



SUPPLEMENTAL BID BULLETIN NO. 3
For LBP-HOBAC-ITB-GS-20200325-01

PROJECT : One (1) Year Courier Services for LANDBANK Credit Cards, Statement of Accounts and other Credit Card Related Parcels

IMPLEMENTOR : Procurement Department

DATE : July 30, 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 E) to lbphobac@mail.landbank.com on or before **2:00 PM** of **August 5, 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-20200325-01" 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) Item Nos. 6 & 7 of the Invitation to Bid, ITB Clauses 9.1, 19, 20, 20.3, 21, 23 & 24 of the Bid Data Sheet (Section III), Item Nos. 23.1 to 23.5 of the General Conditions of the Contract (Section IV) and Checklist of the Bidding Documents (Item Nos. 2, 3 & 20 of the Eligibility and Technical Components) have been revised. Please see attached revised specific sections of the Bidding Documents.
- 4) The list of LANDBANK Credit Card Administration Department employees has been added per attached Annexes C-1, C-2 & C-2.1 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 **August 7, 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 D-1 to D-7).


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



Land Bank of the Philippines

Invitation to Bid For

One (1) Year Courier Services for LANDBANK Credit Cards, Statement of Accounts and Other Credit Card Related Parcels

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 Three Million Nine Hundred Thousand Pesos Only (PhP 3,900,000.00) being the Approved Budget for the Contract to payments under the contract for One (1) Year Courier Services for LANDBANK Credit Cards, Statement of Accounts and Other Credit Card Related Parcels / ITB No. LBP-HOBAC-ITB-GS-20200325-01. Bids received in excess of the above ABC shall be automatically rejected at bid opening.
2. The LANDBANK now invites bids for the One (1) Year Courier Services for LANDBANK Credit Cards, Statement of Accounts and Other Credit Card Related Parcels. 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 **June 2 to August 4, 2020** 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 Two Thousand Pesos Only (P 2,000.00).

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 24, 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 to **lbphobac@mail.landbank.com** on or before **2:00 PM of July 24, 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-20200325-01" 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 for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing post messages therein and join the online meeting.

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 on **July 24, 2020** through video conferencing using MS TEAMS application.

7. All bids shall be submitted electronically. Only bids that are successfully uploaded on or before the deadline shall be accepted. 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 D-1 to D-7.
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 One (1) Year Courier Services for LANDBANK Credit Cards, Statement of Accounts and Other Credit Card Related Parcels</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20200325-01</p>
1.2	<p>The lots and references are:</p> <p>One (1) Year Courier Services for LANDBANK Credit Cards, Statement of Accounts and Other Credit Card Related Parcels</p>
<u>2</u>	<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 Three Million Nine Hundred Thousand Pesos Only (PhP 3,900,000.00).</p> <p>Project:</p> <p>One (1) Year Courier Services for LANDBANK Credit Cards, Statement of Accounts and Other Credit Card Related Parcels</p>
3.1	No further instructions.
5.1	Bidders should have no negative dealings with LANDBANK or its subsidiaries.
5.2	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.
5.4	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

	<p>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 courier services.</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	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	<p>The LANDBANK will hold a Pre-Bid Conference on <u>July 24, 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 to lbphobac@mail.landbank.com on or before <u>2:00 PM of July 24, 2020</u>. 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-20200325-01" 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 for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing post messages therein and join the online meeting.</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 on <u>July 24, 2020</u> through video conferencing using MS TEAMS application.</p>
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines 25th Floor, LANDBANK Plaza Building</p>

	<p>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 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) Three Million Nine Hundred Thousand Pesos Only (Php 3,900,000.00).</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</p>

	quoted DDP specified delivery site/s.							
16.1(b)	The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.							
16.3	Not applicable.							
17.1	Bids will be valid until 120 calendar days from date of opening of bids.							
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="422 600 1369 1480"> <thead> <tr> <th>Form of Bid Security</th> <th>Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td rowspan="2">P 78,000.00</td> </tr> <tr> <td>(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> </tr> <tr> <td>(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>P 195,000.00</td> </tr> </tbody> </table> <p>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</p>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P 78,000.00	(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	(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 195,000.00
Form of Bid Security	Minimum Amount of Bid Security							
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P 78,000.00							
(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								
(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 195,000.00							

