



LANDBANK

**SERVING
THE NATION**

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-FRA-GS-20230330-01**

PROJECT : Printing and Delivery of Various Non-Accountable Forms and Other Printed Materials (Under Framework Agreement) (9 Lots)

IMPLEMENTOR : HOBAC Secretariat Unit

DATE : June 16, 2023

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 Specimen Signature Card Form (Annex H-2), Technical Specifications (Section VII), Secretary's Certificate (Form No. 7) and Checklist of Bidding Documents (Item No. 2 of Technical Eligibility Documents and Item No. 12 of Technical Documents) have been revised. Please see attached revised Annex H-2 and specific sections of the Bidding Documents.


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

Technical Specifications

Specification	Statement of Compliance
<p>Printing and Delivery of Various Non-Accountable Forms and Other Printed Materials, to wit:</p> <p>Lot 1: 9,552 bundles BIR Payment Slip</p> <p><u>Notes:</u></p> <ol style="list-style-type: none">1. Specifications and design per attached Annexes D-1 to D-3. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion with telephone number 8-405-2947.2. Lowest Calculated Bidder must submit actual sample and/or printed proof within five calendar days from the date of bidding. Non-submission of actual sample and/or printed proof within the specified period may result in the post-disqualification of the bidder.	<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.</p> <p>Please state here either "Comply" or "Not Comply"</p>

Lot 2: 46,440 bundles OnColl Payment Slip Notes: 1. Specifications and design per attached Annexes E-1 to E-2. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion with telephone number 8-405-2947. 2. Lowest Calculated Bidder must submit actual sample and/or printed proof within five calendar days from the date of bidding. Non-submission of actual sample and/or printed proof within the specified period may result in the post-disqualification of the bidder.	Please state here either "Comply" or "Not Comply"
Lot 3: 20,232 bundles Credit Cash Transfer (Yellow) Slip Notes: 1. Specifications and design per attached Annexes F-1 to F-2. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion with telephone number 8-405-2947. 2. Lowest Calculated Bidder must submit actual sample and/or printed proof within five calendar days from the date of bidding. Non-submission of actual sample and/or printed proof within the specified period may result in the post-disqualification of the bidder.	Please state here either "Comply" or "Not Comply"
Lot 4: 24,552 bundles Debit Cash Transfer (Blue) Slip Notes: 1. Specifications and design per attached Annexes G-1 to G-2. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion with telephone number 8-405-2947. 2. Lowest Calculated Bidder must submit actual sample and/or printed proof within five calendar days from the date of bidding. Non-submission of actual sample and/or printed proof within the specified period may result in the post-disqualification of the bidder.	Please state here either "Comply" or "Not Comply"

<p>Lot 5: 4,224 bundles Specimen Signature Card with Logo</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Specifications and design per attached Annex H-1 and Revised Annex H-2. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion with telephone number 8-405-2947. 2. Lowest Calculated Bidder must submit actual sample and/or printed proof within five calendar days from the date of bidding. Non-submission of actual sample and/or printed proof within the specified period may result in the post-disqualification of the bidder. 	<p>Please state here either "Comply" or "Not Comply"</p>
<p>Lot 6: 2,544 bundles Credit Advice (Branch Transaction-Regular) Form</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Specifications and design per attached Annexes I-1 to I-2. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion with telephone number 8-405-2947. 2. Lowest Calculated Bidder must submit actual sample and/or printed proof within five calendar days from the date of bidding. Non-submission of actual sample and/or printed proof within the specified period may result in the post-disqualification of the bidder. 	<p>Please state here either "Comply" or "Not Comply"</p>
<p>Lot 7: 576 bundles Credit Advice (For Transaction Initiated by Other Users) Form</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Specifications and design per attached Annexes J-1 to J-2. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion with telephone number 8-405-2947. 2. Lowest Calculated Bidder must submit actual sample and/or printed proof within five calendar days from the date of bidding. Non-submission of actual sample and/or printed proof within the specified period may result in the post-disqualification of the bidder. 	<p>Please state here either "Comply" or "Not Comply"</p>

