wall mounted	
C	1	Public Assistance and Complaints Desk	12x3.5	Designated officer's area	Wall mounted	
D	1	Special Lane	12x3.5	Designated teller	Wall mounted	
E	1	Count your money before leaving the counter	12x3.5	Teller's Area	Wall mounted	
F	1	Restricted Area	12x3.5	Door of the restricted area	Wall mounted	
G	1	Seats for pregnant women, senior citizens & persons with disability	6x8	Stanchion post	Wall mounted	
H	1	Bank reminders	12x11	Air-conditioner units most visible to clients within the lobby area	Wall mounted	
I	1	Fire extinguisher	8x3	On top or below the fire extinguisher	Wall mounted	
J	1	Fire exit	8x3	Exit doors	Wall mounted	
K	1	Fire Exit (directional)	8x3	Where applicable	Wall mounted/ Hung	
L	1	Restroom	12x4.6	Restrooms	Wall mounted	
M	1	Ladies' Room	12x4.6	CR doors	Wall mounted	
N	1	Gentlemen's Room	12x4.6	CR doors	Wall mounted	
O1	1	Push	6x2.5	Entrance/exit doors	Wall mounted	
O2	1	Pull	6x2.5	Entrance/exit doors	Wall mounted	
P	2	Nameplate (cubicle signs) - layout to be customized by supplier, list of names to be supplied by CAD	8x3.09	Officers cubicles	Wall mounted	
With Acrylic Inserts						
Q	1	Clearing cut-off time (may vary per branch area/location) - 10:00am	8x10.5	Teller's area	Wall mounted	Background: • Reversed digital colored printing on Avery frosted sticker mounted on 3mm
R	1	US dollar exchange rate (10 inserts per character, number, etc.)	8x10.5	Teller's area	Wall mounted	
S	1	Calendar (12 inserts - months, 2 sets of inserts)	12x15.5	Teller's area	Wall mounted	

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		- numbers 0-9; 7 inserts - days of the week)				thick clear acrylic with white backing
T	1	Initial minimum deposit and maintaining balance	8x10.5	New accounts area	Standee 2	<p>Reversed digital colored printing on Avery frosted sticker mounted on 3mm thick clear acrylic with white backing</p> <p>Inserts:</p> <ul style="list-style-type: none"> • White, Avery MPI 3000 with lamination • Computer cut-outs
Standee 1 with customized inserts						
U	6	Nameplate (for frontliners)	6x2.8	Teller's area	Standee 1	<p>Background:</p> <ul style="list-style-type: none"> • Digital colored printing on Avery frosted sticker mounted on 3mm thick clear acrylic with white backing <p>Inserts:</p> <ul style="list-style-type: none"> • White, Avery MPI 3000 with lamination • Computer cut-outs
Standee 2						
V	1	Requirements in account opening	6x10	New accounts area	Standee 2	Reversed digital colored printing on Avery frosted sticker mounted on 3mm thick clear acrylic with white backing
W	1	For check encashment	6x8	Teller's area	Standee 2	Reversed digital colored printing on Avery frosted sticker mounted on 3mm thick clear acrylic with white backing
Wall hang (back-to-back)						
X	—	Online/Offline	6x2.5	ATM doors	Wall hang	Digital colored printing on

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Y	1	Open/Closed	6x2.5	Entrance/Exit Doors	Wall hang	Avery frosted sticker mounted on 3mm thick chalk white acrylic.
Z	---	Floor guide/directory -- layout to be customized by supplier; details to be supplied by CAD	12x30	Near floor entrance	Wall mounted	Reversed digital colored printing on Avery frosted sticker mounted on 3mm thick clear acrylic with white backing

Specification:

- A) Digital colored printing on Avery frosted sticker mounted on 3mm clear acrylic with white backing
 - B) Supplier shall provide a proof of each material (1 pc. Standee 1; 1 pc. Standee 2; and 1 Wall mounted signage) for approval prior to signage production
 - C) Supplier shall also provide chain for all hanging indoor signage
 - D) Shall use 3M double adhesive tapes for wall-mounted signage
 - E) Final sticker application should not have any visible air pockets or bubbles.
- Note: Final artworks/designs of materials for printing will be provided by CAD