	<p>returned by the BAC Secretariat to the bidder immediately after the opening of bids.</p> <ol style="list-style-type: none">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.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.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:<ol 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)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. The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:<ol style="list-style-type: none">(a) LIBI-Forex 14th Floor, LANDBANK Plaza Building Telephone 8-710-7114 (Every Tuesday and Thursday)(b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephones 8-812-4911 and 867-1064 <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <ol style="list-style-type: none">(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
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	<p>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	<p>The bid security shall be valid until 120 calendar days from date of opening bids.</p>
19	<p>The Technical Component and Financial Component files shall be in PDF format and password-protected. All the required documents for each component shall be in one (1) PDF file, sequentially arranged as indicated in the Checklist of Bidding Documents and must be signed by the authorized signatory/ies when required in the form.</p>
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 assigned 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-20200325-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-032501-C1 and XYZ-032501-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and must be password-protected. Only bids that are successfully uploaded on or before the deadline shall be accepted.</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-032501-C1 shall contain the PDF files labelled XYZ-032501-C1-Tech and XYZ-032501-C1-Fin while XYZ-032501-C2 shall contain the PDF files labelled XYZ-032501-C2-Tech and XYZ-032501-C2-Fin. The archived files and the PDF files shall be assigned with a different password each.</p> <p>The Technical Component and Financial Component files shall be in PDF format and password-protected. All the required documents for each component shall be in one (1) PDF file, sequentially arranged as indicated in the Checklist of 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 after 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. Electronic bids received after the deadline shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the deadline.</p>
20.3	<p>Each Bidder shall submit PDF files labeled XYZ-032501-C1-Tech and XYZ-032501-C1-Fin while XYZ-032501-C2 shall contain the PDF files labelled XYZ-032501-C2-Tech and XYZ-032501-C2-Fin. The PDF files shall be assigned with a different password each.</p>
21	<p>All bids shall be submitted electronically. Only bids that are successfully uploaded on or before the deadline shall be accepted. 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-032501-C1- Mod and XYZ-032501-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 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</p>

	<p>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> <p>1. 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>
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23. Termination for Default

- 23.1** The Procuring Entity may rescind or terminate a contract for default, without prejudice to other courses of action and remedies available under the circumstances when, outside force majeure, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price.
- 23.2** The Procuring Entity may terminate the contract when, as a result of force majeure, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased;
- 23.3** The Procuring Entity shall terminate the contract when the Supplier fails to perform any other obligations under the Contract.
- 23.4** In the event the Procuring Entity terminates this Contract in whole or in part for any of the reasons provided under GCC Clause 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.5** In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

- 25.1** The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract

Checklist of Bidding Documents for Procurement of Goods and Services

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

PDF File - Eligibility and Technical Components

- ***The contents of the First PDF File shall contain 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. Section VI - Schedule of Requirements with signature of bidder's authorized representative.
8. 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. TOR signed in all pages by the authorized signatory/ies.

13. Notarized self-certification on the existence/availability of Disaster Recovery Plan or BCP.
 14. List of organic branches/office/agents with addresses, telephone numbers and contact persons.
 15. List of clients with names of contact persons and contact numbers for each client.
 16. Certificate of Satisfactory Performance from engagement with previous clients [at least three (3) clients] one of which shall be issued by local commercial banks/credit card companies/utilities/telephone companies with similar existing/completed projects for the last three (3) years.
 17. List of areas considered Out-of-Town and Non-Serviceable Areas for the Bank's consideration.
 18. Certificate of Satisfactory Performance issued by the Head, Credit Card Administration Department (CCAD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of credit card courier services). 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]:**
 19. 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.
 20. **Latest Income Tax Return filed manually or through EFPS.**

PDF File – Financial Component

- ***The Second PDF File shall contain documents sequentially arranged as follows:***
 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1).
 2. Dully filled out Schedule of Prices signed by the bidder's authorized representative (sample form – Form No.2).

