

**BID BULLETIN NO. 1  
For ITB No. 2016-3-067**

**PROJECT** : Supply, Delivery and Installation of Twenty Five (25) Units Brand New Photocopier at LANDBANK Branches and Extension Offices (Subject to Ordering Agreement)

**IMPLEMENTOR** : Procurement Department

**DATE** : June 10, 2016

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 modifications, amendments or clarifications are as follows:

- 1) The minimum technical specifications of the photocopier have been revised as follows:

| FROM   | TO   |
|--|--|
| <ul style="list-style-type: none"> <li>• Can copy original size of A6 up to legal</li> </ul>   | <ul style="list-style-type: none"> <li>• Can copy original size of A6 up to Legal (<b>platen or feeder</b>)</li> </ul>   |
| <ul style="list-style-type: none"> <li>• With enlarger/reducer – zoom range of 25% to 400%</li> </ul>                                | <ul style="list-style-type: none"> <li>• With enlarger/reducer – zoom range of 25% to 400% (<b>25% reducer &amp; 400% enlarger</b>)</li> </ul>                               |
| <ul style="list-style-type: none"> <li>• With “Scan Once and Print Many” feature</li> </ul>  | <ul style="list-style-type: none"> <li>• With “Scan Once and Print Many” (<b>or equivalent</b>) feature</li> </ul>   |
| <ul style="list-style-type: none"> <li>• With built-in duplex unit</li> </ul>  | <ul style="list-style-type: none"> <li>• With built-in duplexing unit for <b>multi-sided printing (1:1, 2:2 and 1:2)</b></li> </ul>  |
| <ul style="list-style-type: none"> <li>• With built-in document processor with capacity of 50 sheets (single pass feeder)</li> </ul> | <ul style="list-style-type: none"> <li>• With built-in document processor/<b>feeder (or equivalent)</b> with capacity of 50 sheets (<b>single pass/reversing</b>)</li> </ul> |
| <ul style="list-style-type: none"> <li>• Provided with initial consumables</li> </ul>  | <ul style="list-style-type: none"> <li>• Provided with <b>genuine</b> initial consumables</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Warranty: At least one (1) year on parts and labor</li> </ul>                               | <ul style="list-style-type: none"> <li>• Warranty: At least one (1) year on parts and labor <b>or 50,000 copies whichever comes first</b></li> </ul>                         |

- 2) ITB Clause No. 2 of the Bid Data Sheet, Schedule VII (Specifications), Technical Specifications (Annex A), Form No. 2 (Schedule of Prices), Order Agreement List (Form No. 10), and Checklist of the Bidding Documents have been revised. Please see attached revised pages 36, 66, 67, 72, 85, 88, 89 and 90 of the Bidding Documents.

- ~~3) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled from **June 16, 2016** to **June 23, 2016, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, Malate, Manila.~~

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

## Section VII. Specifications

Bidders must state in the Statement of Compliance column below either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods and/or services 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 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).

| Item Description  | Specifications             | Statement of Compliance<br><i>(Please state in this column either “Comply” or “Not comply”)</i> |
|---|----------------------------|---|
| Supply, Delivery and Installation of Twenty (25) Units Brand New Photocopier at LANDBANK Branches and Extension Offices (Subject to Ordering Agreement) | <b>Per Revised Annex A</b> |   |

Other requirements:

- 1) Submission of the following documents inside the eligibility/technical envelope:
  - a. **Manufacturer’s Authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product.**
  - b. Clear copy of brochures or any other documents indicating the complete specifications of the offered brand/model.

- c. List of parts depot and service centers in Luzon, Visayas and Mindanao (accredited technicians only are not acceptable) with complete addresses and contact details.

---

  - d. List of dealers of consumables in Luzon, Visayas and Mindanao with complete addresses and contact details.
  - e. Names of trained technicians in Luzon, Visayas and Mindanao service centers with their resumes (at least 2 for each area).
- 2) The lowest calculated bidder must deliver a demo unit to LANDBANK Procurement Department within seven (7) calendar days after the bidding date for evaluation/testing as to compliance with the bank's specifications. A demo unit of brands/models which had been previously evaluated/tested by LANDBANK – Procurement Department and found to be complying with the Bank's specifications may no longer be required.

