



**SUPPLEMENTAL/BID BULLETIN NO. 1**  
**For LBP-HOBAC- ITB-GS-20200703-02**

**PROJECT** : **Supply and Delivery of 23,900 Reams Multicopy Paper**  
**IMPLEMENTOR** : **Procurement Department**  
**DATE** : **September 23, 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) 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 to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) on or before **2:00 PM of September 28, 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-20200703-02" as subject.
- 2) 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.
- 3) 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.
- 4) Item Nos. 5, 6 & 7 of the Invitation to Bid, ITB Clauses 9.1, 18.1.4, 20, 21, 23, 24 & 33.2 of the Bid Data Sheet (Section III), Schedule of Requirements (Section VI), and Checklist of the Bidding Documents (Item No. 7 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**  
**Supply and Delivery of 23,900 Reams**  
**Paper, Multicopy**

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 Four Million Three Hundred and Two Thousand Pesos Only (Php 4,302,000.00) being the Approved Budget for the Contract to payments under the contract for the Supply and Delivery of 23,900 Reams Paper, Multicopy/LBP-HOBAC-ITB-GS-20200703-02. Bids received in excess of the above ABC shall be automatically rejected at bid opening.
2. The LANDBANK now invites bids for the Supply and Delivery of 23,900 Reams Paper, Multicopy. 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 Revised 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 banking days from 8:00 A.M. to 5:00 P.M.:**

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

**Revised as of 09.23.2020**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 9 to 30, 2020** from the address indicated above and upon payment of a Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Two Thousand Two Hundred Pesos Only (P2,200.00).

**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 **September 16, 2020, 10:20 A.M** 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 **12:00 P.M** of **September 15, 2020**. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Ms. Charmaine S. Florido at **cflorido@mail.landbank.com** and **charm.florido.landbank@gmail.com**. Bidders shall quote "PBCR-ITB-GS-20200703-02" 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 for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing post messages therein and join the online meeting.**

**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 September 15, 2020, 2:00 P.M. through video conferencing using MS Teams application.**

7. All bids shall be submitted electronically on or before the **10:00 A.M.** deadline on **September 30, 2020**. All must be accompanied by 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. 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 B-1 to B-8.
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) 8522-0000 or 8551-2200 local 7370  
Fax (+632) 8528-8587  
Email lbphobac@mail.landbank.com

---

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

cf

## 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 Supply and Delivery of 23,900 Reams Paper, Multicopy</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20200703-02</p>
1.2	<p>The lot and reference is:</p> <p>Supply and Delivery of 23,900 Reams Paper, Multicopy</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 2020 in the total amount of Four Million Three Hundred and Two Thousand Pesos Only (Php 4,302,000.00)</p> <p>Project:</p> <p>Supply and Delivery of 23,900 Reams Paper, Multicopy</p>
3.1	<p>No further instructions.</p>
5.1	<p>Bidders should have no negative dealings with LANDBANK or its subsidiaries.</p>
5.2	<p>Foreign bidders, falling under <b>ITB</b> 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.</p>
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 office supplies.</p> <p>Bidders must submit proof of their respective Single Largest</p>

	<p>Completed Contract. Proofs shall be:</p> <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.</li> </ul>
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 <b><u>September 16, 2020, 10:20 A.M</u></b> 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 <b><u>lbphobac@mail.landbank.com</u></b> on or before <b><u>12:00 P.M.</u></b> of <b><u>September 15, 2020</u></b>. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Ms. Charmaine S. Florido at <b><u>cflorido@mail.landbank.com</u></b> and <b><u>charm.florido.landbank@gmail.com</u></b>. Bidders shall quote "PBCR-ITB-GS-20200703-02" 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 <b><u>September 15, 2020, 2:00 P.M.</u></b> through video conferencing using MS Teams application.</p>
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines                  25<sup>th</sup> 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>Mr. Alwin I. Reyes                  Assistant Vice President</p>

