



**SUPPLEMENTAL BID BULLETIN NO. 3
For LBP-HOBAC-ITB-GS-20200609-01**

PROJECT : **Online Competency Assessment**
IMPLEMENTOR : **Procurement Department**
DATE : **July 22, 2020**

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) The prospective bidder/s who would like to participate in the bidding for the above project must send a duly filled-up LBP Secure File Transfer Facility (SFTF) User Registration Form (attached as Annex G) to **lbphobac@mail.landbank.com** on or before **2:00 PM of July 27, 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-20200609-01" as subject.
- 2) 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 SFTF.
- 3) Terms of Reference, Item Nos. 6 & 7 of the Invitation to Bid, ITB Clauses 5.4, 9.1, 19, 20, 20.3, 21, 23 & 24 of the Bid Data Sheet (Section III), GCC Clause 10.3 of the Special Conditions of the Contract (Section V), Schedule of Requirements (Section VI), Specifications (Section VII), Omnibus Sworn Statement (Form No. 6), and Checklist of the Bidding Documents (Item Nos. 2, 7, 8, 12, 13.a, 13.b & 13.d of the Eligibility and Technical Components) have been revised.

The Annexes shall be now identified as follows:

	Annex	
	From	To
Terms of Reference	A-1 to A-9	D-1 to D-9
Online Competency Assessment – Requirement Statement	B-1 to B-11	E-1 to E-11

Please see attached revised Annexes D-1 to D-9 and specified sections of the Bidding Documents.

- 4) The list of LANDBANK Organizational Development Department employees (Annex F-2.1) has been added. Please see attached Annex for your reference.

- 5) The deadline for the submission of electronic eligibility/technical and financial documents/proposals for the above project is re-scheduled on **July 29, 2020** at **10:00 A.M.**
- 6) The prospective bidder/s are requested to observe the prescribed procedures in the submission and opening of electronic bid (attached as Annexes C-1 to C-6).
- 7) Responses to queries/requests for clarification of bidders are as follows:

Bidder's Queries/Clarifications	LANDBANK Responses
<p>1. The bidder clarified on the following:</p> <p>1.1. Total number of competencies?</p> <p>1.2. Are the contents/assessments already final?</p> <p>1.3. Frequency of assessment per LANDBANK employee?</p> <p>1.4. Number of sites/branches wherein the system shall be implemented?</p> <p>2. The bidder clarified whether LANDBANK will require customization of the existing system.</p>	<p>1.1. There are around 1,300 competencies for the project.</p> <p>1.2. The Position Competency Profile which is the primary component of the Online Competency Assessment platform is already final, however, the designation of rates to the raters is yet to be finalized.</p> <p>1.3. A LANDBANK employee or individual can only be assessed once during the entire assessment process.</p> <p>1.4. The Bank has around 700 units in the Head Office and Field Units combined with around 3,000 raters nationwide who will access the system to perform the assessment.</p> <p>2. LANDBANK does not own the system/platform used in its pilot run of the Online Competency Assessment held in 2016. In essence it was merely in the form of a subscription to a platform built by the previous vendor, in accordance with the Bank's specifications – wherein the Bank's raters would access online using the vendor-provided credentials. After the contract expired, so did the Bank's users' access.</p>

	<p>Customization would imply that there is an existing system/platform to tinker with. If the vendor possesses such a system/platform or anything similar, it would be advantageous on both the Vendor's and the Bank's end (especially in driving down cost, hopefully) as most of the programming will now focus on a more simplified interface requirements and other stuffs specified in the TOR. Customization is fine as long as it adheres to the Bank's current specifications as stated in the TOR.</p>
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ALWIN I. REYES
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat



Land Bank of the Philippines

Invitation to Bid For Online Competency Assessment

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget for the contract approved by the Board of Directors for 2020 intends to apply the total sum of One Million Three Hundred Thousand Pesos Only (PhP 1,300,000.00) being the Approved Budget for the Contract to payments under the contract for Online Competency Assessment / ITB No. LBP-HOBAC-ITB-GS-20200609-01. Bids received in excess of the above ABC shall be automatically rejected at bid opening.
2. The LANDBANK now invites bids for the Online Competency Assessment. Delivery period is indicated in Section VI, Schedule of Requirements. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. 5183.

4. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M. to 5:00 P.M.:

Procurement Department
Land Bank of the Philippines
25th Floor LANDBANK Plaza Building
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.
1004 Malate, Manila
lbphobac@mail.landbank.com

5. A complete set of Bidding Documents may be purchased by interested Bidders on _____ from the address indicated above and upon payment of a Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Seven Hundred Pesos Only (P 700.00).

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

6. **The LANDBANK will hold a Pre-Bid Conference on July 15, 2020 through videoconferencing using Microsoft (MS) Teams Application.**

Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (attached as Annex A) to lbphobac@mail.landbank.com on or before 2:00 PM of July 15, 2020. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Ms. Ma. Angela Q. Emeterio at MEMETERIO@mail.landbank.com and MQEMETERIO@gmail.com. Bidders shall quote "PBCR-ITB-GS-20200609-01" as the email's subject.

Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel, post messages therein and join the online meeting.

For the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, please refer to the attached Annex B.

For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted prior to the scheduled Pre-Bid Conference. Potential bidders who are interested in joining the briefing shall log-on to the designated MS Teams Channel one (1) hour before the scheduled Pre-Bid Conference.