**Conforme:**

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

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

\_\_\_\_\_  
Position

## ANNEX A

### PHOTOCOPIER / XEROX MACHINE (Minimum Technical Specifications)

- Copy / Print / Scan
- Copy speed of 24 copies per minute, A4
- Can copy original size of A6 up to Legal (platen or feeder)
- With enlarger/reducer – zoom range of 25% to 400% (25% reducer & 400% enlarger)
- With “Scan Once and Print Many” (or equivalent) feature
- With electronic sorter function
- With built-in duplexing unit for multi-sided printing (1:1, 2:2 and 1:2)
- With built-in document processor/feeder (or equivalent) with capacity of 50 sheets (single pass/reversing)
- With input paper capacity of 250 sheets universal paper cassette and 50 sheets multipurpose/bypass tray
- With pedestal
- Provided with genuine initial consumables

#### Particulars

- a) Toner
- b) Developer, if applicable
- c) Drum, if applicable

#### Estimated Copy Life

- Minimum of 12,000 copies
- Minimum of 50,000 copies
- Minimum of 50,000 copies

- Warranty: At least one (1) year on parts and labor or 50,000 copies whichever comes first
- Manufactured year – not earlier than 2013
- The supplier or manufacturer must have company-owned or accredited parts depot and service centers in Luzon, Visayas and Mindanao. Accredited technicians only are not acceptable.
- The consumables of the offered product must be available in Luzon, Visayas and Mindanao
- **The supplier may provide extra toner and drum to meet the minimum copy life requirement of 12,000 copies for toner and 50,000 copies for drum**
- In case of breakdown of the supplied machine within the warranty period, a service unit shall be installed at the LANDBANK branch concerned if the defective machine requires prolonged servicing of more than 7 calendar days
- Supplier shall train LANDBANK personnel on the usage and basic maintenance of the machine upon installation

**Schedule of Prices (Form No. 2)**

**Schedule of Prices**

Name of Bidder \_\_\_\_\_ Invitation to Bid Number \_\_\_\_\_

| 1        | 2   | 3        | 4          | 5                        | 6   | 7                              |
|----------|---|----------|------------|--------------------------|---|--------------------------------|
| Item No. | Description   | Quantity | Unit Price | Total<br>(col 3 x col 4) | Sales and Other Taxes<br>(col 5 x tax rate) | Total Price<br>(col 5 + col 6) |
| 1        | <b>Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices (EO) in Luzon Area</b>   |          |            |                          |   |                                |
|          | Unit Cost   | 11 units |            |                          |   |                                |
|          | Delivery Cost   | 11 units |            |                          |   |                                |
|          | <ul style="list-style-type: none"> <li>• Gen. Trias Branch</li> <li>• Tagudin EO</li> <li>• Binalonan EO</li> <li>• Mangaldan EO</li> <li>• San Nicolas (Ilocos Norte) EO</li> <li>• Palayan City EO</li> <li>• Nagcarlan EO</li> <li>• San Mateo (Isabela) EO</li> <li>• San Ildefonso EO</li> <li>• Silang (Cavite) EO</li> <li>• Lopez EO</li> </ul> |          |            |                          |   |                                |
| 2        | <b>Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices in Visayas Area</b>  |          |            |                          |   |                                |
|          | Unit Cost   | 9 units  |            |                          |   |                                |
|          | Delivery Cost   | 9 units  |            |                          |   |                                |
|          | <ul style="list-style-type: none"> <li>• Moalboal Branch</li> <li>• Hilongos Branch</li> <li>• Balamban EO</li> <li>• Tubigon EO</li> <li>• Caticlan EO</li> <li>• Cataingan EO</li> <li>• Estancia EO</li> <li>• San Juan (So. Leyte) EO</li> <li>• Silay EO</li> </ul>  |          |            |                          |   |                                |
| 3        | <b>Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices in Mindanao Area</b>   |          |            |                          |   |                                |
|          | Unit Cost   | 5 units  |            |                          |   |                                |
|          | Delivery Cost   | 5 units  |            |                          |   |                                |
|          | <ul style="list-style-type: none"> <li>• Samal Island Branch</li> <li>• Koronadal EO</li> <li>• Tupi EO</li> <li>• Calamba (Mis. Occ) EO</li> <li>• Aurora (Zamb. Sur) EO</li> </ul>  |          |            |                          |   |                                |
|          |   |          |            | <b>GRAND TOTAL</b>       |   |                                |

