

**BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20180323-01**

**PROJECT** : **Printing of 2,000 Pieces LANDBANK's Harvest of Heroes Volume 2**

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

**DATE** : **May 17, 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-1 to A-4), Section VI (Schedule of Requirements), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.j, 5 & 6) have been revised. Please see attached revised Annexes A-1 to A-4 and the specified sections of the Bidding Documents.
- The timetable for LANDBANK Harvest of Heroes Volume 2 (Printing Phase) has been added. Please see attached Annex B.

  
**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
2,000 Pcs.	Printing of LANDBANK's Harvest of Heroes Volume 2	<p>Delivery Period:</p> <p><b>Please see attached Annex B.</b></p> <p>Delivery Site: Corporate Affairs Department, 32nd Floor, LANDBANK Plaza Bldg., 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila, Philippines</p> <p>Contact Person: Catherine Rowena B. Villanueva First Vice President Corporate Affairs Department</p> <p>Contact Nos.: 522-0000 loc.7373</p>

**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>
2,000 Pcs.	<p>Printing of LANDBANK’s Harvest of Heroes Volume 2</p> <p><b>Specifications, scope of works 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>• List of clients with references, contact persons and contact numbers (indicating the years when the projects were handled for them).</li> <li>• Company overview indicating the background/profile and number of years in the industry.</li> <li>• <b>Certificate of Satisfactory Performance issued by at least one (1) client, with whom the bidder has rendered similar services for the past three (3) years.</b></li> </ul>	<p><b>Please state here either “Comply” or “Not Comply”</b></p>

	<ul style="list-style-type: none"><li>• Certification from the bidder stating that it has:<ul style="list-style-type: none"><li>➤ at least two (2) four-color printing machines located within the company's premises.</li><li>➤ the capability for computer-to-plate (CTP) method in printing books.</li><li>➤ its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine.</li><li>➤ enough space for collating and finishing procedures for the project.</li><li>➤ an orderly and uncluttered premises.</li><li>➤ a generator set located within company's premises to ensure continuous flow of production.</li></ul></li></ul>	
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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 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 List of clients with references, contact persons and contact numbers (indicating the years when the projects were handled for them).
- 3.i Company overview indicating the background/profile and number of years in the industry.
- 3.j Certificate of Satisfactory Performance issued by at least one (1) client, with whom the bidder has rendered similar services for the past three (3) years;**
- 3.k Certification from the bidder stating that it has:
- at least two (2) four-color printing machines located within the company's premises.
  - the capability for computer-to-plate (CTP) method in printing books.
  - its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine.
  - enough space for collating and finishing procedures for the project.
  - an orderly and uncluttered premises.
  - a generator set located within company's premises to ensure continuous flow of production.

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 2016 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)

**REVISED TERMS OF REFERENCE  
FOR THE PROCUREMENT OF PRINTING SERVICES  
LANDBANK'S HARVEST OF HEROES VOLUME 2**

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**I. Printing Specification**

**BOOK**

Size	Cover - 16" x 8"(S) / 8"x 8"(F) Inside – 16" x 8"(S) / 8"x 8"(F) Flyleaf - 16" x 8"(S) / 8"x 8"(F)
Stock	<b>Cover – Pasteboard #20 covered with C2S 120#</b> Inside – Matt 100# Flyleaf – C2S 140#
Pages	Cover – 4 pages Inside – 320 pages Flyleaf – 8 pages <b>TOTAL – 332 pages</b>
Colors	Cover – 4 / 0 Inside – 4 / 4 Flyleaf – 4 / 4
Finish	<b>Cover – with 3D spot UV lam. On 1 side (x2); with scoring, folding, pasting, and perfect binding; hardbound with headband (2pcs); with matte lamination (one side)</b> Inside – with varnish lam on all photos; folding; collating and smyth sewn Flyleaf – with varnish on one side, scoring, and pasting
Process	Offset
Quantity	2,500 pcs.
Delivery	30 calendar days upon approval of digital proofs
Others	Delivered in corrugated box

**BOOK CASE**

Size	9"x 9.12"(x2) x 1.125 (x3)
Stock	<b>Pasteboard #20 covered with C2S 120# and Forest #29704</b>
Colors	4 / 0
Finish	With matt lam and 3D spot uv lam on 1 side, diecutting (slit), scoring, folding, and pasting
Quantity	2,500 pcs.
Delivery	30 calendar days upon approval of digital proofs
Others	Delivered in corrugated box

## II. Scope of Work

- a. Printing and packaging services for the second installment of LANDBANK's coffee table book entitled: "Harvest of Heroes Volume 2"
- b. A LANDBANK team (composed of one representative from: MAU-CAD and Design Agency) shall conduct an inspection of the production of the book and book case **at printers' warehouse**. Printer/s should notify LANDBANK-CAD **at least 2 days prior** to the schedule of inspection of the book.
- c. Distribution - The printer will deliver the allocations to 32<sup>nd</sup> flr, Corporate Affairs Department, LANDBANK PLAZA, 1598, M.H. Del Pilar cor. Dr. J. Quintos Sts., Malate, Manila.

