



LANDBANK

WE HELP YOU GROW.

SUPPLEMENTAL BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20200210-01

PROJECT : Printing of Various LANDBANK Forms:

Lot 1 – 26,720 Bundles Check Deposit Slip

Lot 2 – 28,950 Bundles Peso Bill Strap

Lot 3 – 1,600 Pads Promissory Note C

Lot 4 – 10,840 Bundles Debit Cash Transfer Slip

IMPLEMENTOR : Procurement Department

DATE : August 20, 2020

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)	Bidder's Queries/Clarifications	LANDBANK Responses
	<p>1) The bidder clarified on the following:</p> <p>1.1. Whether the paper stock for the 2nd to 7th copies of the Promissory Note Form C be changed from "Onion Skin" to "Bond 48".</p> <p>1.2. Whether similar contracts involving supply and delivery of Office Supplies is acceptable for the Single Largest Completed Contract (SLCC) requirement.</p>	<p>1.1. The specification for the paper stock of the Promissory Note C, which is Onion Skin, shall be maintained.</p> <p>1.2. Similar contracts for the SLCC requirement defined as "contracts involving supply and delivery of paper printing services" shall be maintained.</p>

- 2) The prospective bidder/s who would like to participate in the bidding for the above project must send a duly filled-up LBP Secure File Transfer Facility (SFTF) User Registration Form (attached as Annex M) to lbphobac@mail.landbank.com on or before **2:00 PM** of **August 26, 2020**. The LBP SFTF User Registration Form can be obtained from Procurement Department by sending a request to the aforementioned e-mail address quoting "SFTF – ITB-GS-20200210-01" as subject.
- 3) The prospective bidder/s who have submitted a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and

Payment Acceptance Order for non-refundable bidding fee to the HOBAC Secretariat shall receive an e-mail with log-in credentials to access the LBP SFTF.

- 4) The prospective bidder/s who will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 5) Item Nos. 5, 6 & 7 of the Invitation to Bid, ITB Clauses 9.1, 18.1.1, 18.1.2, 20, 21 & 24 of the Bid Data Sheet (Section III), Specifications (Section VII), Form No. 6 (Omnibus Sworn Statement), and Checklist of the Bidding Documents (Item Nos. 3, 8 & 13 of the Eligibility and Technical Components) have been revised. Please see attached revised specific sections of the Bidding Documents.


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



Land Bank of the Philippines

Invitation to Bid For Printing of Various LANDBANK Forms

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget for the contract approved by the Board of Directors for 2020 intends to apply the total sum of Ten Million Seven Hundred Ninety Three Thousand Four Hundred Fifty Five Pesos Only (PhP 10,793,455.00) being the Approved Budget for the Contract to payments under the contract for Printing of Various LANDBANK Forms / ITB No. LBP-HOBAC-ITB-GS-20200210-01 broken down as follows:

Lot No.	Item/Description	Approved Budget for the Contract
1	26,720 bundles Check Deposit Slip	P 6,947,200.00
2	28,950 bundles Peso Bill Strap	1,716,735.00
3	1,600 pads Promissory Note Form C	1,067,200.00
4	10,840 bundles Debit Cash Transfer Slip	1,062,320.00

Bids received in excess of the above ABC shall be automatically rejected at bid opening.

2. The LANDBANK now invites bids for the Printing of Various LANDBANK Forms. Delivery period is indicated in Section VI, Schedule of Requirements. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. 5183.

4. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M. to 5:00 P.M.:

Procurement Department
Land Bank of the Philippines
25th Floor LANDBANK Plaza Building
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.
1004 Malate, Manila
lbphobac@mail.landbank.com

5. A complete set of Bidding Documents may be acquired by interested Bidders on August 7 to 28, 2020 from the address indicated above and **upon payment of the cost of Bidding Documents** in the amount as follows:

Lot 1	Three Thousand Five Hundred Pesos Only	P 3,500.00
Lot 2	Nine Hundred Pesos Only	900.00
Lot 3	Six Hundred Pesos Only	600.00
Lot 4	Six Hundred Pesos Only	600.00

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding cost of Bidding Documents not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on August 14, 2020 – 11:40 AM through videoconferencing using Microsoft (MS) Teams Application.

Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (attached as Annex A) to lbphobac@mail.landbank.com on or before 3:00 PM of August 12, 2020. The PBCR Form can also be downloaded at the PhilGEPS website or requested from MS. MA. ANGELA Q. EMETERIO at MEMETERIO@mail.landbank.com and MQEMETERIO@gmail.com. Bidders shall quote "PBCR-ITB-GS-20200210-01" as the email's subject.

Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel, post messages therein and join the online meeting.

For the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, please refer to the attached Annex B.

For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers

in the preparation of bid proposals will be conducted on August 13, 2020 – 2:00 PM through video conferencing using MS Teams application.

7. All bids shall be submitted electronically on or before the 10:00 A.M. deadline on August 28, 2020. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. **Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not be accepted.** The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes C-1 to C-7.
8. The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

Mr. Alwin I. Reyes
Assistant Vice President
Head, Procurement Department
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.
1004 Malate, Manila
Tel. (+632) 8-522-0000 or 8-551-2200 local 7370
Fax (+632) 8-528-8587
Email lbphobac@mail.landbank.com

Original Signed
ALEX A. LORAYES
Senior Vice President
Chairman, Bids and Awards Committee

Bid Data Sheet

ITB Clause									
1.1	<p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The name of the Contract is Printing of Various LANDBANK Forms</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20200210-01</p>								
1.2	<p>The lots and references are:</p> <table border="1"> <tr> <td>1</td><td>26,720 bundles Check Deposit Slip</td></tr> <tr> <td>2</td><td>28,950 bundles Peso Bill Strap</td></tr> <tr> <td>3</td><td>1,600 pads Promissory Note Form C</td></tr> <tr> <td>4</td><td>10,840 bundles Debit Cash Transfer Slip</td></tr> </table>	1	26,720 bundles Check Deposit Slip	2	28,950 bundles Peso Bill Strap	3	1,600 pads Promissory Note Form C	4	10,840 bundles Debit Cash Transfer Slip
1	26,720 bundles Check Deposit Slip								
2	28,950 bundles Peso Bill Strap								
3	1,600 pads Promissory Note Form C								
4	10,840 bundles Debit Cash Transfer Slip								
<u>2</u>	<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 2020 in the total amount of Ten Million Seven Hundred Ninety Three Thousand Five Hundred Fifty Five Pesos Only (PhP 10,793,455.00).</p> <p>Project: Printing of Various LANDBANK Forms</p>								
3.1	No further instructions.								
5.1	Bidders should have no negative dealings with LANDBANK or its subsidiaries.								
5.2	Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184.								
5.4	<p>The Bidder must have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least twenty five percent (25%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving paper printing services.</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	Subcontracting is not allowed.								
8.2	Not applicable.								
9.1	<p>The LANDBANK will hold a Pre-Bid Conference on <u>August 14, 2020 – 11:40 AM</u> through videoconferencing using Microsoft (MS) Teams Application.</p> <p>Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (attached as Annex A) to lbphobac@mail.landbank.com on or before <u>3:00 PM</u> of <u>August 12, 2020</u>. The PBCR Form can also be downloaded at the PhilGEPS website or requested from MS. MA. ANGELA Q.</p>								

	<p>EMETERIO at MEMETERIO@mail.landbank.com and MQEMETERIO@gmail.com. Bidders shall quote "PBCR-ITB-GS-20200210-01" as the email's subject.</p> <p>Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel, post messages therein and join the online meeting.</p> <p>For the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, please refer to the attached Annex B.</p> <p>For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted on <u>August 13, 2020 – 2:00 PM</u> through video conferencing using MS Teams application.</p>
10.1	<p>The Procuring Entity's address is:</p> <p style="padding-left: 40px;">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 style="padding-left: 40px;">Mr. Alwin I. Reyes, CSSP Assistant Vice President Head, Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 8-522-0000 or 8-551-2200 local 7370 Fax (+632) 8-528-8587 lbphobac@mail.landbank.com</p>
12.1(a)	<p>Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.</p>
12.1(a)(ii)	<p>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.</p>
13.1	<p>Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos. 1 and 2).</p>
13.1(b)	<p>No further instructions.</p>
13.1(c)	<p>No further instructions.</p>
13.2	<p>The Approved Budget for the Contract (ABC) is Ten Million Seven Hundred Ninety Three Thousand Five Hundred Fifty Five Pesos Only (PhP 910,793,455.00).</p>

