



LANDBANK

WE HELP YOU GROW.

**SUPPLEMENTAL BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20200629-01**

PROJECT : **One (1) Lot Supply, Delivery and Installation of 300 Units Automated Teller Machines (Thru-the-Wall Type) Inclusive of a Four (4)-Year Maintenance Support Services and Spare Parts**

IMPLEMENTOR : **Procurement Department**

DATE : **August 20, 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 26, 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-20200629-01" 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) The prospective bidder/s who will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 4) The Technical Specifications (Annex D), Item Nos. 5, 6 & 7 of the Invitation to Bid, ITB Clauses 9.1, 18.1.1, 18.1.2, 20, 20.3, 21 & 24 of the Bid Data Sheet (Section III), Schedule of Requirements (Section VI), Specifications (Section VII) and Checklist of the Bidding Documents (Item Nos. 7 & 8 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes D-1 to D-10 and specific sections of the Bidding Documents.
- 5) 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-7).

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



Land Bank of the Philippines

Invitation to Bid For

One (1) Lot Supply, Delivery, and Installation of 300 Units Automated Teller Machines (Thru-the-Wall Type) inclusive of a Four (4) Year Maintenance Support Services and Spare Parts

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 Two Hundred Sixteen Million Pesos Only (PhP216,000,000.00) being the Approved Budget for the Contract to payments under the contract for the One (1) Lot Supply, Delivery and Installation of 300 Units Automated Teller Machines (Thru-the-Wall Type) inclusive of a Four (4) Year Maintenance Support Services and Spare Parts/LBP-HOBAC-ITB-GS-20200629-01. 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) Lot Supply, Delivery and Installation of 300 Units Automated Teller Machines (Thru-the-Wall Type) inclusive of a Four (4) Year Maintenance Support Services and Spare Parts. 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.

- 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

- A complete set of Bidding Documents may be acquired by interested Bidders on _____ from the address indicated above and upon payment of the cost of Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Fifty Thousand Pesos Only (PhP50,000.00).

The Bidding Documents 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 cost of Bidding Documents not later than the submission of their bids.

- The LANDBANK will hold a Pre-Bid Conference on August 14, 2020 through video conferencing 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 03:00 P.M. of August 12, 2020. The PBCR Form can also be downloaded at the PhilGEPS website or requested from MS. LUBELLE B. LUMABAS at LLUMABAS@mail.landbank.com and landbank2290@gmail.com. Bidders shall quote "PBCR-ITB-GS-20200629-01" as the email's subject.

Bidders who have registered for the video conferencing 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 video conferencing, 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 August 13, 2020 – 2:00 P.M. through video conferencing using MS Teams application.

- All bids shall be submitted electronically on or before the 10:00 A.M. deadline on August 28, 2020. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only electronic bids that are successfully uploaded to the

Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not 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 Revised Annexes C-1 to C-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
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) Lot Supply, Delivery and Installation of 300 Units Automated Teller Machines (Thru-the-Wall Type) inclusive of a Four (4) Year Maintenance Support Services and Spare Parts</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20200629-01</p>
1.2	<p>The lot and reference is:</p> <p>One (1) Lot Supply, Delivery and Installation of 300 Units Automated Teller Machines (Thru-the-Wall Type) inclusive of a Four (4) Year Maintenance Support Services and Spare Parts.</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 Two Hundred Sixteen Million Pesos Only (PhP216,000,000.00).</p> <p>Project: One (1) Lot Supply, Delivery and Installation of 300 Units Automated Teller Machines (Thru-the-Wall Type) inclusive of a Four (4) Year Maintenance Support Services and Spare Parts</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 supply, delivery and installation of automated teller machines</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>August 14, 2020</u> through video conferencing 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>02:00 P.M. of August 12, 2020</u>. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Ms. Lubelle B. Lumabas at LLUMABAS@mail.landbank.com and landbank2290@gmail.com. Bidders shall quote "PBCR-ITB-GS-20200629-01" as the email's subject.</p> <p>Bidders who have registered for the video conferencing 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 video conferencing.</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>August 13, 2020 – 2:00 P.M.</u> through video conferencing using MS Teams application.</p>
10.1	<p>The Procuring Entity's address is: 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 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) is Two Hundred Sixteen Million Pesos Only (PhP216,000,000.00).</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	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="496 467 1385 1204"> <thead> <tr> <th data-bbox="496 467 1098 562">Form of Bid Security</th> <th data-bbox="1098 467 1385 562">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 562 1098 705">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td data-bbox="1098 562 1385 705" rowspan="2">PhP4,320,000.00</td> </tr> <tr> <td data-bbox="496 705 1098 988">(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 data-bbox="496 988 1098 1204">(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="1098 988 1385 1204">PhP10,800,500.00</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li data-bbox="496 1238 1396 1589">1. If bid security is in the form of cash, a bidder is required to secure an electronic Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The electronic PAO shall then be printed and presented to the Teller at any of the LANDBANK Branches together with the corresponding cash. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. A scanned copy of the Official Receipt shall be included in the Eligibility and Technical Proposal/Documents. <li data-bbox="496 1601 1396 1782">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. The physical check must be delivered to and received by LANDBANK-Procurement Department not later than the following banking day after the opening of bids. <li data-bbox="496 1793 1396 1896">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. 	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP4,320,000.00	(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.	PhP10,800,500.00
Form of Bid Security	Minimum Amount of Bid Security							
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP4,320,000.00							
(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.	PhP10,800,500.00							

