

BID BULLETIN NO. 4
For ITB-GS-20170223-02

PROJECT : Supply and Delivery of 50 Units Portable-Type Bill Counter for LANDBANK Branches and Extension Offices

IMPLEMENTOR : Procurement Department

DATE : April 26, 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:

- Per GPPB Circular No. 03-2016, bidders are required to submit PhilGEPS Certificate of Registration of Membership under Platinum category during bid submission starting May 1, 2017, in lieu of their Class "A" Documents.
- ITB Clause 12.1 of the Bid Data Sheet (BDS) and the Checklist of the Bidding Documents have been revised. Please see attached revised BDS and Checklist 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 **May 4, 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.



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.
1.2	<p>The lot and reference is:</p> <p>Supply and Delivery of 50 units Portable-Type Bill Counter for LANDBANK Branches and Extension Offices</p> <p>LBP-HOBAC-ITB-GS-20170223-02</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 of One Million Seven Hundred Fifty Thousand Pesos Only (Php1,750,000.00)</p> <p>The name of the Project is: Supply and Delivery of 50 units Portable - Type Bill Counter for LANDBANK Branches and Extension Offices</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 percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving Office Equipment.</p> <p>Bidders must submit proof of their respective Completed Largest Single Contract. Proofs shall be:</p> <ol style="list-style-type: none"> Copy of contract (Copy of contract can be any or all of the following: Contract Agreement/Purchase Order/Job Order/Notice of Award/Notice to Proceed/Official Receipt/Collection Receipt or any other duly executed document proving/showing the name/nature of project or project description, delivery period/duration of the project and contract cost); or Proof of completion and acceptance for the aforesaid contract (Proof of completion and acceptance can be any or all of the

	following: Official Receipt/Collection Receipt reflecting the full/final payment of the contract price, Delivery Receipt duly acknowledged by the customer, or Certification from bidder's client that aforesaid project has been satisfactorily completed/accepted.
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 cor. 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 Streets 1004 Malate, Manila Tel. (+632)4057370 Fax (+632)5288587 Email 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 submit the duly filled out Bid Form and Schedule of Prices (use Form Nos. 1 and 2).
13.1(b)	No further instructions.
13.1(c)	Not applicable

13.2(a)	The Approved Budget for the Contract is One Million Seven Hundred Fifty Thousand Pesos Only (Php1,750,000.00) Any bid with a financial component exceeding this amount shall not be accepted.							
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 Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.							
16.3	No further instruction.							
17.1	Bids will be valid until one hundred twenty (120) calendar days from date of opening of bids. The LANDBANK, should it become necessary, may request the bidders to extend the validity period of the 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 35,000.00</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 87,500.00</td></tr> </tbody> </table>	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 35,000.00	(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 87,500.00
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Notes:

1. If in the form of cash, the bidder is required to secure a Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The PAO shall then be presented to the Teller of LANDBANK Cash Department (Ground Floor, LANDBANK Plaza Building) together with the applicable amount of cash. A machine-validated Official Receipt (OR) shall be issued to the bidder evidencing payment of the bid security.

The original and/or a copy of the aforesaid OR shall be enclosed in Bid Envelope No. 1 (Eligibility and Technical Proposal/Documents). In case the original copy is submitted, it will be returned by the BAC Secretariat to the bidder after the same has been photocopied.

The bidder may request for refund of the bid security by submitting the original copy of the OR and a letter request addressed to LANDBANK Procurement Department.

2. If in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.

The OR of the bid security is available for pick up from Ms. Maribel Paredes of LANDBANK Procurement Department (local 7746) after three (3) banking days from the bidding date.

The same procedure as in No. 1 above applies for the refund of the bid security.

3. 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.

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.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

- (a) LIBI-Forex
14th Floor, LANDBANK Plaza Building
Telephone 710-7114
(Every Tuesday and Thursday)
- (b) 12th Floor, SSHG Law Center Bldg.
105 Paseo de Roxas, Legaspi Village
Makati City
Telephones 812-4911 and 867-1064

Surety bonds with the following or similar conditions/phrases shall not be accepted:

	<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>
18.2	The bid security shall be valid until one hundred twenty (120) calendar days from date of opening of bids. The LANDBANK, should it become necessary, may request the bidders to extend the validity period of the bid security.
20.3	<p>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.</p> <p>Bidders who have previously submitted the Class "A" Documents may secure a Certificate of Advance Submission of Documents (CASD) from LANDBANK Procurement Department. The CASD or a Certificate of PhilGEPS Registration (Platinum Membership) and its Annex A, may be submitted and enclosed inside the Technical Component (First Envelope) in lieu of the requirements enumerated in ITB Clause 12.1(a).</p>
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>
24.1	<p>The place of bid opening 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>

	The date and time of bid opening is 11:00 A.M., _____.
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 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(c)	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(g)	No further instructions

**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 Documents**

- 3.a PhilGEPS Certificate of Registration – Platinum Membership**

- **Technical / Financial Documents**

- a. 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.
- b. 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*).
- c. 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.
- d. The prospective bidder's computation for its Net Financial Contracting Capacity (*Please use Form No. 5*)
- 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 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)*

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.

- f. Original copy, scanned image and other reproductions of the certification issued by the bidder's manufacturer stating that the bidder is one of its authorized reseller/distributor are acceptable provided they are authenticated by the authorized signatory(ies) of the bidder concerned.
 - g. Brochures or any other documents indicating the complete specifications of the offered brand/model.
 - h. 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 of ATM & Cash Management Department or Procurement Department shall likewise be submitted.
 - i. List of company-owned or accredited service centers in Metro Manila, Cebu and Davao (accredited technicians only are not acceptable) with complete addresses, contact persons and numbers.
 - j. List of parts center/depot in Metro Manila with complete addresses, contact persons and numbers.
 - k. Names of trained technicians in Metro Manila, Cebu and Davao service centers with their resumes (at least 2 for each)
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
 5. Schedule VI - Schedule of Requirements with signature of bidder's authorized representative/signatory.
 6. Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative/signatory.
 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 3rd and 4th Quarters of 2016;
 - 7.b Valid and current PhilGEPS Registration Certificate or PhilGEPS Registration Number [if the bidder will not submit a PhilGEPS Registration certificate (Platinum Membership)]; and
 - 7.c Income Tax Return for 2015