

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20191009-01**

PROJECT : **Courier Services for LANDBANK Credit Cards, Statement of Accounts and other Credit Card Related Parcels (28,000 Parcels for National Capital Region, Luzon, Visayas and Mindanao Areas)**

IMPLEMENTOR : **Procurement Department**

DATE : **November 15, 2019**

This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.


Modifications, amendments and/or clarifications:

- 1) Bids must be dropped at the designated Bid Box located at the LANDBANK Procurement Department, PROPERLY SEALED, MARKED AND TIME STAMPED, on or before the **10:00 A.M.** deadline on **November 29, 2019**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on **November 29, 2019** at the Bidding Room, 25th Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

Bids submitted through courier service providers or post office should be duly received by the HOBAC Secretariat at the address above on or before the set deadline. The project name should be indicated in the outer packaging of the parcel with specific instruction to deliver the same directly to the above address on or before the set deadline.

- 2) Section VII (Specifications) and the Checklist of the Bidding Documents (Item Nos. 8 & 18 of the Eligibility and Technical Components) have been revised. Please see attached revised specific sections of the Bidding Documents.


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

Specifications

Specification	Statement of Compliance
<p>One (1) Year Courier Services for LANDBANK Credit Cards, Statement of Accounts and Other Credit Card Related Parcels</p> <p>Terms of Reference (TOR) and other requirements per attached Annexes A-1 to A-9.</p> <p>For current and past suppliers of courier services for LANDBANK, they must have no delay in the implementation of their ongoing contracts as of the date of opening of bids and must have satisfactory performance in their completed contracts starting in October 2014 onwards.</p> <p>Qualifications of the bidder:</p> <ul style="list-style-type: none"> • The bidder must have at least three (3) years of satisfactory experience in providing courier services preferably for financial institutions or companies with time-sensitive mail/parcels. • The bidder must have at least (1) or more branches/offices per province that can also service LANDBANK Field Units per province 	<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. 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>Please state here either “Comply” or “Not Comply”</p>

<p>under the regions identified in Section 2.1 of the TOR.</p> <ul style="list-style-type: none">• The bidder must have existing/available Disaster Recover/Business Continuity Plan to ensure continuity of service provided to LANDBANK.	
<p>The following documents shall be submitted inside the First Envelope:</p> <ul style="list-style-type: none">• TOR signed in all pages by the authorized signatory.• List of branches/offices per province with addresses that can service LANDBANK Field Units per province under the regions identified in Section 2.1 of the TOR.• Duly notarized self-certification on the existence/availability of Disaster Recovery/Business Continuity Plan.• List of organic branches/offices/agents with addresses, telephone numbers and contact numbers.• List of clients with name of contact person and contact number for each client.• Certificate of Satisfactory Performance from engagement with previous clients (at least 3 clients), one of which shall be issued by a local commercial bank/credit card company/utility/telephone company with similar existing/completed project/s for the last three (3) years.• Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Credit Card Administration Department (CCAD) or Head, Facilities Management Department (FMD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of courier services for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid. <p>Note: Certificate of Satisfactory Performance/No Delayed Projects shall be requested in writing from AVP Annamaria Calara or DM Ramil P. Remillano, Heads of CCAD and FMD, respectively, at LANDBANK Plaza, Malate, Manila with telephone number 8-522-0000 loc. 7373 or 7360, at least five (5) working days prior to the submission of bid.</p>	

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.

First Envelope - Eligibility and Technical Components

- **The First Envelope shall contain the following:**
 - **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
 - Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents;
 - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Eligibility Documents

2. Duly notarized Omnibus Sworn Statement (sample form - Form No.6)
3. 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).
4. 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 last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
5. 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 sample form (Form No. 4).

6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. Section VI - Schedule of Requirements with signature of bidder's authorized representative.
8. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**

Financial Eligibility Documents

9. 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.
 10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank.
- **Eligibility Documents – Class "B"**
 11. 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 its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
 - **Technical Documents**
 12. TOR signed in all pages by the authorized signatory.
 13. List of branches/offices per province with addresses that can service LANDBANK Field Units per province under the regions identified in Section 2.1 of the TOR.

14. Duly notarized self-certification on the existence/availability of Disaster Recovery/Business Continuity Plan.
 15. List of organic branches/offices/agents with addresses, telephone numbers and contact numbers.
 16. List of clients with name of contact person and contact number for each client.
 17. Certificate of Satisfactory Performance from engagement with previous clients (at least 3 clients), one of which shall be issued by a local commercial bank/credit card company/utility/telephone company with similar existing/completed project/s for the last three (3) years.
 18. **Certificate of Satisfactory Performance/No Delayed Projects issued by the Head, Credit Card Administration Department (CCAD) or Head, Facilities Management Department (FMD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of courier services for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.**
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
19. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
 20. Income Tax Return for 2018 filed manually or through EFPS.

Second Envelope – Financial Component

- **The 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)