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

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

\_\_\_\_\_  
Position

**Order Agreement List (Form No. 10)**

O.A.L Number: \_\_\_\_\_  
 Ordering Agreement No.: \_\_\_\_\_  
 Name of Supplier: \_\_\_\_\_  
 Name of Project: **Supply, Delivery and Installation of Twenty Five (25) Units Brand New**

**Photocopier at LANDBANK Branches and Extension Offices**

| Item No. | Description   | Projected Quantity | Awarded Unit Price |
|----------|---|--------------------|--------------------|
| 1        | <b>Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices in Luzon Area</b>  |                    |                    |
|          | Unit Cost   | 11 units           |                    |
|          | Delivery Cost   | 11 units           |                    |
|          | <ul style="list-style-type: none"> <li>• Gen. Trias Branch</li> <li>• Tagudin EO</li> <li>• Binalonan EO</li> <li>• Mangaldan EO</li> <li>• San Nicolas (Ilocos Norte) EO</li> <li>• Palayan City EO</li> <li>• Nagcarlan EO</li> <li>• San Mateo (Isabela EO)</li> <li>• San Ildefonso EO</li> <li>• Silang (Cavite) EO</li> <li>• Lopez EO</li> </ul> |                    |                    |
| 2        | <b>Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices in Visayas Area</b>  |                    |                    |
|          | Unit Cost   | 9 units            |                    |
|          | Delivery Cost   | 9 units            |                    |
|          | <ul style="list-style-type: none"> <li>• Moalboal Branch</li> <li>• Hilongos Branch</li> <li>• Balamban EO</li> <li>• Tubigon EO</li> <li>• Caticlan EO</li> <li>• Cataingan EO</li> <li>• Estancia EO</li> <li>• San Juan (So. Leyte) EO</li> <li>• Silay EO</li> </ul>  |                    |                    |
| 3        | <b>Supply, Delivery and Installation of Brand New Photocopier at LANDBANK Branches and Extension Offices in Mindanao Area</b>   |                    |                    |
|          | Unit Cost   | 5 units            |                    |
|          | Delivery Cost   | 5 units            |                    |
|          | <ul style="list-style-type: none"> <li>• Samal Island Branch</li> <li>• Koronadal EO</li> <li>• Tupi EO</li> <li>• Calamba (Mis. Occ) EO</li> <li>• Aurora (Zamb. Sur) EO</li> </ul>  |                    |                    |

Notes:

1. Specifications of Goods and scope of work shall be as per Section VII. Specifications of the Bidding Documents.
3. Projected quantity is the maximum quantity allowed to be purchased by LANDBANK.

## 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 **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 (*Please use Form No. 8*)
2. Duly notarized Omnibus Sworn Statement (*Please use Form No. 7*)
3. Eligibility requirements (Section 23.1)

- **Legal Documents**

- 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
- 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
- c. Tax Clearance per Executive Order 398, Series of 3005, as finally reviewed and approved by the BIR

- **Technical / Financial Documents**

- 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 (*Please use Form No. 3*). This form may no longer be submitted if bidder has no on-going contracts.
- 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 (*Please use Form No. 4*)
- 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.

- g. The prospective bidder's computation for its Net Financial Contracting Capacity (*Please use Form No. 5*)
- 
- 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.
- f. Manufacturer's Authorization or back-to-back certification to prove that the bidder is an authorized seller/distributor of the offered product.**
- i. Notarized certification issued by the bidder stating that the bidder or its Principal has been in the business of supplying photocopiers and its consumables in the Philippines for at least three (3) years
- j. Clear copy of brochures or any other documents indicating the complete specifications of the offered brand/model.
- k. List of parts depot and service centers in Luzon, Visayas and Mindanao (accredited technicians only are not acceptable) with complete addresses and contact details.
- l. List of dealers of consumables in Luzon, Visayas and Mindanao with complete addresses and contact details.
- m. Names of trained technicians in Luzon, Visayas and Mindanao service centers with their resumes (at least 2 for each area)
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
5. Schedule VI - Schedule of Requirements with signature of bidder's authorized representative/signatory.
- 6. Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative/signatory.**
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 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 SECOND ENVELOPE shall contain the following (Section 25.3):**

- 
1. Duly filled out Bid Form signed by the bidder's authorized representative/signatory (*Please use Form No.1*)
  2. Duly filled out Revised Schedule of Prices signed by the bidder's authorized representative/signatory (*Please use Form No.2*)