

**SUPPLEMENTAL/BID BULLETIN NO. 2  
For LBP-HOBAC-ITB-CS-20191125-05**

**PROJECT** : **Consultancy Services for SAP – Human Resource Information System (HRIS) Change Requests Project**

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


**DATE** : **December 20, 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:

- Item No. 1.b of the Criteria for Firm Credentials (Request for Expression of Interest), ITB Clause 4.2 and Item No. 1.b of the Criteria for Firm Credentials of Section III (Eligibility Data Sheet), Section VI (Terms of Reference), and Checklist of the Bidding Documents (Item Nos. 10, 11, 12, 13 & 21 of the Project Technical Component) have been revised. Please see attached revised specific sections of the Bidding Documents.



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



**Land Bank of the Philippines**

**Request for Expression of Interest for  
Consultancy Services for SAP – Human  
Resource Information System (HRIS)  
Change Requests Project**

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget approved by the Board of Directors for 2019 intends to apply the sum of Five Million Eight Hundred Fifteen Thousand Only (Php5,815,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract Consultancy Services for SAP – Human Resource Information System (HRIS) Change Requests Project / ITB No. LBP-HOBAC-ITB-CS-20191125-05. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The LANDBANK now calls for the submission of eligibility documents for Consultancy Services for SAP – Human Resource Information System (HRIS) Change Requests Project. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before January 10, 2020, 10:00 AM at 25th Floor, Procurement Department, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.:  
Procurement Department  
Land Bank of the Philippines  
25<sup>th</sup> Floor, LANDBANK Plaza  
1598 M.H. Del Pilar corner Dr. J. Quintos Streets,  
Malate, Manila, 1004  
[lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com)
4. A complete set of Bidding Documents may be acquired by interested Bidders on December 6, 2019 to January 20, 2020 from the address indicated above and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Three Thousand Pesos Only (Php3,000.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The LANDBANK will hold a Pre-Bid on Dec. 13, 2019 starting at 2:00 PM, at the Bidding Room, 25th Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila which shall be open to prospective bidders. Bidders are prohibited from recording (audio and video) the proceedings of the pre-bid conference.

For new bidders, a briefing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 will be conducted on Dec. 13, 2019, 1:30 PM at the same address above.

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. Interested consultants must drop three (3) sets of their eligibility & technical and financial components in three (3) separate sealed envelopes at the designated Bid Box located at the Procurement Department, PROPERLY SEALED, MARKED AND TIME STAMPED on or before the 10:00 A.M. deadline on January 10, 2020. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15.1.

Bids submitted through courier service providers or post office should be duly received by the HOBAC Secretariat at the address above on or before the set deadline. The project name should be indicated in the outer packaging of the parcel with specific instruction to deliver the same directly to the above address on or before the set deadline.

Bid opening shall be on January 10, 2020, 10:00 AM at Bidding Room, 25<sup>th</sup> Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila. Bids will be opened in the presence of the Bidder's representatives who choose to attend at the address above. Late bids shall not be accepted.

8. After the receipt of bids, the Eligibility & Technical Component (First Envelope) shall first be opened and evaluated in the presence of the prospective bidder's representatives who choose to attend at the time, on the date and at the place specified below.
9. The BAC shall draw up the short list of consultants from those who have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are as follows:

CRITERIA	Weight	Score	Remarks												
1. Firm Credentials (Experience, Expertise and Capability)	40%														
<p>1.a Years of experience</p> <table border="1" data-bbox="177 394 820 842"> <tr> <td data-bbox="177 394 724 618">                     Exceeds minimum qualifications                      - Six (6) years or more of successfully implementing the proposed solution.                      - At least 2 projects with government institutions                 </td> <td data-bbox="724 394 820 618">20%</td> </tr> <tr> <td data-bbox="177 618 724 842">                     Meets minimum qualifications                      - At least five (5) years of successfully implementing the proposed solution.                      - At least 1 project with government institutions                 </td> <td data-bbox="724 618 820 842">15%</td> </tr> </table> <p>1.b Certified SAP COE and Authorized Reseller</p> <table border="1" data-bbox="177 987 820 1249"> <tr> <td data-bbox="177 987 724 1137">                     Exceeds minimum qualifications                      Four (4) years as Certified SAP COE and Authorized Reseller in the Philippines                 </td> <td data-bbox="724 987 820 1137">10%</td> </tr> <tr> <td data-bbox="177 1137 724 1249">                     Meets minimum qualifications                      Three (3) years as Certified SAP COE and Authorized Reseller                 </td> <td data-bbox="724 1137 820 1249">8%</td> </tr> </table> <p>1.c Satisfactory Ratings</p> <table border="1" data-bbox="177 1357 820 1986"> <tr> <td data-bbox="177 1357 724 1693">                     Exceeds minimum qualifications                      - Four (4) or more fully filled-out Customer Satisfactory Survey Forms with "satisfactory" ratings for the previous successful similar engagements                      - With at least 2 from government institutions                 </td> <td data-bbox="724 1357 820 1693">10%</td> </tr> <tr> <td data-bbox="177 1693 724 1986">                     Meets minimum qualifications                      - At least three (3) fully filled-out Customer Satisfaction Survey Forms with "satisfactory" ratings for previous successful similar engagements.                      - With at least 1 from government institution                 </td> <td data-bbox="724 1693 820 1986">8%</td> </tr> </table>	Exceeds minimum qualifications - Six (6) years or more of successfully implementing the proposed solution. - At least 2 projects with government institutions	20%	Meets minimum qualifications - At least five (5) years of successfully implementing the proposed solution. - At least 1 project with government institutions	15%	Exceeds minimum qualifications Four (4) years as Certified SAP COE and Authorized Reseller in the Philippines	10%	Meets minimum qualifications Three (3) years as Certified SAP COE and Authorized Reseller	8%	Exceeds minimum qualifications - Four (4) or more fully filled-out Customer Satisfactory Survey Forms with "satisfactory" ratings for the previous successful similar engagements - With at least 2 from government institutions	10%	Meets minimum qualifications - At least three (3) fully filled-out Customer Satisfaction Survey Forms with "satisfactory" ratings for previous successful similar engagements. - With at least 1 from government institution	8%	20%		
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2. Personnel Qualifications	40%										
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Meets minimum qualifications - At least one (1) successful implementation of the proposed solution	5%			
<b>2.c Senior ABAP Programmer</b>		6%		
i. Years of Experience				
Exceeds minimum qualifications - Three (3) or more years of experience in IT as ABAP Programmer	6%			
Meets minimum qualifications - At least two (2) years of experience in IT as ABAP Programmer	4%	4%		
ii. Implementation of proposed solution				
Exceeds minimum qualifications - Two (2) or more successful implementation of the proposed solution	4%			
Meets minimum qualifications - At least one (1) successful implementation of the proposed solution	3%			
<b>2.d. Project Team Member (s) / Quality Assurance Analyst</b>		3%		
i. Years of Experience				
Exceeds minimum qualifications - Three (3) or more years of experience in IT project as Technical Support Staff	3%			
Meets minimum qualification - At least two (2) years experience in IT as Technical Support Staff	2%			
ii. Implementation of proposed solution		2%		
Exceeds minimum qualifications - Two (2) or more successful implementation of the proposed solution	2%			
Meets minimum qualifications - At least one (1) successful implementation of the	1%			

