



**BID BULLETIN NO. 1**  
**For ITB No. 2016-3-185**

**PROJECT** : **Three (3) Years Lease Rental of Forty Four (44) Units Brand New Copier Machine for LANDBANK Head Office Units**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **August 17, 2016**

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This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The Terms of Reference (TOR), Section VI (Schedule of Requirements), Section VII (Specifications) and the Checklist of the Bidding Documents have been revised. Please see attached revised TOR and pages 67, 69, 70, 86 and 87 of the Bidding Documents.

  
**ALWIN I. REYES**  
Assistant Vice President  
Procurement Department

**LAND BANK OF THE PHILIPPINES**  
**Facilities Management Department**  
**Manual Records Division**

**TERMS OF REFERENCE**

**I. Three (3)-Year Contract of Lease for Forty One (44) units Brand New Copier Machines in LBP Plaza, Malate, Manila**

- I.1 4 units – at least 75 copies/minute  
7 units – at least 45 copies/minute  
30 units – at least 35 copies/minute  
3 units - reserve (in any of the above models)

- Manufactured year should be 2015 or 2016
- All with reducer, enlarger, feeder, automatic collator, back to back printing, tray for A4, Legal and A3 size paper.
- All 41 units with scanner – free of charge

- I.2 With 2% discount for spoilage to be deducted from the total number of copies consumed per month.

**II. Service Requirement**

The Service provider shall:

- II.1 Ensure all machines are in good condition and available at all times by providing:

II.1.1 One (1) back-up unit – at least 35 copies/minute

II.1.2 One (1) in-house technician, on duty from 8:00 AM-5:00 PM, Mondays-Fridays

II.1.3 Repair to be attended within 4 hours upon receipt of notice from FMD or provide back-up unit in case repair will take 1 week or more.

- II.2 Conduct regular monthly evaluation/validation of usage of the machines for replacement or upgrading as needed.

- II.3 Provide unlimited supply of genuine consumables (toner), with stock level of one (1) toner/copier/month.

- II.4 Provide proof that the units delivered are brand new and not reconditioned.

- II.5 See to it that its technician is properly identified and compliant with office rules of the Bank.

- II.6 Warrant that it has complied with all the laws and regulations applicable to its operation and its waste disposal activity is in compliance with the waste disposal regulations of the government authorities.

**III. Others**

- III.1 The service provided shall submit at least two (2) Certificates of Satisfactory Performance from their previous clients, including LANDBANK if applicable.
- III.2 PAYMENT -- The Bank shall pay the service provider based on the actual consumption per month and subject to item 1.2. Summary of Usage and Accomplishment Report signed by the end-users attached to the Billing Statement.
- III.3 The Bank reserved the right to accept or reject any or all quotations and to impose additional terms and conditions it may deem proper/advantageous to LBP.
- III.4 The existing lease contract may be subject to pre-termination based on the result of satisfaction survey. A level of 15% dissatisfaction for three (3) survey period shall be ground for pre-termination.

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## 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.

Description	Delivery Period and Destination
Lease Rental of Forty Four (44) Units Brand New Copier Machine for LANDBANK Head Office Units (With Estimated Volume of 895,000 Copies/Month or 32,220,000 Copies for 3 Years) <ul style="list-style-type: none"><li>• 7 units - at least 80 Copies/Minute</li><li>• 34 units - at least 50 Copies/Minute</li><li>• 3 units Buffer (In any of the above models)</li></ul>	Contract Period: Three (3) years  <b>Delivery of units: 30 calendar days after receipt of Notice to Proceed.</b>

**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

# Specifications

Specification	Statement of Compliance
	<p><b>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each specification.</b></p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid. 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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p>
<p>Three (3) Years Lease Rental of Forty Four (44) Units Brand New Copier Machine for LANDBANK Head Office Units (With Estimated Volume of 895,000 Copies/Month or 32,220,000 Copies for 3 Years)</p> <ul style="list-style-type: none"> <li>• 4 units - at least 75 Copies/Minute</li> <li>• 7 units - at least 45 Copies/Minute</li> <li>• 30 units -- at least 35 copies/Minute</li> <li>• 3 units -- reserve (in any of the above models)</li> </ul> <p>Specifications and other requirements per attached Revised Annexes-A-1 to A-2</p>	<p><b>Please state here either "Comply" or "Not Comply"</b></p>

<p>Submission of the following documents inside the eligibility/technical envelope.</p> <ul style="list-style-type: none"><li>• Brochures or any other documents indicating the complete specifications of the offered brand/model.</li></ul>	
<ul style="list-style-type: none"><li>• At least two (2) Certificates of Satisfactory Performance from previous clients, including LANDBANK if applicable.</li></ul>	

**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.

The Technical Component (First Envelope) shall contain the following technical information/documents (Section 25.2):

1. 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).
2. Duly notarized Omnibus sworn statement (sample form - Form No.6).
3. Eligibility requirements (Section 23.1)

- **Legal Documents**

- 3.a 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.
- 3.b Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- 3.c Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **Technical / Financial Documents**

- 3.d 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 relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3) This form may no longer be submitted if bidder has no on-going contracts.
- 3.e Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) 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 PBDs prescribed by the GPPB. (sample form - Form No. 4).
- 3.f 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.

- 3.g The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.h 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 the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
- 3.i Brochures or any other documents indicating the specifications of the items being offered.
- 3.j At least two (2) Certificates of Satisfactory Performance from previous clients, including LANDBANK if applicable.
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
- 5. Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**
- 6. Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
7. Post-Qualification Documents – (Non-submission of the following documents during the bidding date shall not be a ground for the disqualification of the bidder):
  - 7.a Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550 Q) VAT or Percentage Tax Returns for the 4<sup>th</sup> Quarter of 2015 and 1<sup>st</sup> Quarter of 2016;
  - 7.b Valid and current PhilGEPS Registration Certificate; and
  - 7.c Income Tax Return for 2015

**The Financial Component (Second Envelope) shall contain the following (Section 25.3):**

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)