



# LAND BANK OF THE PHILIPPINES

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## BID BULLETIN NO. 1 For ITB No. 2015-3-298

**PROJECT** : Two (2) Years Managed Laser Print Services  
**IMPLEMENTOR** : Procurement Department  
**DATE** : March 9, 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. Section VI (Schedule of Requirements), Section VII (Specifications), Form No. 2 (Schedule of Prices) and Checklist of Bidding Documents have been revised. Please see attached revised pages 65, 67, 68, 73, 85, 86 and 87.
2. The page yields stated in Clause VI.4 of the Terms of Reference (TOR) for Managed Color Laser Print Services, i.e. 144,000 and 96,000 page yields for each of the multi-function printers and single-function printers, respectively, were computed based on the individual yield of each toner and not on a per set basis.
3. A penalty of One Hundred Pesos (P100.00) shall be imposed for every instance of delay by the supplier in responding to service calls. In case the delay will exceed one day, the penalty shall be One Hundred Pesos (P100.00) for every day of delay (excluding holidays and weekends). The penalty shall be deducted from the billings of the supplier.
4. Pre-termination of contract shall be subject to ninety (90) calendar days advance notice instead of sixty (60) calendar days advance notice.
5. Clarifications on the other issues raised by prospective bidders are shown in the attached Annex A of this Bid Bulletin.

**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.

Lot No.	Description	Quantity	Delivery Period and Destination
1	<p>Two (2) Years Managed Monochrome Laser Print Services (200 Units Monochrome Laser Printer with estimated 12,000,000 pages print volume)</p> <ul style="list-style-type: none"> <li>• With designated users = 176 units</li> <li>• Reserved = 24 units</li> </ul>	200 Units	<p>Two (2) years reckoned from the date of deployment of the first batch of printers in designated LANDBANK offices or when the total amount of payments made to the supplier has already reached the contract price, whichever comes first.</p> <p><b>The deployment of printers shall be in batches, as follows:</b></p> <p>a) Within 45 calendar days upon receipt of Notice to Proceed for the first batch (those with designated users); and</p> <p>b) Within 30 calendar days upon receipt of Notice to Proceed for each of the succeeding batches (reserved units).</p> <p>LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila</p>
2	<p>Two (2) Years Managed Color Laser Print Services (120 Units Color Laser Printer)</p> <ul style="list-style-type: none"> <li>• Single-function = 49 units</li> <li>• Multi-function = 49 units</li> <li>• Reserved: 11 units Single-function 11 units Multi-function</li> </ul>	120 Units	<p><b>The deployment of printers shall be in batches, as follows:</b></p> <p>a) Within 45 calendar days upon receipt of Notice to Proceed for the first batch (those with designated users); and</p> <p>b) Within 30 calendar days upon receipt of Notice to Proceed for each of the succeeding batches (reserved units).</p> <p>LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila</p>

**Conforme:**

\_\_\_\_\_

Name of Bidder

\_\_\_\_\_

Signature Over Printed Name of Authorized Representative

\_\_\_\_\_

Position

# Specifications

Lot No.	Specifications	Statement of Compliance
1  2	<p>Two (2) Years Managed Monochrome Laser Print Services (200 Units Monochrome Laser Printer (estimate of 12,000 pages print volume)</p> <ul style="list-style-type: none"> <li>• With designated users = 176 units</li> <li>• Reserved = 24 units</li> </ul> <p>Two (2) Years Managed Color Laser Print Services (120 Units Color Laser Printer)</p> <ul style="list-style-type: none"> <li>• Single-function = 49 units</li> <li>• Multi-function = 49 units</li> <li>• Reserved: 11 units Single-function 11 units Multi-function</li> </ul> <p>Other Requirements:</p> <ol style="list-style-type: none"> <li>1. Compliance to the attached Terms of Reference: <ul style="list-style-type: none"> <li>• Lot 1 – Annexes A-1 to A-5</li> <li>• Lot 2 – Annexes B1 to B9</li> </ul> </li> <li>2. Submission of the following inside the eligibility/technical envelope: <ol style="list-style-type: none"> <li>a) <b>Certificate of Satisfactory Performance issued by the client with whom the bidder has completed its single largest contract using Form No. 9 [should be dated not earlier than two (2) months prior to bidding date]. If the bidder has existing or completed contracts with LANDBANK for lease of printers or Managed Print Services, a Certificate of</b></li> </ol> </li> </ol>	<p style="text-align: center;"><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 style="text-align: center;"><b>Please state here either "Comply" or "Not Comply"</b></p>