List of LANDBANK Officers, Employees and Consultant(s)

A. Board of Directors

Ex-Officio Chairman: Sec. Carlos G. Dominguez, Department of Finance
Vice Chairperson: Ms. Cecilia C. Borromeo, President and CEO
Members: Sec. Emmanuel F. Piñol, Department of Agriculture
Sec. Silvestre H. Bello III, Department of Labor and Employment
Acting Sec. John R. Castriciones, Department of Agrarian Reform
Mr. Virgilio DV. Robes, Representative - Agrarian Reform Beneficiaries Sector
Mr. Jaime Llaneta Miralles, Representative - Agrarian Reform Beneficiaries Sector
Mr. Jesus V. Hinlo, Jr., Representative - Private Sector
Ms. Nancy Irlanda Tanjuatco, Representative - Private Sector

B. President and CEO: Ms. Cecilia C. Borromeo

C. Bids and Awards Committee (HOBAC)

Chairman: Mr. Alex A. Lorayes, Senior Vice President – Agrarian Service Group
Vice Chairman: Ms. Ma. Elizabeth L. Gener, First Vice President – Treasury Support Department
Regular Members: Ms. Elenita C. Rapanut, Vice President – Branch Banking Services Department
Mr. Reynaldo C. Capa, Vice President – Banking Services Group
Mr. Emmanuel G. Hio, Jr., Vice President – Organizational Development Department
Ms. Esperanza N. Martinez, Vice President – Public Sector Department
Ms. Dina Melanie R. Madrid, Vice President - Facilities and Procurement Services Group
Provisional Member: Atty. Joseph Dennis C. Castro, Legal Manager - Legal Services Group

D. Procurement Department

Head: Mr. Alwin I. Reyes, Asst. Vice President
Officers and Staff: Ms. Ma. Victoria C. Viray, Asst. Dept. Manager - Purchasing Administration Unit
Ms. Rosemarie S.J. Mirando, Asst. Dept. Manager - Contracts Administration Unit
Engr. Elmer M. Abuso, Asst. Dept. Manager
Ms. Remedios S. Lacaden, Senior Management Associate
Ms. Helen S. Purificacion, Chief of Division
Ms. Kristi Ann P. Rutab, Chief of Division
Ms. Leonor F. Santos, Assistant Chief of Division
Mr. Joel R. Perez, Assistant Chief of Division
Mr. Ruel V. Marca, Procurement Specialist II
Mr. Rosalino V. Cruz, Procurement Specialist II
Ms. Ruby S. Cortez, ASO V
Mr. Rommel C. Pascua, ASO V
Mr. Nestor C. Pineda, Procurement Specialist I
Ms. Lubelle B. Lumabas, Procurement Specialist I
Ms. Nadia G. Ileteo, Procurement Analyst
Ms. Clarissa M. Piogo, Procurement Analyst
Ms. Hazel S. Arche, Procurement Analyst
Ms. Ma. Angela Q. Emeterio, Procurement Assistant
Ms. Jeramae T. Fabella, Procurement Assistant
Ms. Kimberly Joy D. Angeles, Procurement Assistant
Mr. Jollianzen Jenkin G. Dy, Procurement Assistant
Mr. Mark Anthony C. Pantalla, Procurement Assistant
Ms. Charmaine S. Florido, Procurement Assistant
Ms. Jeah Crysel L. Escalona, Procurement Assistant

Ms. Jenica V. De Vicente, Procurement Assistant
Mr. Aaron V. Sedanto, Procurement Assistant
Mr. Nathaniel P. Martinez, Procurement Assistant
Ms. Arvie B. Estrella, Procurement Assistant
Ms. Ruthcelyn U. Francisco, ASO I
Mr. Roman R. Eala, ASO I
Ms. Princess Joy V. Dalida , ASO I
Mr. Angel P. Moron, Office Aide

E. Implementing and End-User Unit

Head: Ms. Annamaria M. Calara – Assistant Vice President, Credit Card Administration
Department
Officers and Staff: See attached Annex C-2.1