	<p>Head, Procurement Department  1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.  1004 Malate, Manila  Tel. (+632) 8522-0000 or 8551-2200 local 7370  Fax (+632) 8528-8587  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 Four Million Three Hundred and Two Thousand Pesos Only (Php 4,302,000.00)</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
15.4(a)(iv)	<p>Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.</p>
15.4(b)	<p>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.</p>
16.1(b)	<p>The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.</p>
16.3	<p>Not applicable.</p>
17.1	<p>Bids will be valid until 120 calendar days from date of opening of bids.</p>

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" data-bbox="496 286 1390 952"> <thead> <tr> <th data-bbox="496 286 1098 387">Form of Bid Security</th> <th data-bbox="1098 286 1390 387">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 387 1098 499">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td data-bbox="1098 387 1390 499" rowspan="2">P86,040.00</td> </tr> <tr> <td data-bbox="496 499 1098 741">(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 data-bbox="496 741 1098 952">(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 data-bbox="1098 741 1390 952">P215,100.00</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;	P86,040.00	(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.	P215,100.00
Form of Bid Security	Minimum Amount of Bid Security							
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P86,040.00							
(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.	P215,100.00							
	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. <b>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:</b> <ol style="list-style-type: none"> <li>(a) <b>CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building                      Telephone No. 8405-7345 local 2117                      (For Assets 1 Billion and up)</b></li> </ol> </li> </ol>							

	<p>(b) <b>SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building                  Telephone No. 8405-7431 local 7431                  (For Assets below 1 Billion)</b></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>(a) LIBI-Forex                  14<sup>th</sup> Floor, LANDBANK Plaza Building                  Telephone 8710-7114                  (Every Tuesday and Thursday)</p> <p>(b) 12<sup>th</sup> Floor, SSHG Law Center Bldg.                  105 Paseo de Roxas, Legaspi Village                  Makati City                  Telephones 8812-4911 and 8867-1064</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>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	<p><b>The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached Annexes B-4 to B-6.</b></p> <p><b><u>Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC.</u></b> Thus, bidders are requested to upload</p>

their electronic bids at least two (2) hours before the set deadline.

The electronic bid consisting of two copies/files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200615-01 (2) that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-061501(2)-C1 and XYZ-061501(2)-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.

Each of the above-mentioned archived files shall contain the Technical Component and Financial Component files. The PDF files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively. Thus, using the above example, XYZ-070302(2)-C1 shall contain the PDF files labelled XYZ-070302(2)-C1-Tech and XYZ-070302(2)-C1-Fin while XYZ-070302(2)-C2 shall contain the PDF files labelled XYZ-070302(2)-C2-Tech and XYZ-070302(2)-C2-Fin.

All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents. The documents must be signed by the authorized signatory/ies when required in the form.

Each of the archived files and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening.

Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.

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.

20.3	Each Bidder shall submit two (2) sets of electronic bids (archived files) in accordance with the instructions described in ITB Clause 20 above.
21	<b>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on <u>September 30, 2020, 10:00 A.M.</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 B-1 to B-8.</b>
23	In case of modification of bid, the qualifier “Mod” and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files [e.g. First Modification: XYZ-070302(2)-C1-Mod containing XYZ-070302(2)-C1-Tech-Mod and XYZ-070302(2)-C1-Fin-Mod and Second Modification: XYZ-070302(2)-C2-Mod1, containing XYZ-070302(2)-C2-Tech-Mod1 and XYZ-070302(2)-C2-Fin-Mod1].
24	<p>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. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. If the bidder has more than one (1) representative, the said representatives may take turns in using the allowed 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 Component.</p> <p>In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the</p>

	<p>HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts, the bidder concerned shall be disqualified from further participating in the bidding process.</p> <p>The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary “pass/fail” criterion. 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 Components of those bidders that have been rated “Passed”. Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Component.</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 ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson 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	The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.
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	<b>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:</b>  <b>(a) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8405-7345 local 2117 (For Assets 1 Billion and up)</b>  <b>(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8405-7431 local 7431 (For Assets below 1 Billion)</b>

## 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.

<b><u>Item Description:</u></b>
Supply and Delivery of 23,900 Reams Paper, Multicopy
<b>Delivery Period:</b>
<b>Within Sixty-five (65) calendar days upon receipt of Notice to Proceed.</b>
<b>Delivery Site:</b>
LANDBANK Warehouse, Escala Street, Mambugan, Antipolo Contact Details: Donato DR. Cariaga/ 8-696-0491

**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 contents of 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 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).