## III. Production Timetable

TIMEFRAME	ACTIVITY	RESPONSIBLE
Day 1 - After issuance of NOA, NTP and PO	Turnover of digital file/FA (from CAD) to printer	CAD to Printer
Day 2 to 3	Preparation of color proofs	Printer
Day 4	Submission of digital proofs to client	Printer to CAD
Day 5 to 6	Digital proofs back to Mode Matrix Manila, Inc. (MMI) for corrections (if any)	CAD
Day 7	Return of corrected file to printer	CAD/MMI
Day 8-15	Submission of revised digital proofs to CAD	Printer
Day 15	Return of approved revised digital proofs to printer	CAD/MMI
Day 15 to 30	Production period of 15 days	Printer
Day 30	Delivery of first batch (500 pcs) of the book with book case	Printer
Day 30 to 45	Production period of 15 days	Printer
Day 45	Delivery of second batch (1,000 pcs) of the book with book case	Printer
Day 45 to 60	Production period of 15 days	Printer
Day 60	Delivery of last batch (1,000 pcs) of the book with book case	Printer

#### IV. Eligibility Criteria

To be eligible to bid, printer/supplier must comply with the following criteria, as evidenced by supporting documents, which must be submitted to LANDBANK for evaluation.

Criteria	Required Supporting Document
1. Must have at least five (5) years experience in printing coffee table books of either major banks or top 1000 corporations in the country	- List of clients (inclusive of banks) with references and contact persons and their landline numbers; indicate the years the work/service was handled for them
2. Industry experience; the company must be in existence (legally established) for at least ten (10) years	<ul style="list-style-type: none"> <li>- Company overview indicating background/profile and number of years in the industry</li> <li>- Legal documents that show at least 10 years in existence (SEC registration, business permit)</li> </ul>
3. Must have satisfactory service for the projects done for the clients	- One Certificate from a client for the past three (3) years
4. Accreditation	- PhilGEPS Registered
<b>Equipment/Services</b>	
5. Has at least two (2) four-color printing machines within the printing premises	<ul style="list-style-type: none"> <li>- Certification from supplier</li> </ul>
6. Has the capability for computer-to-plate (CTP) method in printing books	
7. Has its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine.	
8. Has enough space for collating and finishing procedures for the project	
9. Has an orderly and uncluttered premise.	
10. Has a generator set located within the company's premises to ensure continuous flow of production.	

**V. Approved Budget**

The approved budget for the project is **P1,500,000.00**.

**VI. Payment Scheme**

**No downpayment shall be made. Payment of 25% shall be made upon first delivery (500 copies) and the remaining 75% shall be paid upon delivery of last batch (1,000 copies).**

### TIMETABLE FOR HARVEST OF HEROES VOLUME 2 (Printing phase)

DATE	ACTIVITY/PRODUCTION	RESPONSIBLE PARTY
July 6	• Turnover of digital file/FA to printer	CAD
July 9-11	• Color proofing	Printer
July 12	• Submission of digital proofs to CAD	Printer
July 13	• Turnover of digital proofs to Mode Matrix for corrections (if any)	CAD
July 16	• Return of corrected file to printer	CAD/Mode Matrix
July 18	• Submission of revised digital proofs to CAD	Printer
July 19	• Return of approved revised digital proofs to printer	CAD
July 20- August 3	• Printing of 1 <sup>st</sup> batch of book w/ book cover (500 pcs)	Printer
July 27	• Inspection of printing	CAD/ Mode Matrix
August 6	• Delivery of 1 <sup>st</sup> batch	Printer
August 6-20	• Printing of 2 <sup>nd</sup> batch of book w/ book cover (500 pcs)	Printer
August 22	• Delivery of 2 <sup>nd</sup> batch	Printer
August 22- September 5	• Printing of last batch of book w/ book cover (1,000 pcs)	Printer
September 6	• Delivery of last batch	Printer