7. **All bids shall be submitted electronically. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes C-1 to C-6.**
8. **The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank, without thereby incurring any liability to the affected bidder or bidders.**

9. 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.
1004 Malate, Manila
Tel. (+632) 8-522-0000 or 8-551-2200 local 7370
Fax (+632) 8-528-8587
Email lbphobac@mail.landbank.com

(Signed)

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

Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The name of the Contract is Online Competency Assessment</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20200609-01</p>
1.2	<p>The lot and reference is: Online Competency Assessment</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2020 in the total amount of One Million Three Hundred Thousand Pesos Only (PhP 1,300,000.00).</p> <p>Project: Online Competency Assessment</p>
3.1	<p>No further instructions.</p>
5.1	<p>Bidders should have no negative dealings with LANDBANK or its subsidiaries.</p>
5.2	<p>Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184.</p>
5.4	<p>The Bidder must have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving any system related to competency assessment.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> <ul style="list-style-type: none">• Copy of the contract or purchase order; or• Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.
7	<p>No further instructions.</p>

8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	<p>The LANDBANK will hold a Pre-Bid Conference on <u>July 15, 2020</u> through videoconferencing using Microsoft (MS) Teams Application.</p> <p>Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (attached as Annex A) to <u>lbphobac@mail.landbank.com</u> on or before <u>2:00 PM</u> of <u>July 15, 2020</u>. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Ms. Ma. Angela Q. Emeterio at <u>MEMETERIO@mail.landbank.com</u> and <u>MQEMETERIO@gmail.com</u>. Bidders shall quote “PBCR-ITB-GS-20200609-01” as the email’s subject.</p> <p>Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel, post messages therein and join the online meeting.</p> <p>For the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, please refer to the attached Annex B.</p> <p>For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted prior to the scheduled Pre-Bid Conference. Potential bidders who are interested in joining the briefing shall log-on to the designated MS Teams Channel one (1) hour before the scheduled Pre-Bid Conference.</p> <p>All bids shall be submitted electronically. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes C-1 to C-6.</p>
10.1	<p>The Procuring Entity’s address is:</p> <p>Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila www.landbank.com</p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes, CSSP Assistant Vice President</p>

	<p>Head, Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 8-522-0000 or 8-551-2200 local 7370 Fax (+632) 8-528-8587 lbphobac@mail.landbank.com</p>
12.1(a)	<p>Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.</p>
12.1(a)(ii)	<p>The statement of all ongoing government and private contracts (use Form No. 3) and Single Largest Completed Contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.</p>
13.1	<p>Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos.1 and 2).</p>
13.1(b)	<p>No further instructions.</p>
13.1(c)	<p>No further instructions.</p>
13.2	<p>The Approved Budget for the Contract (ABC) One Million Three Hundred Thousand Pesos Only (Php 1,300,000.00).</p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
15.4(a)(iv)	<p>Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.</p>
15.4(b)	<p>Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. The price of the Goods shall be quoted DDP specified delivery site/s.</p>
16.1(b)	<p>The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.</p>
16.3	<p>Not applicable.</p>
17.1	<p>Bids will be valid until 120 calendar days from date of opening of bids.</p>

18.1	<p>The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount:</p> <table border="1" data-bbox="459 306 1404 1220"> <thead> <tr> <th data-bbox="459 306 954 449">Form of Bid Security</th> <th data-bbox="954 306 1404 449">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 449 954 591">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td data-bbox="954 449 1404 591"></td> </tr> <tr> <td data-bbox="459 591 954 961">(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td> <td data-bbox="954 591 1404 961">P 26,000.00</td> </tr> <tr> <td data-bbox="459 961 954 1220">(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td data-bbox="954 961 1404 1220">P 65,000.00</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li data-bbox="459 1256 1404 1680">1. If bid security is in the form of cash, a bidder is required to secure a Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The PAO shall then be presented to any of the Tellers at the Cash Department (Ground Floor, LANDBANK Plaza Building) together with the corresponding cash. The Cash Department Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. The original and/or certified true copy of the Official Receipt shall be enclosed in Bid Envelope No. 1 (Eligibility and Technical Proposal/Documents). The original official receipt shall be returned by the BAC Secretariat to the bidder immediately after the opening of bids. <li data-bbox="459 1719 1404 1787">2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES. <li data-bbox="459 1809 1404 1907">3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated. <li data-bbox="459 1930 1404 2059">4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details: 	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;		(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	P 26,000.00	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	P 65,000.00
Form of Bid Security	Minimum Amount of Bid Security								
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;									
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	P 26,000.00								
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	P 65,000.00								

	<p>a) CBD 2 – 18th Floor, LANDBANK Plaza Building Ms. Erlin G. Del Rosario – Account Officer Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)</p> <p>b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building Mr. Ronaldo Robles – Account Officer Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)</p> <p>5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.</p> <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <p>(a) LIBI-Forex 14th Floor, LANDBANK Plaza Building Telephone 8-710-7114 (Every Tuesday and Thursday)</p> <p>(b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephones 8-812-4911 and 867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>6. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p>
18.2	The bid security shall be valid until 120 calendar days from date of opening bids.
19	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.

20	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
20.3	<p>Each Bidder shall submit PDF files labeled 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.</p>
21	<p>All bids shall be submitted electronically. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes C-1 to C-6.</p>
23	<p>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).</p>
24	<p>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</p>

	<p>join the meeting. If the bidder has more than one (1) representatives, the said representatives may take turns in using the account/connection.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 raking shall also be announced to the participants.</p> <p>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.</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.

28.3	The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.
28.4	No further instructions.
29.2	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Only tax returns filed manually or through EFPS and taxes paid shall be accepted.
32.4(f)	No additional requirement.
33.2	<p>If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <ul style="list-style-type: none">(a) CBD 2 – 18th Floor, LANDBANK Plaza Building Ms. Erlin G. Del Rosario – Account Officer Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)(b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building Mr. Ronaldo Robles – Account Officer Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)

Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.1(i)	The Supplier is _____.
1.1(j)	The Funding Source is: The Government of the Philippines (GOP) through LANDBANK's Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2020 in the total amount of One Million Three Hundred Thousand Pesos Only (PhP 1,300,000.00).
1.1(k)	The Project Site is indicated in Section VI, Schedule of Requirements
2.1	No further instructions.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p style="padding-left: 40px;">Procurement Department Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila Telephone (+632) 8-522-0000 or 8-551-2200 local 7370 Fax (02) 8-528-8587 Email lbphobac@mail.landbank.com</p> <p>The Supplier's address for Notices is:</p> <p>_____</p>
6.2	The additional requirements for the completion of this contract are in the Terms of Reference.
10.3	<p>Payment shall be through direct credit to the winning bidder's deposit account with LANDBANK. The winning bidder is required to maintain a deposit account with LANDBANK's Cash Department or any of its Branches.</p> <p>The following documentary requirements for payment shall be submitted:</p> <ul style="list-style-type: none"> • Sales Invoice/Billing Statement/Statement of Account • Delivery Receipt/Service Report with printed name and signature of LANDBANK employee who received the services and actual date of receipt of services.