<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">proposed solution</td> <td style="width: 50%;"></td> </tr> </table> <p><i>*Proposed Technical Support Staff will be rated individually and the final rating will be that average score.</i></p>	proposed solution																				
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3. Implementation Methodology	15%																				
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4. Support Base manned by skilled and experienced technical support staff for the proposed solution	5%																				
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<b>TOTAL</b>	<b>100%</b>																				

Minimum score required – 77%

10. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The weights to be allocated for the Technical and Financial Proposals, and the criteria and rating system for the evaluation of bids shall be as follows:

- a. Technical Criteria  
(Raw score is the shortlisting score) – 80%
- b. Financial Criteria – 20%

Bidders must obtain a minimum score of **77%** for the technical criteria. Only the top three (3) bidders who meet the hurdle rate for the Technical Criteria shall be eligible for the next stage of bidding.

11. The project must be completed within five (5) months, inclusive of LANDBANK's Users Acceptance Testing (UAT). Commencement date will be from the receipt of Notice to Proceed (NTP) by the winning bidder from the Procurement Department.
  
12. The LANDBANK reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
  
13. For further information, please refer to:  
Mr. Alwin I. Reyes, CSSP  
Assistant Vice President  
Head, Procurement Department  
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.  
Malate, Manila, 1004  
Tel. (+632) 8-522-0000 or 8-551-2200 local 7370  
Fax (+632) 8-528-8587  
Email: lbphobac@mail.landbank.com

(Sgd)

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**ALEX A. LORAYES**  
Senior Vice President  
Chairman, Bids and Awards Committee



# Eligibility Data Sheet

ITB Clause	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Proof of satisfactory completion of completed contracts: <ul style="list-style-type: none"><li>▪ Certificate of Satisfactory Completion issued by the clients</li></ul>
4.2	Each Bidder shall submit three (3) sets of Eligibility and Technical Component (First Envelope), Project Technical Component (Second Envelope) and Financial Component (Third Envelope) labeled as "Original Copy 1", "Original Copy 2" and "Original Copy 3". The Eligibility/Technical Documents shall be enclosed in the Eligibility/Technical Component (First Envelope) of the Bid.
4.3 (e)	The Procuring Entity's BAC address is:  Land Bank of the Philippines 25 <sup>th</sup> Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila, 1004  Contact Person:  Mr. Alwin I. Reyes, CSSP Assistant Vice President Head, Procurement Department 1598 M.H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila, 1004 Fax (02) 8-528-8587 lbphobac@mail.landbank.com
4.3 (f)	Consultancy Services for the: <ul style="list-style-type: none"><li>➤ Consultancy Services for SAP – Human Resource Information System (HRIS) Change Requests Project</li><li>➤ LBP-HOBAC-ITB-CS-20191125-05</li></ul>

5	<p>The address for submission of eligibility document/component is:</p> <p>Procurement Department Land Bank of the Philippines 25<sup>th</sup> Floor, LANDBANK Plaza Building 1598 M. H. Dell Pilar corner Dr. J. Quintos Streets Malate, Manila, 1004</p> <p>The deadline for submission of eligibility document/component is 10:00 A.M. on _____.</p> <p>Bidders should have no negative dealings/transactions with LANDBANK or its subsidiaries.</p>
8.1	<p>The place of opening of eligibility document/component is:</p> <p>Procurement Department Land Bank of the Philippines 25<sup>th</sup> Floor, LANDBANK Plaza Building 1598 M. H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila, 1004</p> <p>The date and time of opening of eligibility document is 10:00 A.M. on _____.</p>
9.1	<p>Similar contracts shall refer to projects involving consultancy services related to human resources information systems.</p>
9.2	<p>Minimum score to be included in the shortlist is seventy seven percent (77%). The detailed set of criteria and rating system to be used are shown below.</p>