CREDIT CARD ADMINISTRATION DEPARTMENT

NO.	NAME OF EMPLOYEE
1	AMAC, ANALIZA
2	ANSUS, JERICO
3	BALOG, FARRAH ROSCA M.
4	BANCOLITA, CHUCHI J.
5	CALARA, ANNAMARIA M.
6	CARANDANG, TIMMY C.
7	CARIZO, KATHLEEN JOY M.
8	DACARA, JOAN O.
9	ESTIMO, JANICE
10	GAINSAN, IVY
11	GUYO, REIGNER R.
12	HIGUIT, DARYL ANNIE L.
13	JULIATA, JAYSON
14	LUMAHAN, OLIVER M.
15	MAGHARI, GRACE
16	MARQUESES, CAROLINE D.
17	NAMUAG, AVELINA B.
18	RABINO, JULIE ANN S.
19	RECTO, MARGARITA S.
20	ROMANO, JENINA B.
21	ROQUIO, JOMIL
22	SABINIANO, ALYSSA
23	SABLADA, ADAM
24	SECRETARIO, NAISSA
25	SESBREÑO, CLARISA B.
26	SOMBRITO, LEILANI M.
27	TOLENTINO, MONALETH H.

Procedures in Submission and Opening of Electronic Bid

1. Upon submission of a duly filled-up LBP Secure File Transfer Facility (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 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 assigned 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 LBPHOBAC-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. Only bids that are successfully uploaded on or before the deadline shall be accepted.
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 XYZ052101-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 file names (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 for each component shall be in one (1) PDF file, sequentially arranged as indicated in the Checklist of Bidding Documents and must be signed by the authorized signatory/ies when required in the form.
5. The archived files and the PDF files shall be assigned with a different password each and these passwords 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.

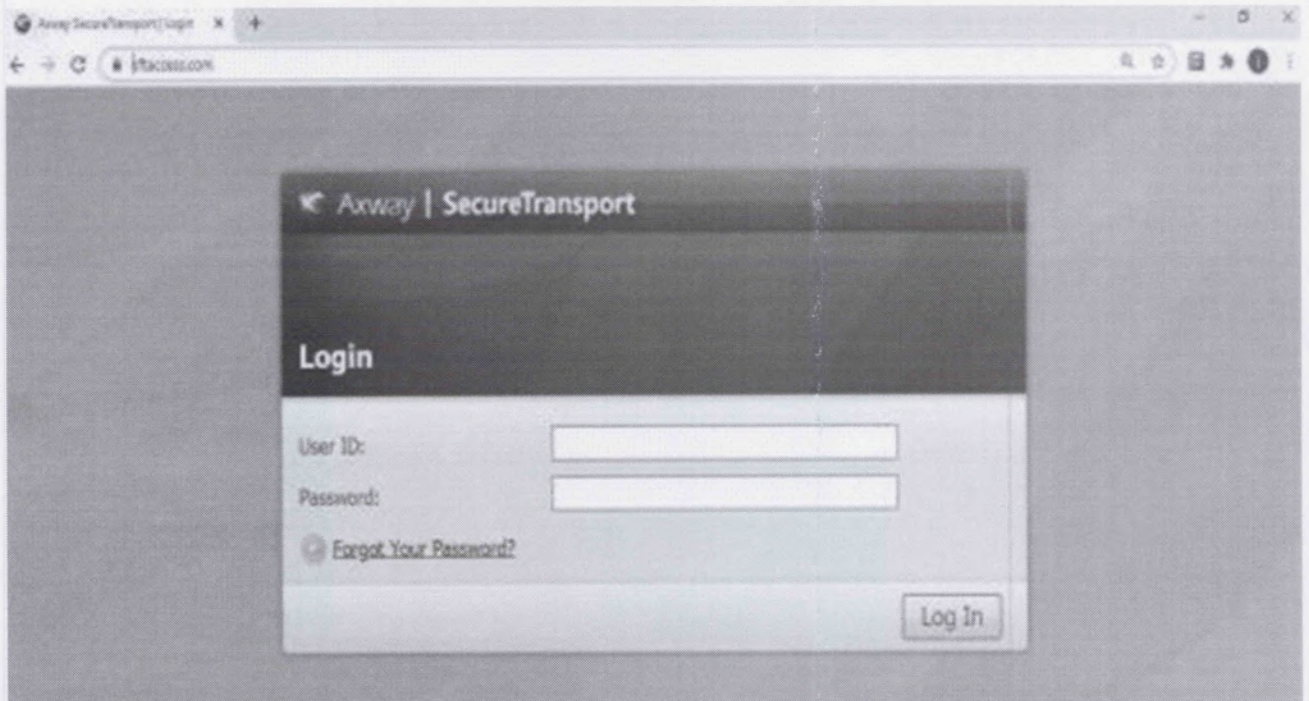
6. The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522-0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid. Electronic bids received after the deadline shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the deadline.
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 and compliance with the technical requirements of the specific bidder using a nondiscretionary "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 Chairperson 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**

