



BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20180626-01

PROJECT : **Supply and Delivery of the following:**

Lot 1 – 26,110 Pieces LANDBANK Shopping Bag
Lot 2 – 265,535 Pieces LANDBANK T-Shirt

IMPLEMENTOR : **Procurement Department**

DATE : **July 19, 2018**

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:

- Section VI (Schedule of Requirements) and Checklist of the Bidding Documents (Item 5) have been revised. Please see attached revised specific sections of the Bidding Documents.


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

Section VI. 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.

Lot No.	Item Description	Qty.	Delivery Period & Destination	
1	LANDBANK Shopping Bag	26,110 Pcs.	TIMETABLE	ACTIVITY
			<u>1st Partial Delivery:</u> September 14, 2018	Breakdown: Mindanao: 2,500 Pcs. (full)
			<u>2nd Partial Delivery:</u> September 28, 2018	Visayas: 2,200 Pcs. (full) Southern Luzon: 2,400 Pcs. (full)
			<u>3rd Partial Delivery:</u> October 15, 2018	Central Luzon: 1,300 Pcs. (full) Northern Luzon: 1,600 Pcs. (full) NCR: 2,900 Pcs. (full)
			<u>4th Partial Delivery:</u> October 31, 2018	32/F, Corporate Affairs Department (CAD), LANDBANK Plaza Building, Malate, Manila: 4,500 Pcs.
			<u>5th Partial Delivery:</u> November 15, 2018	32/F, CAD, LANDBANK Plaza Building, Malate, Manila: 4,500 Pcs.
			<u>6th Partial Delivery:</u> January 15, 2019	32/F, CAD, LANDBANK Plaza Building, Malate, Manila: 4,210 Pcs.
			Total	<u>26,110 Pcs.</u>
			Contact Person: FVP Catherine Rowena B. Villanueva Corporate Affairs Department Contact Number: 405-7374; 551-2200 locals: 8451, 2686 <u>NOTES:</u> 1. CAD will inspect the shopping bags at the winning bidder's warehouse. Winning bidder should notify CAD at least three (3) working days prior to the schedule of inspection. 2. After inspection, the shopping bags should be delivered to the warehouse of the Bank's official courier or designated Bank units within ten (10) calendar days. 3. The shopping bags should not be folded and should be packed in 10's per transparent plastic. 4. Any additional packaging to be prescribed by the Bank's official courier should also be applied. The corresponding cost	

			<p>should be shouldered by the winning bidder.</p> <p>5. CAD (c/o Ms. Darlene) will provide the schedule of delivery. Manner of delivery as follows:</p> <ul style="list-style-type: none"> For Mindanao, Visayas and field units located in island provinces such as Basco Branch, Brooke's Point Branch/EO, Coron Branch, Masbate Branch, Virac Branch, etc., the winning bidder will deliver the shopping bags to the warehouse of the Bank's official courier. CAD will advise the winning bidder which field units in Southern Luzon will pick-up from the winning bidder's warehouse and which will be sent thru the Bank's official courier. Northern and Central Luzon field units will pick-up their allocations from the winning bidder's warehouse. For NCR field units, the winning bidder will deliver to the respective offices of the Branch Group Heads. For head office based units, the winning bidder will deliver at the 32nd floor, CAD or other designated floors. 	
2	LANDBANK T-Shirt	265,535 Pcs.	TIMETABLE 1st Partial Delivery: Sept. 16 - 30, 2018 2nd Partial Delivery (65,000 Pcs.): Oct. 1 - 15, 2018 3rd Partial Delivery (55,000 Pcs.): Oct. 16 - 31, 2018 4th Partial Delivery (45,000 Pcs.): Nov. 5 - 15, 2018 5th Partial Delivery (45,000 Pcs.): Nov. 16- 29, 2018 6th Partial Delivery: Jan. 16 - 31, 2019	ACTIVITY Breakdown: Mindanao: 35,000 Pcs. (full) Visayas: 30,000 Pcs. (full) Southern Luzon: 35,000 Pcs. (partial) NCR: 20,000 Pcs. (full) Central Luzon: 15,000 Pcs. (full) Northern Luzon: 20,000 Pcs. (full) NCR: 20,000 Pcs. (full) 32/F, CAD, LANDBANK 25,000 Pcs. Plaza Building, Malate, (partial) Manila : 32/F, CAD, LANDBANK Plaza Building, Malate, Manila: 45,000 Pcs. 32/F, CAD, LANDBANK 20,535 Pcs. Plaza Building, Malate, Manila: Total 265,535 Pcs.

			<p>NOTES:</p> <ol style="list-style-type: none"> 1. CAD will inspect the t-shirts at the winning bidder's warehouse. Winning bidder should notify CAD at least three (3) working days prior to the schedule of inspection. 2. After inspection, the t-shirts should be delivered to the warehouse of the Bank's official courier or designated Bank units within the delivery period indicated in the timetable. 3. Random inspection will be subject to another Philippine Textile Research Institute testing at the expense of the Bank. 4. The t-shirts should be individually folded and packed in 10's per transparent plastic and 10 packs per huge transparent plastic bag. 5. Any additional packaging to be prescribed by the Bank's official courier should also be applied. The corresponding cost should be shouldered by the winning bidder. 6. CAD (c/o Ms. Darlene) will provide the schedule of delivery. Manner of delivery as follows: <ul style="list-style-type: none"> • For Mindanao, Visayas and field units located in island provinces such as Basco Branch, Brooke's Point Branch/EO, Coron Branch, Masbate Branch, Virac Branch, etc., the winning bidder will deliver the t-shirts to the warehouse of the Bank's official courier. • CAD will advise the winning bidder which field units in Southern Luzon will pick-up from the winning bidder's warehouse and which will be sent thru the Bank's official courier. • Northern and Central Luzon field units will pick-up their allocations from the winning bidder's warehouse. • For NCR field units, the winning bidder will deliver individually to the branches/EOs. • For head office based units, the winning bidder will deliver at the 32nd floor, CAD or other designated floors.
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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.

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). 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. Actual sample of shopping bag and/or t-shirt being offered.
- 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. 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. 2550Q) 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)