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:

(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:

(a) LIBI-Forex
14th Floor, LANDBANK Plaza Building
Telephone No. 8-710-7114
(Every Tuesday and Thursday)

(b) 12th Floor, SSHG Law Center Bldg.
105 Paseo de Roxas, Legaspi Village
Makati City
Telephone Nos. 8-812-4911 and 8-867-1064

Surety bonds with the following or similar conditions/phrases shall not be accepted:

(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

(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>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>
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 per attached Revised Annex C-4 to C-6). 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-20200629-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-062901-C1 and XYZ-062901-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 to the LBP-SFTF 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 in PDF format. 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-062901-C1 shall contain the PDF files labelled XYZ-062901-C1-Tech and XYZ-062901-C1-Fin while XYZ-062901-C2 shall contain the PDF files labelled XYZ-062901-C2-Tech and XYZ-062901-C2-Fin.</p> <p>The Technical Component and Financial Component files shall be in PDF format and password-protected. They shall be assigned with a different password for each. 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	Each Bidder shall submit two (2) sets of electronic bids (archived files) in accordance with the instructions described in ITB Clause 20 above.
21	All bids shall be submitted electronically on or before the <u>10:00 A.M.</u> deadline on <u>August 28, 2020</u>. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not 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 Revised Annexes C-1 to C-7.
23	In case of modification of bid, "Mod" shall be added at the end of the specified filenames (e.g. XYZ-062901-C1-Mod and XYZ-062901-C1-Tech-Mod).
24	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. Projects with participating bidders in attendance shall be given priority in the queuing. 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. 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. 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>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>(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>
--	---

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			Delivery Period and Destination										
One (1) Lot Supply, Delivery and Installation of 300 Units Automated Teller Machines (Thru-the-Wall Type) inclusive of a Four (4) Year Maintenance Support Services and the following Spare Parts:			<p>Delivery Period: Please see attached Technical Specifications (Items Z.1 and Z.2, Revised Annex D-3).</p> <p>Delivery shall be in Six (6) Batches, 50 Units for each batch.</p> <p>The 1st to 6th batches shall be ready for delivery within 90 calendar days upon receipt of advice from Debit Cards and ATM Management Department.</p> <p>Deployment Sites:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>NCR -----</td> <td style="text-align: right;">52</td> </tr> <tr> <td>Northern & Central Luzon --</td> <td style="text-align: right;">67</td> </tr> <tr> <td>Southern Luzon -----</td> <td style="text-align: right;">65</td> </tr> <tr> <td>Visayas & Mindanao -----</td> <td style="text-align: right;">116</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">300</td> </tr> </table> <p>Please see attached Annexes E-1 to E-10 for the tentative list of branches.</p> <p>Contact Person: Marissa B. Pineda Assistant Vice President Head, DCAMD</p> <p>Contact No.: 8-522-0000 local</p>	NCR -----	52	Northern & Central Luzon --	67	Southern Luzon -----	65	Visayas & Mindanao -----	116	Total	300
NCR -----	52												
Northern & Central Luzon --	67												
Southern Luzon -----	65												
Visayas & Mindanao -----	116												
Total	300												
No.	ATM Part	Estimated Quantity											
1	Electronic PIN Pad	25											
2	Currency Cassette	100											
3	Terminal Power Supply	10											
4	Card Reader (EMV)	10											
5	Receipt Printer	10											
6	CPU	10											
7	Main Fascia	5											
8	Printer Bezel	5											
9	EPP Bezel	5											
10	Monitor Bezel	5											

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Specifications

Specifications	Statement of Compliance																																	
<p>One (1) Lot Supply, Delivery and Installation of 300 Units Automated Teller Machines (Thru-the-Wall Type) inclusive of a Four (4) Year Maintenance Support Services and the following Spare Parts:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">No.</th> <th style="width: 75%;">ATM Part</th> <th style="width: 20%;">Estimated Quantity</th> </tr> </thead> <tbody> <tr><td>1</td><td>Electronic PIN Pad</td><td style="text-align: center;">25</td></tr> <tr><td>2</td><td>Currency Cassette</td><td style="text-align: center;">100</td></tr> <tr><td>3</td><td>Terminal Power Supply</td><td style="text-align: center;">10</td></tr> <tr><td>4</td><td>Card Reader (EMV)</td><td style="text-align: center;">10</td></tr> <tr><td>5</td><td>Receipt Printer</td><td style="text-align: center;">10</td></tr> <tr><td>6</td><td>CPU</td><td style="text-align: center;">10</td></tr> <tr><td>7</td><td>Main Fascia</td><td style="text-align: center;">5</td></tr> <tr><td>8</td><td>Printer Bezel</td><td style="text-align: center;">5</td></tr> <tr><td>9</td><td>EPP Bezel</td><td style="text-align: center;">5</td></tr> <tr><td>10</td><td>Monitor Bezel</td><td style="text-align: center;">5</td></tr> </tbody> </table>	No.	ATM Part	Estimated Quantity	1	Electronic PIN Pad	25	2	Currency Cassette	100	3	Terminal Power Supply	10	4	Card Reader (EMV)	10	5	Receipt Printer	10	6	CPU	10	7	Main Fascia	5	8	Printer Bezel	5	9	EPP Bezel	5	10	Monitor Bezel	5	<p>Bidders must state below 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; margin-top: 20px;">Please state here either “Comply” or “Not Comply”</p>
No.	ATM Part	Estimated Quantity																																
1	Electronic PIN Pad	25																																
2	Currency Cassette	100																																
3	Terminal Power Supply	10																																
4	Card Reader (EMV)	10																																
5	Receipt Printer	10																																
6	CPU	10																																
7	Main Fascia	5																																
8	Printer Bezel	5																																
9	EPP Bezel	5																																
10	Monitor Bezel	5																																