	<ul style="list-style-type: none">• Documentary requirements listed in Section 12 of the Terms of Reference
10.4	Not applicable.
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4(c)	Expiration of performance security should be six (6) months after the last date of delivery/end of contract for staggered deliveries, multi-year contracts and for contracts with adjustment in implementation date, whichever is applicable. In any case, the winning bidder shall cause the extension of the validity of its performance security at no cost to LANDBANK.
16.1	No further instructions.
17.3	Not applicable.
17.4	No further instructions.
21.1	If the bidder is a joint venture, all partners to the joint venture shall be jointly and severally liable to the procuring entity.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Description	Quantity	Project Duration
Online Competency Assessment	One (1) Lot	<u>Project Duration:</u> Six (6) months from August 2020 to February 2021. <u>Contact Person:</u> VP Emmanuel G. Hio, Jr. Head, Organizational Development Department <u>Contact Number:</u> 8405-7389

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Section VII. Specifications

Specifications	Statement of Compliance
<p style="text-align: center;">Online Competency Assessment</p> <p>Terms of Reference (TOR) per attached revised Annexes D-1 to D-9.</p> <p>Business Requirement Document per attached Annexes E-1 to E-11.</p> <p>A. <u>Bidder's Qualification</u></p> <p>1. Bidder must have designed, created, and implemented a similar Information Technology solution for a Human Resources setting in any Top 1,000 corporations or Government Agencies in the Philippines in the last five (5) years.</p> <p>B. <u>Manpower Qualifications</u></p> <p>1. <u>One (1) Project Manager</u></p> <p>a. At least two (2) years technical experience in</p>	<p style="text-align: center;">Statement of Compliance</p> <p style="text-align: center;">Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p> <p>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).</p> <p style="text-align: center;">Please state here either "Comply" or "Not Comply"</p>

the IT industry.

b. Has undertaken at least two (2) project management responsibility for the past 2 years (catering to top 1,000 corporations in the Philippines including Government Agencies) over IT staff on projects which involve the development, customization, implementation, operation and support of any IT systems.

c. Has worked as a Project Manager in one (1) IT industry company.

2. One (1) Website Administrator

a. At least two (2) years technical experience in the IT industry.

b. Has undertaken at least two (2) website administration responsibility for the past 2 years (catering to top 1,000 corporations in the Philippines including Government Agencies) on projects which involve the development, customization, implementation, operation and support of any IT systems.

c. Has worked as a Website Administrator in one (1) IT industry company.

3. One (1) Administrative Staff

a. At least two (2) years technical experience in the IT industry.

b. Has undertaken at least two (2) administrative staff responsibility for the past 2 years (catering to top 1,000 corporations in the Philippines including Government Agencies) on projects which involve the development, customization, implementation, operation and support of any IT systems.

c. Has worked as an Administrative Staff in one (1) IT industry company.

For current and past suppliers of Online Competency Assessment for LANDBANK, they must have satisfactory performance in their dealings with LANDBANK for the past twelve (12) months (reckoned from the date of issuance of the Certificate of Satisfactory Performance).

The following documents shall be submitted inside the First Envelope:

1. **Certificate of Project Completion as proof that bidder has designed, created, and implemented a similar Information Technology solution for a Human Resources setting in any Top 1,000 corporations or Government Agencies in the Philippines in the last five (5) years.**
2. For each manpower requirement, the following shall be submitted:
 - a. **For Project Manager and Website Administrator, Curriculum Vitae and Certificate of Employment or Certificate of Affiliation, whichever is applicable, as proofs of two (2) years technical experience in IT industry and has worked in one (1) IT industry company.**
 - b. **For Administrative Staff, Certificate of Employment as proof of two (2) years technical experience in IT industry and has worked in one (1) IT industry company.**
 - c. List of Contracts
 - d. **Name of Companies**
 - e. Certificate of Satisfactory Performance
 - f. Contact numbers and contact person/s for their references
3. Certificate of Satisfactory Performance issued by the Head, Organizational Development Department (ODD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Online Competency Assessment for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.

NOTE: Certificate of Satisfactory Performance shall be requested in writing from the Head of ODD at 23rd Floor, LANDBANK Plaza Building (Tel. No.: 8405-7389), at least five (5) working days prior to the submission of bid.

Non-submission of the above-mentioned documents may result in bidder's disqualification.

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Form No. 6

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the Land Bank of the Philippines, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the Land Bank of the Philippines, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the President and CEO of Land Bank of the Philippines or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor not related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;

If a partnership or cooperative: None of the officers, members, of [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following

Revised 07.22.2020

LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;'

If a corporation or joint venture: None of the officers, directors, controlling stockholders of [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;'

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available & needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____, in _____, 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. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
S. of _____.

'The names of specific LANDBANK officers, employees and consultants being referred to are shown in Annexes F-1 & F-2.

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.

PDF File - Eligibility and Technical Components

- The PDF file shall contain the documents sequentially arranged as follows:
 - **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
 - 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/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Eligibility Documents

2. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form - Form No. 7).
3. **Duly notarized Revised Omnibus Sworn Statement (sample form - Form No.6)**
4. 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 last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
5. 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 sample form (Form No. 4).

