

**SUPPLEMENTAL/BID BULLETIN NO. 5  
For LBP-HOBAC-ITB-CS-20190218-01**

**PROJECT :** New Trade Finance System with One (1) Year Maintenance Service

**IMPLEMENTOR :** Procurement Department

**DATE :** May 2, 2019

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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.

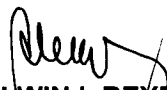
Modifications, amendments and/or clarifications:

- 1) Please be clarified that "Requirement No. NTFS-42-4" has been omitted in both Business Requirement Documents (BRD) and Requirements Compliance Form (RCF) and not "Requirement No. NTFS-42-44" as stated in Bid Bulletin 3.
- 2) Section II.C.10.1.d (Instruction to Bidders – Documents Comprising the Bid: Technical Proposal), TP6 (Format of Curriculum Vitae for Proposed Professional Staff), Form No. 1 (Statement of All Ongoing and Completed Government and Private Contracts, Including Contracts Awarded but Not Yet Started), and Checklist of the Bidding Documents (Item No. 5 of the Technical Eligibility Documents and Item No.6 of the Project Technical Component) have been revised. Please see attached revised specific sections 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 to **May 9, 2019, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.
- 4) Other clarifications:

Queries	Clarifications
1) On page 40, Section 10.1.d – Documents Comprising the Bid: Technical Proposal, it was mentioned that only one (1) Curriculum Vitae (CV) may be submitted for each position. However, the prospective bidder finds it necessary to allocate more than one (1) resource for the Business and Technical Consultant positions in order to complete the project within the required fourteen (14) months. The prospective bidder requested that this mentioned requirement be revisited.	<ul style="list-style-type: none"> <li>• Bidders may submit more than one (1) CV of personnel to be deployed in the project. Please refer to the attached revised Section II.C.10.1.d of the Bidding Documents for the required submission.</li> </ul>
2) TPF 6 – Format of Curriculum Vitae: a) The prospective bidder has consultants from outside the Philippines. The prospective bidder is	<ul style="list-style-type: none"> <li>• It is stipulated in the law that documents should be notarized in the country of origin.</li> </ul>

asking if it is required to get the certificate notarized in the consultants' respective countries or if all the certificates may be notarized in the Philippines.

- b) The prospective bidder requested to waive the submission/disclosure of consultants with reference to the first part of the TPF 6, such as age and birth date as these are considered sensitive information and are confidential. Some of the items in this form are already specified in the Project Team Information Sheet (Annex E) and in Form No. 5 (Statement of Consultant's Nationality).
- 3) The bidder clarified on the Payment Card Industry Data Security Standard (PCIDSS) requirement since it is considered not applicable to the Trade Finance System solution. In compliance with the Bank's Administrative Order No. 100, Series of 2018 on PCIDSS Policy Set, the following documentation shall also be provided by the consultant:
- Source Code Review Confirmation/ Report
  - Cryptographic Architecture
- 4) The bidder clarified on the expected details under Form No. 6 – Deliverables/ Items Summary.
- 5) On page 20, Eligibility Data Sheet 2.1.a.ii.7, a Purchase Order or Contract may be submitted as proofs of satisfactory completion of completed contracts in lieu of the Certificate of Satisfactory Performance by the client. However, on page 102, minimum required standards for Firm Credentials is to submit at least three (3) fully filled-out Customer Satisfaction Survey Forms.
- Bid documents submitted by bidders are considered confidential information by the Bank. However, in consideration of the bidder's concern, we recommend information on age and birth date be an optional information to be filled-out in TPF 6.
  - Kindly refer to Item No. 1 of the Bid Bulletin No. 3 dated April 17, 2019.
  - Please refer to the Scope and Payment Milestone indicated in the revised Terms of Reference.
  - Documents indicated in Eligibility Data Sheet 2.1.a.ii.7, i.e. Purchase Order or Contract as proofs of satisfactory completion of completed contract, are different from Customer Satisfaction Survey Forms. Thus, both documents must be submitted by the bidders.

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

## 10. Documents Comprising the Bid: Technical Proposal

10.1. While preparing the Technical Proposal, Consultants must give particular attention to the following:

- (a) The Technical Proposal shall not include any financial information. Any Technical Proposal containing financial information shall be declared non-responsive.
- (b) For projects on a staff-time basis, the estimated number of professional staff-months specified in the BDS shall be complied with. Bids shall, however, be based on the number of professional staff-months estimated by the Consultant.
- (c) Proposed professional staff must, at a minimum, have the experience indicated in the BDS, preferably working under conditions similar to those prevailing in the Republic of the Philippines.
- (d) **No alternative professional staff shall be proposed, more than one (1) Curriculum Vitae (CV) may be submitted for each position.**

