



BID BULLETIN NO. 2
For LBP-HOBAC-ORA-GS-20170619-01

PROJECT : **Supply and Delivery of 180 Units Specimen Signature Card Cabinet**


IMPLEMENTOR : **Procurement Department**

DATE : **August 24, 2017**

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 intended delivery sites (Annex B) has been added while Section VI (Schedule of Requirements) & Checklist of the Bidding Documents (Item 5) have been revised. Please see attached Annex B and the revised specific sections of the Bidding Documents.
- The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **August 31, 2017, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.


MA. VICTORIA C. VIRAY
Officer-In-Charge
Procurement Department

Section VI. Schedule of Requirements

This procurement shall be subject to Ordering Agreement arrangement which will be implemented for a period of one (1) year, pursuant to the Revised Guidelines on the Use of Ordering Agreement under GPPB Resolution No. 01-2012 dated January 27, 2012.

The project sites per **Annex B** shall be as per the Delivery Order Contract/s which will be issued by LANDBANK to the winning bidder.

Delivery of the Goods is required within **sixty (60) calendar days** upon receipt of the Delivery Order Contract.

Description	Projected Quantity	Unit
Specimen Signature Card Cabinet	180	units

Other Terms and Conditions:

1. LANDBANK and the winning supplier shall execute an Ordering Agreement (OA, Form No. 9) with a corresponding Ordering Agreement List (OAL, Form No. 10) indicating the unit prices of the Goods as awarded.
2. The duration of the Ordering Agreement shall be for one (1) year to commence upon execution of the said agreement.
3. The unit prices shall be fixed for the duration of the agreement, regardless of increase or decrease in the prevailing market price at the time of actual order/purchase.
4. Upon determination of the need for a particular kind/s of Goods subject of the OA, LANDBANK shall require the delivery of the same, in such quantity as required and for a fixed price in which it/they had been awarded, by executing a Delivery Order Contract (DOC, Form No. 11) in favor of the supplier, to obligate the latter to deliver or perform according to the terms and conditions stated in the OA and the DOC.
5. The projected quantity stated above is the maximum quantity of Goods which may be purchased by LANDBANK for this project. The quantities, however, may be re-allocated from one area to another depending on the actual need of LANDBANK. In case of re-allocation, the corresponding Crating/Delivery/Handling/Shipping cost for the destination area shall be applied.
6. The winning bidder must affix a sticker/tag/label with company name and after-sales contact numbers or equivalent form of marking on each of the equipment.
7. All invoices, bills and/or delivery receipts shall indicate, among other information, the OA Number and the DOC Number.
8. Payment shall be based on actual deliveries accepted by LANDBANK, subject to the existing accounting and auditing rules and regulations.

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative/Signatory

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 (*Please use Form No. 8*)
2. Duly notarized Omnibus Sworn Statement (*Please use Form No. 7*)
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 no 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 (*Please use Form No. 4*)
 - 3.d The prospective bidder's computation for its Net Financial Contracting Capacity (*Please use 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. Brochure or other official documents coming from the manufacturer indicating the complete specifications of the offered specimen signature card cabinet
- 3.g. Certificate of satisfactory performance issued by the client with whom the bidder has completed its single largest contract. If the bidder has existing or completed contracts with LANDBANK, a certificate of satisfactory performance issued by the Head, Project Management and Engineering Department shall likewise be submitted. Bidders which fail to submit these certifications shall be automatically disqualified.
- 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/signatory.**
- 6. Section VII - Specifications with response on compliance and signature of bidder's authorized representative/signatory.
- 7. Post-Qualification Documents – (Non-submission of the following documents during the bidding date 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 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/signatory (*Please use Form No.1*)
- 2. Duly filled out Schedule of Prices signed by the bidder's authorized representative/signatory (*Please use Form No.2*)

ITB NUMBER : GS-20170619-01 & GS-20170619-03

PARTICULARS : SUPPLY, DELIVERY AND INSTALLATION OF 20 UNITS OF VAULTS AND SAFES FOR LANDBANK BRANCHES AND EXTENSION OFFICES (SUBJECT TO ORDERING AGREEMENT)

SUBJECT : BID BULLETIN NO.1

DATE : 16 AUGUST 2017

A. The following list of new branches/ extension office units shall be the intended site for the CASH VAULT, CASH SAFE and SIGNATURE CARD CABINETS.

1. TUAO (CAGAYAN) EO
2. CABAGAN (ISABELA) EO
3. MANGATAREM (PANGASINAN) EO
4. BAYAMBANG (PANGASINAN) EO
5. BAYOMBONG (NUEVA ECIJA) EO
6. HAGONoy (BULACAN) EO
7. STA. CRUZ (ZAMBALES) EO
8. MASINLOC (ZAMBALES) EO
9. MUÑOZ (NUEVA ECIJA) EO
10. LIMAY (BATAAN) EO
11. STA. CRUZ (MARIDUQUE) EO
12. SAN ANDRES (CATANDUANES) EO
13. CATANAUAN (QUEZON) BRANCH
14. ATIMONAN (QUEZON) EO
15. BULAN (SORSOGON) EO
16. JAGNA (BOHOL) BRANCH
17. CLAVER (SURIGAO DEL NORTE) EO
18. CALINAN (DAVAO CITY) EO
19. M'LANG (NORTH COTABATO) EO
20. LIBUNGAN (NORTH COTABATO) EO
21. KAPATAGAN (LANAO DEL NORTE) EO
22. QUEZON (BUKIDNON) EO
23. LAMITAN CITY EO
24. EL SALVADOR CITY EO
25. MASTERSON AVENUE (CAGAYAN DE ORO) EO
26. AGLAYAN (MALAYBALAY BUKIDNON) EO
27. PAGADIAN BALINTAWAK (ZAMBOANGA DEL SUR) EO
28. IMELDA ZAMBOANGA SIBUGAY EO
29. MANOLO FORTICH (BUKIDNON) EO

B. Cash safe without drawers shall be located inside the cash vault.(see attached specifications)

This Bid Bulletin No. 1 shall now form part of the bid documents.