**Revised as of 09.23.2020**

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. **Revised Section VI - Schedule of Requirements with signature of bidder's authorized representative.**
8. 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.

#### o **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.

#### o **Technical Documents**

12. Certificate of Satisfactory Performance issued by the Head, Facilities Management Department (FMD) not earlier than 30 calendar days

prior to the deadline of submission of bid (applicable only for current and past suppliers of office supplies for LANDBANK).

13. Three (3) reams sample of the actual product.
- **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. Latest Income Tax Return 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).

## Procedures in Submission and Opening of Electronic Bid

1. Upon submission of a duly filled-up LBP Secure File Transfer Facility (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, the prospective bidder shall receive an email with log-in credentials to access the LBP SFTF.
2. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility below). Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.
3. The electronic bid consisting of two copies/files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-2020703-02 (2) that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-073003 (2)-C1 and XYZ-070302(2)-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.

Each of the above mentioned archived files shall contain the Technical Component and Financial Component files. The PDF files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively. Thus, using the above example, XYZ-070302(2)-C1 shall contain the PDF files labelled XYZ-070302(2)-C1-Tech and XYZ-070302(2)-C1-Fin while XYZ-070302(2)-C2 shall contain the PDF files labelled XYZ-070302(2)-C2-Tech and XYZ-070302(2)-C2-Fin.

In case of modification of bid, the qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files [e.g. First Modification: XYZ-070302(2)-C1-Mod containing XYZ-070302(2)-C1-Tech-Mod and XYZ-070302(2)-C1-Fin-Mod and Second Modification: XYZ-070302(2)-C2-Mod1, containing XYZ-070302(2)-C2-Tech-Mod1 and XYZ-070302(2)-C2-Fin-Mod1].

All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents. The documents must be signed by the authorized signatory/ies when required in the form.

Each of the archived files and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening.

Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.

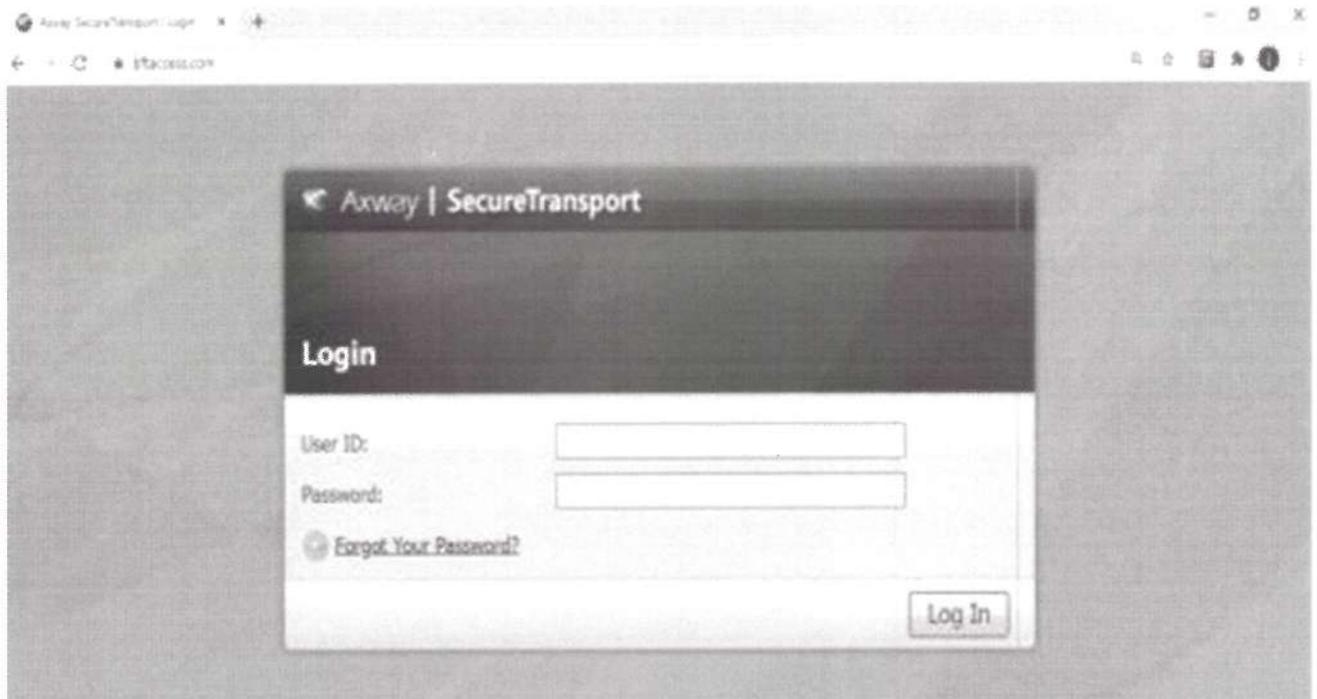
4. The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.
5. 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. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC 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 allowed account/connection.
6. Projects with participating bidders in attendance shall be given priority in the queuing.
7. 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.
8. 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 Component.

