



**BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20170807-02**


**PROJECT** : **Three (3) Years Messengerial/Courier Services**  
**IMPLEMENTOR** : **Procurement Department**  
**DATE** : **September 7, 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 list of LANDBANK Offices (Annex B) has been added and the Terms of Reference (Annex A), Section VI (Schedule of Requirements), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.f, 3.g, 3.h, 3.i, 5 and 6) have been revised. Please see attached Annexes B-1 to B-90 and the revised Annexes A-1 to A-5 and specified sections of the Bidding Documents.

  
**ALWIN Y. 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.

Item Description	Delivery Period and Destination
Three (3) Years Messengerial/ Courier Services	<b>Manner and schedule of delivery per Item Nos. IV and VI of the Revised Terms of Reference</b>  Contact Person: Ramil P. Ramillano Acting Head, Facilities Management Department  Contact Nos.: 522-0000 locals. 7439 and 7274

**Conforme:**

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

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

\_\_\_\_\_  
Position

# Specifications

Specifications	Statement of Compliance
<p>Three (3) Years Messengerial/ Courier Services</p> <p>Luzon: 1,022,685 kgs. Visayas and Mindanao: Air Freight 456,590 kgs. Sea Freight 795,900 kgs.</p> <p><b>Scope of works and other requirements per attached Revised Terms of Reference (Annexes A-1 to A-5).</b></p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <p><b>1. Revised Terms of Reference (TOR) with signature/initial by the bidder's authorized signatory/ies on every page.</b></p>	<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> <p><b>Please state here either "Comply" or "Not Comply"</b></p>

<p>2. List of branches/offices per province except for those situated in islands and far-flung areas with addresses, contact persons and contact numbers that can service LANDBANK Field Units.</p> <p>3. At least one (1) ongoing or completed courier service contract with a universal/commercial bank in the Philippines.</p> <p>4. Certificate of Satisfactory Performance from at least one (1) previous/current contract from a universal/commercial bank. If bidder has previous or existing contract with LANDBANK, a certificate of satisfactory performance issued by the Head of the Facilities Management Department shall likewise be submitted.</p>	
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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)
  - **Technical / Financial Documents**
    - 3.b 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.c 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.d The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
    - 3.e 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.f Revised Terms of Reference (TOR) with signature/initial by the bidder's authorized signatory/ies on every page.**
- 3.g List of branches/offices per province except for those situated in islands and far-flung areas with addresses, contact persons and contact numbers that can service LANDBANK Field Units.**
- 3.h At least one (1) ongoing or completed courier service contract with a universal/commercial bank in the Philippines.**
- 3.i Certificate of Satisfactory Performance from at least one (1) previous/current contract from a universal/commercial bank. If bidder has previous or existing contract with LANDBANK, a certificate of satisfactory performance issued by the Head of the Facilities Management Department shall likewise be submitted.**
- 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.2550Q) VAT or Percentage Tax Returns for the last two (2) quarters filed through the BIR EFPS; and**
  - 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)

FACILITIES MANAGEMENT DEPARTMENT  
Document Handling Division  
TERMS OF REFERENCE

**I. Three (3) Years Contract for Messengerial/Courier Services**

**A. Items for shipment via air freight**

1. Documents
2. Accountable Forms
3. Cards and Pin Mailers (ACMD)
4. Office uniforms
5. Plaques and other tokens for awardees
6. Supplies, office equipment/furniture

**B. Items for shipment via Sea freight**

1. Supplies, office equipment/furniture & Christmas Give-aways
2. Items that are prohibited to be transported via air freight i.e. items with fuel/battery, etc.

**II. Period Covered**

Three (3) Years which will start 15 calendar days after receipt of the Notice to Proceed (NTP).

**III. Areas of Coverage (All LBP Field Units –Annex A)**

**IV. Delivery Period**

- Via air freight - five (5) calendar days after receipt of items from LANDBANK
- Via sea freight – within 30 calendar days after receipt of items from LANDBANK

**V. Qualification Requirements for Prospective Supplier**

1. Must have branches/offices in provinces where LANDBANK Field Units are located except for those situated in islands and far-flung areas. (Annex B). Accomplish the last column of Annex A indicating the supplier's branch/office, including its address, telephone number and contact person that will cover/service each and every LANDBANK Field Unit in the list.
2. Must have at least one (1) on going or completed courier service contract with a commercial bank in the Philippines. Submit a Certificate of Satisfactory Completion/Performance issued by the supplier's commercial bank client.
3. If prospective supplier has existing or completed courier services with LANDBANK, it shall submit a certificate of satisfactory performance issued by LANDBANK Facilities Management Department.



## VI. Scope of Services

The Supplier shall provide LANDBANK with the following services:

1. Door-to-door delivery of documents, parcels and cargoes to LANDBANK Field Units with proper receipt of addressees.
2. Track and Trace Capability to verify/update status of shipments thru on-line one (1) day after receipt.
3. Delivery shall be made twice in case the addressee or his/her authorized representative is not around at the time of first delivery without additional charges. The 2<sup>nd</sup> delivery shall be made the next day.
4. Parcels not delivered within the stated transit time shall not be subject to penalty unless the failure to deliver is due to any of the following causes:
  - i. Defect in LANDBANK's destination or addressee's identity of address;
  - ii. Act or omission of the addressee or his/her authorized representative which directly caused the failure to deliver; and
  - iii. Order or act of competent public authority.
5. In case of failure of delivery of parcels due to any of the causes enumerated above, Supplier shall notify LANDBANK Facilities Management Department within three (3) working days from the date of failed delivery. The Supplier shall not collect delivery charges if it fails to notify the Bank unless the failure to make such notification is due to fortuitous event or circumstances beyond the control of the Supplier. If the undelivered documents, parcels and cargoes are subsequently and properly delivered, the Supplier shall be entitled to collect the delivery charges. The Supplier shall be financially liable for any loss of the parcels while in transit.
6. Must deploy five (5) and two (2) on – site personnel at LANDBANK Plaza and Antipolo Warehouse, respectively, to perform the documentation of shipment of documents, parcels and cargoes.
7. Place and schedule of pick-up by the Supplier are as follows:

<u>PARTICULARS</u>	<u>LOCATION</u>	<u>SCHEDULE</u>
a) Documents/parcels/cargoes/ Equipment	LBP Plaza	Daily except Saturdays, Sundays & Holidays from 8:00 AM to 5:00 PM unless notified by LANDBANK that pick-up for a particular day is not necessary
b) Supplies/equipment/furniture	LBP Antipolo	

- |                        |   |                            |
|------------------------|---|----------------------------|
| c) Bank Statement      | Bank statement<br>Supplier's address<br>in Metro Manila   | Twice a month              |
| d) Christmas Give-away | Supplier of Christmas<br>Give-Away shall deliver<br>the cargoes to courier<br>service supplier. | During Christmas<br>Season |

## **VII. Payment**

1. In consideration for the delivery services rendered, LANDBANK shall pay the Supplier in accordance with the schedule of rates submitted.
2. Billings for the parcels/documents/cargoes sent by FMD and other HO Units shall be processed/paid at LANDBANK Head Office on a bi-monthly cycle.
3. Rate shall be computed as follows:
  - For Airfreight:
    - a) Minimum weight of 1 kilogram
    - b) Any excess shall be rounded off as follows:
      - Below .5 kilogram to the nearest whole number
      - 0.5 kilogram and more to the next whole number
  - For Seafreight:
    - a) Minimum of 1 cbm
    - b) Any volume exceeding 1 cbm shall be paid based on the actual volume (e.g. 1.1cbm x rate/cbm)

## **VIII. Other Terms and Conditions**

1. Penalty shall be 1/10 of 1% of the total billing (normally on a bi-monthly cycle) for a particular billing cycle based on the longest day of delay in the delivery of documents, parcels, cargoes during the same billing period.
2. It is understood that the service personnel of the Supplier are not employees of LANDBANK. The Supplier shall be solely responsible under existing labor laws, rules and regulations or those that may hereafter be enacted regulating employer – employee relationship, and/or other employment benefits which the service personnel may be entitled. The Supplier hereby warrants that it shall fully and faithfully comply with the labor laws, including but not limited to the statutory minimum wage decrees, rules and regulations and that it shall keep LANDBANK free and

decrees, rules and regulations and that it shall keep LANDBANK free and harmless from any liability whatsoever in the event that any claim arising under such laws, decrees, rules and regulations is presented/filed.

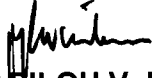

3. In the event of loss or damage, the Supplier shall pay the cost/contents of the documents, parcels and cargoes.
4. The Supplier shall be solely responsible for any and all injuries or damages to persons or property caused by it and/or of its service personnel assigned to LANDBANK in the course of the performance of its obligations. LANDBANK shall not be responsible for the death or injury sustained by Supplier's service personnel while in the performance of their obligation to LANDBANK. In case of such death, accident or damage, LANDBANK is specifically relieved of any damage and responsibility therefore.
5. In line with the Bank's Environmental Management System (EMS) program and being an ISO 14001 certified institution, prospective bidder shall be required to use appropriate materials (i.e. gloves, masks, etc.) during the performance of their duties.
6. The Supplier shall exercise extreme caution and be responsible for the delivery, safe hauling/transfer of its supplies, tools and equipment to prevent damage to Bank properties. The corresponding cost of repair or replace the Bank equipment, facilities or properties including parts and components damaged or lost by the Supplier or due entirely to the fault, negligence and/or dishonesty of the Supplier's personnel in the course of their duties shall be chargeable to the Supplier.
7. The Supplier shall be held directly responsible for any injury to person and/or damage to the Bank's property arising from the act, whether partial, contributory, or due entirely to the fault, negligence or dishonesty of the supplier's personnel in the course of their duties.
8. The Supplier shall maintain cleanliness at all times. They shall clean their designated area after each workday.
9. The Supplier shall strictly observe the Bank's existing rules and regulations and shall be subject to the Bank's standard security policies and procedures while inside the LANDBANK premises.
10. In case of delay in the delivery or non-performance of the terms and conditions by the Supplier, where damages to the operations of the branch have been ascertained, LANDBANK reserves the right to pre-terminate the contract. A thirty (30) days notice of pre-termination shall be sent to the Supplier, the period of which will run upon receipt of such notice.

11. Any action that may arise from the contract shall be filed in the Courts of the City of Manila. It is expressly agreed that in case of litigation, the party at fault shall pay the aggrieved party an amount equivalent to 10% of the amount due as Attorney's Fees.

Prepared by:

  
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Approved by:

 9/6/17  
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## **ANNEX B**

### **LBP FIELD UNITS SITUATED IN ISLANDS/FAR FLUNG AREAS**

- 1 Antique/Culasi
- 2 Basco
- 3 Buguias
- 4 Don Carlos/Maramag
- 5 Sanchez Mira
- 6 Camiguin
- 7 Guimaras
- 8 Tabuk/Luna
- 9 Bontoc
- 10 Cadiz
- 11 Guihulngan
- 12 Catarman
- 13 Coron
- 14 Odiongan
- 15 Siquijor
- 16 Isulan
- 17 Jolo
- 18 Bonggao