



BID BULLETIN NO. 2
For ITB No. 2016-3-067

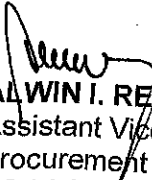
PROJECT : Supply, Delivery and Installation of Twenty Five (25) Units
Brand New Photocopier at LANDBANK Branches and
Extension Offices (Subject to Ordering Agreement)

IMPLEMENTOR : Procurement Department

DATE : June 16, 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.

Form No. 2 (Schedule of Prices), Order Agreement List (Form No. 10) and Checklist of the Bidding Documents have been revised. Please see attached revised pages 72, 85, 88, 89 and 90 of the Bidding Documents.


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

Schedule of Prices (Form No. 2)

Schedule of Prices

Name of Bidder _____ Invitation to Bid Number _____

1	2	3	4	5	6	7
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, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices (EO) in Luzon Area					
	Unit Cost	12 units				
	Delivery Cost					
	• Gen. Trias (Cavite) Branch	1 unit				
	• Tagudin (Ilocos Sur) EO	1 unit				
	• Binalonan (Pangasinan) EO	1 unit				
	• Mangaldan (Pangasinan) EO	1 unit				
	• San Nicolas (Ilocos Norte) EO	1 unit				
	• Palayan City EO	1 unit				
	• Nagcarlan EO	1 unit				
	• San Mateo (Isabela EO)	1 unit				
	• San Ildefonso EO	1 unit				
	• Silang (Cavite) EO	1 unit				
	• Lopez EO	1 unit				
	• Cataingan EO	1 unit				
2	Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices in Visayas Area					
	Unit Cost	8 units				
	Delivery Cost					
	• Moalboal Branch	1 unit				
	• Hilongos Branch	1 unit				
	• Balamban EO	1 unit				
	• Tubigon EO	1 unit				
	• Caticlan EO	1 unit				
	• Estancia EO	1 unit				
	• San Juan (So. Leyte) EO	1 unit				
	• Silay EO	1 unit				
3	Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices in Mindanao Area					
	Unit Cost	5 units				
	Delivery Cost					
	• Samal Island Branch	1 unit				
	• Koronadal EO	1 unit				
	• Tupi EO	1 unit				
	• Calamba (Mis. Occ) EO	1 unit				
	• Aurora (Zamb. Sur) EO	1 unit				
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, Delivery and Installation of Twenty Five (25) Units Brand New Photocopier at LANDBANK Branches and Extension Offices**

Item No.	Description	Projected Quantity	Awarded Unit Price	
1	Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices in Luzon Area			
	Unit Cost	12 units		
	Delivery Cost			
	• Gen. Trias (Cavite) Branch	1 unit		
	• Tagudin (Ilocos Sur) EO	1 unit		
	• Binalonan (Pangasinan) EO	1 unit		
	• Mangaldan (Pangasinan) EO	1 unit		
	• San Nicolas (Ilocos Norte) EO	1 unit		
	• Palayan City EO	1 unit		
	• Nagcarlan EO	1 unit		
	• San Mateo (Isabela EO)	1 unit		
	• San Idefonso EO	1 unit		
	• Silang (Cavite) EO	1 unit		
	• Lopez EO	1 unit		
	• Cataingan EO	1 unit		
	2	Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices in Visayas Area		
		Unit Cost	8 units	
Delivery Cost				
• Moalboal Branch		1 unit		
• Hilongos Branch		1 unit		
• Balamban EO		1 unit		
• Tubigon EO		1 unit		
• Caticlan EO		1 unit		
• Estancia EO		1 unit		
• San Juan (So. Leyte) EO		1 unit		
• Silay EO	1 unit			
3	Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices in Mindanao Area			
	Unit Cost	5 units		
	Delivery Cost			
	• Samal Island Branch	1 unit		
	• Koronadal EO	1 unit		
	• Tupi EO	1 unit		
	• Calamba (Mis. Occ) EO	1 unit		
• Aurora (Zamb. Sur) EO	1 unit			

Notes:

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

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 (*Please use Form No. 8*)
2. Duly notarized Omnibus Sworn Statement (*Please use Form No. 7*)
3. Eligibility requirements (Section 23.1)

- **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 (*Please use 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. Manufacturer's Authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product.
 - j. Clear copy of brochures or any other documents indicating the complete specifications of the offered brand/model.
 - k. List of parts depot and service centers in Luzon, Visayas and Mindanao (accredited technicians only are not acceptable) with complete addresses and contact details.
 - l. List of dealers of consumables in Luzon, Visayas and Mindanao with complete addresses and contact details.
 - m. Names of trained technicians in Luzon, Visayas and Mindanao service centers with their resumes (at least 2 for each area)
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/signatory.
 6. Revised 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 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/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*)