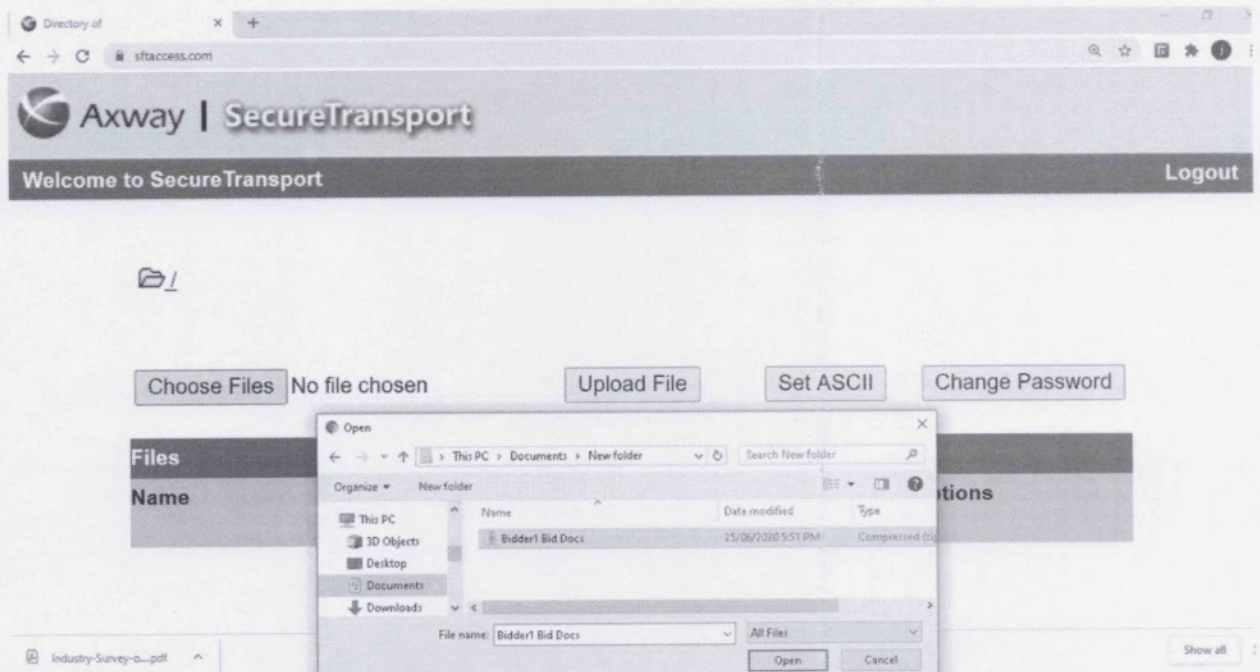
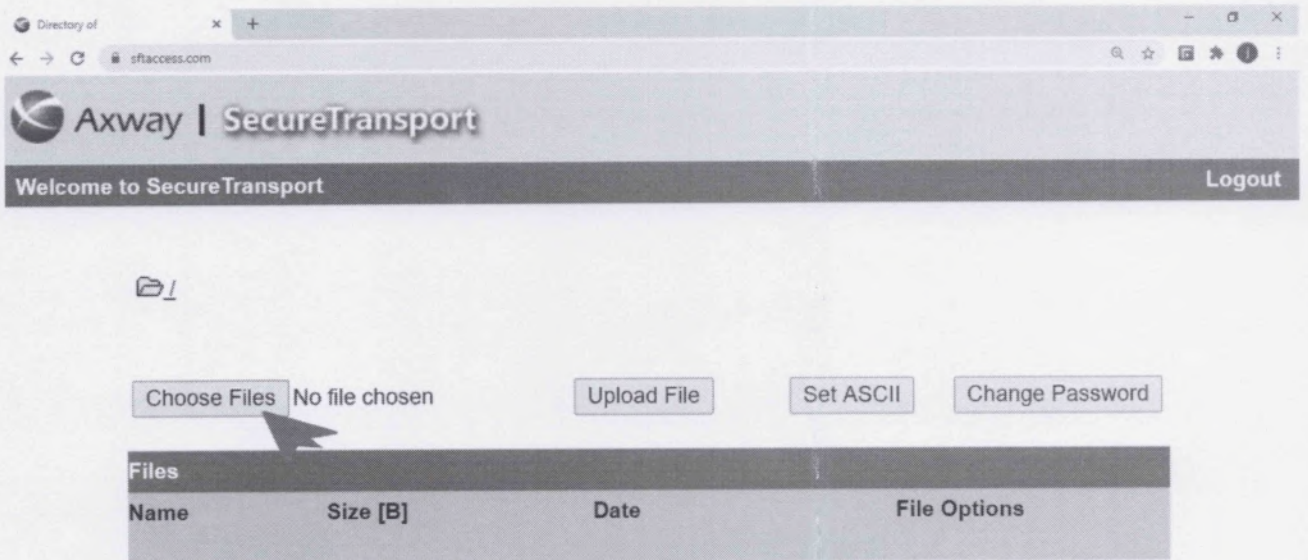
Password: **[Landbank-provided password]**