For current and past suppliers of Automated Teller Machine (ATM) 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).

Specifications, maintenance & other requirements per attached Revised Annexes D-1 to D-10.

ATM Dimensional Plan per attached Annex F.

A. The bidder must be compliant with the following requirements:

1. Has an average rating of at least Satisfactory Performance from LANDBANK branches (to be issued by the Head, Debit Cards and ATM Management Department [DCAMD]) covering both hardware and after sales services.
2. Has rendered satisfactory performance from at least three (3) existing local bank clients belonging to the top ten (10) banks in terms of assets. Implementation of the same project to the bidder's existing local bank clients (top ten [10] in terms of assets) shall be operational for at least two (2) years and the total number of ATM units installed must be at least fifty percent (50%) of this procurement.
3. Compliant with PCI-PA-DSS.
4. Compliant with the latest Level 1 & 2 from EMV CO.
5. Has a qualified, competent, and highly trained ATM service engineers
 - Graduate of Engineering, IT-related or two-year IT-related technical course.
 - Underwent at least two (2) months comprehensive training on ATM servicing with Certification.
 - With at least six (6) months actual experience on ATM servicing.
 - Familiar with all the preloaded software in the machine.

- The service engineer should be an employee of the supplier and not outsourced from a third-party service provider.

B. Documentary Requirements:

The following documents shall be included in the Technical Component PDF File:

1. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model.
2. Certificate of Satisfactory Performance issued by the Head, DCAMD not earlier than 30 calendar days prior to the deadline of submission of bid (*applicable only for current and past suppliers of ATM 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 AVP Marissa B. Pineda of DCAMD at 28th Floor, LANDBANK Plaza Building with contact number 8-522-0000 loc. 2127, at least five (5) working days prior to the submission of bid.
3. Certificate of Satisfactory Performance issued by the Head, DCAMD or from at least three (3) existing local bank clients belonging to the top ten (10) banks in terms of assets (other than LANDBANK) for installed ATM units of at least fifty percent (50%) of this procurement.
4. Compliance Certificate from PCI-PADSS.
5. Latest Level 1 & 2 compliance certificate from EMV CO.
6. List with corresponding resume of qualified, competent, and highly trained ATM service engineers.

<p>Non-submission of the above mentioned documents may result in bidder's disqualification.</p> <p>The lowest calculated bidder shall deliver one (1) demo unit at LANDBANK – Head Office within seven (7) calendar days upon receipt of notice from DCAMD.</p>	
---	--

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

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 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, 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. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model.
 13. Certificate of Satisfactory Performance issued by the Head, DCAMD not earlier than 30 calendar days prior to the deadline of submission of bid (*applicable only for current and past suppliers of ATM for LANDBANK*).
 14. Certificate of Satisfactory Performance issued by the Head, DCAMD **or** from at least three (3) existing local bank clients belonging to the top ten (10) banks in terms of assets (other than LANDBANK) for installed ATM units of at least fifty percent (50%) of this procurement.
 15. Compliance Certificate from PCI-PA-DSS.
 16. Latest Level 1 & 2 compliance certificate from EMV CO.
 17. List with corresponding resume of qualified, competent, and highly trained ATM service engineers.

- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 18. 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.
 19. Latest Income Tax Return filed manually or through EFPS.
 20. Certificate of Connectivity issued by LANDBANK DCAMD.

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. 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 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 LBP-HOBAC-ITB-GS-20200629-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-062901-C1 and XYZ-062901-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-062901-C1 shall contain the PDF files labelled XYZ-062901-C1-Tech and XYZ-062901-C1-Fin while XYZ-062901-C2 shall contain the PDF files labelled XYZ-062901-C2-Tech and XYZ-062901-C2-Fin.** In case of modification of bid, "Mod" shall be added at the end of the specified file names (e.g. XYZ-062901-C1- Mod and XYZ-062901-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.

