

**BID BULLETIN NO. 1  
For ITB No. 2016-3-083**

**PROJECT** : **One (1) Year Messengerial/Courier Services for the Delivery of LANDBANK VISA Credit Card Statements of Account and Other Credit Card Related Parcels**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **May 3, 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 revised, as follows:

FROM	TO
Two (2) to three (3) days after receipt of parcels from the Bank	For Luzon destinations - Within three (3) days after receipt of parcels from the Bank  For Visayas and Mindanao Destinations – Within five (5) days after receipt of parcels from the Bank

2. Section VI (Schedule of Requirements), Form No. 2 (Schedule of Prices) and Checklist of the Bidding Documents have been revised. Please see attached revised pages 62, 68, 79, 80 and 81.
3. The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is scheduled on **May 12 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

## 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 Description	Quantity	Delivery Period & Destination
<p>One (1) Year Messengerial/ Courier Services for the delivery of LANDBANK VISA Credit Card Statements of Account and other Credit Card Related Parcels</p>	<p>Estimated Quantity: 15,000 mailing items/month</p>	<p>Delivery Period: <b>For Luzon destinations - Within three (3) days after receipt of parcels from the Bank</b> <b>For Visayas and Mindanao Destinations – Within five (5) days after receipt of parcels from the Bank</b></p> <p><u>Destination:</u></p> <p>Luzon: 1. National Capital Region 2. Ilocos Region 3. Cordillera Administrative Region 4. Cagayan Valley 5. Central Luzon 6. CALABARZON 7. MIMAROPA 8. Bicol Region</p> <p>Visayas: 9. Western Visayas 10. Negros Island Region 11. Central Visayas 12. Eastern Visayas</p> <p>Mindanao: 13. Zamboanga Peninsula 14. Northern Mindanao 15. Caraga 16. Davao Region 17. SoCSKSarGen 18. Autonomous Region for Muslim Mindanao</p> <p>Contact Person: AVP Vivian Bedrijo Credit Card Administration Department (CCAD)</p> <p>Contact Number: 405-7373</p>

**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

**Form No. 2**

**SCHEDULE OF PRICES**

1 Item No.	2 Item Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Cost of local labor, raw material and component	7 Total price EXW per item (cols. 4 x 5)	8 Unit prices per item final destination and unit price of other incidental services	9 Sales and other taxes payable per item if Contract is awarded	10 Total Price delivered Final Destination (cols. 8 + 9) x 4
1	One (1) Year Messengerial/Courier Services for the delivery of LANDBANK VISA Credit Card Statements of Account and other Credit Card Related Parcels Rate per Island Group: <ul style="list-style-type: none"> <li>• NCR</li> <li>• Luzon</li> <li>• Visayas</li> <li>• Mindanao</li> </ul>	N/A	15,000 mailing items per month (estimate)	N/A	N/A	N/A			
			3,150						
			6,150						
			2,700						
			3,000						

\_\_\_\_\_  
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 ongoing 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. List of at least one (1) branch/office/agent for every region identified in Section 2.1 of the TOR with their physical and email addresses, contact persons and contact numbers.
  - 3.j. List of clients with corresponding physical & email addresses, contact numbers, contact person.
  - 3.k. Terms of Reference signed in all pages by the authorized signatory of the company.
  - 3.l. Certification issued by the bidder stating that it has at least three (3) years of actual experience in providing messengerial/courier services preferably for financial institutions or companies with time-sensitive mail/parcels.
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. 2550Q) VAT or Percentage Tax Returns for 3<sup>rd</sup> & 4<sup>th</sup> Quarters of 2015;
    - 7.b. Valid and current PhilGEPS Registration Certificate; and
    - 7.c. Income Tax Return for 2014.

**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 Revised Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)**