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

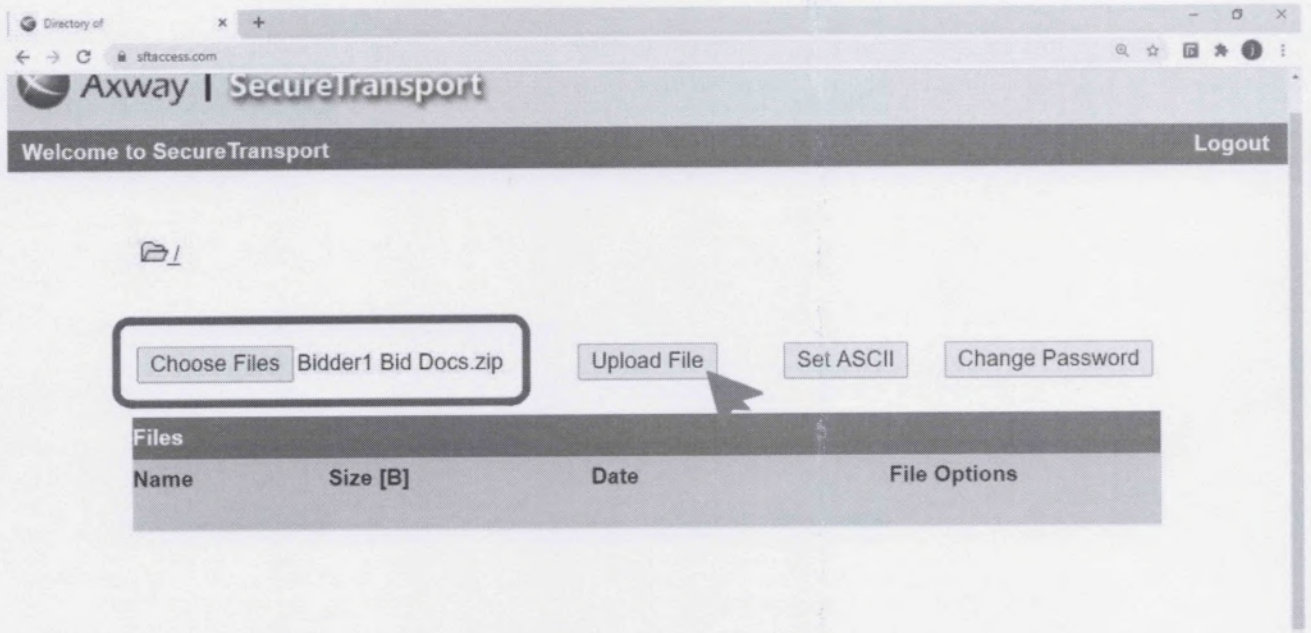
Notes:

