

SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20210730-01

PROJECT : 22,000 Pieces Plastic Loan Folder
IMPLEMENTOR : Procurement Department
DATE : October 22, 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) ITB Clause 5.3 of Instruction to Bidder (Section II) & Bid Data Sheet (Section III), Schedule of Requirements (Section VI), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item Nos. 11 & 12 of the Eligibility and Technical Components) have been revised. Please see attached revised and specific sections of the Bidding Documents.
- 3) The deadline for submission of electronic bids for the above project is re-scheduled on **October 29, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall not be accepted.



ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist:
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. **Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least twenty five percent (25%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

Bid Data Sheet

ITB Clause								
5.3	A contract shall be considered similar to this Project if it involves office supplies. Moreover, it must have been completed within five (5) years prior to the deadline for the submission and receipt of bids.							
7	Subcontracting is not allowed.							
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table> <tr> <th>Form of Bid Security</th><th>Minimum Amount of Bid Security</th></tr> <tr> <td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td><td rowspan="2">PhP56,320.00</td></tr> <tr> <td>(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>(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>PhP140,800.00</td></tr> </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;	PhP56,320.00	(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.	PhP140,800.00
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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	Description	Quantity	Delivered, Weeks/Months
One (1) Lot	22,000 Pieces Plastic Loan Folder		
	1. Plastic Loan Folder, Green	12,000 pieces	<p>First Delivery: 1,200 pieces Within Thirty (30) calendar days upon receipt of Notice to Proceed.</p> <p>Second Delivery: 3,600 pieces Sixty-five (65) calendar days after due date of first delivery.</p> <p>Third Delivery: 3,600 pieces Sixty-five (65) calendar days after due date of second delivery.</p> <p>Fourth Delivery: 3,600 pieces Sixty-five (65) calendar days after due date of third delivery.</p>
	2. Plastic Loan Folder, Red	10,000 pieces	<p>First Delivery: 1,000 pieces Within Thirty (30) calendar days upon receipt of Notice to Proceed.</p> <p>Second Delivery: 3,000 pieces Sixty-five (65) calendar days after due date of first delivery.</p> <p>Third Delivery: 3,000 pieces Sixty-five (65) calendar days after due date of second delivery.</p> <p>Fourth Delivery: 3,000 pieces Sixty-five (65) calendar days after due date of third delivery.</p>

Delivery Site:

LANDBANK Warehouse

No. 1, Escala Street, Barangay Mambugan,
Sumulong Highway, Antipolo City

Contact Person:

Mr. Donato DR. Cariaga

Contact No.:

8-696-0491 to 93

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Technical Specifications

Specifications	Statement of Compliance
<p>22,000 pieces Plastic Loan Folder</p> <ol style="list-style-type: none"> 1. Specifications per attached Revised Annexes D-1 & D-2. 2. The Lowest Calculated Bidder must submit samples [two (2) pieces for each item] of the offered Plastic Loan Folders within five (5) calendar days after the bidding date for evaluation. <p>Non-submission of the above requirement may result in the post-disqualification of the bidder.</p>	<p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product 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 applicable laws and issuances.</p> <p>Please state here either “Comply” or “Not Comply”</p>

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. **Revised 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/Requirements – [The bidder may submit the following documents/requirements 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. Sample (two [2] for each item) of the offered Plastic Loan Folder.
17. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
18. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
19. **Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).**

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).

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

TERMS OF REFERENCE

22,000 Pieces Plastic Loan Folder

Specifications:

Size	: 14 inches X 9-3/4 inches
Color	: Green and Red: as per sample
Panel Material	: Plastic vinyl, 0.8 mm, tolerance: +/- 0.02 mm
Fastener:	: 2 pcs. metal fastener (1 pc. riveted on each panel)
Joint and Spine	: 5" wide paper cloth (3 inches spine and 1 inch joint overlapping on each panel); joint and panel shall be glued using strong flexible adhesive
Packaging	: 50 pieces per box (corrugated box capable of up to 10 layers of stacking without damage to box)

Delivery Period:

<u>Plastic Loan Folder, Green</u>	<u>Plastic Loan Folder, Red</u>
<ul style="list-style-type: none"> • First Delivery: 1,200 pieces Within Thirty (30) calendar days upon receipt of Notice to Proceed. • Second Delivery: 3,600 pieces Sixty-five (65) calendar days after due date of first delivery. • Third Delivery: 3,600 pieces Sixty-five (65) calendar days after due date of second delivery. • Fourth Delivery: 3,600 pieces Sixty-five (65) calendar days after due date of third delivery. 	<ul style="list-style-type: none"> • First Delivery: 1,000 pieces Within Thirty (30) calendar days upon receipt of Notice to Proceed. • Second Delivery: 3,000 pieces Sixty-five (65) calendar days after due date of first delivery. • Third Delivery: 3,000 pieces Sixty-five (65) calendar days after due date of second delivery. • Fourth Delivery: 3,000 pieces Sixty-five (65) calendar days after due date of third delivery.

Delivery Site:**LANDBANK Warehouse**

No. 1 Escala St., Sumulong Highway, Bgy. Mambugan, Antipolo City
Contact details: Donato DR. Cariaga/8696-0491-93

Sample:

The Lowest Calculated Bidder must submit samples[two (2) pieces for each item] within five (5) calendar days after the bidding date for evaluation. Submission will be at the Ground Floor/Lobby, LANDBANK Plaza Building during banking days from 8:00 AM to 5:00 PM. Please coordinate your submission of sample with HOBAC SECRETARIAT/ contact no 8522-0000 local 2609 and 7746. The approved sample will form part of the deliveries if found to be complying with the specifications/requirements of the bank.

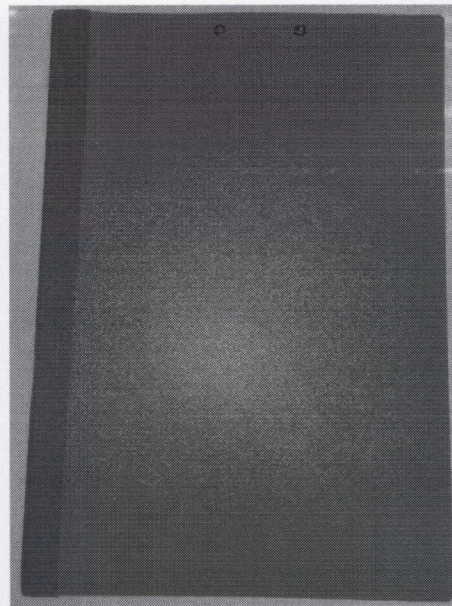
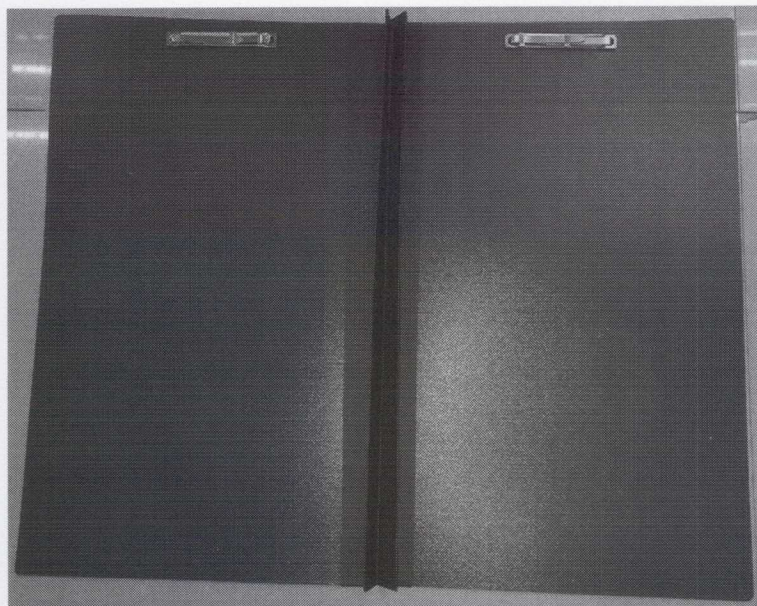
REVISED ANNEX D-1



LANDBANK

WE HELP YOU GROW.

Reference Photos



REVISED ANNEX D-2