	Lot No.	Item/Description	Approved Budget for the Contract	
	1	26,720 bundles Check Deposit Slip	P 6,947,200.00	
	2	28,950 bundles Peso Bill Strap	1,716,735.00	
	3	1,600 pads Promissory Note Form C	1,067,200.00	
	4	10,840 bundles Debit Cash Transfer Slip	1,062,320.00	
Any bid with a financial component exceeding this amount shall not be accepted.				
15.4(a)(iv)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.			
15.4(b)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. The price of the Goods shall be quoted DDP specified delivery site/s.			
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;			
	(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		Lot 1	P 138,944.00
Lot 2			34,334.70	
Lot 3			23,040.00	
Lot 4			21,246.40	
	(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.			
			Lot 1	P 347,360.00
Lot 2			85,836.75	
Lot 3			57,600.00	
Lot 4			53,116.00	
1. If bid security is in the form of cash, a bidder is required to secure an electronic Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The electronic PAO shall then be printed and presented to the Teller at any of the LANDBANK Branches together with the corresponding cash. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. A scanned copy of the Official Receipt shall be included in the Eligibility and Technical Proposal/Documents.				
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. The physical check must be				

	<p>delivered to and received by LANDBANK-Procurement Department not later than the following banking day after the opening of bids.</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 Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <p style="margin-left: 40px;">a) CBD 2 – 18th Floor, LANDBANK Plaza Building Ms. Erlin G. Del Rosario – Account Officer Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)</p> <p style="margin-left: 40px;">b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building Mr. Ronaldo Robles – Account Officer Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)</p> <p>5. 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 style="margin-left: 40px;">(a) LIBI-Forex 14th Floor, LANDBANK Plaza Building Telephone 8-710-7114 (Every Tuesday and Thursday)</p> <p style="margin-left: 40px;">(b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephones 8-812-4911 and 867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p style="margin-left: 40px;">(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 style="margin-left: 40px;">(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>6. 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	The prospective bidder shall submit its electronic bid by uploading the same in the LBP- SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached Annexes C-4 to C-6). The electronic bid consisting of two copies/files must be labelled with bidder's assigned short name, last six (6) digits of the bidding reference number and bid copy number,

	<p>each separated with a dash sign. Thus, for a project with bidding reference number LBP-HOBAC-ITB-GS-20200210-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-021001-C1 and XYZ-021001-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and must be password-protected. Only electronic bids that are successfully uploaded to the LBP-SFTF on or before the deadline shall be accepted.</p> <p>Each of the above mentioned archived files shall contain the Technical Proposal and Financial Proposal files in PDF format. The files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Proposal and Financial Proposal, respectively. Thus, using the above example, XYZ-021001-C1 shall contain the PDF files labelled XYZ-021001-C1-Tech and XYZ-021001-C1-Fin while XYZ-021001-C2 shall contain the PDF files labeled XYZ-021001-C2-Tech and XYZ-021001-C2-Fin.</p> <p>The Technical Component and Financial Component files shall be in PDF format and password-protected. They shall be assigned with a different password for each. All the required documents for each component shall be in one (1) PDF file, sequentially arranged as indicated in the Checklist of Bidding Documents and must be signed by the authorized signatory/ies when required in the form.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522-0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid. Electronic bids received after the deadline shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the deadline.</p>
20.3	Each Bidder shall submit two (2) sets of electronic bids (archived files) labeled in accordance with the instructions described in ITB Clause 20 above.
21	All bids shall be submitted electronically on or before the 10:00 A.M. deadline on <u>August 28, 2020</u> . All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only electronic bids that are successfully uploaded the Secure File Transfer Facility of LANDBANK or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes C-1 to C-7.
23	In case of modification of bid, "Mod" shall be added at the end of the specified filenames (e.g. XYZ-040801-C1- Mod and XYZ-040801-C1-Tech-Mod).
24	On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. If the bidder has more than one (1) representatives, the said representatives may take turns in using the

	<p>account/connection.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.</p> <p>Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP-SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Proposal. The retrieval, opening and page-by-page review of documents shall be shown to the participants through screen sharing.</p> <p>The HOBAC then determines the eligibility of the specific bidder using a non- discretionary “pass/fail” criteria. Only bidders that have been rated “Passed” shall be allowed to participate in the succeeding stages of the bidding process.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Proposals of those bidders that have been rated “Passed”. Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Proposal. The opening and page-by-page review of documents shall still be shown to the participants through screen sharing.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and raking shall also be announced to the participants.</p> <p>The access of the bidders to the session shall be terminated once the Chairman has declared that the bid opening activity for a specific project has been finished.</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.

