

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-20200311-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-031101-C1 and XYZ-031101-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-031101-C1 shall contain the PDF files labelled XYZ-031101-C1-Tech and XYZ-031101-C1-Fin while XYZ-031101-C2 shall contain the PDF files labelled XYZ-031101-C2-Tech and XYZ-031101-C2-Fin. In case of modification of bid, "Mod" shall be added at the end of the specified file names (e.g. XYZ-031101-C1- Mod and XYZ-031101-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.

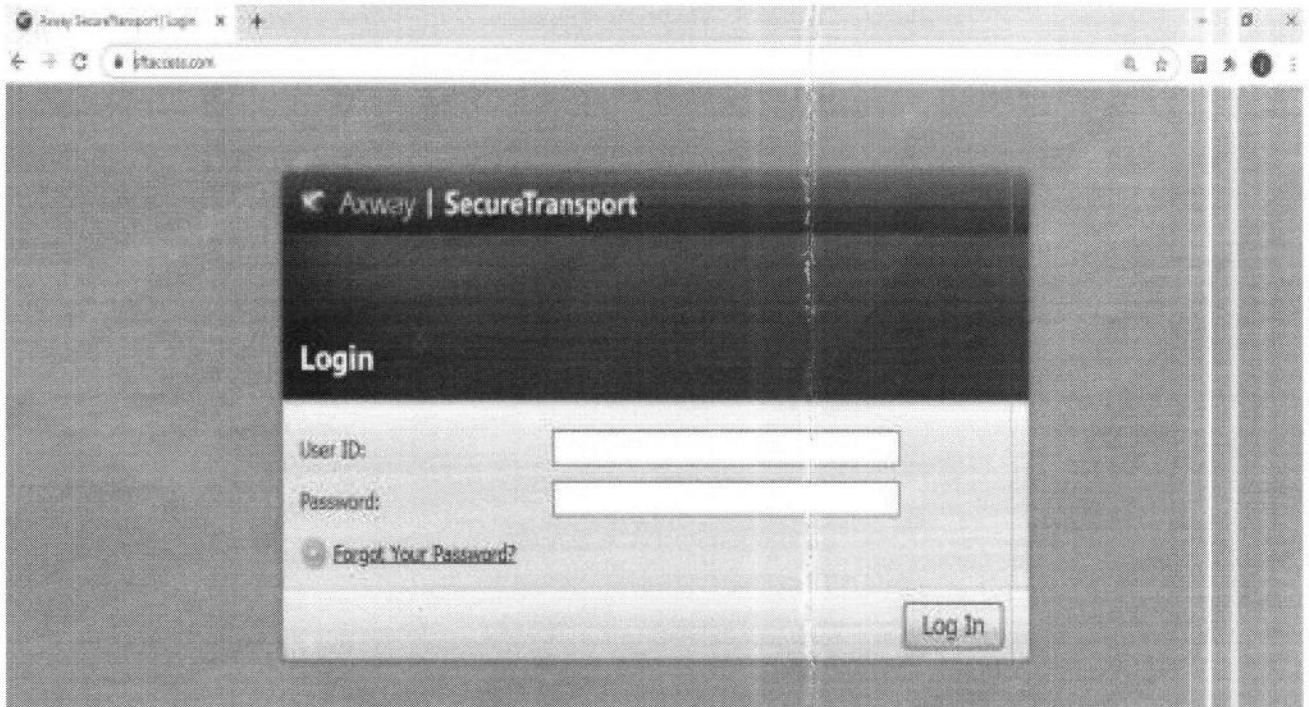
6. The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522-0000 local 2609 to confirm whether the submission 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**

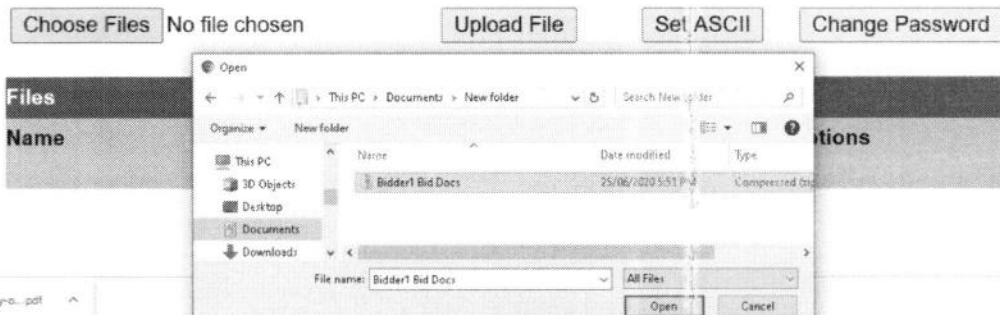
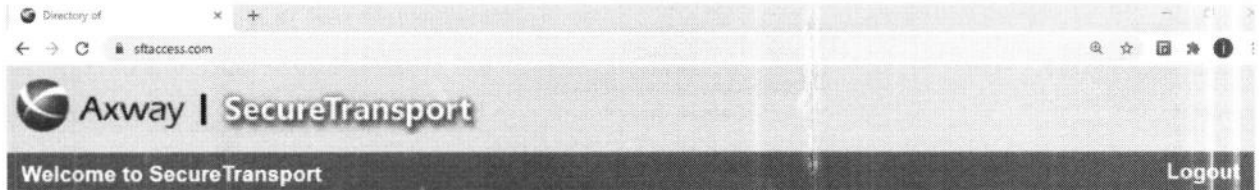
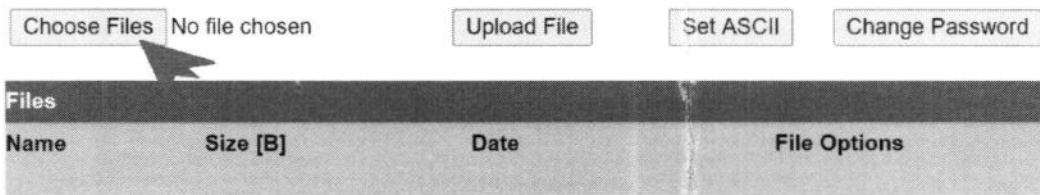
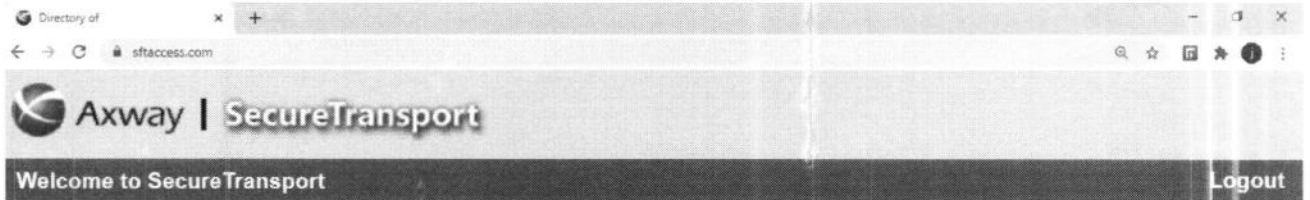
Password: **[Landbank-provided password]**

