



BID BULLETIN NO. 2
For LBP-HOBAC-GS-20170411-02

PROJECT : One (1) Year Subscription of Video Editing and Graphic Design Software through Adobe Creative Cloud

IMPLEMENTOR : Procurement Department

DATE : May 11, 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:

- 1) The name of the project has been revised as follows:

From	To
One (1) Year Subscription of Video Editing and Graphic Design Software through Adobe Creative Cloud	Eighteen (18) Months Subscription of Video Editing and Graphic Design Software through Adobe Creative Cloud

- 2) The Terms of Reference (Annex A), ITB Clauses 1.2, and 20.3 of the Bid Data Sheet (BDS), Section VI (Schedule of Requirements), Section VII (Specifications), Bid Form No.1, Schedule of Prices, Contract Agreement Form and Checklist of the Bidding Documents (Items 3.a, 5, 6 and 7.a of the Technical Component and Items 1 and 2 of the Financial Component) have been revised. Please see attached revised Annexes A-1 to A-2 and the specified sections of the Bidding Documents.

A handwritten signature in black ink, appearing to read "Alwin I. Reyes".

ALWIN I. REYES
Assistant Vice President
Procurement Department and
HOBAC Secretariat

Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.2	<p>The lot and reference is:</p> <p>Eighteen (18) Months Subscription of Video Editing and Graphic Design Software through Adobe Creative Cloud</p> <p>ITB No. LBP-HOBAC-ITB-GS-20170411-02</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2017 in the amount One Million Five Hundred Sixty Thousand Pesos Only (P1,560,000.00)</p> <p>The name of the Project is Eighteen (18) Months Subscription of Video Editing and Graphic Design Software through Adobe Creative Cloud</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project.
5.4	<p>The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iv), a single contract that is similar to this Project, equivalent to at least fifty (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving Information Technology hardware or software.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> <ul style="list-style-type: none">• Copy of the contract or purchase order; or• Copy of official receipt/collection receipt or certificate of satisfactory performance from bidder's client.
7	No further instructions.
8.1	As a general rule, subcontracting is not allowed.

8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on _____ at Bidding Room, 25 th Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila.
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila www.landbank.com</p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes Assistant Vice President Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 522-0000 or 551-2200 local 7370 Fax (+632) 528-8587 lbphobac@mail.landbank.com</p>
12.1	No further instructions.
12.1(a)(ii)	The statement of all ongoing government and private contracts (use Form No. 3) and single largest completed contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.
13.1	Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos.1 and 2).
13.1(b)	No further instructions.
13.1(c)	Not applicable.
13.2 (a)	<p>The Approved Budget for the Contract (ABC) is One Million Five Hundred Sixty Thousand Pesos Only (P1,560,000.00)</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
13.2(b)	Not applicable.
15.4(a)(iii)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.
15.4(b)(i)	The price of the Goods shall be quoted DDP specified delivery site/s.

15.4(b)(ii)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.									
16.1(b)	The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.									
16.3	Not applicable.									
17.1	Bids will be valid until 120 calendar days from date of opening of bids.									
18.1	<p>The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount:</p> <table border="1"> <thead> <tr> <th>Form of Bid Security</th><th>Minimum Amount of Bid Security</th></tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank</td><td rowspan="2">P 31,200.00</td></tr> <tr> <td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td></tr> <tr> <td>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td>P 78,000.00</td></tr> <tr> <td>(d) Bid Securing Declaration</td><td>No Percentage required</td></tr> </tbody> </table> <ol style="list-style-type: none"> If bid security is in the form of cash, a bidder is required to secure a Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The PAO shall then be presented to any of the Tellers at the Cash Department (Ground Floor, LANDBANK Plaza Building) together with the corresponding cash. The Cash Department Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. The original and/or certified true copy of the Official Receipt shall be enclosed in Bid Envelope No. 1 (Eligibility and Technical Proposal/Documents). The original official receipt shall be returned by the BAC Secretariat to the bidder immediately after the opening of bids. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated. 	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank	P 31,200.00	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	P 78,000.00	(d) Bid Securing Declaration	No Percentage required
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(d) Bid Securing Declaration	No Percentage required									

