

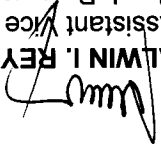
**BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20180815-01**

<b>PROJECT</b>	:	<b>Twenty Three (23) Units Cross-Cut Shredder Machine</b>
<b>IMPLEMENTOR</b>	:	<b>Procurement Department</b>
<b>DATE</b>	:	<b>October 4, 2018</b>

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 list of delivery sites for the shredding machines has been added per attached Annex A.
- ITB Clause 5.4 of the Bid Data Sheet (BDS), Sections VI (Schedule of Requirements), VII (Specifications), and Checklist of the Bidding Documents (Items 5 & 6) have been revised. Please see attached revised specific sections of the Bidding Documents.

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

## Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.2	The lot and reference is: 23 units Cross-Cut Shredder Machine. ITB No. LBP-HOBAC-ITB-GS-20180815-01.
2	The Funding Source is: The Government of the Philippines (GOP) through the Corporate Directors for 2018 in the amount One Million One Hundred Seventy Thousand Two Hundred Forty Pesos Only (P1,170,240.00). The name of the Project is 23 units Cross-Cut Shredder Machine.
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	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iv), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer to contracts involving supply and delivery of office equipment. Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be: <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.</li> </ul>
7	No further instructions.
8.1	As a general rule, subcontracting is not allowed.
8.2	Not applicable.

## 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
23 units Cross-Cut Shredder Machine	<p><b>Delivery Period:</b> Thirty (30) calendar days after receipt of Notice to Proceed.</p> <p><b>Delivery Sites:</b></p> <p><b>For Head Office Units:</b>                      Procurement Department, 25th Floor, LADBANK Plaza Bldg., 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila                      Contact Person: Mr. Rommel Pascua                      Contact No.: 522-0000 local 7623</p> <p><b>For Field Units:</b>                      LADBANK Warehouse, Escala Street, Mambungan, Antipolo City                      Contact Person: Mr. Donato DR. Cariaga                      Contact No.: 696-0491</p> <p><b>(List of delivery sites per attached Annex A)</b></p>

Conforme:

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

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

\_\_\_\_\_  
 Position

# Specifications

Statement of Compliance	Specifications
<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)(iii)</p>	<p><b>23 units Cross-Cut Shredder Machine</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• Paper Capacity: 15 sheets, A4/70 gsm (min.)</li> <li>• Throat Width: 240 mm (min.)</li> <li>• Cutting Width: 3.5 mm x 30 mm (max.)</li> <li>• Cutting Performance: Cross-Cut</li> <li>• Bin Capacity: 40 Liters (min.)</li> <li>• Security Level DIN 66399: P-4, O-3, T-4, E-3 and F-1</li> <li>• Power: 100 V-230 V</li> <li>• Others:</li> <li>✓ Capable of cutting paper, credit cards and credit cards with chip, CDs/DVDs and films</li> <li>✓ With thermal overload protection</li> <li>✓ Automatic reverse function</li> <li>✓ Mobile with casters</li> <li>✓ With bin-full indicator or inspection window with paper jam indicator</li> <li>✓ With pull-out waste bin or removal / reusable collecting bag</li> <li>• Warranty: Two (2) years on parts and services.</li> <li>• Service Centers: Metro Manila, Cebu &amp; Davao.</li> </ul>
<p><b>Please state here either "Comply" or "Not Comply"</b></p>	<p><b>23 units Cross-Cut Shredder Machine</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• Paper Capacity: 15 sheets, A4/70 gsm (min.)</li> <li>• Throat Width: 240 mm (min.)</li> <li>• Cutting Width: 3.5 mm x 30 mm (max.)</li> <li>• Cutting Performance: Cross-Cut</li> <li>• Bin Capacity: 40 Liters (min.)</li> <li>• Security Level DIN 66399: P-4, O-3, T-4, E-3 and F-1</li> <li>• Power: 100 V-230 V</li> <li>• Others:</li> <li>✓ Capable of cutting paper, credit cards and credit cards with chip, CDs/DVDs and films</li> <li>✓ With thermal overload protection</li> <li>✓ Automatic reverse function</li> <li>✓ Mobile with casters</li> <li>✓ With bin-full indicator or inspection window with paper jam indicator</li> <li>✓ With pull-out waste bin or removal / reusable collecting bag</li> <li>• Warranty: Two (2) years on parts and services.</li> <li>• Service Centers: Metro Manila, Cebu &amp; Davao.</li> </ul>

**Conforms:**

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

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

\_\_\_\_\_  
Position

	<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> </ul> <p>The lowest calculated bidder must submit a demo unit within two (2) calendar days after the bidding date for evaluation/testing as to compliance with the Bank's specifications.</p> <p>The bidder must affix a sticker/label with company name and contact details or equivalent form of marking on the equipment for identification purposes.</p> <p>Bidders which fail to submit these certifications/documents shall be automatically disqualified.</p>
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## 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 GPB. (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 with addresses, contact persons and contact details.

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)



**Delivery Sites:**

<p><b>Head Office</b></p> <ol style="list-style-type: none"> <li>1. Edsa Greenhills – 1 unit</li> <li>2. Edsa Congressional – 1 unit</li> <li>3. GSIS – 1 unit</li> <li>4. ERMO – 1 unit</li> <li>5. Paseo De Roxas Branch – 1 unit</li> <li>6. Almanza Branch – 1 unit</li> <li>7. Sucat Branch – 1 unit</li> <li>8. Pasong Tamo Branch – 1 unit</li> <li>9. Novaliches Branch – 1 unit</li> <li>10. Intramuros Branch – 1 unit</li> <li>11. Taguig City Hall Branch – 1 unit</li> <li>12. Las Piñas Branch – 1 unit</li> <li>13. Cash Department – 1 unit</li> </ol>	<p><b>Antipolo Warehouse</b></p> <ol style="list-style-type: none"> <li>1. Kidapawan Branch – 1 unit</li> <li>2. Kidapawan EO – 1 unit</li> <li>3. Bais Branch – 1 unit</li> <li>4. Sindangan Branch – 1 unit</li> <li>5. Cotabato EO – 1 unit</li> <li>6. Cotabato Branch – 1 unit</li> <li>7. Davao del Norte Field Team – 1 unit</li> <li>8. Naga Branch – 1 unit</li> <li>9. Nasugbu Branch – 1 unit</li> <li>10. Bangued Branch – 1 unit</li> </ol>
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**Annex A**