1. Files should be encrypted/password-protected.

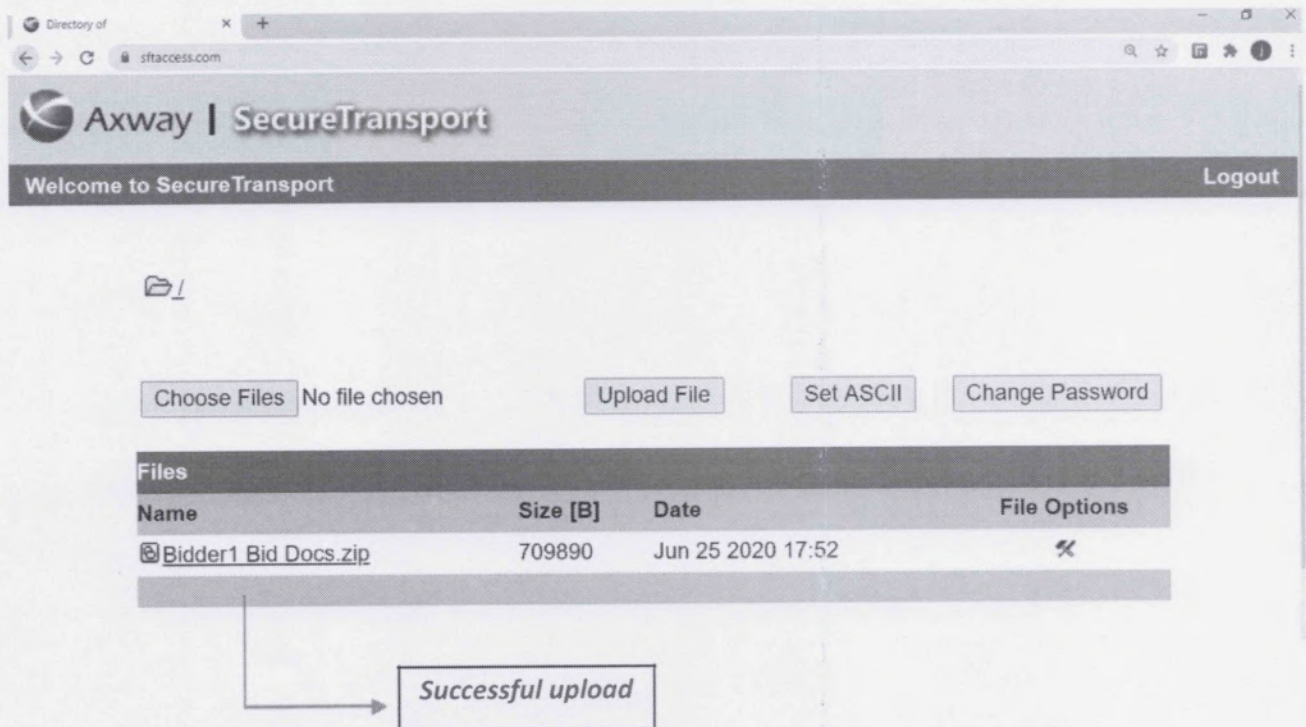
2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.



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.

No revisions as of July 29, 2020

**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:		
The Company, through its Authorized User/s, shall:		
<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:		
As an Authorized User, I hereby agree:		
<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>		

Please print N/A in blank spaces