



**SUPPLEMENTAL/BID BULLETIN NO. 10**  
**For LBP-HOBAC-ITB-GS-20200204-01**

**PROJECTS** : **One (1) Lot Supply, Delivery and Installation of Signage, ATM Acrylic Frame Panels, Glass Panel Stickers, Rehabilitation of ATM Sunshade, Dismantling of Existing Signage and Removal of Existing Glass Panel Stickers at LANDBANK Allen (Northern Samar) Branch**

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

**DATE** : **July 10, 2020**

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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) In observance of strict social distancing measures to prevent the spread of COVID-19, the opening of bids for the above project shall be conducted through videoconferencing using MS Teams application. No more physical meeting shall be made. Thus, the potential bidders are enjoined to familiarize themselves with the use of MS Teams. Tutorials and guides on using of the said application are available in Youtube and various websites in the Internet (simply type "using MS Teams" in the address/search bar of your browser).
- 2) The prospective bidder/s who would like to participate in the bidding for the above project must send a duly filled-up LBP SFTF User Registration Form (attached as Annex A) to **lbphobac@mail.landbank.com** on or before **2:00 PM** of **July 15, 2020**. The LBP SFTF User Registration Form can be obtained from Procurement Department by sending a request to the aforementioned e-mail address quoting "SFTF – ITB-GS-20200204-01" as subject.
- 3) The prospective bidder/s who have submitted a duly filled-up LBP SFTF User Registration Form, together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee to the HOBAC Secretariat, shall receive an e-mail with log-in credentials to access the LBP Secure File Transfer Facility (LBP-SFTF).
- 4) The deadline for the submission of electronic eligibility/technical and financial documents/proposals for the above project is re-scheduled on **July 17, 2020** at **9:00 A.M.**
- 5) The prospective bidder/s are requested to observe the prescribed procedures in the submission and opening of electronic bid (attached as Annex B).

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

## LBP SECURE FILE TRANSFER FACILITY REGISTRATION FORM

<b>Name of Participating Bidder/"Company"</b>		
<b>Complete Address of the Company:</b>	<b>Contact Number/s:</b>	
<b>AUTHORIZED LBP SECURE FILE TRANSFER USER/S:</b>		
<b>Name of Authorized Representative:</b>	<b>Official Email Address:</b>	<b>Contact Number/s:</b>
<b>TERMS AND CONDITIONS:</b>		
<p>The Company, through its Authorized User/s, shall:</p> <ol style="list-style-type: none"> <li>1. Use LBP's Secure File Transfer Facility to securely transmit files to LBP Procurement Department only for the purpose of online submission of bidding documents.</li> <li>2. Be responsible for the confidentiality of its assigned log-in credentials. (i.e. assigned user ID)</li> <li>3. Only upload agreed upon file formats and shall not upload any file/s containing inappropriate content, material that violates or infringes in any manner on the intellectual or proprietary rights of others, and any malwares, software virus, "Trojan Horse" program, "worm" or other harmful or damaging software or software component.</li> <li>4. Agree and ensure that the computing devices to be used for LBP's Secure File Transfer Facility have the updated anti-virus software and operating system security patches, as minimum requirements in order to establish connectivity, to maintain and ensure the security, integrity and availability of the LBP Secure File Transfer Facility.</li> <li>5. Agree not to use a public wi-fi/hotspot such as but not limited to those offered in coffee shops, malls, restaurant or hotels to access into the LBP Secure File Transfer Facility.</li> <li>6. Agree that LANDBANK may revoke, block, or permanently disallow the use of this facility without prior notice due to reasons that may compromise the Bank's security.</li> </ol>		
<b>AGREEMENT:</b>		
<p>As an Authorized User, I hereby agree:</p> <p>To the above terms and conditions            Not to disclose any confidential information regarding the LBP Secure File Transfer Facility.            To avoid using unauthorized users/computers to input credentials; and            That unauthorized dissemination of information about the LBP Secure File transfer Facility shall be considered a security breach and is ground for the immediate termination of the account.</p>  <p>_____</p> <p><b>Authorized User (Signature over Printed Name)</b></p>		