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

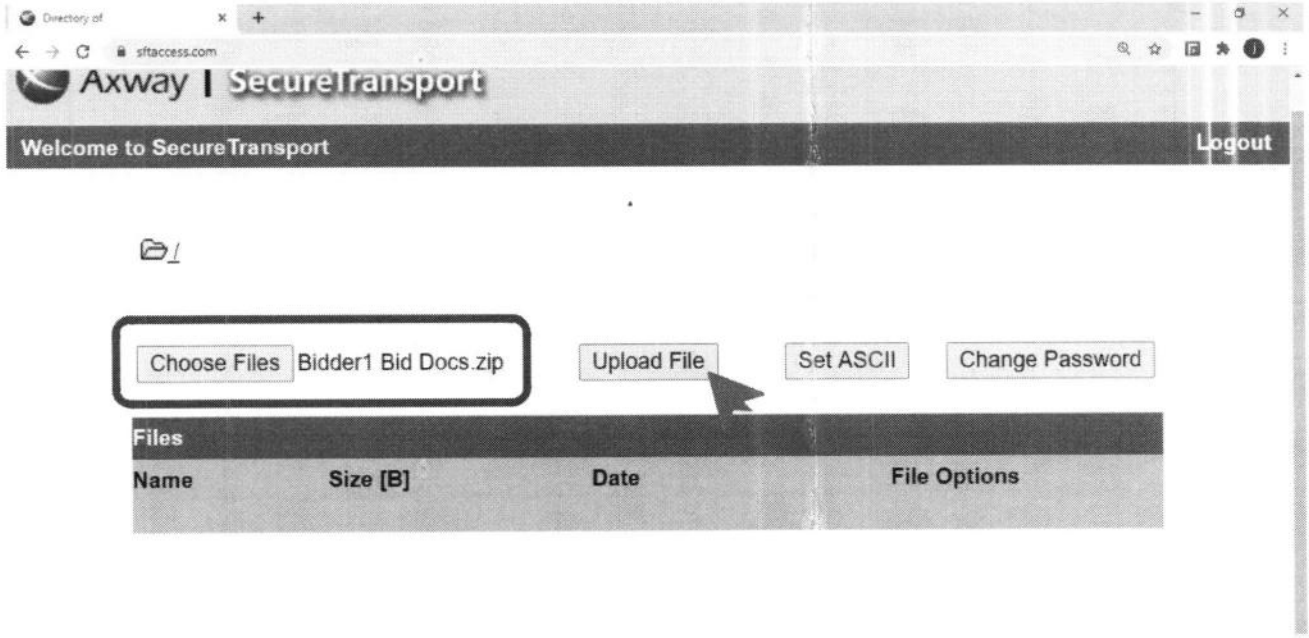
Notes:

1. Files should be encrypted/password-protected.

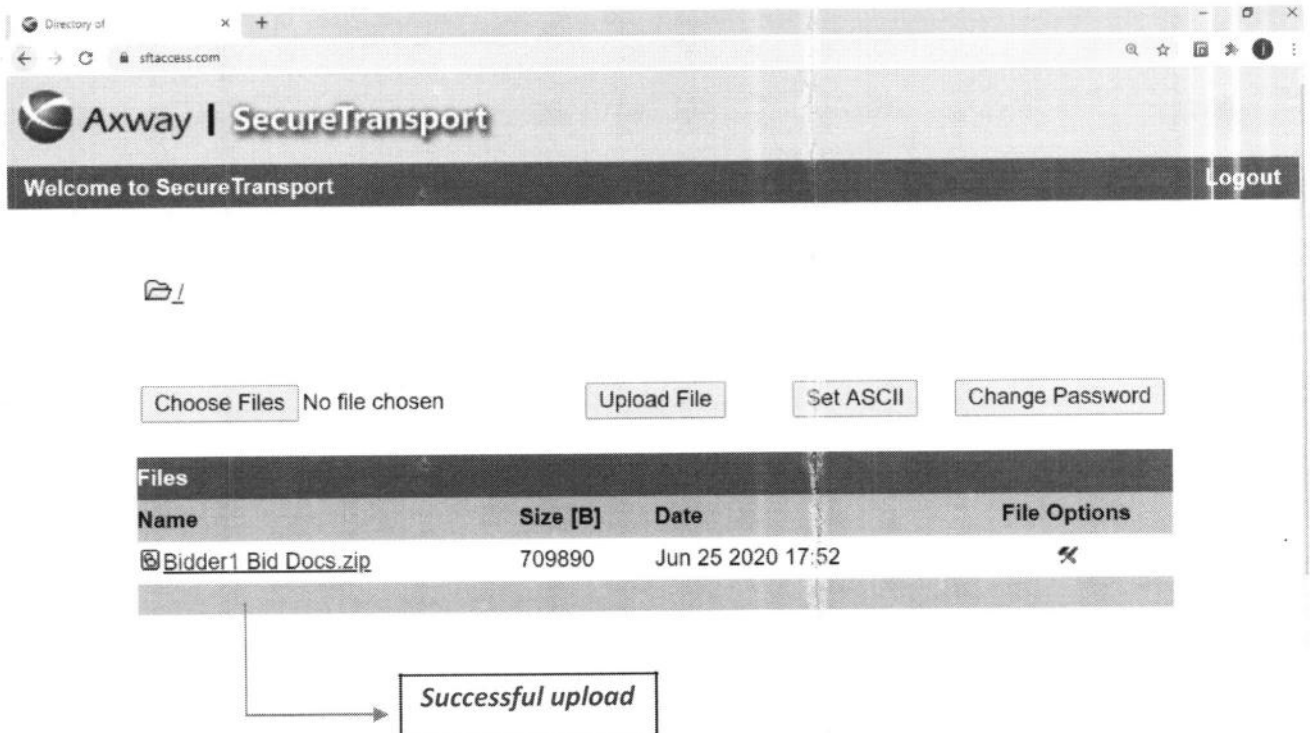
2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.



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.