	<p><b>Satisfactory Performance issued by the Head, Procurement Department shall likewise be submitted. Bidders who fail to submit these certifications shall be automatically disqualified;</b></p> <p><b>b) Notarized certification issued by the bidder stating that the bidder or its Principal has been in the business of supplying printers and printer consumables in the Philippines for at least three (3) years;</b></p> <p><b>c) List of bidder's or its Principal's consumables depot and service center in Metro Manila with their respective addresses, contact persons and contact numbers;</b></p> <p><b>d) Names of the bidder's or its Principal's technicians (at least five) and copies of their respective resumes; and</b></p> <p><b>e) Copy of bidder's or its Principal's current motor vehicle registration documents (CRs and MVRs). Other pertinent documents such as Deed of Sale, Lease Agreement, etc. must be submitted if the vehicles are not registered in the name of the bidder.</b></p>	
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**Conforme:**

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

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

\_\_\_\_\_  
Position

**Form No. 2**

**SCHEDULE OF PRICES**

1 Lot 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	Two (2) Years Managed Monochrome Laser Print Services (200 Units Monochrome Laser Printer)	N/A	12,000,000 Pages	N/A	N/A	N/A			P _____
2	Two (2) Years Managed Color Laser Print Services (120 Units Color Laser Printer)	N/A	120 units	N/A	N/A	N/A	N/A	N/A	P _____

**Note: For Lot No. 2 - Indicate the total bid price in column 10 of this Form. Bidders are required to submit breakdown of costs using Annex B-9 (last page of TOR for Managed Color Laser Print Services)**

\_\_\_\_\_  
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 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 Certificate of Satisfactory Performance issued by the client with whom the bidder has completed its single largest contract using Form No. 9 [should be dated not earlier than two (2) months prior to bidding date]. If the bidder has existing or completed contracts with LANDBANK for lease of printers or Managed Print Services, a Certificate of Satisfactory Performance issued by the Head, Procurement Department shall likewise be submitted. Bidders who fail to submit these certifications shall be automatically disqualified**
- 3.j Notarized certification issued by the bidder stating that the bidder or its Principal has been in the business of supplying printers and printer consumables in the Philippines for at least three (3) years**
- 3.k List of bidder's or its Principal's consumables depot and service center in Metro Manila with their respective addresses, contact persons and contact numbers**
- 3.l Names of the bidder's or its Principal's technicians (at least five) and copies of their respective resumes; and**
- 3.m Copy of bidder's or its Principal's current motor vehicle registration documents (CRs and MVRs). Other pertinent documents such as Deed of Sale, Lease Agreement, etc. must be submitted if the vehicles are not registered in the name of the bidder.**
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. **Revised 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> and 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. For Lot 2 – breakdown of costs using Annex B-9 of the terms of reference



**Annex A of Bid Bulletin No. 1 for ITB No. 2015-3-298 (Two Years Managed Laser Print Services)**

BIDDERS' ISSUES	LANDBANK CLARIFICATIONS
<p>1. BDS 5.4 – Largest Single Completed Contracts – 25% for each lot?</p>	<p>As stated in Clause 5.4 and Clause 12.1 (a)(iv) of the Bid Data Sheet (BDS), a bidder must have completed within 5 years prior to the deadline for the submission and receipt of bids any of the following contract/s:</p> <ol style="list-style-type: none"> <li>1. A <b>single contract</b> for managed print services or supply and delivery of printers and their consumables or sale of office equipment of which the value is not less than Php2.4 million and Php5.967 million for Lot 1 and Lot 2, respectively; or</li> <li>2. <b>Two or more contracts</b> for managed print services or supply and delivery of printers and their consumables or sale of office equipment (combination of the aforementioned kinds of contracts is acceptable) of which their aggregate value (or total contract amount) is not less than Php2.4 million and Php5.967 million for Lot 1 and Lot 2, respectively. Provided, however, that the largest of these contracts is not less than Php1.2 million and Php2.9835 million for Lot 1 and Lot 2, respectively.</li> </ol> <p>Since the Single Largest Completed Contract (SLCC) requirement for Lot 2 is larger than that of Lot 1, a bidder which bids for both lots and meets the SLCC requirement for Lot 2 will automatically qualify for Lot 1 in so far as the SLCC requirement is concerned.</p>
<p>3. Sec. VII – Other Requirements – Certificate of Satisfactory Performance? Any contract? How many? Can we submit 1 LBP Contract?</p>	<p>A bidder is required to submit a Certificate of Satisfactory Performance pertaining to its largest/biggest contract which will be submitted in satisfaction of the SLCC requirement. The certificate should be signed by the Head of Procurement, or any higher officer, of the bidder's customer.</p> <p>In addition to the above requirement, a bidder which has existing or completed contract/s with LANDBANK for lease of printers or Managed Print Services must submit a Certificate of Satisfactory Performance issued by the Head of LANDBANK-Procurement Department.</p> <p>Thus, as an example, if the largest/biggest contract which will be submitted by a bidder in satisfaction</p>

