



# LAND BANK OF THE PHILIPPINES

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## BID BULLETIN NO. 1 For ITB No. 2016-3-057

**PROJECT** : One (1) Lot Provision of Design & Creative Services for 2015 Annual Report and Global Reporting Initiative (GRI) Sustainability Management, Design & Creative Services for 2014-2015 Sustainability Report

**IMPLEMENTOR** : Procurement Department


**DATE** : April 14, 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) On submission of samples during the April 21, 2016 bidding - Five (5) samples of completed/previous projects comprised of a mix of annual reports and sustainability reports. Set must include both kinds of publications. A combined Annual and Sustainability Report is also acceptable but will only be counted as one (1) submission. Samples must be submitted together with the bid proposal.
- 2) On Test Projects Presentation - Bidders which will be rated 'passed' and declared eligible will present test projects to the members of the Technical Working Group on May 5, 2016, 2:00 PM, 32<sup>nd</sup> Floor, Corporate Affairs Department, LANDBANK Plaza Building. Test Projects must be composed of at most three (3) sets of design studies for the LANDBANK 2015 Annual Report and LANDBANK 2014-2015 Sustainability Report. Each set must have a unified design (same "look and feel" for both reports) and must include the following:
  - Cover designs for Annual Report and Sustainability Report
  - At least three (3) sample inside pages (including message of the Chairman and the President, section divider/spread, and body of the main report)
  - Brief description of the concept and its relevance to the theme
- 3) ITB Clause 24.2 of the Bid Data Sheet, Section VII (Specifications) and Checklist of the Bidding Documents have been revised. Please see attached revised pages 42, 65, 66, 81, 82 and 83 of the Bidding Documents.

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

24.2	<p>The following processes for the opening and evaluation of bids shall be adopted:</p> <p>a) A Two-stage bidding procedure shall be adopted whereby each bidder shall be required to submit its eligibility/technical and financial proposals simultaneously in two (2) separate sealed envelopes.</p> <p>b) After the receipt of bids, the eligibility and technical documents shall first be opened and evaluated in the presence of the prospective bidder's representatives who choose to attend at the time, on the date and at the place specified below.</p> <p><b>c) Bidders which will be rated 'passed' and declared eligible during the April 21, 2016 bidding will present test projects to the members of the Technical Working Group on May 5, 2016 at 2:00 PM, 32<sup>nd</sup> Floor, Corporate Affairs Department, LANDBANK Plaza Building. Test Projects must be composed of at most three (3) sets of design studied for the LANDBANK 2015 Annual Report and LANDBANK 2014-2015 Sustainability Report. Each set must have a unified design (same "look and feel" for both reports) and must include the following:</b></p> <ul style="list-style-type: none"> <li>• Cover designs for Annual Report and Sustainability Report</li> <li>• At least three (3) sample inside pages (including message of the Chairman and the President, section divider/spread, and body of the main report)</li> <li>• Brief description of the concept and its relevance to the theme</li> </ul> <p><b>c) Only the financial proposal/envelope of the bidder who garnered an equivalent total point score in the Eligibility and Technical proposal of at least eighty (80) points shall be opened.</b></p>
27.1	No further instructions.
28.3	The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.
28.3(b)	Bid modification is not allowed.
28.4	No further instructions.
29.2(c)	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the 3 <sup>rd</sup> and 4 <sup>th</sup> Quarters of 2015 filed through the BIR Electronic Filing and Payments System (EFPS). Only tax returns filed and taxes paid through the BIR EFPS shall be accepted.
29.2(d)	No further instructions.
32.4(g)	No further instructions.

# Specifications

Item No.	Specifications	Statement of Compliance
		<p><b>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each specification.</b></p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p>
<p>1</p> <p>2</p>	<p>One (1) Lot GRI Sustainability Management, Graphic Design and other Creative Services for the following:</p> <p>LANDBANK's 2015 Annual Report</p> <p>LANDBANK's 2014-2015 Sustainability Report</p> <p>Other requirements:</p> <ol style="list-style-type: none"> <li>1. Compliance to the scope of works, specifications and other requirements per attached Terms of Reference (TOR) – Annexes 1 to 9.</li> <li>2. Submission of the following documents inside the eligibility/technical envelope:               <ol style="list-style-type: none"> <li>a) Company overview indicating background/profile and number of years in the industry.</li> <li>b) List of at least three (3) photographers who will be tapped to handle LANDBANK requirements with their brief profiles.</li> <li>c) List of at least three (3) make-up artists who will be tapped to handle LANDBANK requirements, with their brief profiles.</li> <li>d) List of clients with references and contact persons (indicating the years when the projects were handled for them) and at least five sample works (annual report or sustainability report).</li> </ol> </li> </ol>	<p><b>Please state here either "Comply" or "Not Comply"</b></p>

<p>e) List of GRI / sustainability experts who will be tapped to handle LANDBANK requirements, with their brief profiles, indicating trainings and accreditations received relative to GRI services.</p> <p>f) List of clients with references and contact persons (indicating the years when the projects were handled for them); and at least five sample works (GRI-aligned sustainability report).</p> <p><b>g) Five (5) samples of completed/previous projects comprised of a mix of annual reports and sustainability reports. Set must include both kinds of publications. A combined Annual and Sustainability Report is also acceptable but will only be counted as one (1) submission. Samples must be submitted together with the bid proposal.</b></p>	<p><b>Please state here either "Comply" or "Not Comply"</b></p>
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**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. Company overview indicating background/profile and number of years in the industry.
- 3.i. List of at least three (3) photographers who will be tapped to handle LANDBANK requirements, with their brief profiles.
- 3.j. List of at least three (3) make-up artists who will be tapped to handle LANDBANK requirements, with their brief profiles
- 3.k. List of clients with references and contact persons (indicating the years when the projects were handled for them) and at least five sample works (annual report or sustainability report).
- 3.l. List of GRI / sustainability experts who will be tapped to handle LANDBANK requirements, with their brief profiles, indicating trainings and accreditations received relative to GRI services.
- 3.m. List of clients with references and contact persons (indicating the years when the projects were handled for them); and at least five sample works (GRI-aligned sustainability report).
- 3.n. Five (5) samples of completed/previous projects comprised of a mix of annual reports and sustainability reports. Set must include both kinds of publications. A combined Annual and Sustainability Report is also acceptable but will only be counted as one (1) submission. Samples must be submitted together with the bid proposal.**
- 3.o. 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. 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 Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)
3. Duly filled out Annex 10