



**LANDBANK**

**BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20180803-01(2)**

**PROJECT** : **Nine (9) Units Heavy Duty Coin Counter**  
**IMPLEMENTOR** : **Procurement Department**  
**DATE** : **December 20, 2018**

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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:

- The Terms of Reference (Annex A), Sections VI (Schedule of Requirements), VII (Specifications) and Checklist of the Bidding Documents (Items 3.l, 3.m, 5 and 6) have been revised. Please see attached revised Annexes A-1 to A-4 and the specified 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.

Item Description	Delivery Period and Destination
Nine (9) Units Heavy Duty Coin Counter	<p><u>Delivery Period:</u> <b>Sixty (60) calendar days after receipt of Notice to Proceed.</b></p> <p><u>Delivery Site:</u> 11<sup>th</sup> Floor, Cash Operations Support Department, LANDBANK Plaza Building, 1598 M. H. Del Pilar cr. Dr. Quintos Sts., Malate, Manila</p> <p><u>Contact Person:</u> Mr. Arnold Jose G. Adolfo Department Manager</p> <p><u>Contact No.:</u> 522-0000 local 2280</p>

**Conforme:**

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

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

\_\_\_\_\_  
Position

# Specifications

<p style="text-align: center;"><b>Specifications</b></p>	<p style="text-align: center;"><b>Statement of Compliance</b></p> <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;">Nine (9) Units Heavy Duty Coin Counter</p> <p><b>Specifications and other requirements per attached Revised Terms of Reference (Annexes A-1 to A-4).</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 in NCR with addresses, contact persons and contact details.</li> <li>○ List of authorized service personnel.</li> <li>○ <b>Certificate of Satisfactory Performance from any three (3) Bangko Sentral ng Pilipinas (BSP) offices; or</b></li> <li>○ <b>Certificate of Satisfactory Performance from any three (3) previous financial</b></li> </ul>	<p style="text-align: center;"><b>Please state here either “Comply” or “Not Comply”</b></p>

<p><b>institution/bank clients, one of which must be in the Top 10 Banks in the Philippines.</b></p> <p>Bidders which fail to submit these certifications/documents shall be automatically disqualified.</p>	
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**Conforme:**

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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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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 Technical Component (First Envelope) shall contain the following:**

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
  - **Legal Document**
    - 3.a PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or
    - 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**
    - 3.c 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). The duly signed form shall still be submitted even if the bidder has no on-going contract.

- 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).
- 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.
- 3.f The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 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.
- 3.h Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model.
- 3.i Manufacturer's authorization or back-to-back certification evidencing that the bidder is an authorized distributor/reseller of the product being offered.
- 3.j List of service centers in NCR with addresses, contact persons and contact details.
- 3.k List of authorized service personnel.
- 3.l Certificate of Satisfactory Performance from any three (3) Bangko Sentral ng Pilipinas (BSP) offices; or**
- 3.m Certificate of Satisfactory Performance from any three (3) previous financial institution/bank clients, one of which must be in the Top 10 Banks in the Philippines.**
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);

5. **Revised 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 these documents during the bid opening shall not be a ground for the disqualification of the bidder):
  - 7.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 Electronic Filing and Payment System (EFPS);
  - 7.b Income Tax Return for 2017 filed manually or through EFPS.

**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)

# LAND BANK OF THE PHILIPPINES

## TERMS OF REFERENCE

### A. Name and Description of the Project

- *One (1) Lot Heavy Duty Coin Counter with three (3) year warranty*

### B. Objective of the Project

- To facilitate and ensure accurate counting/verification of huge volume of coins collected from LBP clients/agencies and fund transfers to/from LBP Branches and Provincial Sub-COU's covered by the Cash Operations Support Department (COSD) Cash Management and Cash Center Units.

### C. Scope of the Project

- Delivery and maintenance of nine (9) units heavy duty coin counter with three (3) year warranty

### D. Minimum Specifications

Counting Speed	3,000 to 4,000 coins/minute
Hopper Capacity	5000 pcs. or higher
Coin Diameter (maximum)	34mm or higher
Coin Thickness (maximum)	3.2mm or higher
Display (minimum)	4 digits LED
Power Supply	220volts
Labeling	The following information must be printed or etched in the housing and packaging of the product: <ul style="list-style-type: none"><li>• <i>Correct and registered trade name or brand name;</i></li><li>• <i>Registered trademark; and</i></li><li>• <i>Registered business name and address of the manufacturer</i></li></ul>
Performance	1. The machine must be capable of and accurate in counting fit/new mint coins. It should pass the performance test which will be conducted by LANDBANK.