6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. **Revised Section VI - Schedule of Requirements with signature of bidder's authorized representative.**
8. **Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**

Financial Eligibility Documents

9. 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.
 10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank.
- **Eligibility Documents – Class "B"**
 11. 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 its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
 - **Technical Documents**
 12. **Certificate of Project Completion as proof that bidder has designed, created, and implemented a similar Information Technology solution for a Human Resources setting in any Top 1,000 corporations or Government Agencies in the Philippines in the last five (5) years.**
 13. For each manpower requirement, the following shall be submitted:
 - a. **For Project Manager and Website Administrator, Curriculum Vitae and Certificate of Employment or Certificate of Affiliation,**

whichever is applicable, as proofs of two (2) years technical experience in IT industry and has worked in one (1) IT industry company.

b. For Administrative Staff, Certificate of Employment as proof of two (2) years technical experience in IT industry and has worked in one (1) IT industry company.

c. List of Contracts

d. Name of Companies

e. Certificate of Satisfactory Performance

f. Contact numbers and contact person/s for their references

14. Certificate of Satisfactory Performance issued by the Head, Organizational Development Department (ODD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Online Competency Assessment for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.

• **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

15. 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.

16. Income Tax Return for 2018 filed manually or through EFPS.

PDF File – Financial Component

• **The PDF file shall contain the documents sequentially arranged as follows:**

1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1).
2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2).

Procedures in Submission and Opening of Electronic Bid

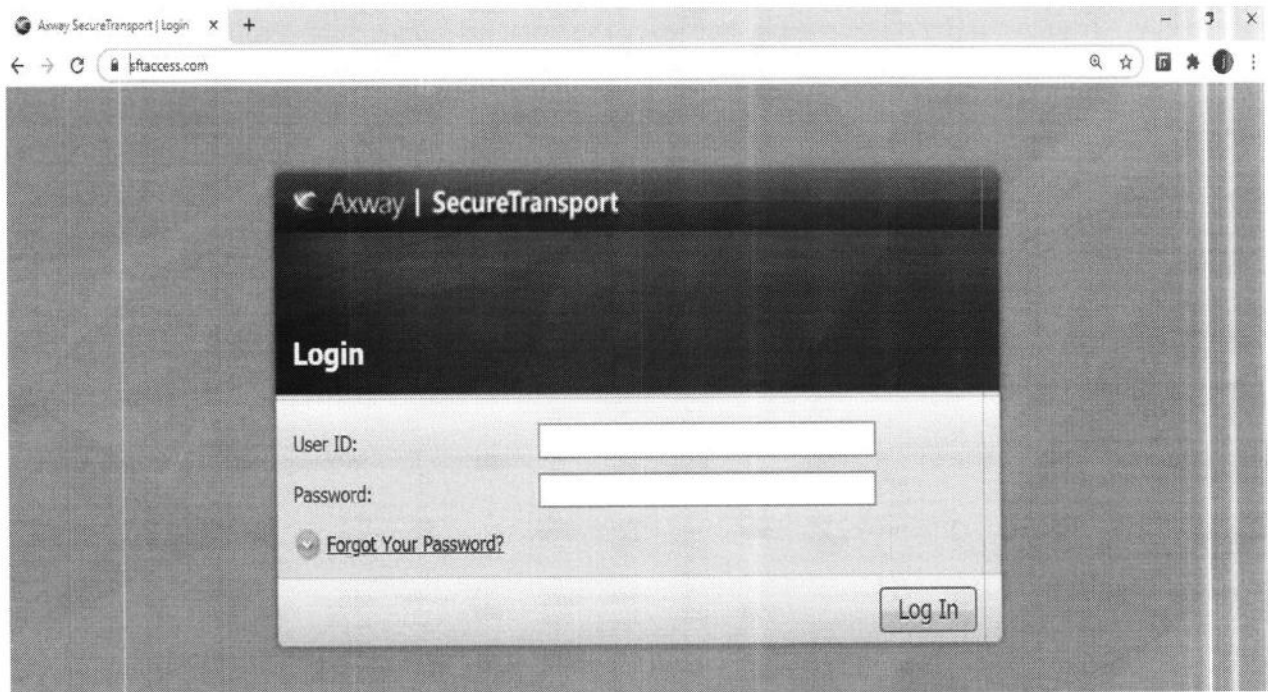
1. Upon submission of a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee to the HOBAC Secretariat, the prospective bidder shall receive an email with log-in credentials to access the LBP Secure 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 raking 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)