	<p>4. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.</p> <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <p>(a) LIBI-Forex 14th Floor, LANDBANK Plaza Building Telephone 710-7114 (Every Tuesday and Thursday)</p> <p>(b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephones 812-4911 and 867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>5. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p>
18.2	The bid security shall be valid until 120 calendar days from date of opening bids.
20.3	Each Bidder shall submit one (1) original copy and one (1) photocopy of the Technical Component (First Envelope) and Financial Component (Second Envelope) of its bid.
21	<p>The address for submission of bids is:</p> <p>Procurement Department Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p> <p>The deadline for submission of bids is 11:00 A.M.,</p> <p>_____.</p>

24.1	<p>The place of bid opening is:</p> <p>25th Floor Bidding Room Procurement Department Land Bank of the Philippines LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p> <p>The date and time of bid opening is 11:00 A.M., _____.</p>
24.2	No further instructions.
27.1	No further instructions.
28.3	The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.
28.3(b)	Bid modification is not allowed.
28.4	No further instructions.
29.2(a)	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the 3 rd and 4 th Quarters of 2016 filed through the BIR Electronic Filing and Payments System (EFPS). Only tax returns filed and taxes paid through the BIR EFPS shall be accepted.
29.2(c)	No further instructions.
32.4(f)	No further instructions.

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.

Item Description				Delivery Period and Destination
Eighteen (18) Months Subscription of Video Editing and Graphic Design Software through Adobe Creative Cloud				Delivery Period: Fifteen (15) calendar days after receipt of Purchase Order but not later than July 3, 2017
Description	For Renewal	New Seats	Total	Delivery Site: 32 nd Floor, Corporate Affairs Department LANDBANK Plaza, 1598 M.H. del Pilar corner Dr. J. Quintos Streets, Malate, Manila, Philippines
InDesign	2	10	12	Contact Person: FVP Catherine Rowena B. Villanueva Corporate Affairs Department
Photoshop	2	18	20	
Illustrator	2	7	9	Contact Nos.: 522-0000 locals. 7374 and 8459
Premiere	2	6	8	
After Effects	2	3	5	
Audition	2	2	4	
Photoshop Lightroom		1	1	
Acrobat		3	3	
Total			62	

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Specifications

Specifications	Statement of Compliance																																								
	<p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</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>Eighteen (18) Months Subscription of Video Editing and Graphic Design Software through Adobe Creative Cloud</p> <table><tr><td>Description</td><td>For Renewal</td><td>New Seats</td><td>Total</td></tr><tr><td>InDesign</td><td>2</td><td>10</td><td>12</td></tr><tr><td>Photoshop</td><td>2</td><td>18</td><td>20</td></tr><tr><td>Illustrator</td><td>2</td><td>7</td><td>9</td></tr><tr><td>Premiere</td><td>2</td><td>6</td><td>8</td></tr><tr><td>After Effects</td><td>2</td><td>3</td><td>5</td></tr><tr><td>Audition</td><td>2</td><td>2</td><td>4</td></tr><tr><td>Photoshop Lightroom</td><td></td><td>1</td><td>1</td></tr><tr><td>Acrobat</td><td></td><td>3</td><td>3</td></tr><tr><td>Total</td><td></td><td></td><td>62</td></tr></table>	Description	For Renewal	New Seats	Total	InDesign	2	10	12	Photoshop	2	18	20	Illustrator	2	7	9	Premiere	2	6	8	After Effects	2	3	5	Audition	2	2	4	Photoshop Lightroom		1	1	Acrobat		3	3	Total			62	<p>Please state here either “Comply” or “Not Comply”</p>
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Total			62																																						