CRITERIA	Weight	Score	Remarks				
1. Firm Credentials (Experience, Expertise and Capability)	40%						
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Meets minimum qualifications - At least one (1) successful implementation of the proposed solution	5%			
<b>2.c Senior ABAP Programmer</b>		6%		
i. Years of Experience				
Exceeds minimum qualifications - Three (3) or more years of experience in IT as ABAP Programmer	6%			
Meets minimum qualifications - At least two (2) years of experience in IT as ABAP Programmer	4%	4%		
ii. Implementation of proposed solution				
Exceeds minimum qualifications - Two (2) or more successful implementation of the proposed solution	4%			
Meets minimum qualifications - At least one (1) successful implementation of the proposed solution	3%			
<b>2.d. Project Team Member (s) / Quality Assurance Analyst</b>		3%		
i. Years of Experience				
Exceeds minimum qualifications - Three (3) or more years of experience in IT project as Technical Support Staff	3%			
Meets minimum qualification - At least two (2) years experience in IT as Technical Support Staff	2%	2%		
ii. Implementation of proposed solution				
Exceeds minimum qualifications - Two (2) or more successful implementation of the proposed solution	2%			
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<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">proposed solution</td> <td style="width: 20%;"></td> </tr> </table> <p><i>*Proposed Technical Support Staff will be rated individually and the final rating will be that average score.</i></p>	proposed solution																				
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Within Metro Manila	5%																				
Outside Metro Manila	3%																				
<b>TOTAL</b>	<b>100%</b>																				

**TERMS OF REFERENCE**

**CONSULTANCY SERVICES FOR SAP - HUMAN RESOURCE  
 INFORMATION SYSTEM CHANGE REQUESTS PROJECT**

**1. Name and Description of the Project**

The SAP-Human Resource Information System (HRIS) Change Requests Project is a consolidation of system incidents that will require modification in payroll and time and attendance schema brought about by the change in the regulations and problems/findings encountered by HRIS users.

**2. Project Objective**

The main objective of the SAP-HRIS Change Requests Project is to provide a permanent fix/solution to all the reported change requests and system incidents brought by the the change in the regulations and the problems encountered by the HRIS users.

The project will also address the noted audit observations which remain outstanding to date from the Application Audit on HRIS by HOSTAD in 2017.

**3. Scope of Project**

The engagement shall cover the implementation of the following Change Requests and Systems Incidents (Please refer to Annex A for the detailed description):

CATEGORY	DESCRIPTION
Representation Allowance and Transportation Allowance (RATA)  <i>(Payroll Schema)</i>	1. Revision in the computation of entitlement to Representation Allowance and Transportation Allowance (RATA) of newly hired or promoted employees eligible to the allowance based on the number of workdays of actual work performance.  2. LBPEA Time-Off/Compensatory Service/Time-off should not affect RATA computation; Exclusion in the time evaluation rule that identifies actual work performance, absence type Compensatory Service/Time-Off/LBPEA Time-Off.  3. Error in the computation of RATA refund; Definition of local holidays that falls on a working day (recorded under Substitution infotype) as day of actual work performance thus, must not affect the employee's entitlement to RATA
Generation of Leave (Run Time Evaluation/ LWOP/Earnings)	4. Error in the computation of Leave Without Pay (LWOP) in Time Evaluation. No LWOP was deducted in the payroll of the employee.

CATEGORY	DESCRIPTION
<i>(Time Schema)</i>	5. VL remaining balance did not fall on the VLWOP column after FML deduction. When the VL or SL Balance is not sufficient to accommodate deductions, ending balance should not be a negative value.
Generation of Leave (Run Time Evaluation/LWOP/Earnings) <i>(Time Schema)</i>	6. 0.002 VLWOP (all types)/TmType 9121 was set up for an employee during time evaluation wherein VL balance of said personnel = 0. This results to negative balance in Employee Leave Card When the VL or SL Balance is not sufficient to accommodate deductions, ending balance should not be a negative value  7. Error in Time Evaluation run:20 instances of personnel who do not have leave credits and LWOP is acquired. For instances where leave credits (VL and/or SL) equals to 0.000, processing of time evaluation should proceed; resulting to creation of LWOP entry as well as appropriate leave earnings, if any.  8. Generation of Leave Earnings (Quota Accruals)- For months that do not have 30 days, re: February 28 or February 29, still use 30 as the based number of working days in computing leave earnings.  9. No earnings for leave credits for separated employees whose effectivity of separation falls not on the first day of the month <ul style="list-style-type: none"> <li>• Generation of Leave Earnings (Quota Accrual)-                          Leave earnings shall be generated for separated employees covering the days before their separation, which falls on holiday and/or rest days.</li> </ul>
Payslip Customized program	10. Revision on transaction code ZPAYSLIP to separate retroactive calculation results to another wage types or a dummy wage type where in the program could pick and rename another description. <ul style="list-style-type: none"> <li>• Retroactive Calculation/Accounting should be reflective on Payslip- Retroactive calculations of any wagetypes e.g. Basic Monthly Salary, Meal Allowance, etc. must be stored in appropriate "differential" wage types to distinguish current from the retro. Thus, providing clearer information when displayed in the Payslip.</li> </ul>
Processing of Official Business (OB) Punch Times	11. Evaluation of Punch Times with declared work suspension, particularly in the latter part of the day, should have no effect in the processing.