Please print N/A in blank spaces

# ANNEX B

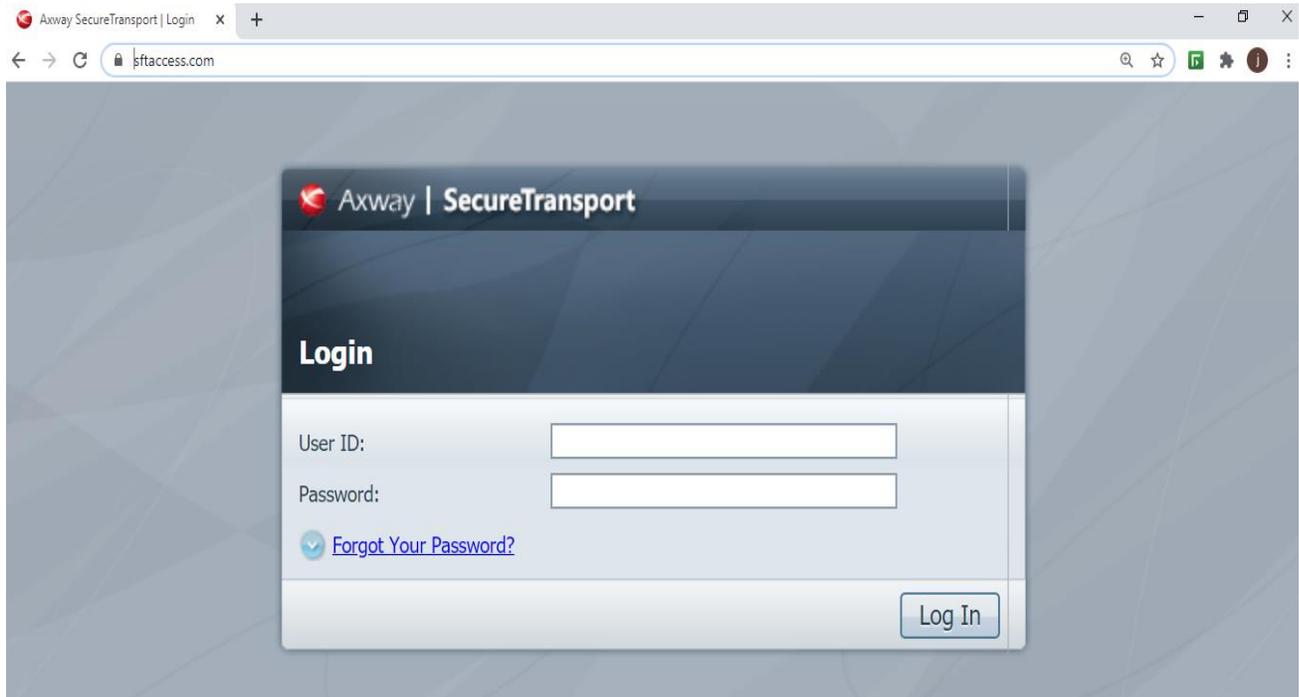
## Procedures in Submission and Opening of Electronic Bid

1. Upon submission of a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee to the HOBAC Secretariat, the prospective bidder shall receive an email with log-in credentials to access the LBP Secure File Transfer Facility (LBP-SFTF).
2. The prospective bidder shall submit its electronic bid by uploading the same in the LBP-SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility below). The electronic bid consisting of two copies/files must be labelled with bidder's preferred short name, last six (6) digits of the bidding reference number and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBP-HOBAC-ITB-GS-20200521-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-052101-C1 and XYZ-052101-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and must be password-protected.
3. Each of the above mentioned archived files shall contain the Technical Proposal and Financial Proposal files. The files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Proposal and Financial Proposal, respectively. Thus, using the above example, XYZ-052101-C1 shall contain the PDF files labelled XYZ-052101-C1-Tech and XYZ-052101-C1-Fin while XYZ-052101-C2 shall contain the PDF files labelled XYZ-052101-C2-Tech and XYZ-052101-C2-Fin. In case of modification of bid, "Mod" shall be added at the end of the specified filenames (e.g. XYZ-052101-C1-Mod and XYZ-052101-C1-Tech-Mod).
4. The Technical Component and Financial Component files shall be in PDF format and password-protected. All the required documents shall be sequentially arranged following the Checklist in the bidding documents and must be signed by the authorized signatory/ies when required in the form.
5. The passwords for the archived files and the PDFs file shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening. In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts, the bidder concerned shall be disqualified from further participating in the bidding process.
6. The prospective bidder shall receive an acknowledgement receipt via email upon successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522-0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.

