



SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20190816-01

PROJECT : One (1) Lot Supply, Delivery and Installation of One (1) Unit Re-Transfer ID Card Printer

IMPLEMENTOR : Procurement Department

DATE : September 16, 2019

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

Modifications, amendments and/or clarifications:

- 1) The Terms of Reference (Annex A), Item C.11 (Language of Bid) of Section II (Instruction to Bidders), ITB Clause 5.4 of Section III (Bid Data Sheet), Section VI (Schedule of Requirements), Section VII (Specifications), Schedule of Prices (Form No. 2), Omnibus Sworn Statement (Form No. 6), and the Checklist of the Bidding Documents (Item Nos. 2, 7, 8 & 16 of the Eligibility & Technical Components and Item No. 2 of the Financial Component) have been revised. Please see attached revised Annexes A-1 to A-2 and specified sections of the Bidding Documents.
- 2) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **September 27, 2019, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.


ALWIN I. REYES, CSSP
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

C. Preparation of Bids

11. Language of Bid

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, except for countries identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

A Contracting Party refers to a State that has joined the Apostille Convention, whether or not the Convention has entered into force for that State.

A Competent Authority refers to the authority designated by a Contracting Party that is competent to issue an apostille. A Contracting Party may designate one or more Competent Authorities and may designate Competent Authorities that are competent to issue an apostille for certain categories of public documents. Information about designated Competent Authorities may be found on the Apostille Section of the Hague Conference website under "Competent Authorities".

The English translation shall govern, for purposes of interpretation of the bid.

Bid Data Sheet

ITB Clause		
1.1	<p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The name of the Contract is One (1) Lot Supply, Delivery and Installation of Re-transfer ID Card Printer.</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20190816-01.</p>	
1.2	<p>The lot and reference is:</p> <p>One (1) Lot Supply, Delivery and Installation of Re-transfer ID Card Printer</p>	
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2019 in the total amount of One Million Three Hundred Seventy Seven Thousand Pesos Only (PhP1,377,000.00).</p> <p>Project: One (1) Lot Supply, Delivery and Installation of Re-transfer ID Card Printer</p>	
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 provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184.	
5.4	<p>The Bidder must have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving office equipment.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> <ul style="list-style-type: none"> • Copy of the contract or purchase order; or • Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client. 	

7	No further instructions.	
8.1	As a general rule, subcontracting is not allowed.	
8.2	Not applicable.	
9.1	The Procuring Entity will hold a pre-bid conference for this Project on _____ at Bidding Room, 25 th Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila.	
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila www.landbank.com</p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes, CSSP Assistant Vice President Head, Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 522-0000 or 551-2200 local 7370 Fax (+632) 528-8587 lbphobac@mail.landbank.com</p>	
12.1(a)	Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.	
12.1(a)(ii)	The statement of all ongoing government and private contracts (use Form No. 3) and Single Largest Completed Contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.	
13.1	Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos. 1 and 2).	

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13.1(b)	No further instructions.								
13.1(c)	No further instructions.								
13.2	The Approved Budget for the Contract (ABC) is One Million Three Hundred Seventy Seven Thousand Pesos Only (PhP1,377,000.00). Any bid with a financial component exceeding this amount shall not be accepted.								
15.4(a)(iv)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.								
15.4(b)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. The price of the Goods shall be quoted DDP specified delivery site/s.								
16.1(b)	The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.								
16.3	Not applicable.								
17.1	Bids will be valid until 120 calendar days from date of opening of bids.								
18.1	The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount:								
	<table><tr><th>Form of Bid Security</th><th>Minimum Amount of Bid Security</th></tr><tr><td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td><td rowspan="2">PhP27,540.00</td></tr><tr><td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td></tr><tr><td>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td>PhP68,850.00</td></tr></table>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP27,540.00	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	PhP68,850.00	
Form of Bid Security	Minimum Amount of Bid Security								
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(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	PhP68,850.00								