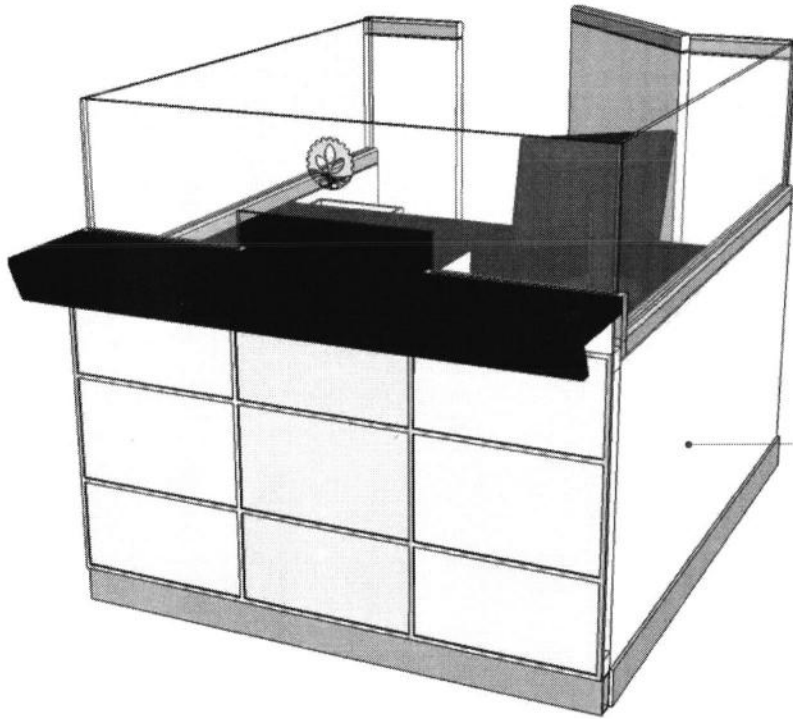


File Repository of Bid Documents

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

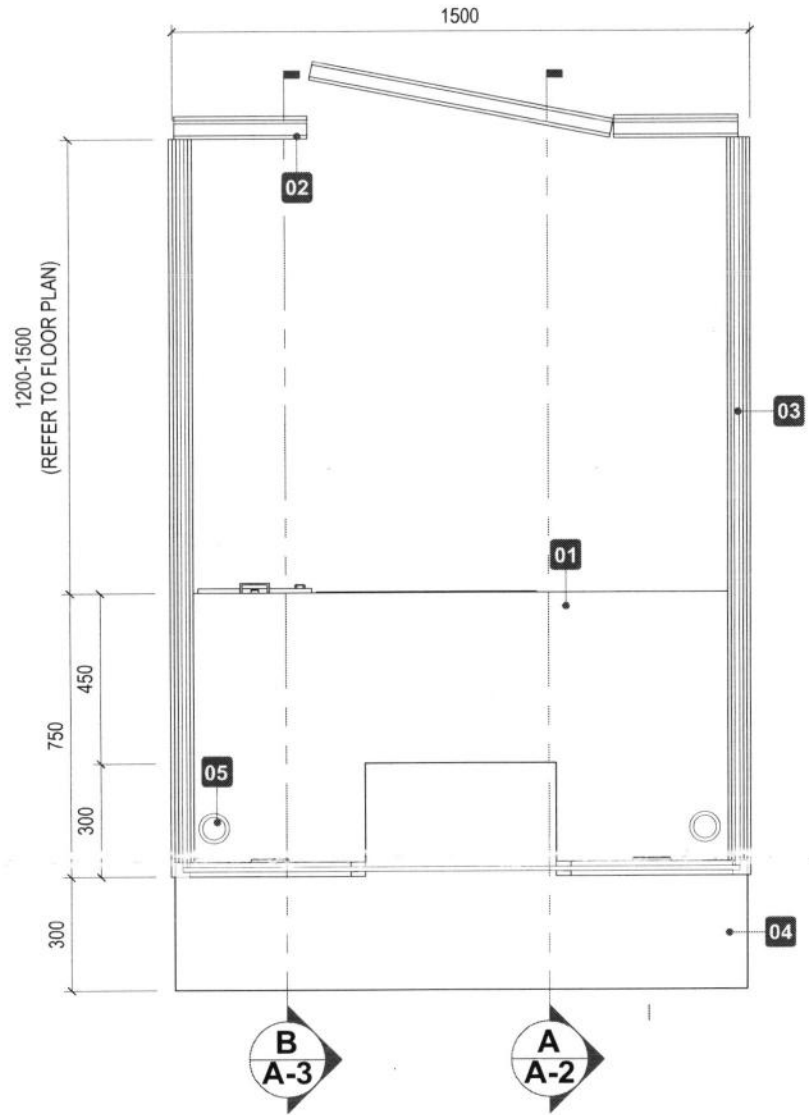
No revisions as of July 29, 2020

Annex C-7



FOR PARTITION CONFIGURATION BETWEEN TELLER'S CAGES, PLS. REFER TO THE SCHEMATIC LAYOUT FOR THE PROJECT.

PERSPECTIVE



PLAN VIEW

SCALE: 1:20

SPECIFICATION

- 01 - WORK TOP
- 02 - REAR PARTITION PANEL
- 03 - SIDE PARTITION PANEL
- 04 - COUNTER TOP
- 05 - GROMMET CAP
- 06 - LANDBANK LOGO
- 07 - ACCENT SURFACE
- 08 - ACCENT BORDERS
- 09 - RACEWAY
- 10 - FRONT GLASS PARTITION
- 11 - CONVENIENCE OUTLET
- 12 - LAMINATED SIDEBOARD
- 13 - CASH DRAWER
- 14 - TELLER'S CABINET
- 15 - FOOT REST

ANNEX D-1



LAND BANK OF THE PHILIPPINES
 PROJECT MANAGEMENT & ENGINEERING DEPT.
 1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE, MANILA

PROJECT TITLE:
TELLER'S CAGE
 LANDBANK STANDARD DETAILS AND SPECIFICATIONS

APPROVED BY:

ENRICO D.J. SAMANIEGO
 HEAD, PMED

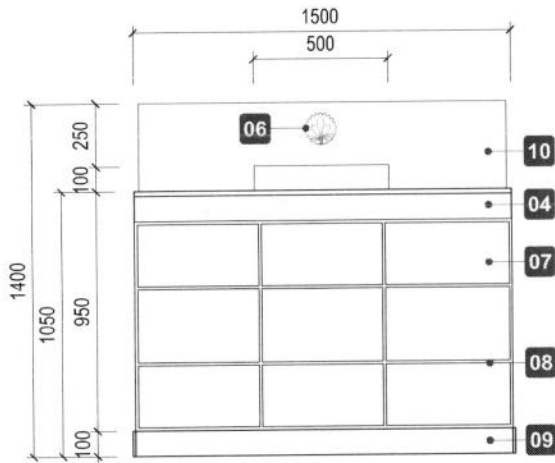
SHEET CONTENTS:
 PERSPECTIVE
 PLAN VIEW
 SPECIFICATION

DESIGN : PMED-TSU
 DRAWN : NESS
 DATE : AUGUST 2024
 CHECKED : J. MISLANG

SHEET NO:
A-1
 3-TC-01

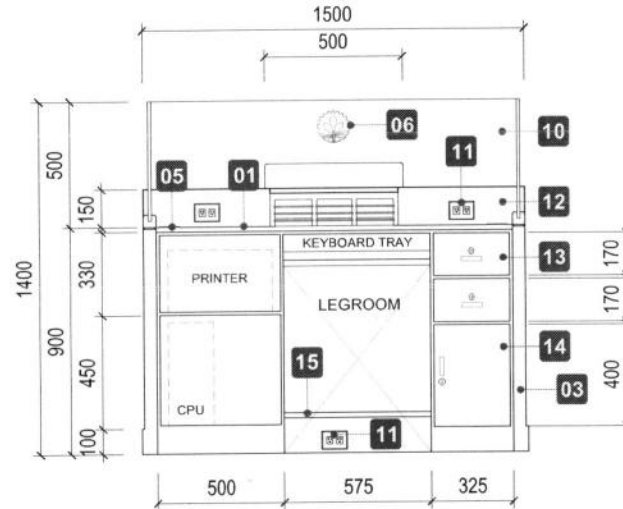
**TELLER'S CAGE
GENERAL NOTES /
TERMS OF REFERENCE:**

- a. SUPPLIER TO SUBMIT A WARRANTY CERTIFICATE OF ONE (1) YEAR AGAINST ANY DEFECT IN PRODUCT AND WORKMANSHIP.
- b. SUPPLIER TO SUBMIT DETAILED DRAWINGS PRINTED ON A4 SIZE PAPER WITH THE SUPPLIER'S OFFICIAL LETTERHEAD AND MOCK-UP UNIT TO PMED FOR POST QUALIFICATION EVALUATION.
- c. WRITTEN DIMENSION ON THE DRAWINGS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS
- d. SUPPLIER SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB.
- e. DISCREPANCIES BETWEEN DRAWINGS AND ACTUAL CONDITION MUST BE IMMEDIATELY FORWARDED TO PMED FOR RESOLUTION.
- f. SUPPLIER VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS OF THE JOB.
- g. SUPPLIER TO COORDINATE WITH THE END-USER ON THE SCHEDULE OF MOBILIZATION/DELIVERY OF THE SAID ITEM.
- h. SUPPLIER TO SUBMIT (AS PART OF THE DOCUMENTARY REQUIREMENTS) TO PMED THE PHOTOS OF ACTUAL INSTALLED ITEMS. (CLOSE-UP AND FULL VIEW OF THE SAID ITEM)



FRONT VIEW

SCALE: 1:30

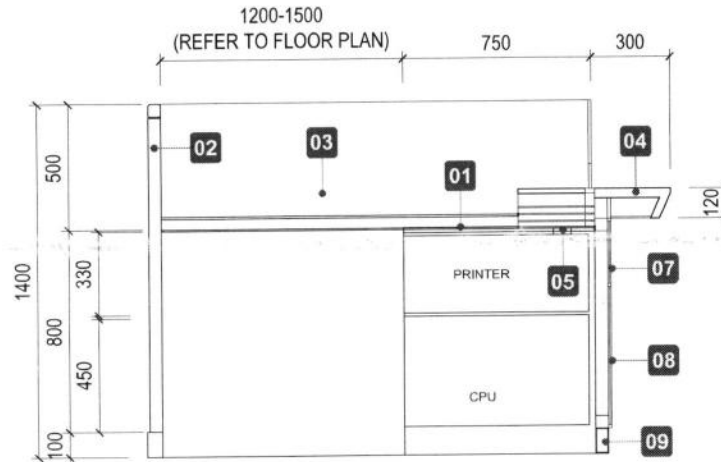


REAR VIEW

SCALE: 1:30

SPECIFICATION

- 01 - WORK TOP
- 02 - REAR PARTITION PANEL
- 03 - SIDE PARTITION PANEL
- 04 - COUNTER TOP
- 05 - GROMMET CAP
- 06 - LANDBANK LOGO
- 07 - ACCENT SURFACE
- 08 - ACCENT BORDERS
- 09 - RACEWAY
- 10 - FRONT GLASS PARTITION
- 11 - CONVENIENCE OUTLET
- 12 - LAMINATED SIDEBOARD
- 13 - CASH DRAWER
- 14 - TELLER'S CABINET
- 15 - FOOT REST
- 16 - SHELVING



SECTION VIEW - A

SCALE: 1:30



LAND BANK OF THE PHILIPPINES

PROJECT MANAGEMENT & ENGINEERING DEPT.
1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE, MANILA

PROJECT TITLE:

TELLER'S CAGE

LANDBANK STANDARD DETAILS AND SPECIFICATIONS

APPROVED BY:

Enrico D.J. Samaniego
ENRICO D.J. SAMANIEGO

HEAD, PMED

SHEET CONTENTS:

FRONT VIEW
REAR VIEW
SECTION VIEW
GENERAL NOTES

DESIGN: PMED-TSU

DRAWN: NESS

DATE: AUGUST 2021

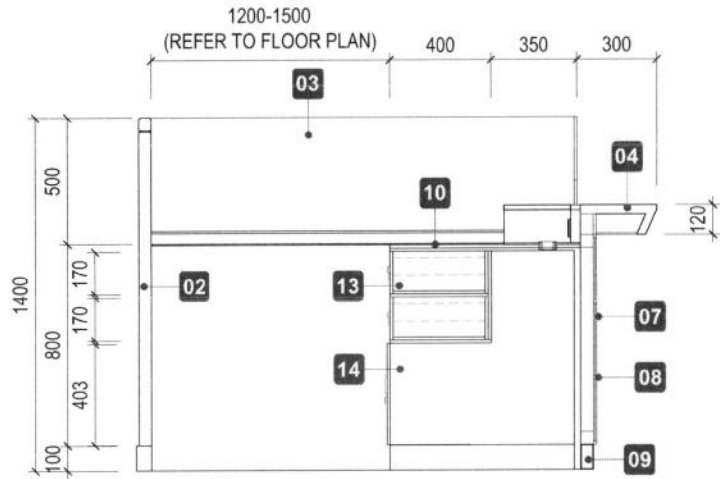
CHECKED: J. MISLANG

SHEET NO:

A-2

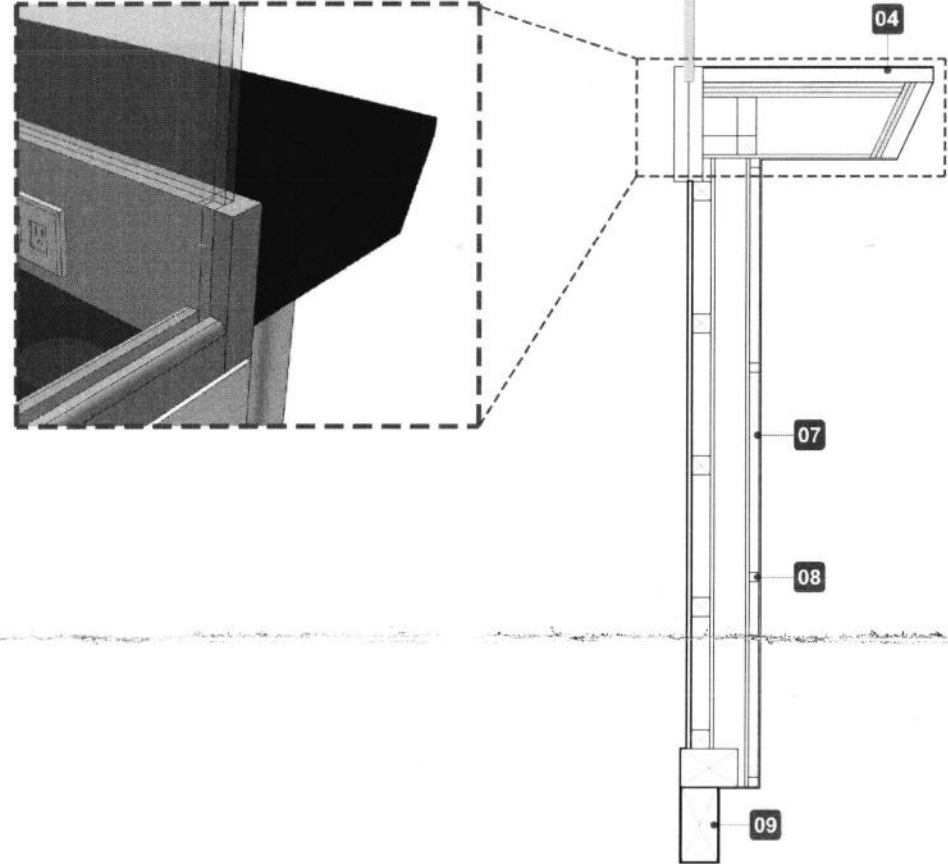
3-TC-01

ANNEX D-2



SECTION VIEW - B

SCALE: 1:30

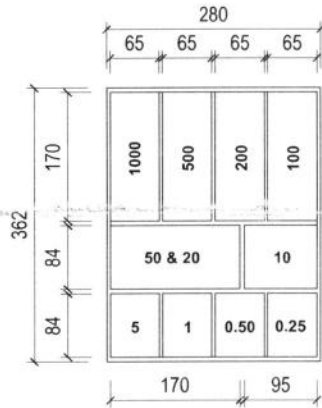


SECTION BLOW-UP

SCALE: 1:10

SPECIFICATION

- 01 - WORK TOP
- 02 - REAR PARTITION PANEL
- 03 - SIDE PARTITION PANEL
- 04 - COUNTER TOP
- 05 - GROMMET CAP
- 06 - LANDBANK LOGO
- 07 - ACCENT SURFACE
- 08 - ACCENT BORDERS
- 09 - RACEWAY
- 10 - FRONT GLASS PARTITION
- 11 - CONVENIENCE OUTLET
- 12 - LAMINATED SIDEBOARD
- 13 - CASH DRAWER
- 14 - TELLER'S CABINET
- 15 - FOOT REST



CASH ORGANIZER TRAY PLAN

SCALE: 1:10

ANNEX D-3

<p>LAND BANK OF THE PHILIPPINES PROJECT MANAGEMENT & ENGINEERING DEPT. 1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE, MANILA</p>	PROJECT TITLE:	APPROVED BY:	SHEET CONTENTS:	DESIGN: PMED-TSU	SHEET NO:
	TELLER'S CAGE	 ENRICO D.J. SAMANIEGO HEAD, PMED	SECTION VIEW SECTION BLOW-UP CASH SLOT PLAN	DRAWN: NESS	A-3
	LANDBANK STANDARD DETAILS AND SPECIFICATIONS			DATE: AUGUST 2024	
				CHECKED: J. MISLANG	
					3-TC-01

DESCRIPTION / SPECIFICATION

01 - WORK TOP

- 19mm THK. GRANITE COUNTER TOP WITH PROVISION OF SEALANT AT CONNECTIONS
- COLOR: JET BLACK POLISHED (SUBJECT FOR APPROVAL)
- UNDERSIDE OF GRANITE COUNTER SHALL BE $\frac{1}{4}$ " THK. MARINE PLYWOOD ON SEMI-GLOSS ENAMEL FINISH
- COLOR: WHITE; SMOOTHEN SURFACE PRIOR TO PAINTING

02 - REAR PARTITION PANEL

- WOODEN PARTITION WITH WOODEN SWING DOOR WITH DOUBLE ACTION HINGE
- (REFER TO FLOOR PLAN FOR THE CONFIGURATION OF TELLER'S CAGE IF WOODEN PARTITION AND SWING DOOR WILL BE PROVIDED)

03 - SIDE PARTITION PANEL

- $\frac{1}{4}$ THK. MARINE PLYWOOD ON SEMI-GLOSS ENAMEL PAINT FINISH BOTH SIDES (COLOR: OFF-WHITE) ON 2" x 2" S4S K.D. TANGUILE FRAMING WITH $\frac{1}{2}$ " THK. CLEAR GLASS