7. On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. If the bidder has more than one (1) representatives, the said representatives may take turns in using the account/connection.
8. Projects with participating bidders in attendance shall be given priority in the queuing.
9. Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.
10. Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP-SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Proposal. The retrieval, opening and page-by-page review of documents shall be shown to the participants through screen sharing.
11. The HOBAC then determines the eligibility of the specific bidder using a non-discretionary "pass/fail" criteria. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.
12. The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Proposals of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Proposal. The opening and page-by-page review of documents shall still be shown to the participants through screen sharing.
13. The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.
14. The access of the bidders to the session shall be terminated once the Chairman has declared that the bid opening activity for a specific project has been finished.
15. MS Teams Application shall be used in the conduct of online bidding. In the event that it is not available, other videoconferencing applications may be used as an alternative in conducting the meeting.

# Guide in Accessing LBP Secure File Transfer Facility

1. Open browser and type the url: <https://www.sftaccess.com>.



2. Log-in with the credentials provided via email. (Note: Log-in credentials will be received upon submission of a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee)

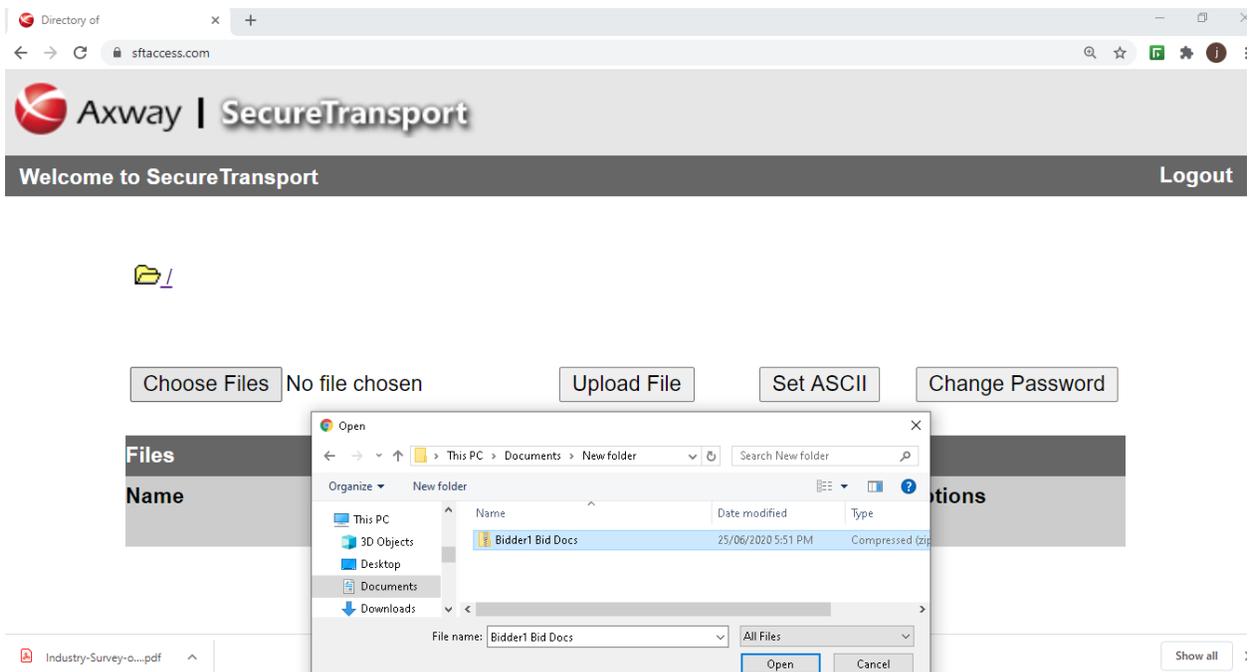
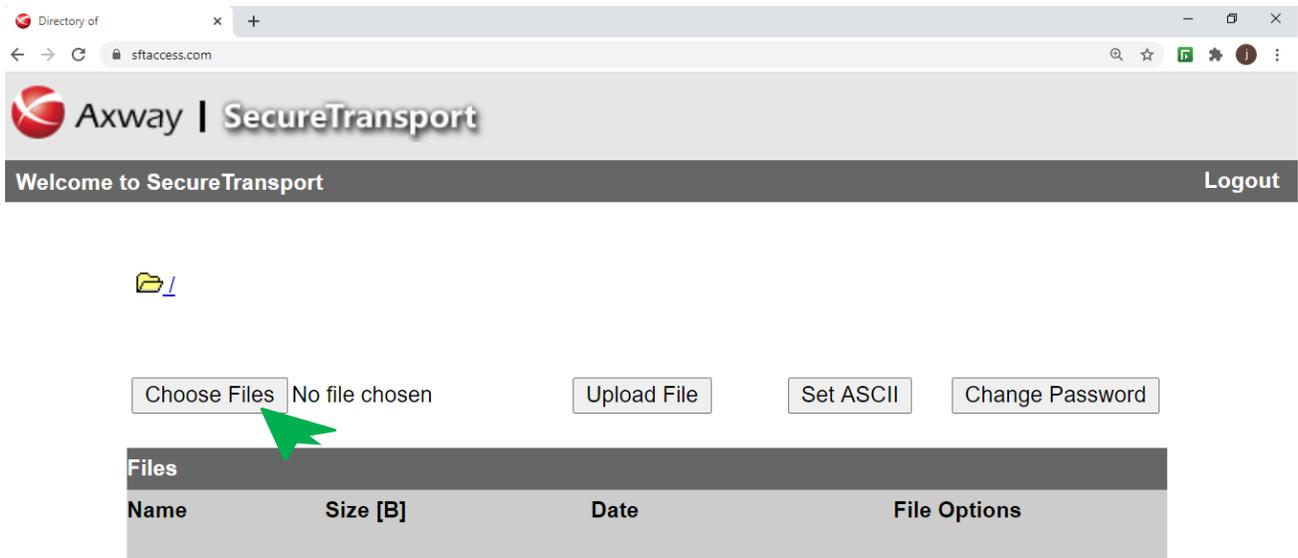
Username: **[E-mail Address] e.g. bidder1@bidder.com**