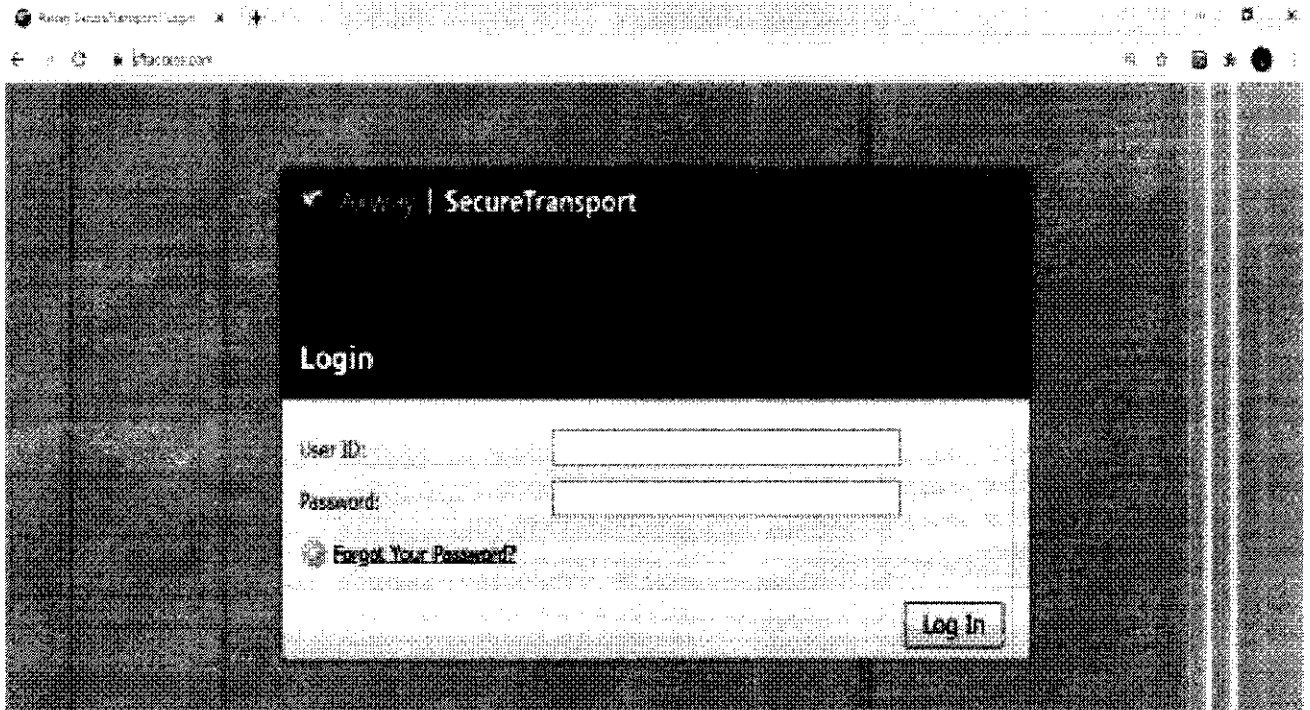
ANNEX C-1

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 ranking 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**

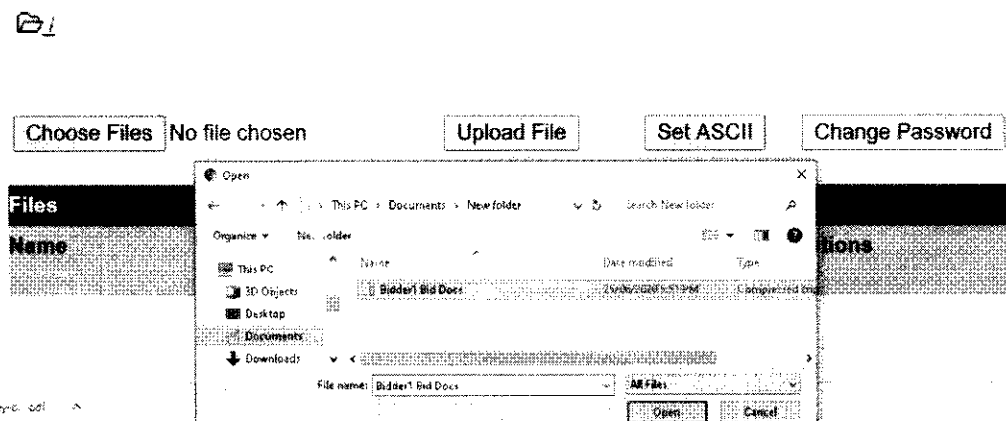
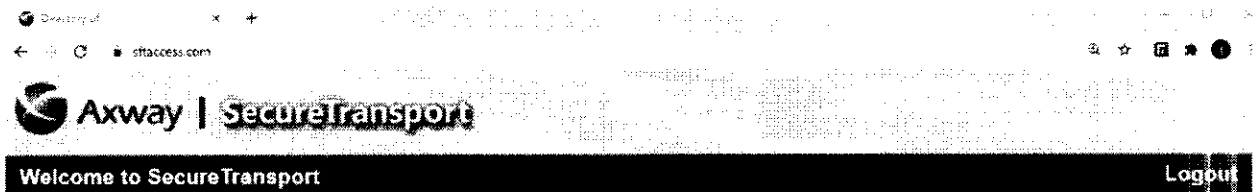
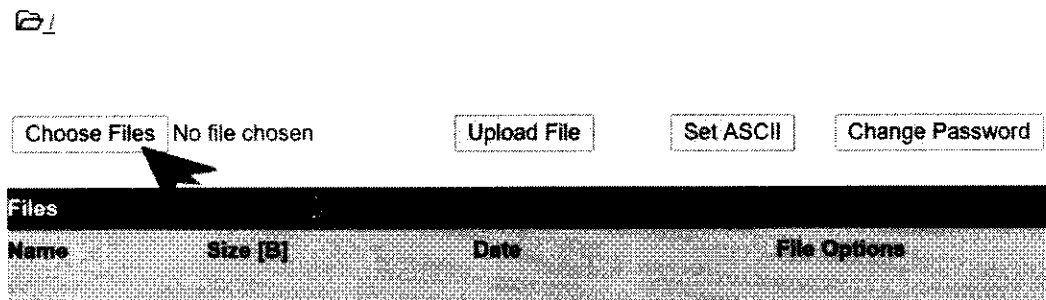
Password: **[Landbank-provided password]**