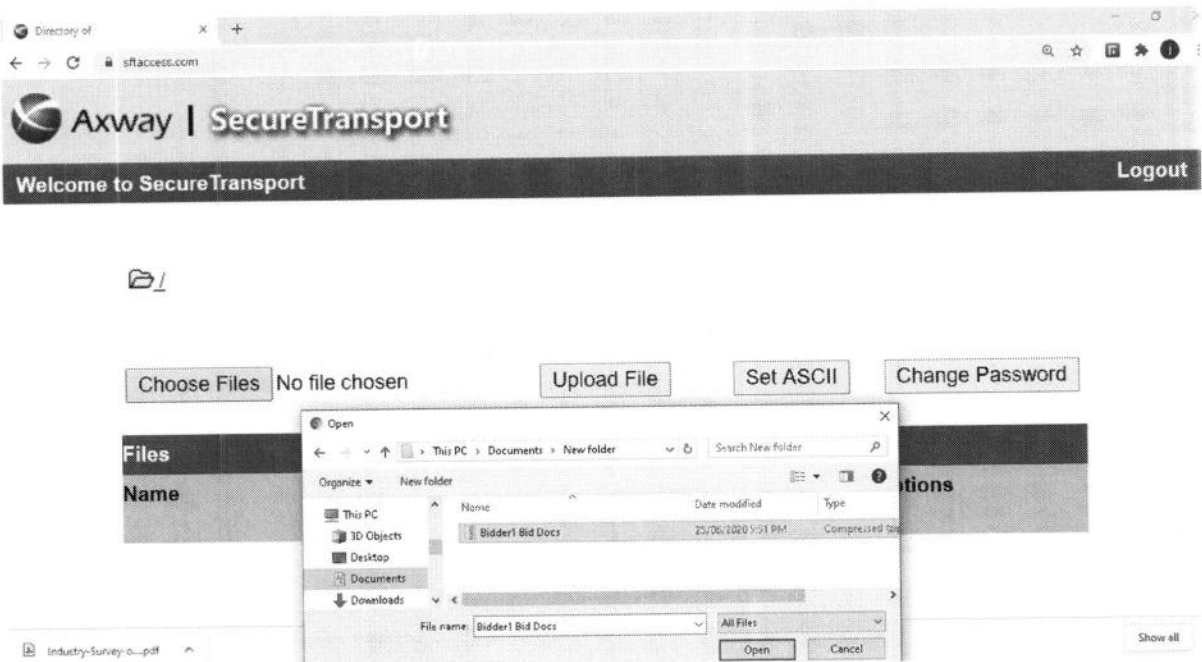
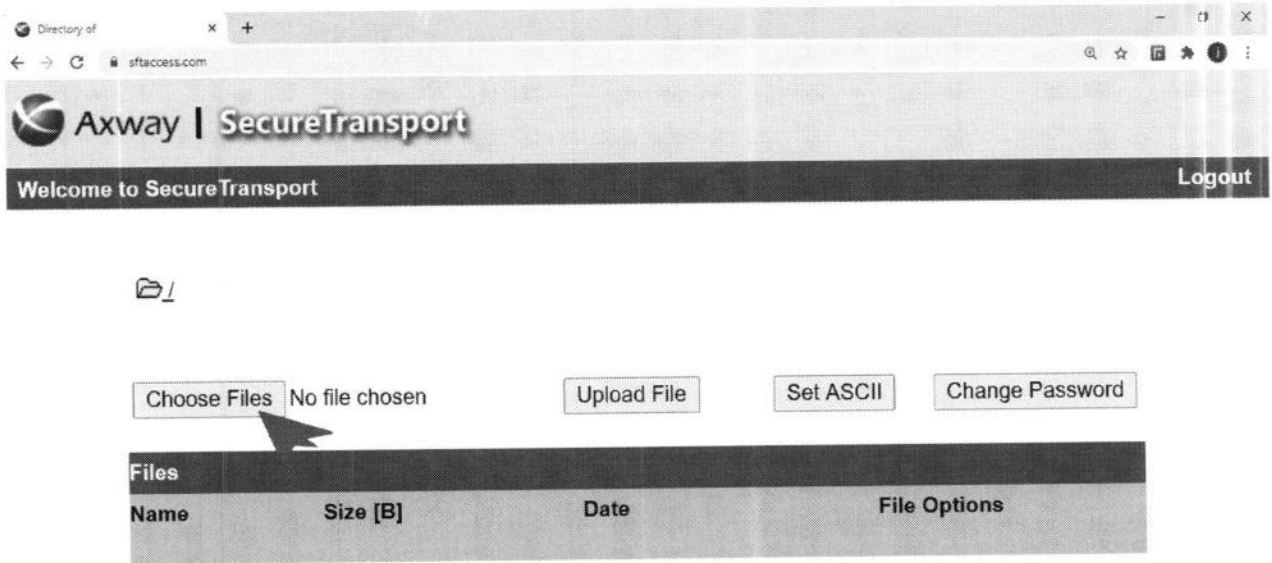
Username: **[E-mail Address] e.g. bidder1@bidder.com**

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

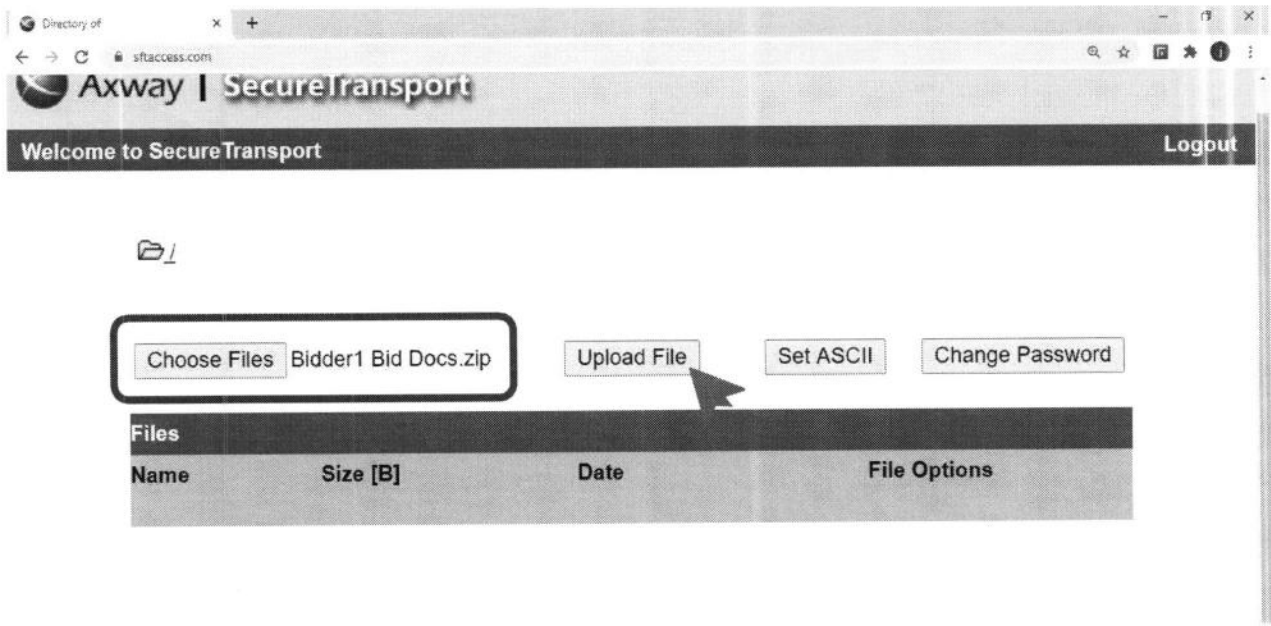
3. Upon successful login, click '**Choose Files**' to upload file/s.