CATEGORY	DESCRIPTION
<i>(Time Schema)</i>	12. Official Business that covers both the start and end of the employee's work schedule should be interpreted as one day of actual work performance (or productive hours). Hence, there should be no deduction in the leave credits (VL); nor the employee is considered absent.
Monthly re-occurrence of Double Overtime (OT) <i>(Payroll Schema/Time Schema)</i>	13. Double occurrence of wagetype 1051 and/or 1052 that were noted on some of the employees due to change on Master Data either on planned working times (IT0007) or through change on designation/promotion (IT0000) While no discrepancy found on time related reports and PTBAL, a double entry of WT1051 and/or 1052 were noted on standard reports such as payroll results and wagetype statement. <ul style="list-style-type: none"> <li>No error on the computation for overtime PCR (calculation rules), however new entries for overtime related wagentypes were created instead of overwriting a previous entry after payroll recalculation of previous month.</li> </ul>
Computation of Overtime/Night Differential Pay <i>(Payroll Schema/Time Schema)</i>	14. Computation of Overtime/Night Differential Pay <ul style="list-style-type: none"> <li>The CSC- DBM Joint Circular No. 01 series of 2015 and DBM Circular No. 8 series of 1995, amends the divisor (at 22 days) in the formula used in the computation of Hourly Basic Rate, a component needed in deriving overtime pay and night differentials, which took effect last January 1, 2016.</li> </ul>
Segregation of access to Payroll Areas <i>(Payroll Schema)</i>	15. Segregation of user's access between Officers & Technology Payroll (10 & 30) to Rank & file Payroll (20). Payroll 10: PG 10 to 18 Payroll 20: PG 3 to 9 Payroll 30: PG 3 to 9 (assigned in Technology Management Group of the bank)
Configuration of Basic Pay	16. Individual Valuation on IT0008 Whether the customized program or directly from the pay structure was used, the value should be reflected to the standard payroll report.
Discrepancy on computation of allowances for New Hire <i>(Payroll Schema)</i>	17. Discrepancy on the Subsistence Allowance and PERA computed on new hires that did not assume on the first day of the month

CATEGORY	DESCRIPTION
Revision of long term Leave Without Pay (LWOP) processing in payroll	18. As a change request to address procedural change to include employees with prolonged LWOP in the payroll run. This entails creation of new calculation rule in Payroll schema effective on the agreed date with the customer. Only absence types Preventive Suspension and Suspension Penalty have special processing to zero out the basic pay and all types of earnings and deductions.

The approved Budget for the Contract (ABC) shall cover all project costs, including, but not limited to the following:

1. Provision of time and material engagement services of the following resources:
  - One Project Manager
  - One Senior HCM Consultant
  - One Senior ABAP programmer
  - **Project Team Member(s)/Quality Assurance Analyst**
  
2. Delivery of service and support during implementation which include the following:
  - Turn-over of documents such as Functional and Technical Specifications Documents, SIT Certificate, User's Manual, Training materials, among others.
  - Educate and train the technical team and users
  - Service level agreements

### Other Requirements

- In case of personnel replacement during the course of the project, the solution provider shall submit resume of the incoming personnel for approval of LANDBANK's project team. Also, LANDBANK shall be notified/advised 30 days before the effectivity of such replacement.
  
- The issues/findings during User's Acceptance Testing (UAT) should be 100% resolved. If in case UAT issues are not resolved for issues/findings at Severity 1 and 2, LANDBANK will suspend the UAT and will require the solution provider to correct all deficiencies, perform and provide LANDBANK with a new System Integration Testing (SIT) certificate. This period will be subjected to liquidated damages as specified in the Special Condition Contract (SCC). In addition, due to this delay, equivalent penalty that will be imposed by regulators/agencies will be borne by the solution provider.
  
- During the warranty period, turnaround time for resolution of any related system incident or problem is as follows:

Severity Classification	Description	Resolution Period	Status Call to be provided by TMG
1	Major business functions are not working or seriously affected (e.g., inaccessible or inoperable system; lack of data integrity; data corruption or data unavailability.	Within 30 minutes	Every 2 hrs
2	Impaired use of critical business functions, difficult workaround.	Within 30 min to 60 min	Every 24 hrs
3	Impaired use of critical business functions, with workaround.	30 minutes to within the current business day	Every 48 hrs
4	Superficial errors, system functionality is not affected	30 min to next business day	Upon closure

- Should there be system errors encountered upon production and within 90 days therefrom which are attributable to the solution provider and such errors remain unresolved resulting to the Bank incurring losses, the Bank have the right to call on the security deposit.
- The solution provider must provide LANDBANK with annual audited financial statement during the course of the project.

#### 4. Delivery Time/Completion Schedule

The project must be completed within five (5) months, inclusive of LANDBANK's Users Acceptance Testing (UAT). Commencement date will be from the receipt of Notice of Award (NOA) and Notice to Proceed (NTP) by the winning bidder from the Procurement Department.

#### 5. Cost Analysis Sheet

##### Cost Breakdown

Cost Component	Cost (Php)
Change Requests Service Fee	X,XXX,XXX.XX
Other (out-of-pocket expenses, etc)	X,XXX,XXX.XX
<b>TOTAL INVESTMENT COST</b> (inclusive of VAT and all taxes)	<b>X,XXX,XXX.XX</b>

**Payment Milestone**

<b>ent Milestone</b>	<b>Amount (Php)</b>
40% prior to UAT	X,XXX,XXX.XX
40% of the total implementation Service Fees due and payable upon completion of fixes (UAT)	X,XXX,XXX.XX
20% upon implementation and other costs upon completion of warranty period.	X,XXX,XXX.XX
<b>TOTAL PROJECT COST (VAT and ALL taxes inclusive)</b>	<b>XXX,XXX,XXX.XX</b>

**TOTAL PROJECT COST (in words):**

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**6. Qualification Requirements**