04 - COUNTER TOP

- 19mm THK. GRANITE COUNTER TOP WITH PROVISION OF SEALANT AT CONNECTIONS
- COLOR: JET BLACK POLISHED (SUBJECT FOR APPROVAL)

05 - GROMMET

- 2" DIA. WIRE RACEWAY WITH GROMMET CAP

06 - LANDBANK LOGO

- REVERSED COMPUTER CUT-OUT STICKER ON 3M FROSTED STICKER

07 - ACCENT SURFACE

- $\frac{3}{4}$ " THK. CLEAR ACRYLIC SHEET WITH 3M FROSTED FILM; REVERSED APPLICATION (COLOR: OPAQUE WHITE OR APPROVED EQUAL) ON 6mm PLYWOOD CLADDING ON 50mm x 50mm WOOD SEMI-GLOSS ENAMEL PAINT FINISH FACADE WOODEN PANEL BACKING
- COLOR: SIDE PANELS PATTERN TO FORMICA 3007 PALE OLIVE; CENTER PANEL PATTERN TO AVACE COULOURS NCS-S-30020-G60Y (SUBJECT FOR APPROVAL)

08 - ACCENT BORDERS

- $\frac{1}{2}$ " x $\frac{1}{2}$ " CHROME-PLATED TUBULAR BAR IN MIRROR FINISH FULL-WELD ALL JOINTS/CONNECTIONS

09 - RACEWAY

- 2" x 4" POWDER-COATED ALUMINUM RACEWAY
- COLOR: TRANSFORMER GRAY (SUBJECT FOR APPROVAL)

10 - FRONT GLASS PARTITION

- $\frac{1}{2}$ " THK. CLEAR GLASS ON ANODIZE ALUMINUM U-CHANNEL/TRACK

11 - CONVENIENCE OUTLET

- PROVISION OF 3-2.3mm DIA. THIN WIRE AND 3-DUPLEX UNIVERSAL CONVENIENCE OUTLET, DATA OUTLET AND SPARE OUTLET

12 - LAMINATED SIDEBOARD

- ALUMINUM SILVER LAMINATED SIDEBOARD ON $\frac{1}{2}$ " THK. PLYWOOD
- COLOR: COSMIC DUSK OR APPROVED EQUAL (SUBJECT FOR APPROVAL)

13 - CASH DRAWER

- 12mm THK PULL-OUT WOODEN DRAWER WITH ABLOY DRAWER LOCKSET COMPLETE WITH ACCESSORIES, STAINLESS STEEL PULL HANDLE FOR DRAWERS WITH PROVISION OF 16" FULL EXTENSION DRAWER GUIDE

14 - TELLER'S CABINET

- WOODEN CABINET WITH 12mm THK. CABINET DOOR WITH PROVISION OF HINGE AND CATCHES

15 - FOOT REST

- $\frac{3}{4}$ " DIA. STAINLESS STEEL FOOT REST

Annex D-4

 <p>LAND BANK OF THE PHILIPPINES PROJECT MANAGEMENT & ENGINEERING DEPT. 1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE, MANILA</p>	PROJECT TITLE:	APPROVED BY:	SHEET CONTENTS:	DESIGN : PMED-TSU	SHEET NO:
	<p>TELLER'S CAGE</p> <p>LANDBANK STANDARD DETAILS AND SPECIFICATIONS</p>	 <p>ENRICO D.J. SAMANIEGO HEAD, PMED</p>	<p>DESCRIPTIONS SPECIFICATIONS</p>	DRAWN : NISS	<p>A-4</p>
				DATE : AUGUST 2021	
			CHECKED : J. MISLANG	3-TC-01	

TECHNICAL SPECIFICATIONS

• GENERAL

Supply, delivery and installation of item/s covered by the Purchase Order shall mean that said items being supplied shall be delivered to the site and shall be ready for installation. **FABRICATION/MAJOR ASSEMBLY WORKS ON SITE SHALL NOT BE ALLOWED.** The items to be delivered shall be at least substantially completed during delivery. Works that may be required onsite shall be limited to the rectification of finishes, minor adjustments and the like.

Lumber shall be an approved quality of respective kinds specified for various parts of the work, thoroughly dried, well-seasoned, free from insects and from large loose or unsound knots, saps, shakes or other imperfections impairing its strength, durability and appearance. All finish wood shall be of the highest quality suitable for finish (paint or varnish) specified.

All works shall be straight, plumb, aligned and leveled shall be securely fitted.

The supplier/ contractor shall submit shop drawings and sample of materials of the item/s per Purchase Order prior to fabrication, delivery and installation.

• PANELS, CABINETS and DRAWERS, REAR PARTITION/DIVIDERS

All wooden cabinet doors, drawers and other wood work of similar nature indicated on the plans shall be done in accordance with the detailed drawings. Tolerance/ variance for the dimensions shall be +/- 6mm maximum. Plywood size and thickness to be used shall be as specified on the plans/ details. Plywood shall be Grade A-B fire resistant, treated with Fire Hazard Classification rating. Use wooden edging of the same thickness of the plywood to cover the sides of the plywood to protect the plywood edge from chipping/ cracking.

Wooden molding shall be from 2" x 4" KD S4S tanguile. Side panels shall be from 2"x2" tanguile wood with center groove approx. 12mm wide to receive the 12mm thk clear glass panels.

