



**BID BULLETIN NO. 1**  
**For ITB No. 2016-3-091**

**PROJECT :** Supply and Delivery of 6,600 Pieces Ribbon for OKI  
ML 5791 Dot Matrix Printer, Genuine

**IMPLEMENTOR :** Procurement Department

**DATE :** April 20, 2016

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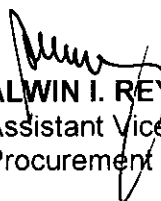
This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The modifications, amendments or clarifications are as follows:

1. Schedule of 1<sup>st</sup> delivery has been revised, as follows:

FROM	TO
1 <sup>st</sup> delivery on <b>May 30, 2016</b> 1,650 Pieces	1 <sup>st</sup> delivery on <b>June 15, 2016</b> 1,650 Pieces

2. Section VI (Schedule of Requirements) and Checklist of the Bidding Documents have been revised. Please see revised pages 65, 83 and 84 of the Bidding Documents.

  
**ALWIN I. REYES**  
Assistant Vice President  
Procurement Department

## 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.

Description	Quantity	Delivery Period and Destination
Supply and Delivery of Ribbon for OKI ML 5971 Dot Matrix Printer, Genuine	6,600 Pieces	<p>Staggered delivery as follows:</p> <p><b>1<sup>st</sup> delivery on June 15, 2016 1,650 Pieces</b></p> <p>2<sup>nd</sup> delivery on August 5, 2016 1,650 Pieces</p> <p>3<sup>rd</sup> delivery on October 10, 2016 1,650 Pieces</p> <p>4<sup>th</sup> delivery on December 15, 2016 1,650 Pieces</p> <p>LANDBANK Warehouse #1 Escala Street, Mambugan, Antipolo City</p> <p>Contact Person: Mr. Abner Bayani</p> <p>Contact Number: 696-0491 to 0493</p>

**Conforme:**

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Name of Bidder

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Signature Over Printed Name of  
Authorized Representative

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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 twenty five percent (25%) of the ABC supported with contract/purchase order, or official/collection receipt or certificate of satisfactory performance from bidder's client 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 Certification issued by OKI Singapore and/or its authorized distributor in the Philippines evidencing that the supplier is one of its authorized distributors/resellers of OKI products in the Philippines.
- 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 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 Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)