Notes:

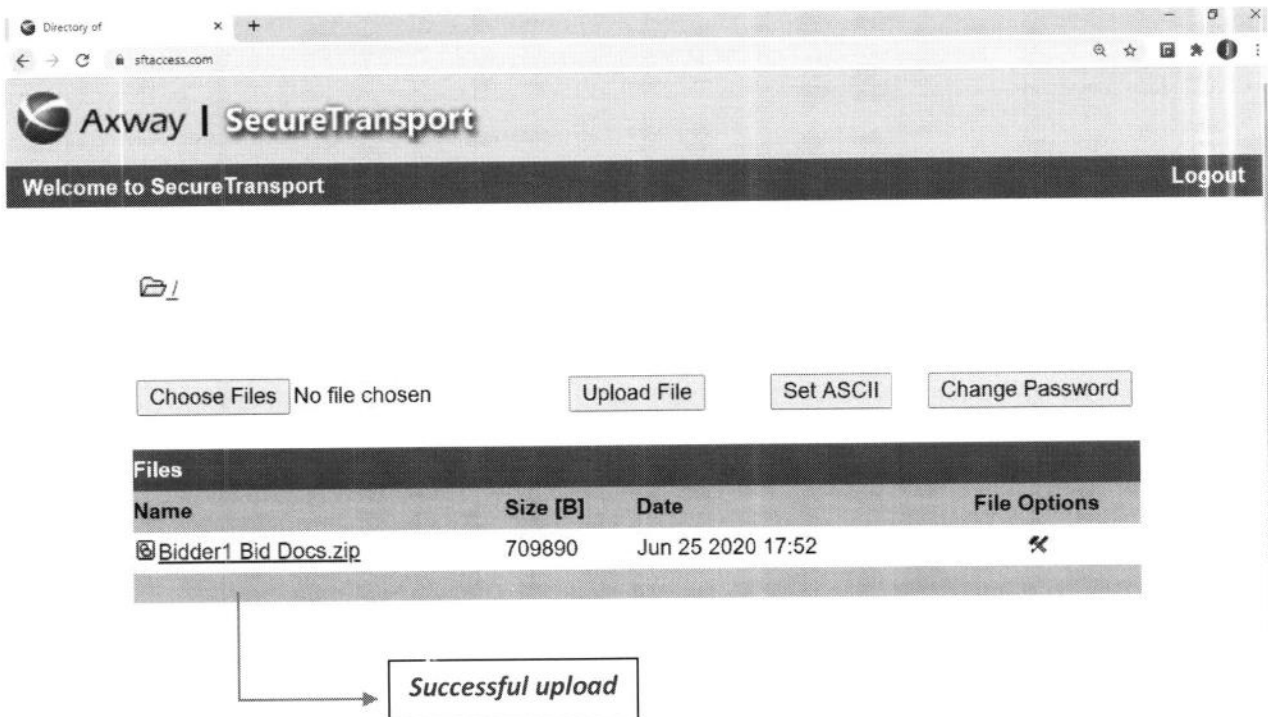
- 1. Files should be encrypted/password-protected.*
- 2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.*



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.



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.

TERMS OF REFERENCE
(For Procurement of Goods and Services)

1. **Project Title:** Online Competency Assessment

2. **Project Objective:**

To assess, determine, and establish a baseline of actual proficiency levels of LANDBANK personnel vis-à-vis the required proficiency levels as stated in their current Position Competency Profiles

3. **Project Duration:**

Maximum of six (6) months from **August 2020** to January 2021

4. **Total Approved Budget:**

Php1.3 Million

5. **Brief background for the need to procure the goods and services:**

On 02 December 2015, the Management Committee approved the Bank's Competency Framework, which is an organizing structure that lists down the competencies required for effective performance of a specific job/role within the organization. Competencies aim to communicate position expectations or standards for learning and development, recruitment decisions, succession planning, rewards and recognition, workforce planning, career development, and performance management in a holistic manner, well within the talent management's lifecycle.

Land Bank of the Philippines (LBP) conducts Competency Assessment which allows Heads of Units, together with personnel with Supervisory/Managerial functions to assess their direct reports vis-à-vis their respective position competency profiles. The assessment helps to identify strengths and growth areas of personnel from which individual development plans/strategies can be crafted around with for them to address any resulting gaps.

The competency assessment result is part of the LBP performance scorecard with the Governance Commission for Government-Owned and Controlled Corporations (GCG).

6. Scope of Work

Develop and implement an internet-based Online Competency Assessment tool which shall include the following:

- a. List of Direct Reports with Position Competency Profiles
- b. Assessment Form with List of Direct Reports, Competency Type, Competency Name, and Competency Description with Behavioral Indicators
- c. Preview of Assessment Results with Status (i.e., "Completed" and "Pending")
- d. Consolidation and analysis of data:
 - Individual Competency Assessment Reports
 - Sector/Group/Department/Unit Level Reports
 - Number of employees who have accessed the tool including name, position, Unit, Group, and Sector details
 - Individual Development Plans

7. Detailed specification of the items, materials, equipment/hardware/software, accessories and/or services to be procured

Must be capable of performing the listed activities below:

System Requirements

1. Provider-hosted, browser-based online system with SSL encryption, accessible through the Internet (i.e., compatible with latest versions of the following web browsers: Internet Explorer, Mozilla Firefox, Opera, Google Chrome, Safari, etc.)
2. Has a Log-in page that requires the Rater to input their unique Usernames and Passwords; must also have a Forgot Password and Change Password feature
3. Web server must be Vertically Scalable with base specifications able to handle 15,000 user data for a retention period of 3 years and average Concurrent Users of 500
4. Web server must be able to send assessment results after completion through e-mail
5. Supports the Bank's specific Competency Framework with Proficiency Levels and Behavioral Indicators

