



LAND BANK OF THE PHILIPPINES
INCORPORATED IN THE PHILIPPINES
BANKING CORPORATION

**BID BULLETIN NO. 1
For ITB No. 2015-3-086**

PROJECT : **One Lot Supply, Delivery and Installation of Indoor Signages
at LANDBANK NCR Branches**

IMPLEMENTOR : **Procurement Department**

DATE : **June 25, 2015**

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

The modifications or amendments are as follows:

- 1) Terms of Reference has been revised. Please see attached revised Annex A.
- 2) ITB Clause 5.4 of the Bid Data Sheet and Section VI (Schedule of Requirements) have been revised. Please see attached revised pages 39 and 69
- 3) The Checklist of Bidding Documents has been revised. Please see attached revised page 89.

For guidance and information of all concerned.


ALWIN T. REYES
Department Manager
Procurement Department

Terms of Reference for the Procurement of Various Indoor Signage

I. Work Specification/Description:

Supply/production, delivery and installation of **VARIOUS INDOOR SIGNS (within NCR Branches ONLY)**

A. Various indoor signs

- a) Refer to the following Annexes:
 - i. **Annex A** – List of indoor signs for production and sizes
 - ii. **Annex B** – designs
- b) Digital colored printing on Avery frosted sticker mounted on 3mm clear acrylic
Note: Final artworks/designs of materials for printing will be provided by CAD
- c) Supplier shall submit a complete set of prototypes (in actual material, required printing and sizes) as proof prior to mass production
- d) Supplier shall provide CAD and PMED four (4) sets of swatches of the approved material and sample printing
- e) Supplier shall also provide chain for all hanging indoor signage
- f) Shall use double adhesive foam tapes for wall mounted signage (refer to **Annex C** for detailed specification and application and spacing of tapes)
- g) Final sticker application should not have any visible air pockets or bubbles.

General Notes:

- An Acknowledgement Receipt/Inspection Report or ARIR (*sample attached as Annex D*), duly signed by the Branch Manager, shall be submitted by the supplier which will be required in the processing of payments. Installed/delivered items shall be inspected by CAD and PMED to determine compliance with LANDBANK specification.
- Non-compliant materials shall be immediately rectified and/or replaced by suppliers within 7 calendar days upon receipt of notification from LANDBANK representatives – CAD and PMED.

II. Project Timetable

Deliverables	Time Frame (Calendar days) ¹
Submission and approval of digital proofs and mock-up samples	10
Production²	70
Installation³	

Notes:

1. Reckoning date shall start upon receipt of Notice to Proceed
2. Production and delivery shall be done on a per cluster basis
3. Supplier shall submit a schedule of installation based on the attached list (**Annex E**) for approval of CAD and PMED.

III. Payment

- No down payment shall be made.
- Payment shall be made upon complete delivery of requirements on a per cluster basis.

Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.2	The lot and reference is: One Lot Supply, Delivery and Installation of Indoor Signages at LANDBANK NCR Branches ITB No. 2015-3-086
2	The Funding Source is: The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LBP Board of Directors for 2015 in the total amount of One Million Seven Hundred Sixty Five Thousand Two Hundred Fifty Nine Pesos Only (P1,765,259.00). The name of the Project One Lot Supply, Delivery and Installation of Indoor Signages at LANDBANK NCR Branches
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project.
5.4	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iv), a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) of the ABC. Bidder must submit proof of their completed largest single contract. Proofs shall be: <ul style="list-style-type: none"> • Copy of the contract or purchase order; or • Copy of official receipt or certification from bidder's client that items have been satisfactorily delivered/accepted. For this purpose, similar contracts shall refer to Signages/acrylic plastic products.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on June 18, 2015 – 1:00 P.M. at Bidding Room, 25 th Floor, LANDBANK

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 and Destination
Supply, Delivery and Installation of Indoor Signages listed in Annexes A-1 to A-3 at LANDBANK NCR Branches (Summary of Indoor Signages per cluster per Annex A-4)	One Lot	LANDBANK NCR Branches per Annexes E-1 to E-5 Eighty (80) calendar days after receipt of Notice to Proceed

Conforme:

Name of Bidder

Signature Over Printed Name of Authorized Representative

Position

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.

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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.

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 - Technical Specifications with response on compliance and signature of bidder's authorized representative.

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)