



SUPPLEMENTAL/BID BULLETIN NO. 1 For LBP-GIBAC-FRA-GS-20231106-01

PROJECT : 15,512 Pcs. Storage Box with Print and Logo

IMPLEMENTOR : GI-BAC Secretariat

DATE : January 19, 2024

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 Bid Data Sheet, Technical Specifications (Section VII), Specification Sheets (Annexes D-1 to D-4) and Checklist of Bidding Documents (Item No. 12 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-4 and specific sections of the Bidding Documents.
- The submission and opening of bids is re-scheduled on February 1, 2024 at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.
- 4) Responses to Bidder's Queries/Clarifications per attached Annex F.

ATTY. HONORIO T. DIAZ, JR. Head, GI-BAC Secretariat

Bid Data Sheet

ITB Clause				
5.3	In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1.3 of IRR of RA 9184 will likely result to failure of bidding/monopoly that will defeat the purpose of public bidding, the Bidder should comply with the following requirements:			
	a. The Bidder must have completed a contract that is 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 of this Project.			
	b. The Bidder must have completed at least two (2) contracts similar to this Project, the aggregate amount of which, adjusted to curren prices using the PSA's CPI, must be equivalent to at least twenty five percent (25%) of the ABC for this Project, and the largest of these similar contracts must be equivalent to at least twelve and hall percent (12.5%) of the ABC for this Project.			
	A contract shall be considered similar to this Project if it involves boxes or packaging 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	The bid security shall be in the form of a Bid Se of the following forms and amounts:	ecuring Declaration, or any		
	Form of Bid Security	Minimum Amount of Bid Security		
	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;			
	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	P126,786.00		

(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.

P316.965.00

1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal. The bidder shall first secure an electronic PAO from LANDBANK – Procurement Department. If the bidder opts to pay at any LANDBANK Branch, the electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.

If the bidder opts to pay through the LANDBANK Link.BizPortal, the steps to follow are found in Annex A of the Bidding Documents. The Payment Confirmation shall serve as proof of payment of the cash bid security.

- If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.
- If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the Project Title and Project Identification Number are indicated therein.
- 4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
 - (a) CBD 2 18th Floor, LANDBANK Plaza Building Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)
 - (b) SME-MLD 2 18th Floor, LANDBANK Plaza Building Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)
- 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.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

- (a) LIBI-Forex 14th Floor, LANDBANK Plaza Building Telephone No. 8-710-7114 (Every Tuesday and Thursday)
- (b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephone Nos. 8-812-4911 and 8-867-1064

Surety bonds with the following or similar conditions/phrases shall not be accepted:

- (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
- (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."
- If in the form of Bid Securing Declaration, the attached Form No. 8 of the Bidding Documents must be used.
- 7. A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or Payment Confirmation and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. In the case of cashier's/manager's check bid security, the physical check must be delivered to and received by LANDBANK-Procurement Department not later than 5:00 P.M. of the following banking day after the opening of bids. In the case of the other forms of bid security, the physical document must be submitted to LANDBANK-Procurement Department during the post-qualification stage.
- 15 The electronic bid shall consist two identical copies archived/compressed files (Copy and Copy 2). 1 archived/compressed 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 LBP-GIBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the

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

 Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).

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).

archived/compressed files shall be labelled as XYZ-081901(2)-C1 (for Copy 1) and XYZ-081901(2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.

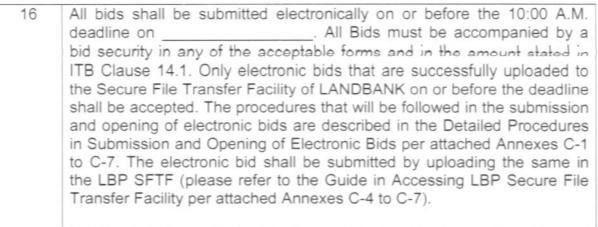
The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-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.

The archived file 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 GIBAC during the actual bid opening. The passwords for Copy 1 and Copy 2 shall be the same.

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 GIBAC/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.

In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. 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. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-081901(2)-C1-Mod1 and XYZ-081901(2)-C2-Mod1 containing XYZ-081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1 and b) Second Modification: XYZ-081901(2)-C1-Mod2 and XYZ-081901(2)-C2-Mod2, containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.



<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 GIBAC.</u> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.

The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the GIBAC 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.

On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the GIBAC 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 GIBAC meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meetings.

Projects with participating bidders in attendance shall be given priority in the queuing.

Upon the instruction of the GIBAC Chairperson to start the bid opening activity, the GIBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The GIBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.

In case a bidder cannot connect to the videoconferencing via MS Teams application, the GIBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the GIBAC Secretariat. If the GIBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the GIBAC Secretariat to provide the passwords needed to open its electronic bids when required by the GIBAC, the bidder concerned shall be disqualified from further

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participating in the bidding process.