<p>Lot 8: 2,352 bundles Debit Advice (Branch Transaction-Regular) Form</p> <p>Notes:</p> <ol style="list-style-type: none">1. Specifications and design per attached Annexes K-1 to K-2. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion with telephone number 8-405-2947.2. Lowest Calculated Bidder must submit actual sample and/or printed proof within five calendar days from the date of bidding. Non-submission of actual sample and/or printed proof within the specified period may result in the post-disqualification of the bidder.	<p>Please state here either "Comply" or "Not Comply"</p>
<p>Lot 9: 1,020 bundles Debit Advice (For Transaction Initiated by Other Users) Form</p> <p>Notes:</p> <ol style="list-style-type: none">1. Specifications and design per attached Annexes L-1 to L-2. The PDF file of design may be obtained from LANDBANK Procurement Department c/o Ms. Jeramae F. Concepcion with telephone number 8-405-2947.2. Lowest Calculated Bidder must submit actual sample and/or printed proof within five calendar days from the date of bidding. Non-submission of actual sample and/or printed proof within the specified period may result in the post-disqualification of the bidder.	<p>Please state here either "Comply" or "Not Comply"</p>

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Form No. 7

SECRETARY'S CERTIFICATE

I, _____, of legal age, Filipino, with office address at _____, after being sworn to in accordance with law, do hereby certify that:

1. I am the incumbent and duly designated Corporate Secretary of _____, organized and existing in accordance with law, with principal office at the above-stated address;
2. As Corporate Secretary, I am the custodian of the corporate books and records, including the Minutes of Meetings and Resolutions of the Board of Directors;
3. The Board of Directors issued Board Resolution No. _____ on _____, to wit:

If only one person is the authorized signatory:

"Resolved, that Mr./Ms. (Name and Position/Designation of Authorized Signatory) is our authorized signatory to represent our company, to sign and authenticate all the **bidding and award documents** for the [Name of Procurement Project] by affixing his/her signature thereon as required in the Instructions to Bidders and with full power and authority to do, execute and perform all acts necessary".

If one or more persons, acting singly, are the authorized signatories:

"RESOLVED, that Messrs./Misses (Name and Position/Designation of Authorized Signatory)OR(Name and Position/Designation of Authorized Signatory)OR (Name and Position/Designation of Authorized Signatory) are our authorized signatories to represent our company, to sign and authenticate all the **bidding and award documents** for the [Name of Procurement Project] by affixing his/her signature thereon as required in the Instructions to Bidders and with full power and authority to do, execute and perform all acts necessary".

The above-cited authorization has not been amended, modified and/or superseded and is therefore still in full force and effect.

4. This Certification is being issued to attest to the truth of the foregoing.

Signed this _____ in _____.

Corporate Secretary

SUBSCRIBED and SWORN to me before this _____ day of _____, in _____, with competent IDs represented.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;

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)

Technical Eligibility Documents

2. Revised 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.
- **Technical Documents**
10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 11. 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).

Note: During the opening of the first bid envelopes (Eligibility and Technical Component), only the above documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

- **Post-bidding Documents/Requirements – [The Lowest Calculated Bidder must submit the following documents/requirements within five (5) calendar days from the date of bidding]:**

14. Actual sample per lot.

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

15. 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.
16. Latest Income Tax Return filed manually or through EFPS.
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.

FRONT



LANDBANK

SPECIMEN SIGNATURE CARD

Branch	Date (mm/dd/yyyy)	Account Number											
Account Type	Initial Deposit	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
Account Name (First Name, Middle Name, Last Name [for Individual] or Company Name)		<div style="text-align: center;">PHOTO</div>											
Name of Signatory (First Name, Middle Name, Last Name) Signatory ____ of ____													
For ASVS/OSVS		Purpose of Account Opening Expected Amount of Deposits in a Month Frequency of Deposit in a Month											
Opened by:	Authenticated by:	Approved by:											
_____ (Signature over Printed Name)	_____ (Signature over Printed Name)	_____ (Signature over Printed Name)											

BACK

Delivery Instruction: <input type="checkbox"/> For Mailing <input type="checkbox"/> For Pick-up		Contact Number/s:	
FOR BANK'S USE ONLY			
Special Instruction/s:			
	Date	Signatures of Designated Custodians	
Dormancy			
Reactivation			
Remarks			

Revised Annex A-2