	<ol style="list-style-type: none"> <li>2. <u>The product must have a Certificate of Satisfactory Performance (CSP) from at least three (3) of the following:</u> <ol style="list-style-type: none"> <li>a. <u>CSP from any three (3) Bangko Sentral ng Pilipinas (BSP) offices or,</u></li> <li>b. <u>CSP from any three (3) previous financial institution/bank clients, one of which must be in the top ten (10) banks in the Philippines</u></li> </ol> </li> </ol>
<b>Warranty Period</b>	<p>Three years warranty includes:</p> <ol style="list-style-type: none"> <li>1. Quarterly service maintenance for three (3) years.</li> <li>2. Free consumable supplies, labor and all parts during the warranty period.</li> <li>3. All replacement parts must be new and always readily available.</li> <li>4. On-site repairs at the customer's location</li> <li>5. Availability and immediate delivery of service unit similar to or its equivalent within 2-3 days from the date of repair.</li> <li>6. All terms and conditions of the warranty period also apply to the maintenance package.</li> </ol>
<b>Resolution Time</b>	<ol style="list-style-type: none"> <li>1. Minor repair -within two (2) calendar days starting from day one of servicing.</li> <li>2. Major repair -within fifteen (15) calendar days.</li> </ol> <p>In case of major repair, a service unit of the same model or equivalent thereto, shall be provided/delivered within 2-3 days of repair.</p>
<b>Service Personnel</b>	<ol style="list-style-type: none"> <li>1. Competent and highly trained local service engineers/technicians. (COSD should be provided with a list of authorized service personnel in advance)</li> <li>2. Service Centers in Manila.</li> </ol>

**E. Documentary Requirements**

The following documents shall be submitted during the bidding:

1. Original printed product brochure(s) or copy of the original printed product brochure(s) or printed product brochure(s) downloaded from the Internet with indication of its source (i.e. website) containing all the technical information of the machine
2. Certificate of Satisfactory Performance issued by the bidder's client for its most recent completed contract or from the following:
  - a. CSP from any three (3) Bangko Sentral ng Pilipinas (BSP) offices or,
  - b. CSP from any three (3) previous financial institution/bank clients, one of which must be in the top ten (10) banks in the Philippines

## F. Working Arrangements

1. Prospective supplier/contractor should inspect, verify and assess condition, location and details of the project. The concerned Unit/Cash Center shall issue the inspection permit/authority on specific dates of inspection/servicing by the winning supplier/contractor.
2. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, prospective supplier/contractor shall be required to use appropriate equipment, hand tools and personal protective gears and equipment (gloves, masks, etc.) during the cleaning, repair and maintenance activities
3. The supplier/contractor shall provide list of competent and highly trained service engineers/ technicians to COSD in advance
4. The supplier/contractor shall prepare and submit every 1<sup>st</sup> week of the quarter to the office of the COSD Head a Quarterly Maintenance Schedule of the CMU/Cash Centers that will be visited including the date and time, the activities to be undertaken and the names of the workers who will undertake the job.
5. Equipment Maintenance Service Report for each Heavy Duty Coin Counter should be prepared and to be filled-out by the supplier/contractor's technician after each servicing and countersigned by the CMU/Cash Center Head or its authorized representative.
6. The supplier/contractor shall secure the conforme of the CMU/Cash Center Head or its authorized representative via the Service Report confirming the completion of the required cleaning and/or Maintenance services.
7. Schedule of Maintenance/Servicing works shall be undertaken by the supplier/contractors' crews/technicians during weekdays, from 9:00 AM to 3:00 PM. Should the supplier/contractor arrive after 3:00 PM, servicing will be re-scheduled the following day without disrupting the other schedules upon clearance from the CMU/Cash Center Head or its authorized representative.
8. The supplier/contractor shall exercise extreme caution and be responsible during the activities to prevent damage to Bank properties. The corresponding cost to repair or replace the Bank equipment, facilities or properties including parts and components damaged or lost by the supplier/contractor or its worker during the course of the project shall be deductible / chargeable to the supplier/contractor.
9. The supplier/contractor shall confirm the schedule on maintenance works/ visit at least two (2) banking days in advance to the CMU/Cash Center Head or its authorized representative to prepare the building work permits, pass outs, etc.
10. In case of major repair, the supplier/contractor shall provide a service unit of the same model or equivalent thereto, within 2-3 days from the date of repair.
11. The supplier/contractor will be penalized in the amount of Php 1,000.00/day for delayed delivery of the service unit.
12. The supplier/contractor shall maintain cleanliness at all times. They shall clean the affected area immediately after each workday.
13. The supplier/contractor shall strictly observe the Building and Security policies, rules, regulations and procedures while inside the LBP Premises.

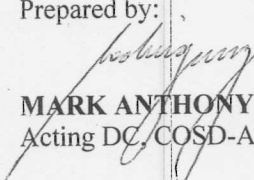
**G. Response Time (Emergency Calls for Repairs/Trouble Shooting)**

Upon receipt of call complaint or trouble notice, supplier/contractor shall mobilize its resources and respond within 24 hours

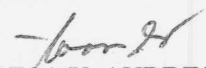
**H. Contract Duration**

The contract shall be effective for a period of three (3) years from date of delivery.

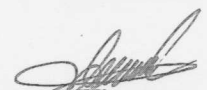
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