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

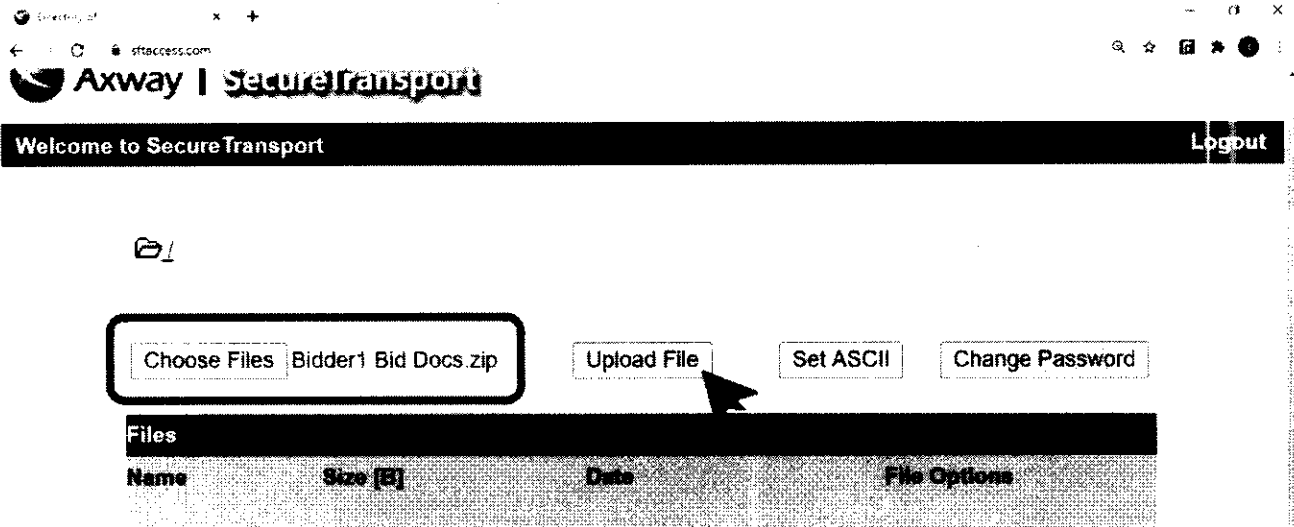
Notes:

1. Files should be encrypted/password-protected.

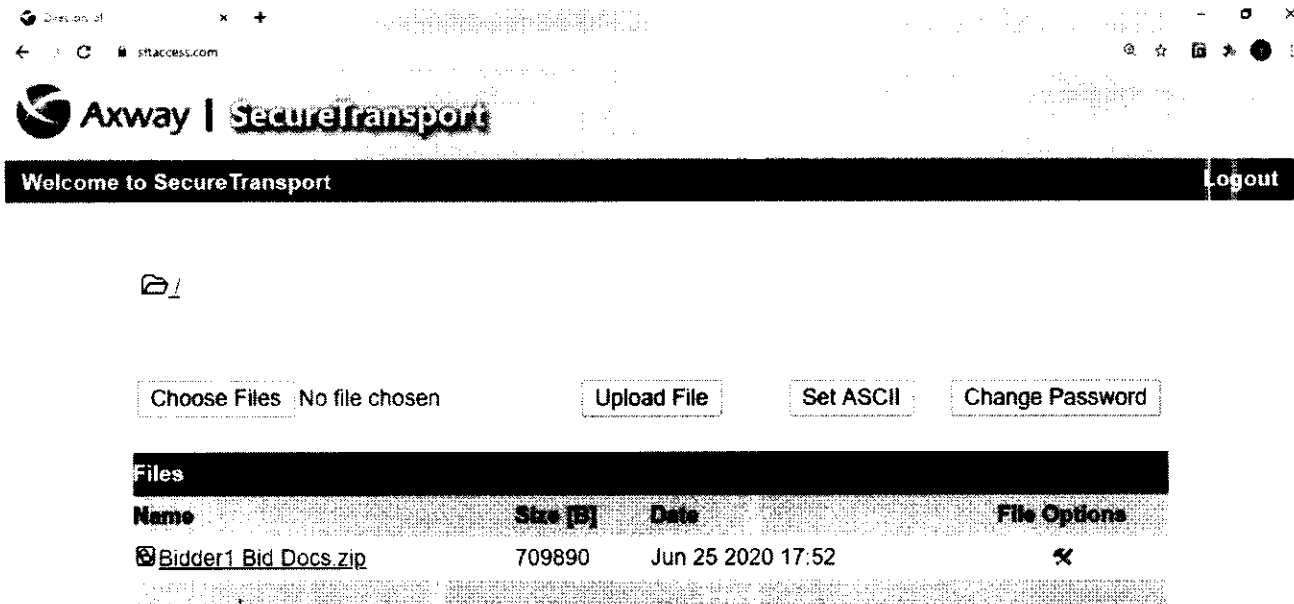
2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.