1. If bid security is in the form of cash, a bidder is required to secure a Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The PAO shall then be presented to any of the Tellers at the Cash Department (Ground Floor, LANDBANK Plaza Building) together with the corresponding cash. The Cash Department Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. The original and/or certified true copy of the Official Receipt shall be enclosed in Bid Envelope No. 1 (Eligibility and Technical Proposal/Documents). The original official receipt shall be returned by the BAC Secretariat to the bidder immediately after the opening of bids.
2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
 - (a) CBD 2 – 18th Floor, LANDBANK Plaza Building
Ms. Erlin G. Del Rosario – Account Officer
Telephone No. 405-7345 local 2117
(For Assets 1 Billion and up)
 - (b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building
Mr. Ronaldo Robles – Account Officer
Telephone No. 405-7431 local 7431
(For Assets below 1 Billion)
5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:
 - (a) LIBI-Forex
14th Floor, LANDBANK Plaza Building
Telephone 710-7114
(Every Tuesday and Thursday)

	<p>(b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephones 812-4911 and 867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p>	
18.2	The bid security shall be valid until	120 calendar days from date of opening bids.
20.3	Each Bidder shall submit two (2) sets of the Eligibility and Technical Components (First Envelope) and Financial Component (Second Envelope) of its bid labeled as "Original Copy 1" and "Original Copy 2".	
21	<p>The address for submission of bids is:</p> <p>Procurement Department Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p> <p>The deadline for submission of bids is 11:00 A.M., _____.</p>	
24.1	<p>The place of bid opening is:</p> <p>25th Floor Bidding Room Procurement Department Land Bank of the Philippines LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p>	

	The date and time of bid opening is 11:00 A.M., _____.	
24.2	No further instructions.	
24.3	No further instructions.	
27.1	No further instructions.	
28.3 (a)	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	
28.4	No further instructions.	
29.2	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Only tax returns filed manually or through EFPS and taxes paid shall be accepted.	
32.4(f)	No additional requirement.	
33.2	<p>If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <ul style="list-style-type: none"> (a) CBD 2 – 18th Floor, LANDBANK Plaza Building Ms. Erlin G. Del Rosario – Account Officer Telephone No. 405-7345 local 2117 (For Assets 1 Billion and up) (b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building Mr. Ronaldo Robles – Account Officer Telephone No. 405-7431 local 7431 (For Assets below 1 Billion) 	

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	Destination/Delivery Period
<p>One (1) Lot Supply, Delivery and Installation of Re-transfer ID Card Printer, inclusive of the following:</p> <ul style="list-style-type: none"> ▪ Re-transfer ID Card Printer ▪ Blank PVC ID Cards <ul style="list-style-type: none"> Size: 3.375 inches x 2.125 inches (ISO CR80) (85.6mm x 54mm) Thickness: 30 mil (0.76 mm) Card Type: Standard Polyvinyl Chloride (PVC) Color: Cream Packaging: 200 to 500 pcs. per pack <p>Inclusive of consumables good for dual-sided, single pass printing of 12,000 pieces ID Cards in full color with ultraviolet (front and back), to wit:</p> <ul style="list-style-type: none"> ▪ Color Ribbon Kit with Ultraviolet Technology ▪ Re-transfer Film 	<p>1 Unit</p> <p>12,000 Pcs.</p>	<p>Delivery Period: Forty five (45) working days after receipt of Notice to Proceed</p> <p>Delivery Site: Personnel Administration Department (PAD) LANDBANK Plaza Building. 1598 M.H. del Pilar corner Dr. J. Quintos Streets, Malate, Manila, Philippines</p> <p>Contact Person: Ms. May Dar-Arizabal Head, PAD</p> <p>Contact No.: 522-0000 local 2275</p>

