



**BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20170731-02(2)**

**PROJECT** : **Creative and Design Services for LANDBANK Harvest of Heroes Volume 2**

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


**DATE** : **October 5, 2017**

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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 timetable for the production of Harvest of Heroes Volume 2 (Annex B), Section VI (Schedule of Requirements) and Checklist of the Bidding Documents (Item 5) have been revised. Please see attached revised Annex B and specified sections of the Bidding Documents.

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



**Land Bank of the Philippines**

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## 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
Creative and Design Services for LANDBANK Harvest of Heroes Volume 2	<b>Production Timetable per Revised Annex B</b>  Delivery Site: Corporate Affairs Department, 32nd Floor, LANDBANK Plaza Bldg., 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila, Philippines  Contact Person: Catherine Rowena B. Villanueva First Vice President Corporate Affairs Department  Contact Nos.: 522-0000 loc.7373

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 computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.f 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.g Company profile indicating the bidder's background and number of years in the industry.
- 3.h List of top 3 clients, with references and contact numbers (indicating the years when the projects were handled for them).
- 3.i Certification of previous engagement with any local or global financial institutions such as banks, credit card network/companies and insurance companies.
- 3.j Sample of a past coffee table book project and at least three other sample works (e.g., Annual Report, Sustainability Report, Magazine, Calendar).
- 3.k Sample of top similar projects handled and related awards received (if any).
- 3.l List of profile of the Creative Team that will be assigned to handle the project.
- 3.m Company portfolio presenting the ff:
1. Years of experience in the industry;
  2. List of best works and top clients if said personnel is subcontracted, and;
  3. Photos of best previous work of top 5 clienteles.
- 3.n Certificate of good performance from at least one former client.
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- 3.o List of awards and/or citations received from any recognized local or international award-giving bodies, (e.g., Public Relations Society of the Philippines, International Association of Business Communicators).
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. 2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters;
  - 7.b Income Tax Return for 2016

**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)
  3. Breakdown of cost using Annex C.
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## UPDATED TIMETABLE FOR HARVEST OF HEROES VOLUME 2

ACTIVITY	TARGET DATE	NO. OF WEEKS
• Approval of the CSS Head / Bank OIC on working concept/theme; estimated budget	1 <sup>st</sup> week of May 2017	
• Submission of working concept/theme; estimated budget	May 2017	
• Pre-bidding	September 28, 2017	
• Stage 1 bidding - Technical	October 12, 2017	
• Announcement of eligible service providers for Stage 2 of bidding	October 13, 2017	1 week
• Stage 2 bidding - Behavioral and Creative	October 17, 2017	
• Awarding of contract to the most responsive service provider	4 <sup>th</sup> week of October 2017	1 week
• Approval of the final concept outline	1 <sup>st</sup> week of November 2017	1 week
• Travel coordination and booking	2 <sup>nd</sup> week of November 2017	1 week
• Data gathering/Research/Interviews	3 <sup>rd</sup> week of November - 4 <sup>th</sup> week of December 2017	5 weeks
• Drafting of stories (NOTE: Staggered submission as each leg finishes)	1 <sup>st</sup> week - 4 <sup>th</sup> week of January 2018	4 weeks
• Final review of drafts	1 <sup>st</sup> week - 2 <sup>nd</sup> week of February 2018	2 weeks
• Design and layout	3 <sup>rd</sup> week of February - 4 <sup>th</sup> week of March 2018	6 weeks
• Review and revisions	1 <sup>st</sup> week - 2 <sup>nd</sup> week of April 2018	2 weeks
• Effecting revisions	3 <sup>rd</sup> week of April - 4 <sup>th</sup> week of April 2018	2 weeks
• Submission of Final Report	May 15, 2018	
• Printing	May 16 - July 15, 2018	8 weeks
• Printing Delivery	July 30, 2018	