



BID BULLETIN NO. 1
For ITB No. 2016-3-112

PROJECT : **One Lot Supply and Delivery of Various Steel Cabinets/ Shelves at Eleven (11) LANDBANK Offices**

IMPLEMENTOR : **Procurement Department**

DATE : **May 25, 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) Delivery period has been changed, as follows:

FROM	TO
Sixty (60) calendar days per office, after receipt of Notice to Proceed	Sixty (60) calendar days after receipt of Notice to Proceed (NTP) for Luzon sites.
	Seventy five (75) calendar days after receipt of NTP for Visayas and Mindanao Sites.

- 2) Section VI (Schedule of Requirements) and Checklist of the Bidding Documents have been revised. Please see attached revised pages 66, 67, 90, 91 and 92 of the Bidding Documents.


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

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivery Period and Destination
1	One (1) Lot Supply and Delivery of Various Steel Cabinets/Shelves at the following LANDBANK Offices : LANDBANK Makati Atrium Branch 4-Drawer Lateral File Cabinet	1 unit	Delivery Period: Sixty (60) calendar days after receipt of Notice to Proceed (NTP) for Luzon sites.
2	LANDBANK Malacañang Branch 18-Drawer Signature Card Cabinet	1 unit	Seventy five (75) calendar days after receipt of NTP for Visayas and Mindanao Sites.
3	LANDBANK Mulanay Branch a) 4-Drawer Lateral File Cabinet b) Steel Open Shelves	4 units 21 units	Delivery Sites and Contact Details per attached Annex B.
4	LANDBANK Mangaldan Extension Office a) Steel Open Shelves b) 18-Drawer Signature Card Cabinet c) Teller Locker d) 4-Drawer Lateral File Cabinet	7 units 2 units 1 unit 3 units	
5	LANDBANK Silay Extension Office a) 4-Drawer Lateral File Cabinet b) 18-Drawer Signature Card Cabinet c) Teller Locker d) Steel Open Shelves	2 units 1 unit 1 unit 17 units	
6	LANDBANK Cabanatuan Maharlika Branch Steel Open Shelves	10 units	
7	LANDBANK South Cotabato Lending Center 4-Drawer Lateral File Cabinet	4 units	

8	LANDBANK Sta Cruz Laguna Capitol Branch		
	Steel Open Shelves	20 units	
9	LANDBANK San Mateo Extension Office		
	a) Steel Open Shelves	9 units	
	b) 18-Drawer Signature Card Cabinet	2 units	
	c) Teller Locker	1 unit	
	d) 4-Drawer Lateral File Cabinet	2 units	
10	LANDBANK Malolos Plaza Branch		
	a) 18-Drawer Signature Card Cabinet	1 unit	
	b) 12-Drawer Signature Card Cabinet	4 units	
	c) Steel Open Shelves	17 units	
	d) 4-Drawer Lateral File Cabinet	4 units	
	e) Teller Locker	1 unit	
11	LANDBANK Agrarian Operation Center IX		
	4-Drawer Lateral File Cabinet	3 units	

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 Brochures or any other documents indicating the specifications of the items being offered.
 - 3.i 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.
 - 3.j 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.
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.**
 6. 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. 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 (sample form - Form No.1)
2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)