In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts, the bidder concerned shall be disqualified from further participating in the bidding process.

9. The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary “pass/fail” criterion. Only bidders that have been rated “Passed” shall be allowed to participate in the succeeding stages of the bidding process.
10. The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated “Passed”. Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Component.
11. 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 ranking shall also be announced to the participants.
12. The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.
13. The access of the bidders to the videoconferencing calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.
14. MS Teams Application shall be used in the conduct of online bidding. In the event that it is not available, other videoconferencing/group calling applications may be used as an alternative in conducting the meeting.

# Guide in Accessing LBP Secure File Transfer Facility

1. Open browser and type the url: <https://www.sftaccess.com>



2. Log-in with the credentials provided via email. (Note: Log-in credentials will be received upon submission of 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)

Username: **[E-mail Address] e.g. bidder1@bidder.com**

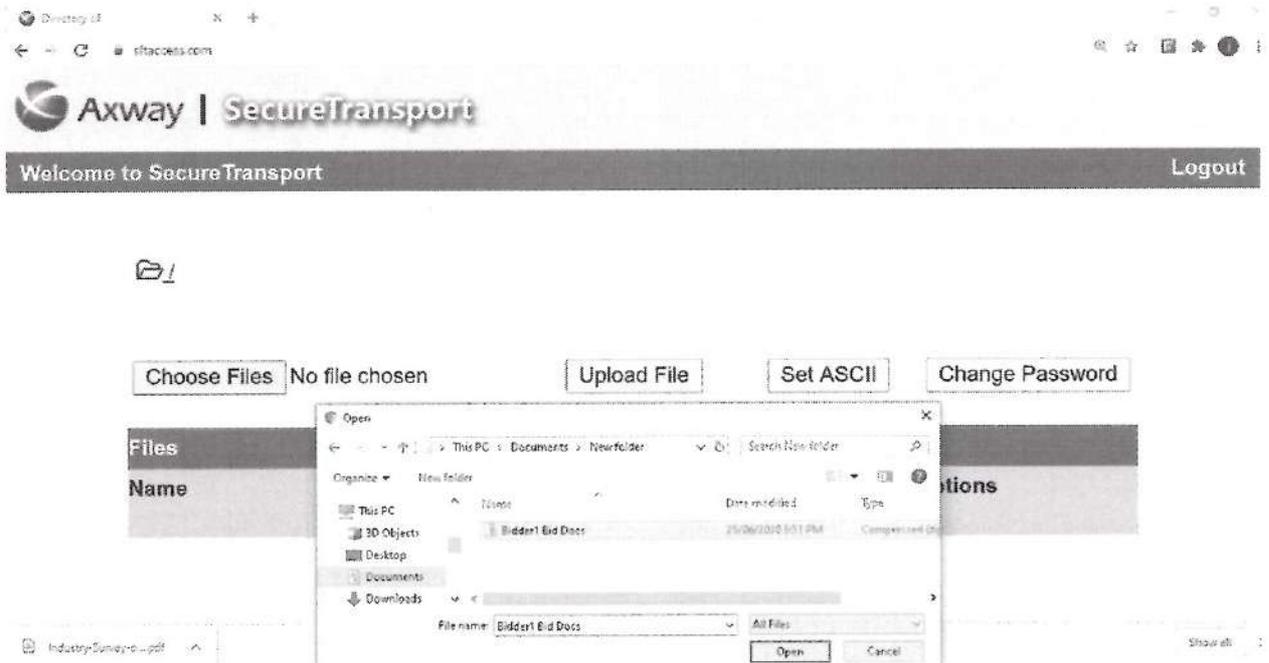
Password: **[Landbank-provided password]**