Password: **[Landbank-provided password]**

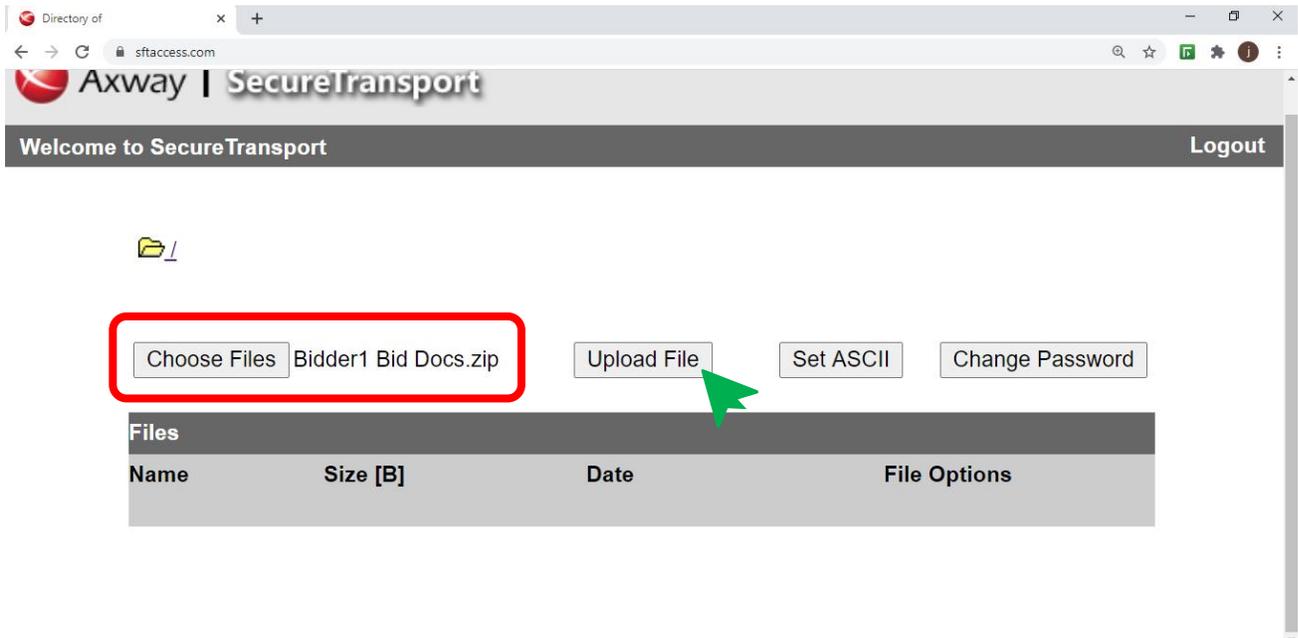
3. Upon successful login, click '**Choose Files**' to upload file/s.