<b>Evaluation Criteria</b>	<b>Minimum Required Standards</b>
<p><b>A. Firm Credentials (Experience and Capability)</b></p> <p>This criterion evaluates the bidder's and/or system developer's/licensor's experience, expertise and capability to deliver the proposed solution, as well as the results of satisfaction ratings of previous engagements, are considered</p>	<p>Bidders must:</p> <ul style="list-style-type: none"> <li>✓ Have at least five (5) years of experience in conducting a similar engagement for major companies including at least one (1) government institution. Provide the Client Name, Project Name, Project Description, Project Start Date, Project Completion/Implementation Date, and Contact Person and Number/Email Address using the Firm Credentials Information Sheet (Annex C).</li> <li>✓ <b>Provider should be a Certified SAP Partner Center of Expertise (PCOE) and Authorized Reseller in the Philippines for at least three (3) years.</b></li> <li>✓ Submit at least three (3) fully filled-out Customer Satisfaction Survey Forms with "satisfactory" ratings for previous successful engagements related to HR solution. Submitted CSS form must be sealed and signed when provided to LANDBANK.</li> </ul>
<p><b>B. Personnel Qualifications</b></p>	<p>Submit biographical information using the prescribed Project Team Information Sheet</p>

<p>This criterion assesses the relevant work experience and educational attainment of the bidder key personnel (i.e., Project Manager, Business Analyst, Technical Lead, and Technical Support Staff) identified to implement the proposed solution.</p>	<p>template (Annex E).</p> <ul style="list-style-type: none"><li>▪ Project Manager:<ul style="list-style-type: none"><li>✓ At least three (3) years of experience in IT as Project Manager; and</li><li>✓ At least one (1) successful implementation of the proposed solution</li></ul></li><li>▪ Senior HCM Consultant<ul style="list-style-type: none"><li>✓ At least two (2) years of experience as HCM Consultant; and</li><li>✓ Must be a local SAP certified HR consultant.</li><li>✓ At least one (1) successful implementation of the proposed solution</li></ul></li><li>▪ Senior ABAP Programmer:<ul style="list-style-type: none"><li>✓ At least two (2) years of experience as ABAP programmer</li><li>✓ At least one (1) successful implementation of the proposed solution</li></ul></li><li>▪ <b>Project Team member(s)/Quality Assurance Analyst</b><ul style="list-style-type: none"><li>✓ At least two (2) years of experience in IT project</li><li>✓ At least one (1) successful implementation of the proposed solution</li></ul></li><li>▪ Other Qualifications<ul style="list-style-type: none"><li>✓ Knowledgeable of payroll processing and payroll administration together with expertise in system support</li><li>✓ Knowledgeable of Philippine Payroll configuration/implementation experience including integration with other SAP-HR modules e.g. PA, OM, Time, Benefits, etc.</li><li>✓ Skillful in the implementation of SAP Notes and configuration of schema</li><li>✓ Understanding of most of the business processes in HR and connection points to other areas</li><li>✓ Excellent communication and documentation skills both verbal and written</li><li>✓ Strong analytical skills for investigation and resolution of issues</li></ul></li></ul>
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<p><b>C. Implementation Methodology</b>                  This criterion evaluates the proposed implementation approach with regards to the logical and systematic sequencing of activities, realistic estimation of work effort and duration, timely and quality delivery of work products, management of project schedule, scope and resources, and the overall soundness of the implementation methodology.</p>	<p>✓ Bidders proposed solution must clearly discuss the following:</p> <ol style="list-style-type: none"> <li>1. Proposed Solution Architecture Overview                         <ul style="list-style-type: none"> <li>○ Technical Architecture</li> <li>○ Solution components (software, services)</li> </ul> </li> <li>2. Implementation and project management methodology                         <ul style="list-style-type: none"> <li>○ Statement Of Work</li> <li>○ Detailed description of all major tasks,</li> <li>○ Deliverable item, if any, for each of the major tasks, and</li> <li>○ Completion criteria for each of the major tasks</li> </ul> </li> <li>3. LANDBANK Responsibilities                         <ul style="list-style-type: none"> <li>○ Specific responsibilities relating to the resources, skills, infrastructure, documentations, processes, etc., that LANDBANK must satisfy</li> </ul> </li> <li>4. Assumptions, Constraints, Depedencies</li> <li>5. Schedules                         <ul style="list-style-type: none"> <li>○ Major milestones,</li> <li>○ Delivery schedule, and</li> <li>○ Project Schedule (major tasks, durations, start and end dares, Gantt chart).</li> </ul> </li> <li>6. Organizational Chart of the Project Team.</li> </ol>
<p><b>D. Support Base</b>                  This criterion considers capability of the bidder to provide immediate and cost-effective on-site/off-site support or assistance</p>	<p>✓ Bidder must have or must set up a Support Center within the Philippines manned by skilled and experienced technical support staff for the proposed solution. This shall be stipulated in the contract. Provide proof of location or certification that support center is within the Philippines.</p>

**7. Proposal Requirements**

The technical proposal must include the following required information/documents:

- A. Firm Credentials Information Sheet – Annex B
- B. Customer Satisfaction Survey Forms – Annex C

- C. Project Team Information Sheet – Annex D
- D. Implementation Methodology Document which discusses the following information:
1. Proposed Solution Architecture Overview
    - ✓ Technical Architecture
    - ✓ Solution Components (software, services)
  2. Implementation and project management methodology
  3. Statements Of Work
    - ✓ Detailed description of all major tasks,
    - ✓ Deliverable item, if any, for each of the major tasks, and
    - ✓ Completion criteria for each of the major tasks
  4. LANDBANK Responsibilities
    - ✓ Specific responsibilities relating to resources, skills, infrastructure, documentations, processes, etc., that LANDBANK must satisfy
  5. Assumptions, Constraints, Dependencies
  6. Schedules
    - ✓ Major milestones,
    - ✓ Delivery schedule, and
    - ✓ Project schedule (major tasks, durations, start and end dates, Gantt chart).
  7. Organizational Chart of the Project Team
- E. Proof of Support Center within the Philippines.
- F. Other Requirements:
1. Brief Company Profile
  2. Certification and Brief Description of the Business Continuity Plan (BCP) of the bidder with reference to the proposed solution
  3. 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.
  4. 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
  5. License Agreement
  6. Service Legal 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.