BIDDERS' ISSUES	LANDBANK CLARIFICATIONS
	<p>of the SLCC requirement pertains to its contract with LANDBANK for supply and delivery of printer toners, and the said bidder has existing or completed contract/s with LANDBANK for lease of printers or Managed Print Services, two certifications must be submitted – one for the printer toners and another for the lease of printers or Managed Print Services.</p> <p>See also Item 2.2(a) of the revised Section VII - Specifications of the Bid Documents for additional details.</p>
<p>4. TOR Mono and Color – Names of technicians – at least 5 only in Metro Manila?</p>	<p>Not less than 5 names of technicians in Metro Manila are required. The technicians may be employed by the supplier or its Principal.</p>
<p>5. On ordering process of toners – will you have a blanket Purchase Order?</p>	<p>Delivery Orders for toners will be issued initially by LANDBANK to the supplier on a bi-monthly basis. A different order frequency which is beneficial to both parties could be agreed, however, during the contract implementation stage.</p>
<p>6. Aside from the ABC provided, do you have a cost per page target?</p>	<p>The bids will be evaluated based on the total bid price. For Lot 1, the ABC was computed at Php0.80 per page.</p>
<p>7. Can we extend the time, instead of 2 hours to at least 5 hours?</p>	<p>The response time for service calls with Severity Level classified as Emergency shall be within 4 hours from receipt of call, instead of within 2 hours.</p>
<p>8. May we request for purchase order to have a minimum delivery volume?</p>	<p>The volume of orders will depend on the actual requisitions received by LANDBANK – Procurement Department within the ordering cycle.</p>
<p>9. TOR – Mono and Color – initial for Mono – 200 printers and 200 toners (black) – at least 45 to 60 days</p>	<p>The deployment of printers shall be in batches, as follows:</p> <ul style="list-style-type: none"> <li>a) Within 45 calendar days upon receipt of Notice to Proceed for the first batch (those with designated users); and</li> <li>b) Within 30 calendar days upon receipt of Notice to Proceed for each of the succeeding batches (reserved units).</li> </ul>
<p>10. It is very difficult for LBP and supplier to</p>	<p>The billing for monochrome printers shall be based</p>

BIDDERS' ISSUES	LANDBANK CLARIFICATIONS
charge per printer page as this involves manual checking per unit. However, we can guarantee the cost per page based on the yield of the toner and drum and guarantee this price for 2 years.	on actual pages printed. This means that a manual reading of the machines on a periodic basis will have to be done by the supplier in coordination with the designated employees of the various offices of LANDBANK where the printers are deployed.
11. Can we extend the delivery from 5 calendar days to 45 calendar days? These are brand new devices and they will come from abroad. Is deployment schedule one time or by phase? If by phase, what is the schedule and number of units per schedule? (Annex B-5, delivery for Lot 1 & 2)	See clarifications in Item 9 above.
12. To revalidate, if the delivery and deployment is to LANDBANK office in Malate, Manila? (Section VI)	The printers will be deployed in LANDBANK offices within LANDBANK Plaza Building in Malate, Manila.
13. To revalidate, is the single largest contract (SLC) minimum of 25% of ABC? (Bid Data Sheet 5.4)	See clarifications in Item 1 above.
14. Will LBP provide infrastructure (hardware and software requirements) for the embedded solution? (A2 and B2)	LANDBANK will provide only the server and LAN connectivity. The print management software, which should work with the existing IT configuration of LANDBANK, shall be provided by the supplier.
15. What is the billing model for Lot 1	See clarifications in Item 10 above.
16. Can we propose a different billing model for Lot 2? (Annex	No.
17. Is the indicated 12,000,000 volume for Lot 1 total pages for 1 or 2 years? (Bid Data Sheet)	The estimated volume of 12,000,000 pages for Lot 1 is for 2 years.