CLASS D

6. The designated Raters and corresponding Direct Reports/Employee-Ratees per Unit can be updated as needed
7. Allows employees to perform Competency Assessments based on the Competency Framework, 24/7 upon official opening of the assessment
8. Provides reports on Competency Assessment Results (i.e., in pdf format only) after the assessment process, which can be downloaded by the Raters
9. Provides Raters with Individual Development Plans based on resulting gaps, downloadable in MS Word format
10. Provides weekly consolidated Competency Assessment Results (i.e., in pdf and MS Excel formats) to a specified Organization Development Department (ODD) e-mail address on top of consolidated reports on demand

Additional System Features

1. Flexible creation of organizational structures (e.g., Sectors, Groups, Departments & Divisions; assignment of positions to Departments or Units)
2. Has the ability to assign employees to organizational structures with employee details (i.e., ID number, full name, position, Sector, Group, Department/Unit, e-mail address)
3. Dynamic creation of Position Competency Profiles: competencies are assigned per position per department/unit/division
 - 3.a. Each competency can accommodate different proficiency levels (e.g., Competency 1: Basic, Intermediate, Advanced; Competency 2: Basic, Intermediate, Advanced, Expert)
 - 3.b. Each proficiency level can have one or more behavioral indicators
4. Rating scale is customizable for the organization's requirements:

Numerical Equivalent	Knowledge	Skills
1	Developing	Attained
2	Attained	Full
3	Surpassed	Mastery

5. The entire Position Competency Profile of the Direct Report/Employee-Ratee can be shown in a single, downward, scrollable page. Competency Assessments are automatically generated within this page

- 5.1. When the cursor is placed on a Functional Skill item, its corresponding Broad Definition and Element(s) shall appear above it inside a bubble, and disappear when the cursor is removed
- 5.2. When the cursor is placed upon a Proficiency Level, its corresponding Behavioral Indicators shall appear above it inside a bubble, and disappear when the cursor is removed
- 5.3. The available Rating Scales appear on the right side of the Proficiency Levels. When the cursor is placed upon a Rating Scale, its corresponding definition shall appear above it inside a bubble, and disappear when the cursor is removed.
- 5.4. There shall be a Remarks Column found right after the Rating Scales column wherein a comment drop down box can be found for each number of rows as there are competencies. Clicking the box once enables the Rater to key in comments with a maximum of 250 characters. These drop down boxes will expand three (3) rows down and shall have a maximum of 50 characters per row. The remaining 100 characters can be read thru a slider on the right side of the drop down box. Clicking the drop down box again shall retract the drop down box into its default height.**
6. Online assessments can be paused and saved midway an ongoing assessment, and resumed on the Rater's next access.
7. Reports
 - a. Individual Competency Assessment Results (in pdf and MS Excel)
 - b. List of Competency Gaps from Individual to Organizational Level (in pdf and MS Excel)
 - c. Employees who have accessed the tool including Name, Position, Unit, Group, Sector and Evaluation Status (i.e., "Completed" or "Pending") (shall be generated in Excel and PDF)
 - d. Individual Development Plans (shall be generated in Word)
 - e. Weekly Consolidated Competency Assessment Results (in PDF and Excel)
 - f. Data Analytics on Time of Day most online assessments are made, average number of time consumed in assessing 1 to N number of employees, etc. (in PDF and Excel)

CLASS D

8. Has the ability to automatically log-out the user if online assessment remains idle for 10 minutes. All entries shall be automatically saved.
9. Has the ability to automatically prompt Raters to perform the online assessment via e-mail notifications to their registered e-mail accounts every 5th banking day (upon the official start of the online assessment) until said Rater has fully completed the online assessment task.
10. Integrated with an Online Individual Development Plan form that lists down all resulting Competency Gaps
11. Once the Raters have submitted their final assessments, the system shall prevent said Raters from performing re-assessments or altering any previous ratings made

8. Manpower Requirements

One (1) Project Manager in-charge of the overall implementation of the project deliverables and one (1) Website Administrator and one (1) Administrative Staff

1. One (1) Project Manager must have the following qualifications:

Qualifications	Documentary Requirements
a. At least two (2) years technical experience in the IT industry	<ul style="list-style-type: none"> • Curriculum Vitae • Certificate of Employment or Certificate of Affiliation, whichever is applicable
b. Has undertaken at least two (2) project management responsibility for the past 2 years (catering to top 1000 corporations in the Philippines including Government Agencies) over IT staff on project which involve the development, customization, implementation, operation and support of any IT systems; and	<ul style="list-style-type: none"> • List of contracts • Name of companies • Certificate of Satisfactory Performance • Contact number and contact person/s
c. Has worked as a Project Manager in one (1) IT industry company	<ul style="list-style-type: none"> • Curriculum Vitae • Certificate of Employment or Certificate of Affiliation, whichever is applicable

CLASS D

2. One (1) Website Administrator must have the following qualifications:

Qualifications	Documentary Requirements
a. At least two (2) years technical experience in the IT industry	<ul style="list-style-type: none">• Curriculum Vitae• Certificate of Employment or Certificate of Affiliation, whichever is applicable
b. Has undertaken at least two (2) website administration responsibility for the past 2 years (catering to top 1000 corporations in the Philippines including Government Agencies) on projects which involve the development, customization, implementation, operation and support of any IT systems; and	<ul style="list-style-type: none">• List of contracts• Name of companies• Certificate of Satisfactory Performance• Contact number and contact person/s
c. Has worked as a Website Administrator in one (1) IT industry company	<ul style="list-style-type: none">• Curriculum Vitae• Certificate of Employment or Certificate of Affiliation, whichever is applicable