Failure to submit any of the above requirements is sufficient cause for disqualification.

**8. Technical Criteria**

Non compliance to any of the Minimum Required Standards below would automatically result to the disqualification of the bidder.

Bidder will be rated accordingly as shown on the table below:

<b>CRITERIA</b>	<b>Weight</b>	<b>Score</b>	<b>Remarks</b>								
<b>1. Firm Credentials (Experience, Expertise and Capability)</b>	<b>40%</b>										
<p><b>1.a Years of experience</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Exceeds minimum qualifications</td> <td style="width: 20%; text-align: center;">20%</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>- Six (6) years or more of successfully implementing the proposed solution.</li> <li>- At least 2 projects with government institutions</li> </ul> </td> <td></td> </tr> <tr> <td>Meets minimum qualifications</td> <td style="text-align: center;">15%</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>- At least five (5) years of successfully implementing the proposed solution.</li> <li>- At least 1 project with government institutions</li> </ul> </td> <td></td> </tr> </table>	Exceeds minimum qualifications	20%	<ul style="list-style-type: none"> <li>- Six (6) years or more of successfully implementing the proposed solution.</li> <li>- At least 2 projects with government institutions</li> </ul>		Meets minimum qualifications	15%	<ul style="list-style-type: none"> <li>- At least five (5) years of successfully implementing the proposed solution.</li> <li>- At least 1 project with government institutions</li> </ul>		<b>20%</b>		
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<p><b>1.b Certified SAP PCOE and Authorized Reseller</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Exceeds minimum qualifications</td> <td style="width: 20%; text-align: center;">10%</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>- Four (4) years as Certified SAP PCOE and Authorized Reseller in the Philippines</li> </ul> </td> <td></td> </tr> <tr> <td>Meets minimum qualifications</td> <td style="text-align: center;">8%</td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>- Three (3) years as as Certified SAP PCOE and Authorized Reseller in the Philippines</li> </ul> </td> <td></td> </tr> </table>	Exceeds minimum qualifications	10%	<ul style="list-style-type: none"> <li>- Four (4) years as Certified SAP PCOE and Authorized Reseller in the Philippines</li> </ul>		Meets minimum qualifications	8%	<ul style="list-style-type: none"> <li>- Three (3) years as as Certified SAP PCOE and Authorized Reseller in the Philippines</li> </ul>		<b>10%</b>		
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<p><b>1.c Satisfactory Ratings</b></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Exceeds minimum qualifications</td> <td style="width: 20%; text-align: center;">10%</td> </tr> <tr> <td>                     Four (4) or more fully filled-out Customer Satisfactory Survey Forms with "satisfactory" ratings for the previous successful similar engagements                      With at least 2 from                 </td> <td></td> </tr> </table>	Exceeds minimum qualifications	10%	Four (4) or more fully filled-out Customer Satisfactory Survey Forms with "satisfactory" ratings for the previous successful similar engagements With at least 2 from		<b>10%</b>						
Exceeds minimum qualifications	10%										
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government institutions Meets minimum qualifications At least three (3) fully filled-out Customer Satisfaction Survey Forms with "satisfactory" ratings for previous successful similar engagements. With at least 1 from government institution	8%			
<b>2. Personnel Qualifications</b>		<b>40%</b>		
<b>2.a Project Manager</b>				
i. Years of experience				
Exceeds minimum qualifications - Four (4) or more years experience in IT as Project Manager	6%	6%		
Meets minimum qualifications - At least three (3) years of experience in IT as Project Manager	4%			
ii. Implementation of proposed solution				
Exceeds minimum qualifications - Two (2) or more successful implementation of the proposed solution	4%	4%		
Meets minimum qualifications - At least one (1) successful implementation of the proposed solution	3%			