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Specifications

	Specification	Statement of Compliance
	<p>One (1) Lot Supply, Delivery and Installation of Re-transfer ID Card Printer</p> <p>Minimum specifications and other requirements per attached Revised Annexes A-1 and A-2.</p> <p>For current and past suppliers of office equipment for LANDBANK, they must have no delay in the implementation of their ongoing contracts as of the date of opening of bids and must have satisfactory performance in their completed contracts starting in September 2014 onwards.</p> <p>The following documents shall be submitted inside the First Envelope:</p> <ol style="list-style-type: none"> 1. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model. 	<p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. 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>Please state here either “Comply” or “Not Comply”</p>

<p>2. Manufacturer's authorization or back-to-back certification stating that the bidder is an authorized dealer of the product being offered.</p> <p>3. List of service centers or service technicians and authorized resellers of consumables in Metro Manila, with complete addresses, contact persons and contact details.</p> <p>4. List of local parts center/depot where the spare parts will be available with complete addresses, contact persons and contact details.</p> <p>5. Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Personnel Administration Department (PAD) not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of office equipment for LANDBANK). The Certificate shall still be subject to verification during the post-qualification of bid.</p> <p>Note: Certificate of Satisfactory Performance/ No Delayed Projects shall be requested from Mr. Xavier I. Alcantara or Ms. Maria Aurora Rita Q. Villarin of PAD at 23th floor, LANDBANK Plaza Building with contact number 522-0000 local 2275., at least five (5) working days prior to the submission of bid.</p> <p>Non-submission of the above mentioned documents may result in bidder's post-disqualification.</p> <p>Demo unit shall be submitted within five (5) calendar days after receipt of Notice of Post-Qualification to Mr. Xavier I. Alcantara or Ms. Maria Aurora Rita Q. Villarin of PAD.</p>	
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Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES

1 Item No.	2 Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Transportation and insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)
1	One (1) Lot Supply, Delivery and Installation of Re-transfer ID Card Printer, inclusive of the following: ▪ Re-transfer ID Card Printer ▪ Blank PVC ID Cards	—	1 Unit 12,000 Pcs.	PhP _____ _____	PhP _____ _____	PhP _____ _____	PhP _____ _____	PhP _____ _____	_____
	Inclusive of consumables good for printing of 12,000 pieces ID Cards, to wit: ▪ Color Ribbon Kit with Ultraviolet (UV) Technology ▪ Re-transfer Film Total		_____	_____	_____	_____	_____	_____	PhP _____

Please credit payment to:

Name of Bidder

Account Name:

Signature over Printed Name of
Authorized Representative

Account Number:

Position

LBP Branch:

Form No. 6

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the Land Bank of the Philippines, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the Land Bank of the Philippines, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the President and CEO of Land Bank of the Philippines or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: The owner or sole proprietor not related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;

If a partnership or cooperative: None of the officers, members, of *[Name of Bidder]* are related, by consanguinity or affinity up to the third civil degree, to the following

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LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;'

If a corporation or joint venture: None of the officers, directors, controlling stockholders of [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;'

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available & needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____, in _____, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
S. of _____.

¹The names of specific LANDBANK officers, employees and consultants being referred to are shown in Revised Annexes B-1.1 to B-1.2.

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.

First Envelope - Eligibility and Technical Components

- **The First Envelope shall contain the following:**

- **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
 - 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;
 - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Eligibility Documents

2. **Duly notarized revised Omnibus Sworn Statement (sample form - Form No.6)**
3. 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).
4. 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 last five (5) years from the date of

5. 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 sample form (Form No. 4).
6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. **Section VI – Revised Schedule of Requirements with signature of bidder's authorized representative.**
8. **Section VII – Revised Specifications with response on compliance and signature of bidder's authorized representative.**

Financial Eligibility Documents

9. 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.
 10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank.
- **Eligibility Documents – Class "B"**
11. 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 its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.

○ **Technical Documents**

12. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model.
13. Manufacturer's authorization or back-to-back certification stating that the bidder is an authorized dealer of the product being offered.
14. List of service centers or service technicians and authorized resellers of consumables in Metro Manila, with complete addresses, contact persons and contact details.
15. List of local parts center/depot where the spare parts will be available with complete addresses, contact persons and contact details.
16. **Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Personnel Administration Department (PAD) not earlier than 30 calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of office equipment for LANDBANK).**

○ **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

17. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
18. Latest Income Tax Return filed manually or through EFPS.

