



**LANDBANK**

**BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20181010-01**

**PROJECT** : **Supply and Delivery of 5,500 Packs Coco Products Gift Pack**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **December 6, 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 detailed specifications (Annex A), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.d, 3.n and 6) have been revised. Please see attached revised Annex A-1 to A-2 and the specified sections of the Bidding Documents.

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

# Specifications

<b>Specifications</b>	<b>Statement of Compliance</b>
	<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>Supply and Delivery of 5,500 Packs Coco Products Gift Pack</b></p> <p><b>Contents per pack:</b></p> <ul style="list-style-type: none"> <li>• One (1) bottle Coco Wine</li> <li>• Two (2) bottles 125ml Virgin Coconut Oil (VCO)</li> <li>• Two (2) bottles 50ml VCO Hair &amp; Scalp Therapy</li> <li>• Two (2) pouches 200g Coconut Sugar</li> <li>• Two (2) pouches 91g Banana Chips</li> </ul> <p><b>Packaging for the Whole Gift Pack:</b>                      Gift Box: E Flute + PVC Handle.                      Size: 681mm x 798mm                      Color: 4C + 4C                      Front: 4C                      Back: 4C                      Material : E-Flute +300 gsm art card.                      Finishing: *Matt_lam                      Handle: PVC                      Band: Craft paper</p> <p>*Gold Stamping                      *Gluing</p> <p><b>See Annexes A-1 to A-2 for Detailed Specifications and other requirements.</b></p>	<p><b>Please state here either “Comply” or “Not Comply”</b></p>

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

1. Material Safety Data Sheet
2. Organic Production Certification
3. Hazard Analysis & Critical Control Point based on Food Safety System Certification
4. Philippine Coconut Authority Certification
5. Food and Drug Administration License
6. Total Quality Assurance Test Report / Certificate
7. **Detailed Specifications signed in all pages by authorized representative/s**

Bidders are required to submit actual sample of the offered gift pack on the bidding date for evaluation/approval.

**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.

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 Documents**
    - 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). This form may no longer be submitted if bidder has no on-going contracts.

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- 3.d Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to **at least twenty five percent (25%)** 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 Material Safety Data Sheet
- 3.i Organic Production Certification
- 3.j Hazard Analysis & Critical Control Point based on Food Safety System Certification
- 3.k Philippine Coconut Authority Certification
- 3.l Food and Drug Administration License
- 3.m Total Quality Assurance Test Report/Certificate
- 3.n Detailed specifications signed in all pages by authorized representative/s**
- 3.o Actual sample/s of the offered product.
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);

**Revised 12.06.18**

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.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through the BIR EFPS; and
  - 7.b Income Tax Return for 2017 filed manually or through the BIR 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)

## Detailed Specifications

### COCO PRODUCTS GIFT BOX

#### CONTENTS:

- 1) 1 bottle coco wine

**Wine:**

sap/toddy of the flower of the coconut tree, fermented in the stainless steel tank with advance technology facilities

**Packaging:**

- **Wine Box** : Size: 300mmx494mm  
Color: FULL  
Material: E Flute + 300gsm art card  
Finishing: Matt-lam  
Gold Stamping  
Gluing
- **Wine Bottle:** frosted bottle with gold decal and gold plastic cap with wood cork and black aluminum foam with gold letters. (content: 500ml)

- 2) 2 bottles 125ml Virgin Coconut Oil (VCO)

**VCO:**

- From the coconut meat, processed within 8 to 12 hrs to secure the freshness
- using a German Equipment
- Suitable for Food Supplement for intake. 3 tablespoon per day
- Export standard

**Packaging:**

- **Box:** Size: 213mmx 225mm  
Color: Full  
Material: 350gsm art paper  
Finishing: Matt\_lam +spot UV
- **Bottle:** Clear Syrups with White Plastic Cap & Stopper (Content: 125ml)

- 3) 2 bottles 50ml VCO hair & scalp therapy

**VCO Hair & Scalp:**

- From the coconut meat expelled within 8 to 12 hrs to secure the freshness.
- Using German Equipment.
- Export Standard

**Packaging:**

- **Box:** Size: 224mmx163mm  
Color: Full  
Material : 300gsm art card  
Finishing: Matt\_lam + Spot UV
- **Bottle:**  
Blue Oil Bottle with  
PCD008A-Gold (Content: 50ml)

- 4) 2 pouches 200g coconut sugar  
**Organic Coconut Sugar** - came from the coconut flower blossom, with Cream and Brown Color and w/ low glycemic index.

**Packaging:**

- **200g stand up pouch**  
Material: MOPP/VMPET/PE  
Thickness &microns: 110 MIC  
Size: 160 x 270 x 60/2 mm

- 5) 2 pouches 91g banana chips  
**Organic Banana Chips** - (SABA)- coated with organic coconut sugar and organic coconut oil.

**Packaging:**

- 91g stand up pouch  
Material: MOPP/VMPET/PE  
Thickness &microns: 110 MIC  
Size: 140 x 220 x 60/2 mm

**6) Packaging for the whole gift pack**

- **Gift Box:** E Flute + PVC Handle.  
Size: 681mm x 798mm  
Color: 4C + 4C  
Front: 4C  
Back: 4C  
Material : E-Flute +300 gsm art card.  
Finishing: \*Matt\_lam  
Handle: PVC  
Band: Craft paper  
\*Gold Stamping  
\*Gluing

To ensure that the coco products are organic and safe to consume, the following are the required Certifications:

- 1) Material Safety Data Sheet
- 2) Organic Production Certification
- 3) HACCP (Hazard Analysis & Critical Control Point) based FOOD SAFETY SYSTEM Certification
- 4) Philippine Coconut Authority Certification
- 5) Food and Drug Administration License to operate
- 6) Total Quality Assurance Test Report/Certificate



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