



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20210712-01

PROJECT : **LANDBANK 2022 Calendars:**

Lot 1 – 400,000 Pieces Wall

Lot 2 – 50,000 Pieces Desk

IMPLEMENTOR : **Procurement Department**

DATE : **August 6, 2021**

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 bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Schedule of Requirements (Section VI) and Checklist of Bidding Documents (Item No. 11 of the Eligibility and Technical Components) have been revised. Please see attached revised specific sections of the Bidding Documents.
- 3) The sample pictures for LANDBANK wall and desk calendars are attached as Annexes G-1 to G-3.


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

Schedule of Requirements

The delivery schedule/contract period expressed as weeks/months/years stipulates hereafter a delivery/performance period which is the period within which to deliver the goods or perform the services in the project site/s.

Lot No.	Description	Quantity	Delivered, Weeks/Months
1	LANDBANK 2022 Wall Calendar	400,000 pieces	<p>40 calendar days upon receipt of Notice to Proceed</p> <p>a. A LANDBANK representative from CAG-CCED shall conduct an inspection of the production of the calendars at printers' warehouse. Printer/s should notify LANDBANK-CAG-CCED at least 2 days prior to the schedule of inspection of the calendars.</p> <p>b. Packaging/Packing</p> <ol style="list-style-type: none"> 1. Calendars should be packed in 50s 2. Wrapping should be double 150 gsm kraft colored brown paper 3. Any additional packaging to be prescribed by LANDBANK official couriers should also be applied (e.g. shrink wrapping, plastic, etc.) - <u>the corresponding cost to be shouldered by Printer.</u> <ol style="list-style-type: none"> i. Belly bands <ul style="list-style-type: none"> - An equal number of belly bands should be included with the calendars packed/set for delivery <p>c. Distribution - packed wall calendars must be sent for distribution to the following:</p> <ol style="list-style-type: none"> 1. For Mindanao, Visayas and offices located in island provinces such as Basco (Batanes) Branch, Brooke's Point (Palawan) Branch, Coron (Palawan) Branch, Masbate Branch, Virac Branch, Dinagat Branch, Puerto Princesa Lending Center and Palawan Lending Center, etc. <u>the printer will deliver the calendars to the warehouse of the Bank's official courier (LBC).</u> 2. All field units of the Northern and Central Luzon Branches Group will <u>pick up</u> their allocations from the printer's warehouse. 3. For the allocations of Southern Luzon branches, <u>CAG will advise printer</u> of which field units will pick up from their warehouse and which allocations will be sent through the Bank's official courier. 4. <u>The printer will deliver</u> the allocations for all NCR branches and head office-based units. <p>Please refer to Sections II and III of the Terms of Reference for the detailed Scope of Work and Production Timetable.</p>

2	LANDBANK 2022 Desk Calendar	50,000 pieces	<p>30 calendar days upon receipt of Notice to Proceed</p> <p>a. A LANDBANK representative from CAG-CCED shall conduct an inspection of the production of the calendars at printers' warehouse. Printer/s should notify LANDBANK- CAG-CCED at least 2 days prior to the schedule of inspection of the calendars.</p> <p>b. Packaging/Packing</p> <ol style="list-style-type: none">1. Desk calendars should each be inserted in the envelopes and packed in 20s2. Wrapping should be double 150 gsm kraft colored brown paper3. Any additional packaging to be prescribed by LANDBANK official courier should also be applied (e.g. shrink wrapping, plastic, etc.) - <u>the corresponding cost to be shouldered by Printer.</u> <p>c. Distribution - packed desk calendars must be sent for distribution to the following:</p> <ol style="list-style-type: none">1. For Mindanao, Visayas and offices located in island provinces such as Basco (Batanes) Branch, Brooke's Point (Palawan) Branch, Coron (Palawan) Branch, Masbate Branch, Virac Branch, Dinagat Branch, Puerto Princesa Lending Center and Palawan Lending Center, etc. <u>the printer will deliver the calendars to the warehouse of the Bank's official courier (LBC).</u>2. All field units of the Northern and Central Luzon Branches Group will <u>pick up</u> their allocations from the printer's warehouse.3. For the allocations of Southern Luzon branches, <u>CAG will advise printer</u> of which field units will pick up from their warehouse and which allocations will be sent through the Bank's official courier.4. For NCR Branches and head office-based units, the printer will deliver the allocations to the following offices.<ol style="list-style-type: none">i. South NCR Branches – 25th floor, Office of the Group Head, South NCRBranches Groupii. North NCR Branches<table border="1"><thead><tr><th>Allocations</th><th>Offices</th></tr></thead><tbody><tr><td>Office of the GroupHead</td><td>28th floor, Office of the Group Head, North NCR Branches Group</td></tr><tr><td>Cluster A</td><td>West Avenue Branch</td></tr><tr><td>Cluster B</td><td>U.N. Avenue Branch</td></tr><tr><td>Cluster C</td><td>España Branch</td></tr></tbody></table> <p>iii. Head Office based units – 32nd floor, Corporate Affairs Group</p>	Allocations	Offices	Office of the GroupHead	28 th floor, Office of the Group Head, North NCR Branches Group	Cluster A	West Avenue Branch	Cluster B	U.N. Avenue Branch	Cluster C	España Branch
Allocations	Offices												
Office of the GroupHead	28 th floor, Office of the Group Head, North NCR Branches Group												
Cluster A	West Avenue Branch												
Cluster B	U.N. Avenue Branch												
Cluster C	España Branch												

Bank's official courier's address:

LBC Warehouse 14th St. cor. Atlanta St., Port Area, Manila

Proofing and approval of digital proofs:

1. LANDBANK 2022 Wall Calendar
 - Ten (10) calendar days after receipt of Notice of Award
2. LANDBANK 2022 Desk Calendar
 - Ten (10) calendar days after receipt of Notice of Award

Contact Details:

Mr. Joel Ramos / 8522-0000 loc 7374

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Components (PDF File)

- ***The Eligibility and Technical Component shall contain documents sequentially arranged as follows:***
 - **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:
 - Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration 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.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (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 or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).

3. 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).
4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

Financial Eligibility Documents

5. 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.
6. 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 in lieu of its NFCC computation.

○ **Eligibility Documents – Class "B"**

7. Duly signed 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.
8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

○ **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. **Revised Section VI – Schedule of Requirements with signature of bidder's authorized representative.**
12. Section VII – Specifications with response on compliance and signature of bidder's authorized representative.
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

○ **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.
16. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
17. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
18. Certification issued by the bidder stating that it has been a printer/supplier in the printing industry for at least ten (10) years.
19. List of clients with references and contact persons (indicating the years when the projects were handles for them).
20. At least three (3) sample works (corporate calendars) – for new suppliers only.
21. Certification from previous clients indicating it has a good track record with customers in terms of quality of work and compliance with delivery schedule.
22. Certification issued by the bidder indicating the following:
 - a. Has at least two (2) four-color printing machines within the premises;
 - b. Has the capability for computer-to-plate (CTP) method in printing calendars;

- c. Has its own equipment for offset printing, stamping, die-cutting, embossing and cutting machine;
- d. Has enough space for collating and finishing procedures for the project;
- e. Has an orderly and uncluttered premise; and
- f. Has a generator set located within the company's premises to ensure continuous flow of production.

23. Two (2) pieces of actual offered paper stock for each of the calendars.

Financial Component (PDF File)

- ***The Financial Component 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).