• GRANITE COUNTER

Granite slab to be used shall be 19 mm thk polished jet black color. Pointing of slab joints shall be with either polyurethane or polyester resin and tinted to match slab color. Epoxy resin shall not be allowed. Joints shall be raked the full depth of the granite slabs, and shall be neutralized. Resin grouts used shall be in the strict accordance with the manufacturer's instructions. Only one type of material shall be used for slab joints in any designated area. Care shall be taken to avoid scratching the counter finish. All excess grouts shall be removed before it settles/ hardens. Final finish of the granite counter shall be applied with heavy duty abrasion-resistant wax to provide lasting glare.

• PAINTING

Semi-gloss enamel shall be used for drawers, interior wooden panels (legroom), cabinet doors and interior portion and all other wooden surfaces. Surface preparation/ pre-treatment - prior to application surface to be painted shall be dry and free from dirt, grease, oil and other foreign matter. Surface should be sanded until smooth. Dust off and wipe.

Use Boysen or approved equal. Submit specification data and samples of each finish coating specified for approval of PMED prior to fabrication. Use of putty, primers and thinners shall be of the same brand of paint.

a. PAINTING SCHEDULE

1. **INNER PORTION/ LEGROOM/ DRAWERS and DRAWER INTERIOR / CABINETS and CABINET INTERIOR/ SWING DOOR/ TELLER'S DIVIDER/ SIDE PARTITION/ REAR PARTITION** up to wooden molding shall be **OFF-WHITE** color semi-gloss enamel paint finish;
2. **TELLER'S FAÇADE WOODEN PANEL BACKING - left and right** side panels shall be **OLIVE GREEN** - pattern to 3007 pale olive by Formica semi-gloss enamel paint finish;
3. **TELLER'S FAÇADE WOODEN PANEL BACKING - center** panel shall be patterned to *Avace_Couleurs* NCS-S-30020-G60Y semi-gloss enamel paint finish
4. **WOODEN MOLDING** at side and rear partition/ divider shall be **TRANSFORMER GRAY** semi-gloss enamel paint finish.

• GLASS / GLAZING and ACRYLIC

Glass shall be provided in the locations as indicated in the plans. All standard procedure on glass and glazing works must be implemented to ensure correct fitting and glazing so as to preserve the physical strength of the glass when used. Clear glass shall be 12 mm thk smooth edges and cut to size. Application of silicone sealant shall be done in a linear consistent manner along the length of the glass to minimize excess sealant or uneven application. All excess sealant shall be removed before it settles/ hardens.

Acrylic panel at the teller's façade shall be 19 mm thk clear with 3M frosted film sticker **OPAQUE WHITE** color or approved equal applied at the rear portion of the acrylic panel. Prior to adhesion, the acrylic panel should be cleaned, free from dirt, grease, oil and other foreign matter. The front panel shall also be free from dirt and should be dusted off and wiped clean.

• MISCELLANEOUS

The supplier/ contractor shall submit samples of all finishing hardware (stainless steel handrail, locksets/ stainless steel foot rest, etc...), metal panel logo, and painting finishes for PMED approval prior to fabrication. Nails to be used shall be steel with no corroded parts. Wood screws to be used shall be brass with countersunk heads unless specified.

Aluminum raceways shall be powder coated finish - transformer gray color (submit color sample to PMED for approval prior to fabrication) with front detachable clip-lock cover. Said raceway shall receive the electrical wirings for the teller's and new accounts counter. Convenience outlets shall be mounted to the rear side of the raceway facing the interior legroom portion of the teller's cages/ new accounts counter.

Chrome plated tubular frame shall be mirror finished with. Cutting shall be done to ensure that the vertical and horizontal frame are aligned/ fitted. The frames shall have no jagged / sharp edges. There should be no gaps between the frames.

Double action hinges shall be chrome plated or stainless steel mounted to the rear side of the teller's enclosure.

Polypropelene grommet caps color black (provide sample for PMED approval prior to fabrication/ installation) shall be installed for the slots to receive the wirings from the countertop to the legroom / raceway convenience outlet portion.

• ELECTRICAL

The following electrical materials shall be used :

- a. Duplex three pronged convenience outlet, National wide series with plate cover - color white
- b. 2.00 mm THHN wire solid

• WORKMANSHIP

It is expected from the supplier/ contractor that the execution and completion of the items are conducted in accordance with the highest standard quality of workmanship practiced in the industry. Both materials and workmanship shall be subject to the approval of PMED.

Should any punchlists/ workmanship be found not to have complied with the PMED requirements, the supplier/ contractor shall rectify said findings within the time period specified by PMED upon written notification to ProcD. In the event that the supplier/ contractor fails to rectify the said findings before the specified time, PMED shall recommend to the end-user for the rectification of the findings at their level, the cost of which shall be deducted from the contract amount for the supplier/ contractor.

Annex D-1

 <p>LAND BANK OF THE PHILIPPINES PROJECT MANAGEMENT & ENGINEERING DEPT. 1598 M.H. DEL PILAR ST., CORNER DR. QUINTOS ST., MALATE, MANILA</p>	PROJECT TITLE:	APPROVED BY:	SHEET CONTENTS:	DESIGN : PMED-TSU	SHEET NO:
	TELLER'S CAGE	 ENRICO D.J. SAMANIEGO	TECHNICAL SPECIFICATIONS	DRAWN : NESS	A-5
	LANDBANK STANDARD DETAILS AND SPECIFICATIONS	HEAD, PMED		DATE : AUGUST 2020	
				CHECKED : J. MISLANG	
					3-TC-01

**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>		

Please print N/A in blank spaces