*Notes:*

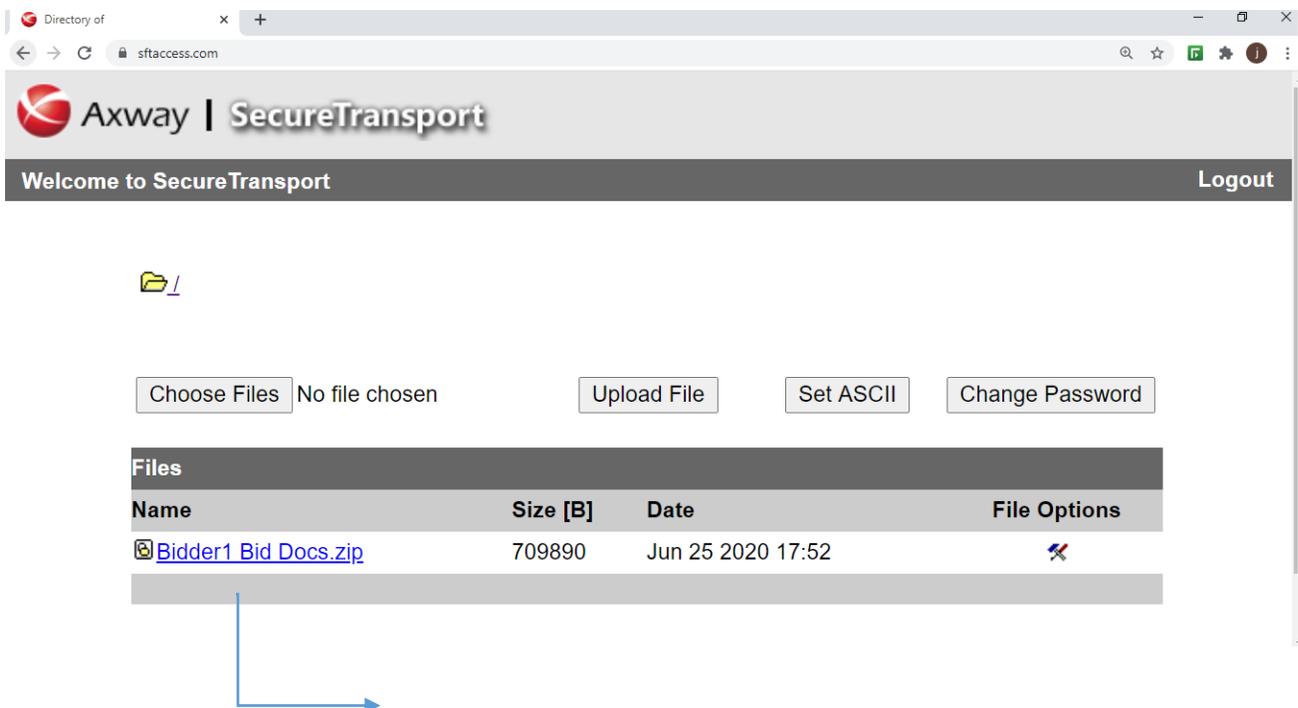
1. Files should be encrypted/password-protected.
2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.



4. Click **'Upload File'** to upload the selected file/s.



5. Once a successful upload is completed, the files cannot be deleted anymore. The bidder will also receive a system-generated acknowledgement receipt in its registered e-mail address. A screenshot of the uploaded Bid/s should be taken by the bidder for record purposes.



*Successful upload*

## **File Repository of Bid Documents**

All uploaded bid documents will be stored in the dedicated SFTF directory of a particular bidder and will be accessible by the assigned ProcD personnel.