28.3 (a)	<p>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.</p> <table><tr><th>Lot No.</th><th>Item/Description</th><th>Approved Budget for the Contract</th></tr><tr><td>1</td><td>26,720 bundles Check Deposit Slip</td><td>P 6,947,200.00</td></tr><tr><td>2</td><td>28,950 bundles Peso Bill Strap</td><td>1,716,735.00</td></tr><tr><td>3</td><td>1,600 pads Promissory Note Form C</td><td>1,067,200.00</td></tr><tr><td>4</td><td>10,840 bundles Debit Cash Transfer Slip</td><td>1,062,320.00</td></tr></table>	Lot No.	Item/Description	Approved Budget for the Contract	1	26,720 bundles Check Deposit Slip	P 6,947,200.00	2	28,950 bundles Peso Bill Strap	1,716,735.00	3	1,600 pads Promissory Note Form C	1,067,200.00	4	10,840 bundles Debit Cash Transfer Slip	1,062,320.00
Lot No.	Item/Description	Approved Budget for the Contract														
1	26,720 bundles Check Deposit Slip	P 6,947,200.00														
2	28,950 bundles Peso Bill Strap	1,716,735.00														
3	1,600 pads Promissory Note Form C	1,067,200.00														
4	10,840 bundles Debit Cash Transfer Slip	1,062,320.00														
28.4	No further instructions.															
29.2	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Only tax returns filed manually or through EFPS and taxes paid shall be accepted.															
32.4(f)	No additional requirement.															
33.2	<p>If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <p>(b) CBD 2 – 18th Floor, LANDBANK Plaza Building Ms. Erlin G. Del Rosario – Account Officer Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)</p> <p>(b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building Mr. Ronaldo Robles – Account Officer Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)</p>															

Section VII. Specifications

Lot No.	Quantity	Specifications	Statement of Compliance
1	26,720 bundles	<p>Check Deposit Slip</p> <p>Specifications:</p> <p>Size: 4" x 7-5/8"</p> <p>Stock: 56 gsm, 2-Ply Carbonless Paper</p> <p>(tolerance on grammage: +/-5%)</p> <p>Original – CB White (Depositor's Copy)</p> <p>2nd Copy – CF White (Bank's Copy)</p> <p>Color: Blue</p> <p>Process: Offset</p> <p>Printing: One (1) side</p> <p>Binding: Padded per set</p> <p>Packaging: 500 sets per bundle 4 bundles per pack</p> <p>Sample per attached Annex D</p>	<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>

2	28,950 bundles	<p align="center">LANDBANK Peso Bill Strap</p> <p>1) 4,780 bundles 20 Peso-Denomination (Orange) 2) 4,000 bundles 50 Peso-Denomination (Red) 3) 6,200 bundles 100 Peso-Denomination (Violet) 4) 1,920 bundles 200 Peso-Denomination (Green) 5) 4,360 bundles 500 Peso-Denomination (Yellow) 6) 7,690 bundles 1,000 Peso-Denomination (Blue)</p> <p>Specifications: Size: (Spread) 2" x 6-1/2" (Folded) 2" x 3" Color: See attached samples Stock: Bookpaper #70 (tolerance on grammage: +/-5%) Process: Offset Printing: One (1) Side Packaging: 500 pieces per bundle Individually-packed per bundle 10 bundles per pack Others: With logo, paste-up gumming</p> <p>Samples per attached Annexes E to J.</p>	<p align="center">Please state here either "Comply" or "Not Comply"</p>
3	1,600 pads	<p align="center">Promissory Note Form C</p> <p>Specifications: Legal Size: 8-1/2" x 13" 7 copies per page 6 pages per set Stock: Original Copy, White Regular Bond Paper 2nd Copy, Yellow Onion Skin 3rd Copy, Blue Onion Skin 4th to 7th Copies, White Onion Skin (tolerance on grammage: +/-5%) Process: Offset Printing: One (1) Side Color: Black Binding: 42 sheets per set 25 sets per pad 5 pads per pack Pre-numbered: 304401-C to 344400-C (Inclusive PN#)</p>	<p align="center">Please state here either "Comply" or "Not Comply"</p>