3. One (1) Administrative Staff must have the following qualifications:

Qualifications	Documentary Requirements
a. At least two (2) years technical experience in the IT industry	<ul style="list-style-type: none">• Curriculum Vitae• Certificate of employment
b. Has undertaken at least two (2) administrative staff responsibility for the past 2 years (catering to top 1000 corporations in the Philippines including Government Agencies) on projects which involve the development, customization, implementation, operation and support of any IT systems; and	<ul style="list-style-type: none">• List of contracts• Name of companies• Certificate of Satisfactory Performance• Contact number and contact person/s
c. Has worked as an Administrative Staff in one (1) IT industry company	<ul style="list-style-type: none">• Curriculum Vitae• Certificate of employment

9. Support Service Requirements

- Provision of technical support (i.e., NOD and Service Provider) such as responding to system inquiries and troubleshooting (e.g., broken URL links, password or browser related issues, etc.) throughout the duration of the online assessment, including generation of reports and assessments

Error Category	Response Time
1. Simple (e.g., broken URL links & password issues)	24 hours
2. Moderate (e.g., browser-related issues)	48 hours
3. Complex (e.g., Website-related issues)	72 hours

- A Chat Support Group shall be created to accommodate online chat inquiries
- Must be available for phone calls, e-mail, or chat within the actual assessment period, from Mondays to Fridays, from 8 AM to 6 PM

10. Clear statement of the required standards of workmanship, material, and performance of goods and services to be procured

The Service Provider Company (herein to include its designated Project Manager, Website Administrator, Technical and Administrative Staff for the sole purpose of this particular project) must have designed, created, and implemented a similar information Technology solution for a Human Resources setting in any Top 1,000 corporations or Government Agencies in the Philippines in the last five (5) years, **as evidenced in a Certificate of Project Completion document.**

11. Schedule and Delivery

ACTIVITIES	SCHEDULE
1. Data Gathering	Week 2 August 2020
2. System Design and Build	Week 3 August to Week 1 September 2020
3. System Testing	Week 1 September 2020
4. Actual Assessment	Week 2 September to Week 3 November 2020
5. Post Assessment	Week 4 November 2020

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12. Terms of Payment

Payments shall be made with the following schedule:

Schedule		Documentary Requirements
20%	Upon submission of the customized project plan and other documentary requirements and upon completion of activities included in 1. Data Gathering phase	<ul style="list-style-type: none"> • List of Projects and Project Team Information <ul style="list-style-type: none"> ➢ Curriculum Vitae ➢ Employment Certificates ➢ Project Completion Certificates • Project Plan/Proposal • Non-Disclosure Agreement of Bank Acquired Information • Business Continuity Plan
40%	Upon completion of 2. System Design and Build (data build-up into the online assessment platform), and 3. System Testing (pilot testing, and granting of access to Rater-employees)	<ul style="list-style-type: none"> • Proof of Availability for Demonstration Testing • Sample URL link with User Credentials • Sample Generated Reports and transmission to specified ODD e-mail address • UAT Certification
30%	Upon completion of 4. Actual Assessment (the results of the online competency assessment and turnover of all related results)	<ul style="list-style-type: none"> • Competency Assessment summaries and results • IDPs of all employees • Certificate of Assessment Completion
10%	Upon fulfillment of 5. Post Assessment activities and submission of other post implementation requirements and documentation	<ul style="list-style-type: none"> • Certificate of Post Assessment Completion


13. Responsibilities of the Organization Development Department during project implementation

1. Must have conducted a Competency Framework Cascade and an Online Competency Assessment Training to the following groups:
 - a. Group Heads
 - b. Department/Branch Heads

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- c. Supervisors (below Department Heads)
2. Submit the updated Position Competency Profiles and current Bank Roster for uploading to the Online Competency Assessment Platform
3. Remind the Raters to familiarize themselves with the Position Competency Profiles of their direct reports
4. Remind the Raters to take care of their Usernames and Passwords
5. In coordination with the Service Provider, provide the Raters and their representatives with a System Demonstration including a User Acceptance Testing (to be participated in by a limited number of personnel) of the online assessment tool prior to actual assessment

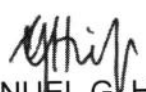
Prepared by:


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Vice President
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Organizational Development Department

- 1 Bolok, Marie Florence S.
- 2 Peralta, Maria Tanya R.
- 3 San Andres, Maria Luisa D.
- 4 Hio Jr., Emmanuel G.
- 5 Mallari, Jeneldine C.
- 6 Tobias, Ener L.
- 7 Velasco, Blesilda C.
- 8 Agullo, Ruth L.
- 9 Pamatmat, Christopher A.
- 10 Magat, Bernadeth M.
- 11 Rodriguez-De La Rosa, Joann V.
- 12 Roxas, Karmina T.
- 13 Bautista, Maria Fatima J.
- 14 Juganas, Joseph Radffrey C.
- 15 Diesanta, George F.
- 16 Castro, Arvin C.
- 17 Bautista, Mary Margaret E.
- 18 Caguiat, Merry Rose M.
- 19 De Villa, Kristine Anne V.
- 20 Cruz, Roma Jay Avelene V.
- 21 Alvarez, Khristine T.
- 22 Bordan, Ralph Christian S.
- 23 Jose, Eldon R.

ANNEX F-2.1

**LBP SECURE FILE TRANSFER FACILITY
REGISTRATION FORM**

Name of Participating Bidder/"Company"		
Complete Address of the Company:		Contact Number/s:
AUTHORIZED LBP SECURE FILE TRANSFER USER/S:		
Name of Authorized Representative:	Official Email Address:	Contact Number/s:
TERMS AND CONDITIONS:		
<p>The Company, through its Authorized User/s, shall:</p> <ol style="list-style-type: none"> 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. 2. Be responsible for the confidentiality of its assigned log-in credentials. (i.e. assigned user ID) 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. 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. 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. 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. 		
AGREEMENT:		
<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>Authorized User (Signature over Printed Name)</p>		

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