

**SUPPLEMENTAL/BID BULLETIN NO. 6
For LBP-HOBAC-ITB-GS-20190325-01**

PROJECT : **One (1) Year Engagement of Third Party Service Provider
for the Digitization of Customer Identification Records**

**Lot 1 – NCR and Luzon Branches (193 Branches)
Total No. of Pages – 90,000,000**

**Lot 2 – Visayas and Mindanao Branches (107 Branches)
Total No. of Pages – 52,000,000**

IMPLEMENTOR : **Procurement Department**

DATE : **May 8, 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) Documentary requirements enumerated in Item F (Qualification and Documentary Requirements), Annex C (Detailed Solution Proposal and Timeline for the Four Major Work Processes), Annex E (Customer Satisfaction Survey Form) of the Terms of Reference shall be submitted as post-qualification requirements.
- 2) Section VII (Specifications) and Checklist of the Bidding Documents have been revised. Please see attached revised specific sections of the Bidding Documents.
- 3) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **May 16, 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

Section VII. Specifications

Lot No.	Specifications	Statement of Compliance
<p>One (1) Year Engagement of Third Party Service Provider for the Digitization of Customer Identification Records</p>		
1	<p style="text-align: center;">NCR and Luzon Branches</p> <ul style="list-style-type: none"> • 193 Branches • Total No. of Personnel to be Deployed – 475 • Total No. of Pages – 90,000,000 • Specifications per attached Revised Terms of Reference 	<p style="text-align: center;">Please state here either “Comply” or “Not Comply”</p>

One (1) Year Engagement of Third Party Service Provider for the Digitization of Customer Identification Records

2

Visayas and Mindanao Branches

- 107 Branches
 - Total No. of Personnel to be Deployed – 263
 - Total No. of Pages – 52,000,000
- Specifications per attached Revised Terms of Reference

**Please state here either
“Comply” or “Not Comply”**

The following documents shall be submitted inside the eligibility and technical component envelope:

- Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered product.
- Duly filled-out Firm Credentials Information Sheet (Annex D)
- Duly filled-out Project Team Information Sheet (Annex F).

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.

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. 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 submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
3. Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, the aggregate amount of at least two (2) similar contracts should be equivalent to at least fifty percent (50%) of the ABC and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC as required above 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).
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
5. Section 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. Duly notarized Omnibus Sworn Statement (sample form - Form No.6).
8. 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).

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 product.
13. Duly filled-out Firm Credentials Information Sheet (Annex D).
14. Duly filled-out Project Team Information Sheet (Annex F).

○ **Post-Qualification Documents – (Non-submission of the following documents may result in bidder's post-disqualification):**

15. **List of Nationwide Support Centers/Branches in Luzon, Visayas and Mindanao with their corresponding office addresses.**
16. **Copy/ies of contract/s or purchase order/s (shall include Client Name, Project Name, Project Description, Project Start Date and Project Completion/Implementation Date) as proof of providing document imaging/scanning services with corresponding certificate of satisfactory performance from at least three (3) clients for the last five (5) years from 2013-2018.**

17. **Certification of Compliance with LANDBANK's Management Utility Software or Approved Proof of Operability.**
18. **Deployment Plan for Scanning Machine and List of Manpower Complement.**
19. **Detailed Solution Proposal and Timeline for the Four Major Work Processes (Annex C).**
20. **Names of the Area Supervisors who will be assigned to the project.**
21. **Duly filled-out Customer Satisfaction Survey Form (Annex E).**
22. **Certification issued by the bidder stating that it is capable of providing the documentary requirements of LANDBANK.**
23. **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.**
24. **Income Tax Return for 2017 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 Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)