Minimum specifications and other requirements per attached Revised Terms of Reference (Annexes A-1 and A-2).	
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Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Form No. 1

Bid Form

Date: _____

To: Land Bank of the Philippines
LANDBANK Plaza Building
1598 M.H. Del Pilar corner Dr. J. Quintos Streets
1004 Malate, Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers _____ *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, and deliver **Eighteen (18) Months Subscription of Video Editing and Graphic Design Software through Adobe Creative Cloud** in conformity with the said Bidding Documents for the sum of:

Total Bid Amount in Words (VAT Inclusive)	Total Bid Amount in Figures (VAT Inclusive)

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof, and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause A.5 of the Bidding Documents.

Dated this _____ day of _____ 20____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Form No. 2

SCHEDULE OF PRICES

1 Lot No.	2 Item Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Cost of local labor, raw material and component	7 Total price EXW per item (cols. 4 x 5)	8 Unit prices per item final destination and unit price of other incidental services	9 Sales and other taxes payable per item if Contract is awarded	10 Total Price delivered Final Destination (cols. 8 + 9) x 4
1	Eighteen (18) Months Subscription of Video Editing and Graphic Design Software through Adobe Creative Cloud		62	N/A	N/A	N/A	P _____ P _____	P _____ P _____	P _____ P _____

Note: The bidder must submit a detailed cost breakdown using the Revised Annex A-1.

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Contract Agreement Form

THIS AGREEMENT made the _____ day of _____ 20____ between LAND BANK OF THE PHILIPPINES of the Philippines (hereinafter called "the Entity") of the one part and _____ [name of Supplier] of _____ [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., **Eighteen (18) Months Subscription of Video Editing and Graphic Design Software through Adobe Creative Cloud** has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Entity's Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier).

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

- **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 (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.

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. 2550 Q) VAT or Percentage Tax Returns for 4th Quarter of 2016 and 1st Quarter of 2017; and**
 - 7.b Income Tax Return for 2015

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)**

Terms of Reference for the Procurement of Applications Software Licenses through Adobe Creative Cloud

A. Name and Description of the Project

Supply and delivery of Eighteen (18) Months Applications Software Licenses through Adobe Creative Cloud

B. Objectives of the Project

To be used by Corporate Affairs Department personnel for design and layout, photo and video editing and other creative requirements

C. Scope of the Project

Provision of Licenses for the following applications software:

Applications Software	For renewal	New apps	Sub-total	Estimated Cost per app	Total
1. InDesign	2	10	12		
2. PhotoShop	2	18	20		
3. Illustrator	2	7	9		
4. Premiere	2	6	8		
5. After Effects	2	3	5		
6. Audition	2	2	4		
7. Photoshop Lightroom		1	1		
8. Acrobat		3	3		
TOTAL	12	50	62		

D. Delivery Schedule

Not later than Expiry date of licenses	No. of Apps	Remarks
July 3, 2017	12	For renewal (Duration of License - July 3, 2017 to January 3, 2019)
	50	New/Additional (Duration of License - July 3, 2017 to January 3, 2019) <i>Note: For PhotoShop Lightroom – 7 to 15 calendar days delivery</i>

ANNEX A-1

		<i>date for perpetual license</i>
Total	62	

E. Delivery Site and Contact Person

End-users of the applications software are selected personnel/designers of the Corporate Affairs Department (CAD) located at the 32nd floor of the LANDBANK Plaza.

F. Manner of Payment (Lump-sum, percentage-of-completion, milestone, etc.)

No down payment shall be made. Full payment may be allowed upon receipt by CAD of the applications software licenses.

G. List of potential suppliers and their respective contact details.

Potential Suppliers	Contact details
1. Ynzal Marketing Corporation	Tel. nos. 373-2232 / 413-7575 / 74 c/o Jane Dungca
2. Maximum Solutions Corporation	Tel. nos. 899-7853 c/o Jane Valdez