4	10,840 bundles	<p align="center">Debit Cash Transfer Slip</p> <p>Size: 4-1/16" x 6-1/4" Stock: Blue Bond Paper 56gsm (tolerance on grammage: +/-5%)</p> <p>Process Offset Color: Black Printing: One (1) Side Packaging: 500 pcs./bundle 10 bundles/pack</p> <p>Sample per attached Annex K.</p>	<p align="center">Please state here either "Comply" or "Not Comply"</p>
<p>For current and past suppliers of paper printing services for LANDBANK, they must have satisfactory performance in their dealings with LANDBANK for the past twelve (12) months (reckoned from the date of issuance of the Certificate of Satisfactory Performance).</p> <p>The following documents/requirements shall be submitted inside the First PDF File:</p> <ul style="list-style-type: none"> The lowest calculated bidder must submit actual sample [one (1) sample for each form] form within five (5) working days after the bidding date for evaluation/approval. Certificate of Satisfactory Performance issued by the 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 paper printing services for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid. <p>NOTE: Certificate of Satisfactory Performance shall be requested in writing from DM Ramil P. Remillano at 25th Floor, LANDBANK Plaza Building (Tel. No.: 8405-7360), at least five (5) working days prior to the submission of bid.</p> <p>Non-submission of above-mentioned documents/requirements may result in bidder's disqualification.</p>			

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Form No. 6

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the Land Bank of the Philippines, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the Land Bank of the Philippines, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the President and CEO of Land Bank of the Philippines or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor not related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;

If a partnership or cooperative: None of the officers, members, of [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;'

If a corporation or joint venture: None of the officers, directors, controlling stockholders of [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;'

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available & needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____, in _____, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
S. of _____.

¹The names of specific LANDBANK officers, employees and consultants being referred to are shown in **Annexes L-1 & L-2**.

Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

PDF File - Eligibility and Technical Components

- **The First PDF File shall contain documents sequentially arranged as follows:**
 - **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 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).
3. **Duly notarized Revised Omnibus Sworn Statement (sample form - Form No.6)**
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 twenty five

percent (25%) 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. Certificate of Satisfactory Performance issued by the 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 paper printing services for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.

13. The lowest calculated bidder must submit actual sample [one (1) sample for each form] form within five (5) working days after the bidding date for evaluation/ approval.

- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

14. 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.

15. Income Tax Return for 2018 filed manually or through EFPS.

PDF File – Financial Component

- **The Second PDF File shall contain documents sequentially arranged as follows:**

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)

LBP SECURE FILE TRANSFER FACILITY REGISTRATION FORM

Name of Participating Bidder/"Company"		
Complete Address of the Company:		Contact Number/s:
AUTHORIZED LBP SECURE FILE TRANSFER USER/S:		
Name of Authorized Representative:	Official Email Address:	Contact Number/s:
TERMS AND CONDITIONS:		
<p>The Company, through its Authorized User/s, shall:</p> <ol style="list-style-type: none"> 1. Use LBP's Secure File Transfer Facility to securely transmit files to LBP Procurement Department only for the purpose of online submission of bidding documents. 2. Be responsible for the confidentiality of its assigned log-in credentials. (i.e. assigned user ID) 3. Only upload agreed upon file formats and shall not upload any file/s containing inappropriate content, material that violates or infringes in any manner on the intellectual or proprietary rights of others, and any malwares, software virus, "Trojan Horse" program, "worm" or other harmful or damaging software or software component. 4. Agree and ensure that the computing devices to be used for LBP's Secure File Transfer Facility have the updated anti-virus software and operating system security patches, as minimum requirements in order to establish connectivity, to maintain and ensure the security, integrity and availability of the LBP Secure File Transfer Facility. 5. Agree not to use a public wi-fi/hotspot such as but not limited to those offered in coffee shops, malls, restaurant or hotels to access into the LBP Secure File Transfer Facility. 6. Agree that LANDBANK may revoke, block, or permanently disallow the use of this facility without prior notice due to reasons that may compromise the Bank's security. 		
AGREEMENT:		
<p>As an Authorized User, I hereby agree:</p> <p>To the above terms and conditions Not to disclose any confidential information regarding the LBP Secure File Transfer Facility. To avoid using unauthorized users/computers to input credentials; and That unauthorized dissemination of information about the LBP Secure File transfer Facility shall be considered a security breach and is ground for the immediate termination of the account.</p>		
<div style="border-top: 1px solid black; margin-top: 5px;"> Authorized User (Signature over Printed Name) </div>		

Please print N/A in blank spaces