3. Upon successful login, click '**Choose Files**' to upload file/s.

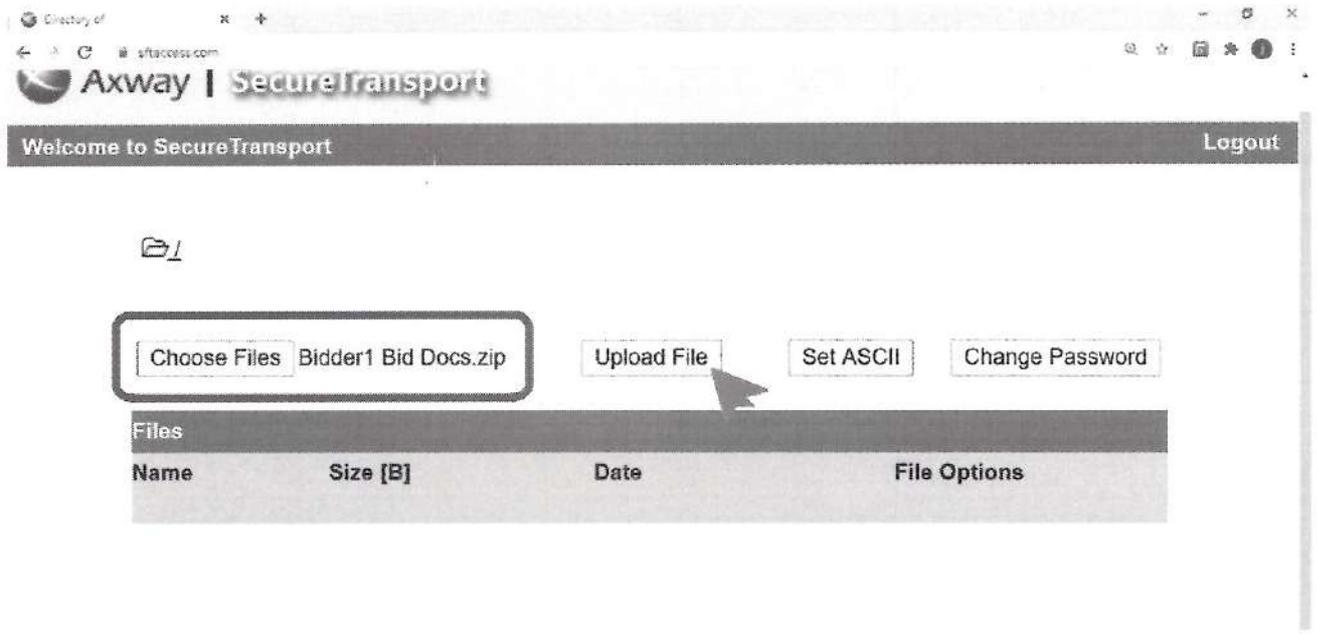
*Notes:*

*1. Files should be encrypted/password-protected.*

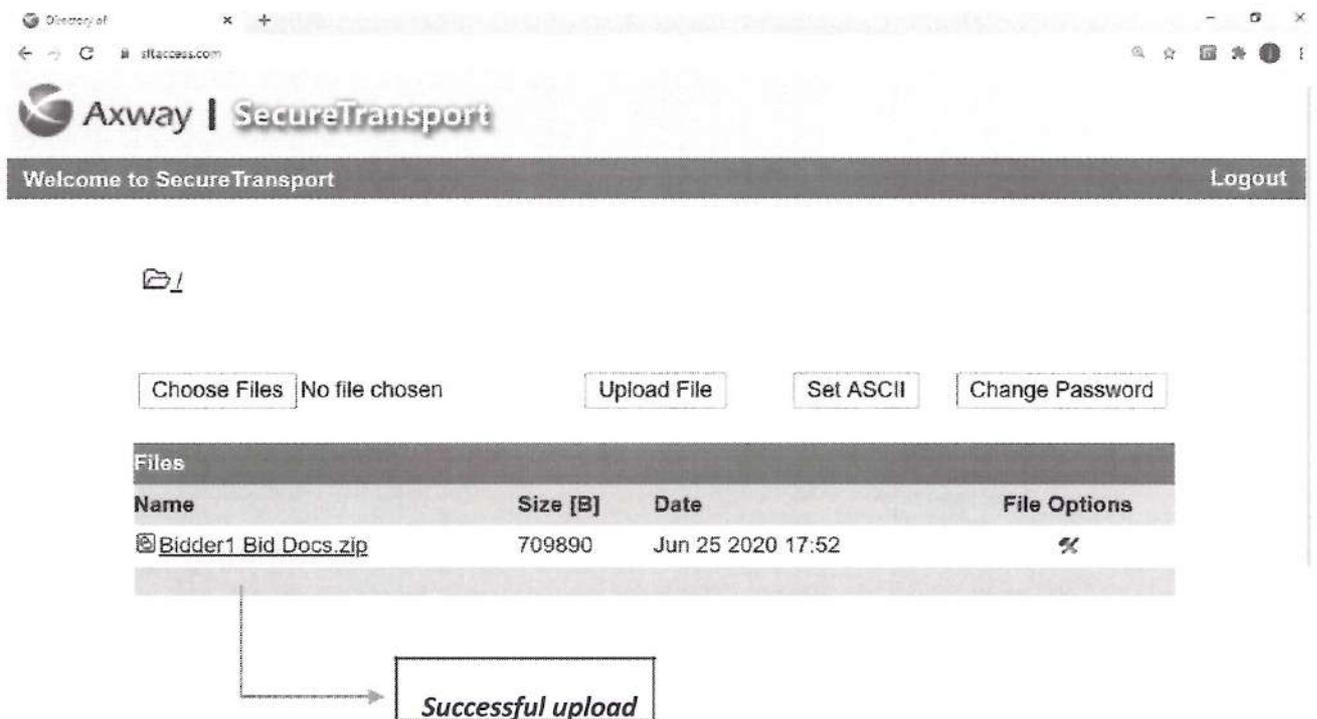
*2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.*



4. Click 'Upload File' to upload the selected file/s.



5. Once a successful upload is completed, the files cannot be deleted anymore. The bidder will also receive a system-generated acknowledgement receipt in its registered e-mail address. A screenshot of the uploaded Bid/s should be taken by the bidder for record purposes.



## **File Repository of Bid Documents**

All uploaded bid documents will be stored in the dedicated SFTF directory of a particular bidder and will be accessible by the assigned ProcD personnel.

**Annex B -7**

*No revisions as of September 08, 2020*

**LBP SECURE FILE TRANSFER FACILITY  
REGISTRATION FORM**

<b>Name of Participating Bidder/"Company"</b>		
<b>Complete Address of the Company:</b>	<b>Contact Number/s:</b>	
<b>AUTHORIZED LBP SECURE FILE TRANSFER USER/S:</b>		
<b>Name of Authorized Representative:</b>	<b>Official Email Address:</b>	<b>Contact Number/s:</b>
<b>TERMS AND CONDITIONS:</b>		
<p>The Company, through its Authorized User/s, shall:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Be responsible for the confidentiality of its assigned log-in credentials. (i.e. assigned user ID)</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>		
<b>AGREEMENT:</b>		
<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>  <p>_____</p> <p><b>Authorized User (Signature over Printed Name)</b></p>		

Please print N/A in blank spaces