



**LANDBANK**

**BID BULLETIN NO. 4  
For LBP-HOBAC-ITB-GS-20170109-01**

**PROJECT** : One (1) Lot Supply, Delivery and Installation of Wrap-Around Sticker Enclosure with Acrylic Topper Box for One Hundred (100) LANDBANK Lobby-Type Automated Telling Machines


**IMPLEMENTOR** : Procurement Department

**DATE** : March 30, 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:

- Section VI (Schedule of Requirements) and Checklist of the Bidding Documents have been revised. Please see the attached revised sections of the Bidding Documents.

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

# 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 & Destination
One (1) Lot Supply, Delivery & Installation of Wrap-Around Sticker Enclosure with Acrylic Topper Box for One Hundred (100) LANDBANK Lobby-Type ATMs	ATM vendor's warehouse or at any site located in Metro Manila  <b>Work Completion:</b> <ul style="list-style-type: none"><li>◦ <b>First 10 units:</b> Twenty (20) calendar days after receipt of Notice to Proceed.</li> <li>◦ <b>Remaining 90 units:</b> One Hundred Fifty (150) calendar days after receipt of Notice to Proceed.</li></ul>

**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 Documents**

- 3.a. PhilGEPS Certificate of Registration (Platinum Membership)

For a prospective bidder without PhilGEPS Certificate of Registration (Platinum Membership), the following Class "A" Eligibility Documents must be submitted:

1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration;
2. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Exclusive Economic Zones or Areas;

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184;

3. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

• **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 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.
- 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. Certification from the film manufacturer or back-to-back certification, evidencing that the bidder is an authorized converter/fabricator of the brand being offered, inside the eligibility/technical envelope.
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 2<sup>nd</sup> and 3<sup>rd</sup> 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.

**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)