



BID BULLETIN NO. 1
For ITB No. 2016-3-233


PROJECT : Three (3) Years Managed Photocopy Services for
LANDBANK Offices (100 Units)

IMPLEMENTOR : Procurement Department

DATE : March 9, 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.

ITB Clause 5.4 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.


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 lots and references are:</p> <p style="text-align: center;">Three (3) Years Managed Photocopy Services for LANDBANK Offices (100 Units) ITB No. 2016-3-233</p> <p>Lot 1 - 49 Units for NCR Branches Lot 2 - 12 Units for Regions 1 & 2 Lot 3 - 14 Units for Region 3 Lot 4 - 14 Units for Region 4 Lot 5 - 3 Units for Region 9 Lot 6 - 2 Units for Region 10 Lot 7 - 3 Units for Region 11 Lot 8 - 3 Units for Region 12</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 total amount of Fourteen Million Four Hundred Ninety One Thousand Five Hundred Forty Eight Pesos Only (P14,491,548.00)</p> <p>Project: Three (3) Years Managed Photocopy Services for LANDBANK Offices (100 Units)</p> <p>Lot 1 - 49 Units for NCR Branches Lot 2 - 12 Units for Regions 1 & 2 Lot 3 - 14 Units for Region 3 Lot 4 - 14 Units for Region 4 Lot 5 - 3 Units for Region 9 Lot 6 - 2 Units for Region 10 Lot 7 - 3 Units for Region 11 Lot 8 - 3 Units for Region 12</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	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iv), the following: For Lot No. 1 - a single contract that is similar to the contract to be bid and whose value must be at least P3,819,726.00 (50% of the ABC) or at least two (2) similar contracts of which the aggregate contract amount should

be equivalent to not less than P3,819,726.00 (50% of the ABC) and the largest of these similar contracts must be not less than P1,909,863.00 (25% of the ABC).			
Lot No.	Quantity	Description	Required Contract Value (25% of ABC)
1	49 Units	For NCR Branches	P1,909,863.00
For Lot Nos. 2 to 8 - a similar contract that is similar to the contract to be bid and whose value must be at least fifty percent (50%) of the ABC of a particular lot.			
Lot No.	Quantity	Description	Required Contract Value (50% of ABC)
2	12 Units	For Regions 1 & 2	P 682,200.00
3	14 Units	For Region 3	997,920.00
4	14 Units	For Region 4	1,015,236.00
5	3 Units	For Region 9	225,000.00
6	2 Units	For Region 10	90,000.00
7	3 Units	For Region 11	225,000.00
8	3 Units	For Region 12	190,692.00
For this purpose, similar contracts shall refer to contracts involving either photocopiers or printers and/or their consumables.			
Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:			
<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 <u>MARCH 2, 2017 - 2:00 P.M.</u> at Bidding Room, 25 th Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila.		
10.1	The Procuring Entity's address is: Land Bank of the Philippines 25 th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila www.landbank.com Contact person :		

	Lot No.	Item Description	ABC
	1	49 Units for NCR Branches	P7,639,452.00
	2	12 Units for Regions 1 & 2	P1,364,400.00
	3	14 Units for Region 3	P1,995,840.00
	4	14 Units for Region 4	P2,030,472.00
	5	3 Units for Region 9	P450,000.00
	6	2 Units for Region 10	P180,000.00
	7	3 Units for Region 11	P450,000.00
	8	3 Units for Region 12	P381,384.00
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 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	The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount:		
		Form of Bid Security	Minimum Amount of Bid Security
		(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank	Lot 1 -P 152,789.04

<p>(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</p>	<p>Lot 2 -P 27,288.00 Lot 3 -P 39,916.80 Lot 4 -P 40,609.44 Lot 5 -P 9,000.00 Lot 6 -P 3,600.00 Lot 7 -P 9,000.00 Lot 8 -P 7,627.68</p>
<p>(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>	<p>Lot 1 -P 381,972.60 Lot 2 -P 68,220.00 Lot 3 -P 99,792.00 Lot 4 -P 101,523.60 Lot 5 -P 22,500.00 Lot 6 -P 9,000.00 Lot 7 -P 22,500.00 Lot 8 -P 19,069.20</p>
<p>1. 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.</p> <p>2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.</p> <p>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.</p> <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	<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 Certification 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., <u>MARCH 16, 2017</u>.</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., <u>MARCH 16, 2017</u>.</p>
24.2	No further instructions.

27.1	No further instructions.		
28.3	All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal in any or all lots and; evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.		
	Lot No.	Item Description	ABC
	1	49 Units for NCR Branches	P7,639,452.00
	2	12 Units for Regions 1 & 2	P1,364,400.00
	3	14 Units for Region 3	P1,995,840.00
	4	14 Units for Region 4	P2,030,472.00
	5	3 Units for Region 9	P450,000.00
	6	2 Units for Region 10	P180,000.00
	7	3 Units for Region 11	P450,000.00
	8	3 Units for Region 12	P381,384.00
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.		

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;

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 be submitted even if the bidder has no on-going contract.
- 3.c Statement of the prospective bidder identifying its single largest completed contract 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 Brochures or other equivalent documents indicating the complete specifications of the offered brand/model.
- 3.h At least two (2) Certificates of Satisfactory Performance from previous clients belonging to the top 1,000 corporations in the Philippines or agencies of the government, and also from LANDBANK if the bidder has previously completed contract(s) with LANDBANK.
- 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.

6. 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 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 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

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)