

**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20190108-01**


**PROJECT** : **450 Units Document Scanner**  
**IMPLEMENTOR** : **Procurement Department**  
**DATE** : **February 7, 2019**

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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:

- The technical specifications (Annex A), Sections VI (Schedule of Requirements), VII (Specifications) and Checklist of the Bidding Documents have been revised. Please see attached revised Annexes A-1 to A-2 and specific sections of the Bidding Documents.



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

## 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.

Quantity	Item Description	Delivery Period and Destination
450 Units	Document Scanner	<b>Delivery Period:</b> <b>Sixty (60) calendar days after receipt of Notice to Proceed.</b>  <b>Delivery Site:</b> LANDBANK Warehouse, Escala Street, Barangay Mambugan, Sumulong Highway, Antipolo City  <b>Contact Person:</b> Ms. Aurelia M. Lavilla  <b>Contact No.:</b> 522-0000 local 7319

**Conforme:**

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

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

\_\_\_\_\_  
Position

# Specifications

Quantity	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>
450 Units	<p align="center"><b>Document Scanner</b></p> <p><b>Specifications and other requirements per attached Revised Annexes A-1 &amp; A-2.</b></p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> <li>○ Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model.</li> <li>○ Manufacturer’s authorization or back-to-back certification evidencing that the bidder is an authorized distributor/reseller of the product being offered.</li> <li>○ List of service centers with addresses, contact persons and contact details.</li> <li>○ List of local parts center/depot where spare parts will be available with addresses, contact persons</li> </ul>	<p align="center"><b>Please state here either “Comply” or “Not Comply”</b></p>

	<p>and contact numbers.</p> <ul style="list-style-type: none"><li>○ Names and resumes of six (6) service engineers.</li><li>○ List of locations and contact numbers of authorized resellers of consumables.</li><li>○ Certification that the bidder has an installed base of 100 scanners.</li></ul> <p>Bidders which fail to submit these certifications/documents shall be automatically disqualified.</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.**

### **A. Eligibility Documents**

#### **1. The Technical Component (First Envelope) shall contain the following:**

**1.1. 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 No. 7).**

**1.2. Duly notarized Omnibus Sworn Statement (sample Form No. 6)**

**1.3. Eligibility requirement**

##### **▪ Legal Document**

**1.3.a PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or**

**1.3.b Class "A" eligibility documents as follows:**

- 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 permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and**
- Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.**

##### **▪ Technical / Financial Documents**

**1.3.c Statement of the prospective bidder of all its ongoing government and private contract, 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 ongoing contracts.**

- 1.3.d 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).**
- 1.3.e 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.**
- 1.3.f The prospective bidder's computation for its Net Financial Contracting Capacity (sample form No. 5).**
- 1.3.g 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.**
- 1.4 Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model.**
- 1.5 Manufacturer's authorization or back-to-back certification evidencing that the bidder is an authorized distributor/reseller of the product being offered.**
- 1.6 List of service centers with addresses, contact persons and contact details.**
- 1.7 List of local parts center/depot where spare parts will be available with addresses, contact persons and contact numbers.**

- 1.8 Names and resumes of six (6) service engineers.**
  - 1.9 List of locations and contact numbers of authorized resellers of consumables.**
  - 1.10 Certification that the bidder has an installed base of 100 scanners.**
  - 1.11 Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).**
  - 1.12 Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**
  - 1.13 Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
  - 1.14 Post-Qualification Documents – (Non-submission of the following documents during the bidding date shall not be a ground for the disqualification of the bidder).**
    - 1.14.a 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 the BIR EFPS; and**
    - 1.14.b Income Tax Return for 2017 filed manually or through the BIR EFPS.**
- 2. The Financial Component (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)**

**TECHNICAL SPECIFICATIONS**

Equipment: <b>Document Scanner</b>	Code:
Date Prepared: <b>January 31, 2019</b>	

<b>Particulars</b>	<b>Specifications</b>
<b>Scanner Type</b>	Sheetfed, ADF
<b>Scanner Technology</b>	Dual Charge Coupled Device (CCD) or Contact Image Sensor (CIS) or higher
<b>Scanner Resolution</b>	Minimum of 150 dpi
<b>Daily Duty Cycle</b>	Minimum of 4000 pages
<b>Bit Depth</b>	24 bit output
<b>Grayscale Levels</b>	256
<b>Scanner Speed</b>	Minimum of 40ppm / 80ipm (B/W) Minimum of 30ppm / 60ipm (Color) (at 150dpi, A4 size, portrait)
<b>Document Scan Size (maximum)</b>	8.5 x 34 in.
<b>Document Scan Size (minimum)</b>	2 x 3.0 in.
<b>Paper Handling</b>	
<b>Feeder</b>	Minimum of 50 sheets of 75g/m2 (20lb.) paper
<b>Multi-Feed Detection</b>	With Ultrasonic Technology
<b>Media Types</b>	Paper (Plain, Inkjet), Envelopes, Labels, Cards (Business, Insurance, Embossed, Plastic ID)
<b>Scan File Format</b>	Support TIFF, BMP, JPG, PDF
<b>Connectivity</b>	1 Hi-Speed USB 2.0
<b>Compatible Operating System</b>	MS Windows XP Pro/7 ready
<b>Power Consumption (maximum)</b>	40 watts
<b>Warranty</b>	4 years warranty on parts and services

**Additional Requirements:**

- a. Principal/Dealer must have at least one (1) service center or service technician in the following areas:
  1. Region I or CAR (preferably La Union Pangasinan)
  2. Region II (preferably Santiago City)
  3. NCR or Region III or IV (preferably NCR)
  4. Bicol or Samar (preferably Legazpi)
  5. Region VI or VII or Leyte (preferably Cebu City)
  6. Mindanao (preferably Davao City)

In case only service technicians are available in the above listed areas, at least 1 service center must be located in the NCR, Visayas and Mindanao.

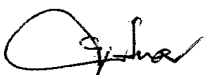
- b. Submit the following:
  - The names and resumes of six (6) service engineers/technicians



## CLASS C

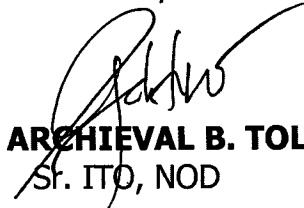
- List of Service Center's location, contact number and contact persons.
  - Local parts center/depot where spare parts will be available
  - Location and contact numbers of Authorized resellers of consumables
- c. Service for the repair/replacement of parts/unit must be accomplished within 48 hours upon receipt of unit.
- d. All parts of the document scanner must be covered by the warranty **except consumables** and under the following conditions: damages caused by fire, earthquake, flood, spilling of food and drinks, roof leakage, civil disturbance, negligence in handling and accidental dropping of the unit.
- e. Bidder must have an installed base of 100 scanners
- f. All units must be brand new
- g. Each equipment must have a **Sticker** containing the contact number for the repair of the unit.
- h. Provide Certificate of Satisfactory Performance from two (2) Companies other than Landbank
- i. Should be compatible with existing Systems of the Bank. "Plug & Play" (After installation of the driver, device only needs to be connected to the computer with our reconfiguration of adjustment by the user)

Prepared by:



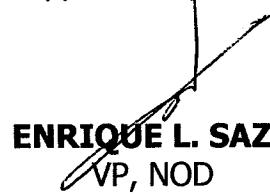
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