Second Envelope – Financial Component

● **The Second Envelope shall contain the following:**

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)**

I. Project

One (1) Lot of Supply, Delivery and Installation of Re-transfer ID Card Printer inclusive of the following:

- 12,000 Pieces Blank PVC ID Cards
- Color Ribbon Kit with Ultraviolet (UV) technology
- Re-transfer Films

II. Technical Specifications

Particular	Minimum Specifications
Print Technology	<ul style="list-style-type: none">• Dye Sublimation Re-transfer• Dual-sided
Resolution	<ul style="list-style-type: none">• 300 dpi
Printable Area	<ul style="list-style-type: none">• Over-the-Edge
Capacity	<ul style="list-style-type: none">• Input Feeder: 100 cards• Output Feeder: 100 cards
Print Speed	<ul style="list-style-type: none">• 100 cards per hour (minimum)
Connectivity	<ul style="list-style-type: none">• USB 2.0 connectivity• Ethernet 10/100 Base-T
Display	<ul style="list-style-type: none">• LCD display and LED status indicator• Printer graphical notifications: empty input hopper, empty/low level ribbon alert
Power	<ul style="list-style-type: none">• 220-240V
Software	<ul style="list-style-type: none">• Perpetual License• Compatible with Windows 10• User-friendly interface• Must be able to upload ID information/data in excel file
Warranty	<ul style="list-style-type: none">• Printer – Two (2) years• Print head – lifetime
Consumables	<p>The following must be provided by the supplier:</p> <ul style="list-style-type: none">• Color Ribbon Kit with Ultraviolet (UV) Technology• Re-transfer Film <p>Consumables must be good for dual-sided, single pass printing of 12,000 pieces ID cards in full color with UV (front and back)</p>
Blank ID Card	<ul style="list-style-type: none">• Size: 3.375 inches x 2.125 inches (ISO CR80) (85.6mm x 54mm)• Thickness: 30 mil (0.76 mm)• Card type: Standard Polyvinyl Chloride (PVC)• Color: Cream• Quantity: 12,000 Pieces (200 - 500 pcs./pack)

III. Terms and Conditions

1. The Supplier must conduct a demo of the offered brand and model unit/ID Card Printer within five (5) days after receipt of Notice of Post-Qualification.
2. The Supplier, during the 2-year warranty shall provide the following:
 - Quarterly preventive maintenance;
 - Repair/replacement of parts:
 - ✓ Onsite – Response time is within 48 hours upon receipt of notice through email and/or telephone call from PAD-SRD
 - ✓ Offsite – A temporary replacement printer with the same brand and model must be provided while the said Retransfer ID Card Printer is being repaired.

IV. Documentary Requirements

1. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered product/brand.
2. Manufacturer's authorization or back-to-back certification stating that the bidder is an authorized dealer of the product/brand being offered.
3. List of service centers or service technicians, and authorized resellers of consumables (with complete addresses, contact persons and contact details) in Metro Manila area.
4. List of local parts center/depot where the spare parts will be available (with complete addresses, contact persons and contact details).
5. Certificate of Satisfactory Performance from at least three (3) previous clients that the bidder has supplied with the same offered product/brand being offered.

V. Delivery

The Re-transfer ID card printer and its consumables shall be delivered within 30 to 45 working days after receipt of Notice to Proceed at the 23/F, LANDBANK Plaza, 1598 M.H. del Pilar corner Dr. J. Quintos Sts., Malate, Manila. Supplier may coordinate with Ms. Maria Aurora Rita Q. Villarin or Mr. Xavier L. Alcantara of LANDBANK Personnel Administration Department at telephone no. 522-0000 locals 2275, 2698, 2368 or 2355.

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