<p>2.b Senior HCM Consultant</p> <p>i. Years of experience</p> <table border="1"> <tr> <td data-bbox="343 235 821 504"> <b>Exceeds minimum qualifications</b>            - Three (3) or more years of experience as HCM Consultant            - Must be a certified local SAP HR Consultant         </td> <td data-bbox="821 235 941 504" style="text-align: center;">8%</td> </tr> <tr> <td data-bbox="343 504 821 728"> <b>Meets minimum qualifications</b>            - At least two (2) years of experience as HCM Consultant            - Must be a certified local SAP HR Consultant         </td> <td data-bbox="821 504 941 728" style="text-align: center;">6%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1"> <tr> <td data-bbox="343 795 821 1019"> <b>Exceeds minimum qualifications</b>            - Two (2) or more successful implementation of the proposed solution         </td> <td data-bbox="821 795 941 1019" style="text-align: center;">7%</td> </tr> <tr> <td data-bbox="343 1019 821 1220"> <b>Meets minimum qualifications</b>            - At least one (1) successful implementation of the proposed solution         </td> <td data-bbox="821 1019 941 1220" style="text-align: center;">5%</td> </tr> </table>	<b>Exceeds minimum qualifications</b> - Three (3) or more years of experience as HCM Consultant - Must be a certified local SAP HR Consultant	8%	<b>Meets minimum qualifications</b> - At least two (2) years of experience as HCM Consultant - Must be a certified local SAP HR Consultant	6%	<b>Exceeds minimum qualifications</b> - Two (2) or more successful implementation of the proposed solution	7%	<b>Meets minimum qualifications</b> - At least one (1) successful implementation of the proposed solution	5%	<b>8%</b>     <b>7%</b>		
<b>Exceeds minimum qualifications</b> - Three (3) or more years of experience as HCM Consultant - Must be a certified local SAP HR Consultant	8%										
<b>Meets minimum qualifications</b> - At least two (2) years of experience as HCM Consultant - Must be a certified local SAP HR Consultant	6%										
<b>Exceeds minimum qualifications</b> - Two (2) or more successful implementation of the proposed solution	7%										
<b>Meets minimum qualifications</b> - At least one (1) successful implementation of the proposed solution	5%										
<p>2.c Senior ABAP Programmer</p> <p>i. Years of Experience</p> <table border="1"> <tr> <td data-bbox="343 1299 821 1489"> <b>Exceeds minimum qualifications</b>            - Three (3) or more years of experience in IT as ABAP Programmer         </td> <td data-bbox="821 1299 941 1489" style="text-align: center;">6%</td> </tr> <tr> <td data-bbox="343 1489 821 1646"> <b>Meets minimum qualifications</b>            - At least two (2) years of experience in IT as ABAP Programmer         </td> <td data-bbox="821 1489 941 1646" style="text-align: center;">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1"> <tr> <td data-bbox="343 1713 821 1937"> <b>Exceeds minimum qualifications</b>            - Two (2) or more successful implementation of the proposed solution         </td> <td data-bbox="821 1713 941 1937" style="text-align: center;">4%</td> </tr> <tr> <td data-bbox="343 1937 821 2007"> <b>Meets minimum qualifications</b>            - At least one (1)         </td> <td data-bbox="821 1937 941 2007" style="text-align: center;">3%</td> </tr> </table>	<b>Exceeds minimum qualifications</b> - Three (3) or more years of experience in IT as ABAP Programmer	6%	<b>Meets minimum qualifications</b> - At least two (2) years of experience in IT as ABAP Programmer	4%	<b>Exceeds minimum qualifications</b> - Two (2) or more successful implementation of the proposed solution	4%	<b>Meets minimum qualifications</b> - At least one (1)	3%	<b>6%</b>    <b>4%</b>		
<b>Exceeds minimum qualifications</b> - Three (3) or more years of experience in IT as ABAP Programmer	6%										
<b>Meets minimum qualifications</b> - At least two (2) years of experience in IT as ABAP Programmer	4%										
<b>Exceeds minimum qualifications</b> - Two (2) or more successful implementation of the proposed solution	4%										
<b>Meets minimum qualifications</b> - At least one (1)	3%										

successful implementation of the proposed solution					
<b>2.d. Project Team Member(s)/Quality Assurance Analyst</b>		<b>3%</b>	<b>2%</b>		
i. Years of Experience					
Exceeds minimum qualifications - Three (3) or more years of experience in IT project as Technical Support Staff	3%				
Meets minimum qualifications - At least two (2) years experience in IT as Technical Support Staff	2%				
ii. Implementation of proposed solution					
Exceeds minimum qualifications - Two (2) or more successful implementation of the proposed solution	2%				
Meets minimum qualifications - At least one (1) successful implementation of the proposed solution	1%				
<i>*Proposed Technical Support Staff will be rated individually and the final rating will be the average score.</i>					
<b>3. Implementation Methodology</b>		<b>15%</b>			
Proposed Solution Architecture Overview	2%				
Implementation and project management methodology	2%				
LANDBANK Responsibilities	2%				
Assumptions, Constraints, Dependencies	2%				
Schedules					
v. Delivery schedule/ completion date is less than 5 months	5%				
vi. Delivery					

	schedule/completion date is 5 months Note: Inclusive of LANDBANK's UAT				
	Organizational Chart of the Project Team	2%			
4.	Support Base manned by skilled and experienced technical support staff for the proposed solution		5%		
	Within Metro Manila	5%			
	Outside Metro Manila	3%			
<b>TOTAL</b>			<b>100%</b>		

Bidders must obtain a minimum score of **77%** for the technical criteria. Only the top three (3) bidders who meet the hurdle rate for the Technical Criteria shall be eligible for the next stage of bidding.

**9. Bid Evaluation**

A. Bid Evaluation Procedure – Quality- Cost Based Evaluation (QCBE)/Selection (per RA 9184)

B. Bidder must obtain a minimum score of **77%** for the Technical Criteria specified in Section 8.

*NOTE: LANDBANK will interpret the statement “[Bidder’s Name] understands and will comply” as bidder’s commitment to fully comply with and deliver the LANDBANK requirement.*

C. Overall Bid Evaluation Criteria and Rating System

	Weight (a)	Raw Score (b)	Score (ab)	Remarks
1. Technical Criteria	<b>80%</b>			
2. Financial Criteria	<b>20%</b>			
The proposed bid price of participating bidder:				
	Condition	Raw Score		
	Lowest Bid	100%		
	Other Bids	BS		

	$BS = 100 * BL/B$ Where: BS – Score of bid under consideration BL - Price of lowest bid B – Price of bid under Consideration				
<b>GRAND TOTAL</b>		<b>100%</b>			

**10. Other Terms and Conditions**

**Compliance to LANDBANK’s Policies and Regulatory Requirements**

Service provider is required to comply/adhere to the existing policy of the Bank and its regulatory bodies which include data confidentiality, Third Party Service Provider audit assessment and among others.

**10.1 Terms of Reference Standard Information**

This Terms of Reference (TOR) is issued in accordance with the Implementing Rules and Regulation Part A (IRR-A) of Republic Act Number 9184 (RA 9184). In case of conflict, the more stringent guideline/ provision shall prevail.