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.



C-6

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.

LAND BANK OF THE PHILIPPINES

As of April 22, 2020

OTHER REQUIREMENTS

1. PARTICIPATION TO THE BANK'S CONDUCT OF FLM ANNUAL TRAINING TO ALL BRANCHES/EOS. THE VENDOR SHALL INCLUDE PROVISION OF INSTRUCTIONAL KIT (VIDEO) COVERING FLM ACTIVITIES.
2. THE VENDOR SHOULD OBTAIN AN AVERAGE RATING OF AT LEAST SATISFACTORY PERFORMANCE FROM LBP BRANCHES (TO BE ISSUED BY THE HEAD-DCAMD) COVERING BOTH HARDWARE AND AFTER SALES SERVICE OR SUBMIT A CERTIFICATE OF SATISFACTORY PERFORMANCE FROM AT LEAST THREE (3) OF EXISTING LOCAL BANK CLIENTS BELONGING TO THE TOP TEN BANKS IN TERMS OF ASSETS. IMPLEMENTATION OF THE SAME PROJECT TO ITS EXISTING LOCAL BANKS (TOP TEN IN TERMS OF ASSETS) SHALL BE OPERATIONAL FOR AT LEAST TWO (2) YEARS, NUMBER OF ATM UNITS MUST BE AT LEAST 50% OF THIS PROCUREMENT.
3. THE QUALIFIED BIDDER SHALL DELIVER ONE (1) UNIT AT LBP-HEAD OFFICE WITHIN 7 WORKING DAYS UPON RECEIPT OF NOTICE FROM DCAMD FOR POST-QUALIFICATION EVALUATION.
4. THE VENDOR SHALL SECURE A CERTIFICATION OF CONNECTIVITY FROM LANDBANK. CONNECTIVITY SHALL COVER BASIC TRANSACTIONS (BALANCE INQUIRY, WITHDRAWAL, FUND TRANSFER AND PIN CHANGE).
5. SHALL SUBMIT THE FOLLOWING CERTIFICATIONS:
 - COMPLIANCE CERTIFICATE FROM PCI-PA-DSS
 - LATEST LEVEL 1 & 2 COMPLIANCE CERTIFICATE FROM EMV CO
6. SHALL SUBMIT NON-DISCLOSURE AGREEMENT SIGNED BY ALL SUPPORT PERSONNEL /SERVICE ENGINEERS.
7. THE BANK'S STANDARD CI DOWNLOAD SHALL BE PROVIDED TO THE WINNING VENDOR.
8. THE BANK SHALL APPROVE THE STANDARD ACKNOWLEDGEMENT FORM THAT WILL BE ISSUED BY THE VENDOR TO THE BANK'S RECIPIENT FOR SIGNATURE DURING THE DELIVERY OF ATM.
9. A CERTIFICATION ON THE CONDUCT OF TRAINING SIGNED BOTH BY THE SERVICE ENGINEER AND ATM IN-CHARGE/BRANCH REPRESENTATIVE SHALL BE SECURED DURING THE INITIAL ACTIVATION OF THE ATM. THIS DOCUMENT SHALL BE SUBMITTED TO DCAMD IN ORDER TO FACILITATE THE PAYMENT OF THE MACHINE.
10. THE VENDOR SHALL ACCOMMODATE THE REQUIREMENT OF THE SUPPLIER OF ATM ACCESSORIES (e.g. WRAP-AROUND STICKER, TOPPER & METAL BASE), WHICH INCLUDES BUT NOT LIMITED TO THE FOLLOWING:
 - PROVISION OF WORK SPACE
 - TAKING OF PICTURES ON THE COMPLETED ATMS FOR REFERENCE PURPOSES
 - ASSISTANCE NEEDED IN ORDER TO PERFORM THE SUPPLY, DELIVERY AND INSTALLATION OF THE ABOVE MENTIONED ACCESSORIES AT THE ATM VENDOR'S WAREHOUSE
11. THE REQUIREMENTS IN THIS TOR SHALL BE PROVIDED WITH COST EQUIVALENT/ BREAKDOWN OF COST (e. g., MACHINE, HARDWARE MAINTENANCE, SOFTWARE MAINTENANCE, DELIVERY CHARGES, ETC.).
12. SHALL PROVIDE THE FOLLOWING CONSUMABLE/PARTS DURING THE FIVE-YEAR PERIOD* AT THE BID PRICE (UNIT COST) SUBMITTED:

NO.	ATM PART	ESTIMATED QUANTITY
1	ELECTRONIC PIN PAD	25
2	CURRENCY CASSETTE	100
3	TERMINAL POWER SUPPLY	10
4	CARD READER (EMV)	10
5	RECEIPT PRINTER	10
6	CPU	10
7	MAIN FASCIA	5
8	PRINTER BEZEL	5
9	EPP BEZEL	5
10	MONITOR BEZEL	5

* Reckoning of the five-year period shall be on the last day of Maintenance Agreement (MA) date of the last unit activated

** Subject to actual consumption

Land Bank of the Philippines
2020 ATM Minimum Specifications
Cash Dispenser – Thru-the-Wall Type
As of June 25, 2020

HARDWARE FEATURES	LANDBANK SPECIFICATIONS
A. SECURITY ENCLOSURES	A.1. UL291 COMPLIANT SAFE
B. CABINET FEATURES	B.1. REAR ACCESS FOR FLM AND SLM
	B.2. LIGHTED FASCIA
	B.3. ELECTRONIC TRANSMISSION OF OPENING AND CLOSING OF TOP HATCH/DOOR ACTIVITIES TO JOURNAL AND HOST
	B.4. ATM TOP SHALL BE FLAT
C. DISPLAY FEATURES	C.1. MINIMUM 15" COLOR DISPLAY
	C.2. XGA, LCD FLAT PANEL
	C.3. PRIVACY SHIELD/FILTER
	C.4. TOUCHSCREEN
	C.5. VANDAL SHIELD/FRAUD PROTECTION (HARDWARE AND SOFTWARE)
D. DISPENSERS	D.1. CAN DISPENSE 50 NOTES IN A SINGLE TRANSACTION
	D.2. DISPENSER RETRY FEATURE (CAPABILITY TO PICK-UP BILLS FROM LOADED CASSETTES)
	D.3. CAPABLE TO PERFORM DISPENSE TEST
	D.4. CASH RETRACTION CAPABILITY
	D.5. WITH LOW CASH / OUT-OF-CASH SENSORS
E. SHUTTER SENSOR	E.1. AUTOMATIC DETECTION IF THERE ARE BLOCKAGE IN THE CASH PRESENTER AREA DURING IDLE PERIOD OR ACTUAL TRANSACTION
	E.2. PUT THE MACHINE IN UNAVAILABLE MODE IF BLOCKAGE WERE DETECTED
	E.3. CHECK CASH PRESENTER AREA, IF NO BLOCKAGE WERE DETECTED, PUT THE MACHINE IN ONLINE MODE
F. CURRENCY CASSETTES	F.1. SINGLE KEY LOCK, UNIVERSAL TO ALL CASSETTES OF THE SAME BRAND
	F.2. ALL BRAND NEW: MINIMUM OF FOUR [4] CARTRIDGES WITH BUILT-IN KEYLOCK AND KEY + FOUR (4) EXTRA CARTRIDGES TOTAL OF 8 CART PER ATM = (2 CARTS – PHP100 DENOMINATION, 4 CARTS – PHP500 DENOMINATION, 2 CARTS-PHP 1000 DENOMINATION)
	F.3. IN CASE OF LOST KEY OR DEFECTIVE LOCKING SYSTEM, LOCKING SYSTEM IS REPLACEABLE
	F.4. CURRENCY CASSETTES VALIDATION UPON LOADING (CASSETTE TYPE/ID)
	F.5. CAN BE LOADED WITH MINIMUM 2500 BILLS (ATM FIT)
G. DIVERT CASSETTE	G.1. SEPARATE AND SECURED DIVERT CASSETTE WITH BUILT-IN KEYLOCK AND KEY + 1 (ONE) EXTRA DIVERT CASSETTE WITH KEYLOCK AND KEY, TOTAL OF 2 DIVERT CASSETTES WITH BUILT-IN KEYLOCK AND KEY PER ATM (ALL BRAND NEW).
H. CONSUMER INTERFACE KEYPAD	H.1. 13 FULL FUNCTION KEYS PLUS 1 RESERVED KEY/TRIPLE DES ON KEYPAD
	H.2. EPP-PCI AND PCI-PTS CERTIFIED (VALID WHILE THE ATM IS OPERATIONAL/INSTALLED)
I. PROCESSOR	I.1. MINIMUM i5 (MINIMUM OF 5 TH GENERATION)
J. MEMORY	J.1. MINIMUM OF 4 GIGABYTES PER SLOT. TOTAL OF 8 GB
	J.2. ADDITIONAL SLOT FOR MEMORY EXPANSION
K. BUS ARCHITECTURE	K.1. ETHERNET LAN CARD 100/1000 MBPS RJ 45 PORT
L. DVD DRIVE	L.1. DVD+RW / DVD-RW
	L.2. SPEED 20x
M. HARD DISK	M.1. 500 GIGABYTES; 7200 RPM (SATA); PARTITIONED INTO 100GB FOR OS AND 400 GB FOR DATA TO STORE AND RETAIN ATM LOGS IN 30 DAYS
N. ELECTRONICS ENCLOSURE	N.1. SECURED COMPUTER COMPONENTS (METAL CASING)
O. OPERATOR INTERFACE	O.1. REAR ACCESS WITH MAINTENANCE MONITOR, MOUSE AND KEYBOARD (APPLICABLE FOR INPUTTING OF ALPHANUMERIC USER ID AND PASSWORD)
P. RETAINED CARD BIN	P.1. RETAINED CARD CASSETTE (SECURED WITH BUILT-IN KEYLOCKING)
	P.2. LOCK KEY SHOULD BE DIFFERENT FROM THE CABINET/FASCIA KEY