Once the connections are in place, the GIBAC, with the assistance of the GIBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the GIBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.

The GIBAC 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.

The GIBAC, with the assistance of the GIBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the GIBAC, the bidder concerned shall disclose the password for its/his/her Financial Component.

In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the GIBAC 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 or due to technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.

The GIBAC, with the assistance of the GIBAC 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 GIBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.

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.

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.

19.3	The Approved Budget for the Contract is Six Million Three Hundred Thirty Nine Thousand Three Hundred Pesos (P6,339,300.00) 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.
20	 The following documents shall be submitted by the bidder with the Lowest Calculated Bid: 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. Latest Income Tax Return filed manually or through EFPS. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission). Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No. 6). 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).
21	No further instructions.

Technical Specifications

i echnicai Sp	ecifications
Specification	Statement of Compliance
	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
	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 unamended 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.
115,512 pcs. Storage Box with Print and Logo (Framework Agreement)	Please state here either "Comply" or "Not Comply"
NOTES:	
Specifications and design per attached Revised Annexes D-1 to D-4.	
Sample of the Storage Box with Print and Logo will be provided to prospective bidders upon request.	
The Lowest Calculated Bidder must submit one (1) actual sample within seven (7) calendar days from the date of bidding	
Non-submission of the above requirements may result in the post-disqualification of the bidder.	

Conforme:		
_	Name of Bidder	
-	Signature over Printed Name of Authorized Representative	_
-	Position	

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.
- 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.
- 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.
- 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).
- Section VI Schedule of Requirements with signature of bidder's authorized representative.
- 12. Section VII –Revised Specifications with response on compliance and signature of bidder's authorized representative.

 Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

Note: During the opening of the first bid envelope (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 seven (7) calendar days from the date of bidding]:
 - 14. One (1) actual sample.
- Post-Qualification Documents/Requirements [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:
 - 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.
 - Latest Income Tax Return filed manually or through EFPS.
 - 3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 - Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 - 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:
 - 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.



SPECIFICATION SHEET

	Category: Containers and Storage	Group Code: 0300	
	Version: TS-0302-23	Item Code: 0021	

Product Name	Storage Box with cover and print		
Technical Data			
Stock	Single-wall corrugated board		
Dimensions	2. Former 3. Former inches	d body size: 15 5/8	ches x 13 ½ inches x 2 inches inches x 12 ½ inches x 11¼ inches x 37 ½ inches
Weight (minimum)	600 grams		
Board Color	Brown (Color as per sample)		
Text Color	Color	Pantone	CMYK
	Green	Pantone 355C	C:80, M:0, Y:100, K:0
Packaging (per part)	25 pieces per	bundle	
Other Requirements	1. Half slotted container with lock bottom flap design 2. With slotting die cut handle hole 3. Glue joint 4. The following shall be printed on both opposite sides of the box: a. Length: LANDBANK logo, recycling symbol, and supplier name; and b. Width: file box seal guide 5. For text and lay-out, the digital file shall be provided by LANDBANK Corporate Communications and Events Department (CCED).		

Green Specifications

- 1. The product shall be bundled using recyclable/biodegradable materials, e.g., cloth strap
- 2. A recyclable symbol is printed in the body of the box to signify that the materials used in manufacturing the product are made of recyclable materials

Prepared by:

ALMA JOYCE B. RUZ

With Conformity:

DONATO DR CARIAGA TL, Supplies Management Team

Recommending Approval:

ALWIN PREYES

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Revised D-Z

DEPARTMENT/BRANCH	RECORDS TITLE/DESCRIPTION AND COVERAGE (PER RDS)	FILE LOCATION	FMD RECORDS SECTION:
BOX NUMBER DISPOSAL DATE	OVERAGE (PER RDS)	QR CODE	CLASS:

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RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

DATE	January 18, 2024
PROJECT IDENTIFICATION NO.	GIBAC-FRA-GS-20231106-01
PROJECT NAME	115,512 Pcs. Storage Box with Print and Logo
PROPONENT UNIT/TECHNICAL WORKING GROUP	ProcD

NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK's RESPONSES
1.	Section VII. Technical Specifications	May I clarify the size of the logo of the LANDBANK to be printed and may I request sample pictures of the storage box	Size of the logo is 10 cm in diameter. Sample of the Storage Box with Print and Logo will be provided to prospective bidders upon request. Section VII. Technical Specifications and Annex D has been revised
2.	Bid Data Sheet	Can we use Packaging Supplies for SLCC?	Boxes or packaging supplies can be used as SLCC. Bid Data Sheet has been revised
3.			
4.			
5.			
6.			

JOLUANZ JENKIN G. DY

Procurement Analyst

ALWIN I. REYES

Vice President/Head, Programment Department

ANNEX F