The contents of this document, including all appendices and attachments, are confidential to LANDBANK and are provided solely for the purpose of this TOR.

**10.1.1 Discussions/Negotiations**

Notwithstanding the acceptance of the proposal and award in favor of the solution provider without discussion, LANDBANK is not precluded and has the right to initiate discussions with the solution provider as LANDBANK deems necessary. The solution provider should be prepared to send qualified personnel to the LANDBANK office to discuss the technical, commercial and other contractual aspects of its proposal.

**10.1.2 Award of Contract**

Award of contract will be made to the solution provider only after successful negotiations and determination that its proposal is the most advantageous to LANDBANK.

**10.2 Proposal Preparation**

This TOR provides the instructions governing the proposal to be submitted and a description of the mandatory requirements. To be eligible for consideration, the solution provider must meet the intent of all mandatory

requirements. Compliance with the intent of all the requirements will be determined by the LANDBANK Head Office Bids and Awards Committee (HOBAC).

The solution provider must organize its proposal into sections following the format of this TOR, with tabs separating each section. Refer to Section 7 Proposal Requirements for the required information/document that must be included in the proposal.

Responses similar to, "Refer to our literature..." or "Please see www.....com" are not acceptable. All materials related to a response must be submitted together with the proposal and not just referenced. Any references in an answer to another location in the TOR materials must indicate the specific page numbers and sections stated in the reference.

### **10.2.2 Price Sheet**

For the financial portion of the proposal, the solution provider must utilize the form Cost Analysis Sheet and Payment Milestones found in Section 5, which will serve as the basis for evaluating its price quotation. The solution provider should include additional information as necessary to explain in detail its price quotation.

### **10.3 Proposal Submission**

The solution provider must submit:

- Three (3) sets (one original and two copies) of its technical and financial proposals
- Its proposal to the LANDBANK's HOBAC on or before the deadline set.

Facsimile or electronic submissions are not acceptable.

#### **10.3.1 Signed Proposals**

The proposals must be signed in ink by the solution provider's authorized personnel to make them legally binding documents.

#### **10.3.2 Validity Period**

The submitted proposal will not be modified, withdrawn or cancelled by the solution provider for a 120-day period following the deadline for submission, or receipt of best and final offer, if required.

### **10.4 Oral Presentation/Product Demonstration**

The solution provider may be required to make an oral presentation and product demonstration to clarify its response or to further define its proposals. Oral presentations and product demonstrations, if requested, shall be at the solution provider's expense.

### **10.5 Compliance with Laws, Policies, Processes, Regulations and Standards**

The solution provider must, in performance of work under this contract, fully comply with all applicable national or local laws and executive orders, regulations, and LANDBANK policies, processes; and Project Management and System Development Life Cycle standards. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provision.

### **10.6 Contract Contents**

This TOR and any addenda, the solution provider's response including any amendments, any best and final offers, any Supplemental/Bid Bulletins, and any negotiations shall be included in any resulting contract. Section 8. Proposal Requirements enumerates all the required information and documents that the solution provider must submit as part of its proposal to qualify for further consideration, and will serve as basis for any contract between the Bank and the solution provider.

### **10.7 Confidentiality**

The solution provider must comply with the LANDBANK's Information Security policies and guidelines to ensure confidentiality and security of LANDBANK's data.

The solution provider representative/s must sign Confidentiality Agreement and Acceptable Use Policy Compliance Commitment Certificate.

## **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. 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 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)
7. Form No. 5 – Statement of Consultant’s Nationality

Financial Eligibility Documents

8. 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”
    9. 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 – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:
    10. 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.
    11. Income Tax Return for 2018 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. TPF 6 – Curricula Vitae for Proposed Professional Staff
7. TPF 7 – Time Schedule for Professional Personnel
8. TPF 8 – Activity (Work) Schedule
9. Form No. 6 – Deliverable Items Summary
10. **Duly filled-out Firm Credentials Information Sheet (Annex B) as proof that the bidder has at least five (5) years of experience in conducting a similar engagement for major companies including at least one (1) government institution**
11. **Proof that the bidder is a Certified SAP Partner Center of Expertise (PCOE) and Authorized Reseller in the Philippines for at least three (3) years.**
12. **At least three (3) duly filled-out Customer Satisfaction Survey Forms (Annex C) with “satisfactory” ratings for previous successful engagements related to HR solution. Submitted CSS form must be sealed and signed.**
13. **Duly filled-out Project Team Information Sheet (Annex D) for each personnel.**
14. Implementation Methodology Document which discusses Proposed Solution Architecture Overview, Implementation & Project Management Methodology, Statements of Work, LANDBANK Responsibilities, Assumptions, Constraints & Dependencies, Schedules and Organizational Chart of the Project Team
15. Proof of Support Center within the Philippines
16. Brief Company Profile
17. Certification and Brief Description of the Business Continuity Plan (BCP) of the bidder with reference to the proposed solution
18. 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.
19. License Agreement
20. Service Legal 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.
21. **For current and past suppliers of consultancy services for human resource information system for LANDBANK, they must have satisfactory performance in their completed contract/s starting in November 2018 onwards. A Certificate of Satisfactory Performance issued by the Head, Personnel Administration Department (PAD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid shall be submitted. The Certificate shall still be subject to verification during post-qualification of bid.**

**Note: Certificate of Satisfactory Performance shall be requested in writing from AVP May Dar-Arizabal of PAD (8-405-7356), 23<sup>rd</sup> Floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.**

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 – Travel Expenses, Office Rent, Accommodation and Clerical Assistance per Activity per Activity
  6. FPF 6 – Miscellaneous Expenses