10.2. The Technical Proposal shall contain the following information/documents:

- (a) Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. Bidding Forms (TPF 1).
- (b) Bid security as prescribed in ITB Clause 15. If the bidder opts to submit the bid security in the form of:
  - (i) a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
  - (ii) a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument.
- (c) Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subconsultant, if any, following the formats described in the Technical Proposal Forms:
  - (i) A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form TPF 2. Consultant's References. For each project, the outline should indicate

**TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

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Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

**Date of Birth: (OPTIONAL)**

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

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Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]*

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**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

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**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

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**Languages:**

*[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

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**CERTIFICATION:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Commitment:**

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm]* *Day/Month/Year*

Full name of staff member: \_\_\_\_\_  
Full name of authorized representative: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_  
**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_  
**Roll of Attorneys No.** \_\_\_\_\_  
**PTR No.** \_\_\_, *[date issued]*, *[place issued]*  
**IBP No.** \_\_\_, *[date issued]*, *[place issued]*

**Doc. No.** \_\_\_\_\_;  
**Page No.** \_\_\_\_\_;  
**Book No.** \_\_\_\_\_;  
**Series of** \_\_\_\_\_.

**Form No. 1**

**Statement of All Ongoing and Completed Government and Private Contracts, Including Contracts Awarded But Not Yet Started**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	d. Date Awarded e. Date Started f. Date of Completion	% of Accomplishment		Value of Outstanding Works/ Undelivered Portion
				Planned	Actual	
<u>Government</u>						



## Checklist of Bidding Documents for Procurement of Consulting Services

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

### First Envelope - Eligibility and Technical Components

- The First Envelope shall contain the following:

- Eligibility Documents – Class “A”

#### Legal Eligibility Documents

1. Eligibility Documents Submission Form
2. PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or
  - 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;
  - Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
  - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

#### Technical Eligibility Documents

3. Duly notarized Omnibus sworn statement (sample form - Form No.2)
4. 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.3).
5. **Revised statement of the prospective bidder of all its ongoing and completed 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. 1). The duly signed form shall still be submitted even if the bidder has no on-going contract. Copy of Purchase Order or Contract or Certificate of Satisfactory Performance issued by the Client must also be submitted as proof of satisfactory completion of completed contracts.**



6. Bid security in the prescribed form, amount and validity period (ITB Clause 15.1 of the Bid Data Sheet)

#### Financial Eligibility Documents

7. 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.
- Eligibility Documents – Class "B"
    8. 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.
  - Post-Qualification Documents – (Non-submission of the following documents may result in bidder's post-disqualification):
    9. 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.
    10. Income Tax Return for 2017 filed manually or through EFPS.

#### Second Envelope - Project Technical Component

- The Second Envelope shall contain the following:
  1. TPF 1 – Technical Proposal Submission Form
  2. TPF 2 – Experience of the Firm/Consultant References
  3. TPF 3 - Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
  4. TPF 4 - Description of the Methodology and Work Plan for Performing the Project
  5. TPF 5 – Team Composition and Task
  6. **Revised TPF 6 – Curriculum Vitae for Proposed Professional Staff**
  7. TPF 7 – Time Schedule for Professional Personnel
  8. TPF 8 – Activity (Work) Schedule

9. Form No. 5 – Statement of Consultant’s Nationality
10. Form No. 6 – Deliverable Items Summary
11. Firm Credentials Information Sheet – Annex C
12. Customer Satisfaction Survey Forms – Annex D
13. Project Team Information Sheet – Annex E
14. Revised Requirements Compliance Form (RCF) - Annex B with Bidder’s response to each requirement.
15. Implementation Methodology Document
16. Proof of Support Center within the Philippines
17. Brief Company Profile
18. Certification and Brief Description of the Business Continuity Plan (BCP) of the bidder with reference to the proposed solution
19. Certification that the bidder has a well-defined security policies and procedures in place to ensure confidentiality, integrity and availability of Bank’s data and privacy of personal information
20. Draft Contract containing the terms and conditions specified in Annex F. General Guidelines Section 7. Outsourcing Process, item e. Contract and Service Level Management of Administrative Order No. 013 Series of 2018 Guidelines on Outsourcing
21. License Agreement
22. Service Level Agreement (SLA) for the maintenance and support to all software components which shall include details on production incidents as to Severity, Response Time, Resolution Time and Permanent Solution.

Third Envelope - Financial Component

- The Third Envelope shall contain the following:

The following must be duly filled out and signed by the bidder’s authorized representative:

1. FPF 1 – Financial Proposal submission Form
2. FPF 2 – Summary of Costs
3. FPF 3 – Breakdown of Price per Activity
4. FPF 4 – Breakdown of Remuneration per Activity
5. FPF 5 – Reimbursables per Activity
6. FPF 6 – Miscellaneous Expenses