

Section VII. Specifications

Specifications	Statement of Compliance
<p style="text-align: center;">Online Competency Assessment</p> <p style="text-align: center;">Terms of Reference (TOR) per attached Revised Annexes D-1 to D-10.</p> <p style="text-align: center;">Business Requirement Document per attached Annexes E-1 to E-11.</p> <p>A. <u>Bidder's Qualification</u></p> <p>1. Bidder (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</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>

Government Agencies in the Philippines in the last five (5) years.

2. Bidder must also possess a Certificate of Satisfactory Performance received from the clients for at least two (2) previous projects in the last five (5) years.

B. Manpower Qualifications

1. One (1) Project Manager

- a. At least two (2) years technical experience in the IT industry.
- b. Has undertaken project management responsibility for two (2) projects in one (1) or two (2) different companies 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 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 website administration responsibility for two (2) projects in one (1) or two (2) different companies 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 administrative staff responsibility for two (2) projects in one (1) or two (2) different companies 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 PDF File:

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. Certificate of Satisfactory Performance received from the clients for at least two (2) previous projects in the last five (5) years.
3. 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, Curriculum Vitae and 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. Contact numbers and contact person/s for their references
4. 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/requirements may result in bidder's disqualification.

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

The 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 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 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, the aggregate amount of at least two (2) similar contracts should be equivalent to at least fifty percent (50%) of the ABC and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC as required above 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. **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. Certificate of Satisfactory Performance received from the clients for at least two (2) previous projects in the last five (5) years.

14. For each manpower requirement, the following shall be submitted:

14.1 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.

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

14.3 List of Contracts

14.4 Name of Companies

14.5 Contact numbers and contact person/s for their references

15. 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]:**

16. 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.

17. Latest Income Tax Return 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).