<p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p>	<p><u>Bicutan DOST (MM) Branch</u> 1 unit Vertical Signage with Photo Sensor, Double Face, 1.75m x 1.50m 1 lot Dismantling & Reinstallation of existing two Pylon Posts 1 lot Hauling-out of existing Vertical Signage to Antipolo Warehouse</p> <p><u>San Nicolas (Ilocos Norte) EO</u> 1 unit Horizontal Signage with Digital Timer Switch, 20.0m x 0.80m 1 unit Directional Signage 1 unit Bulletin Board 1 unit ATM Acrylic Enclosure 6 units Acrylic Poster Holder 57.5 sq.m. Glass Panel Sticker 1 set Main Door Sticker 1 set Indoor Signages (see attached list)</p> <p><u>Lagawe (Ifugao) Branch</u> for LEAF at Kiangan, Ifugao 1 unit Horizontal Signage with Digital Timer Switch, 4.35m x 0.80m 1 unit Thru-the-Wall ATM Flushed-Type Signage 1 unit Bulletin Board 3 units Acrylic Poster Holder 1 unit Rotating Brochure and Magazine Holder 1 unit Acrylic A4 Poster and Brochure Holder 1 set Indoor Signages (see attached list)</p> <p><u>Solano (Nueva Vizcaya) Branch</u> for offsite ATM at Veterans Regional Hospital 1 unit Directional Signage</p> <p><u>Malolos Plaza (Bulacan) Branch</u> 1 unit Horizontal Signage with Digital Timer Switch, 24.80m x 0.80m 1 unit Vertical Signage with Photo Sensor, Double Face, 1.75m x 1.50m 2 units Thru-the-Wall ATM Flushed-Type Signage 1 unit Bulletin Board 6 units Acrylic Poster Holder 1 unit Acrylic Transaction Bin 1 set Indoor Signages (see attached list)</p> <p><u>Pinamalayan (Mindoro) Branch</u> 1 unit Vertical Signage with Photo Sensor, Double Face, Flag-Type, 1.75m x 1.50m, including repainting of existing B.I. pipe NOTE: Re-use existing B.I. pipe & pedestal post 1 unit Horizontal Signage with Digital Timer Switch, 3.95m x 0.80m 1 lot Dismantling of existing horizontal signage</p> <p><u>San Jose (Mindoro) Branch</u> 1 unit Vertical Signage with Photo Sensor, Double Face, Pylon Posts, 1.75m x 1.50m NOTE: Re-use existing pylon post 1 unit Horizontal Signage with Digital Timer Switch, 20.20m x 0.80m 1 lot Dismantling of existing signages</p>	<p>Please state here either "Comply" or "Not Comply"</p>
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<p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p> <p>18</p> <p>19</p>	<p>Virac (Catanduanes) Branch for offsite ATM at Bato Local Government Unit (LGU) 1 unit Thru-the-Wall ATM Flushed-Type Signage 1 unit ATM Horizontal Signage with Digital Timer Switch, 4.45m x 0.70m</p> <p>Carcar (Cebu) Branch for offsite ATM at Barill and Santander LGUs 2 units Acrylic ATM Enclosure</p> <p>Mandaue (Cebu) Branch for offsite ATM at Pacific Mall 1 unit Thru-the-Wall ATM Flushed-Type Signage 1 unit ATM Horizontal Signage w/ Digital Timer Switch, 1.8m x 0.70m 1 lot Dismantling of existing signages</p> <p>Bogo (Cebu) Branch for offsite ATMs at: San Remigio LGU: 1 unit Thru-the-Wall ATM Flushed-Type Signage 1 unit Directional Signage 1 unit ATM Horizontal Signage w/ Digital Timer Switch, 2.20m x 0.70m Daanbantayan LGU: 1 unit ATM Horizontal Signage w/ Digital Timer Switch, 2.20m x 0.70m</p> <p>Naval (Biliran) Branch for offsite ATMs at: Naval State University: 1 unit Thru-the-Wall ATM Flushed-Type Signage 1 unit Directional Signage 1 unit ATM Horizontal Signage w/ Digital Timer Switch, 1.80m x 0.70m Provincial Capitol: 1 unit Directional Signage</p> <p>Maasin (Southern Leyte) Branch for offsite ATMs at Hindang LGU 1 unit Thru-the-Wall ATM Flushed-Type Signage (for ProCash285) 1 unit ATM Horizontal Signage w/ Digital Timer Switch, 1.75m x 0.70m</p> <p>Tacurong (Sultan Kudarat) Branch for offsite ATMs at Lambayong LGU and Southern Mindanao Institute of Technology 2 units Thru-the-Wall ATM Flushed-Type Signage 2 units ATM Horizontal Signage w/ Digital Timer Switch, 1.80m x 0.70m</p> <p>Gingoog (Misamis Oriental) Branch for offsite ATMs at Fresh Fruits Ingredients Inc. and Prince Hypermart 2 units Directional Signage</p> <p>San Pedro (Davao) Branch for offsite ATM at Department of Social Welfare & Development Region XI 1 unit Thru-the-Wall ATM Flushed-Type Signage (for ProCash285) 1 unit ATM Horizontal Signage w/ Digital Timer Switch, 2.20m x 0.70m</p> <p>Bongao (Tawi Tawi) Branch 1 unit Horizontal Signage w/ Digital Timer Switch, 5.1054m x 0.80m 1 lot Dismantling of existing horizontal and bracket-type vertical signages</p>	<p>Please state here either “Comply” or “Not Comply”</p>
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<p>Specifications and other requirements per attached Annexes A-1 to A-73.</p> <p>Submission of a certified true copy of Certification from the manufacturer stating that the bidder is an authorized converter of the brand being offered inside the eligibility/technical envelope.</p> <p>The lowest calculated bidder must submit mock-ups/samples using LED lights within ten (10) calendar days after the bidding date for evaluation/post-qualification. Bidders whose offered products have previously been evaluated by LANDBANK and found to be complying may no longer be required to comply with this requirement.</p>	<p>Please state here either "Comply" or "Not Comply"</p>
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Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

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 **FIRST ENVELOPE** shall contain the following technical information/documents (Section 25.2):

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 (sample form – Form No. 7).
2. Duly notarized Omnibus Sworn Statement (sample form – Form No.6).
3. Eligibility requirements (Section 23.1)

- **Legal Documents**

- 3.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.
- 3.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.
- 3.c. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **Technical / Financial Documents**

- 3.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.
- 3.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. (sample form - Form No. 4).

- 3.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.
- 3.g. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5)
- 3.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.
- 3.i. Certified true copy of certification from the manufacturer stating that the bidder is an authorized converter of the brand being offered.
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
5. Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.
6. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
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. 2550Q) VAT or Percentage Tax Returns for 4th Quarter of 2015 and 1st Quarter of 2016;
 - 7.b. Valid and current PhilGEPS Registration Certificate; and
 - 7.c. Income Tax Return for 2015.

The SECOND ENVELOPE shall contain the following (Section 25.3):

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)