Q. SECURITY CAMERA	Q.1. DIGITAL AND COLORED IMAGE MINIMUM OF ONE (1) MEGAPIXEL RESOLUTION
	Q.2. FACE OF THE ATM USER CAN BE VIEWED CLEARLY
	Q.3. WIDER RANGE OF CAPTURING IMAGE. THE CAMERA SHOULD BE ANGLED IN SUCH A WAY THE IMAGE OF THE ATM USER (4 TO 6 FEET IN HEIGHT) WILL BE CAPTURED FROM THE CHEST TO THE WHOLE FACE WHILE TRANSACTING IN A NORMAL POSITION.
	Q.4. DOWNLOADABLE TO DVD-R AND CD-R
	Q.5. CAN BE DOWNLOADED ANYTIME
	Q.6. PROMPT MESSAGE / ERROR WHEN CD IS FULL
	Q.7. SYNCHRONIZED TIME BETWEEN ELECTRONIC JOURNAL FILE AND TRANSACTION RECEIPT
	Q.8. CAPTURES AT LEAST THREE (3) CLIENT IMAGES <ul style="list-style-type: none"> • FOR CASH WITHDRAWAL TRANSACTION - PIN ENTRY, CARD EJECTED AND CASH DISPENSED • FOR BALANCE INQUIRY, FUND TRANSFER, BILLS PAYMENT AND CHANGE PIN TRANSACTIONS - CARD ENTRY, PIN ENTRY AND CARD EJECTED
	Q.9. IMAGES ARE ARCHIVED FOR 30 DAYS IN THE MACHINE
	Q.10. FIRST IN, FIRST OUT AUTO DELETION OF PICTURES / IMAGES
	Q.11. STORES IMAGES IN JPG FORMAT
	Q.12. COMPRESS/ZIP FOLDER AND PROTECTED BY PASSWORD. SHALL INCLUDE PASSWORD MAINTENANCE (EDIT MODULE)
	Q.13. ALERT / WARNING MESSAGES (SOLICITED AND UNSOLICITED) WHEN THE CAMERA MALFUNCTIONS CAN BE SENT/LOGGED AT ATM LEVEL, HOST, ATM MONITORING SCREEN AND ELECTRONIC JOURNAL)
	Q.14. SECURITY PASSWORD FOR COPYING AT THE MACHINE AND VIEWING OF PICTURES/IMAGES AT THE BRANCH'S PC
R. VAULT SECURITY	R.1. ELECTRONIC LOCK (DIGITAL) - HIGHLY SECURED
	R.2. MINIMUM OF 12 DIGITS COMBINATION (6 DIGITS PER COMBINATION - DUAL CONTROL)
	R.3. MUST NOT DISPLAY NUMERIC COMBINATION
	R.4. ELECTRONIC TRANSMISSION OF OPENING AND CLOSING OF ATM VAULT DOOR ACTIVITIES TO JOURNAL AND HOST
S. CARD READER	S.1. MOTORIZED CARD READER
	S.2. TRACK 1 & 2 - READ ONLY
	S.3. TRACK 3 - READ & WRITE
	S.4. MAGNETIC STRIPE FACING DOWNWARD
	S.5. EMV CERTIFIED. ANY NECESSARY UPDATES ON EMV COMPLIANCE OR REQUIREMENTS WITHIN THE 5-YEAR CONTRACT PERIOD SHALL BE FOR THE ACCOUNT OF THE VENDOR. THE ATM SHALL ACCEPT BOTH EMV AND MAGNETIC STRIPE CARDS. THE EMV KERNEL UPGRADE SHALL BE FOR THE ACCOUNT OF THE VENDOR WHILE THE FIMME CERTIFICATION SHALL BE FOR THE ACCOUNT OF THE BANK
	S.6. ELECTRONIC TRANSMISSION OF READ ERRORS TO NETWORK
	S.7. RETURN CARD ON POWER FAILURE
	S.8. ANTI-CARD FRAUD FEATURE (FOR CARD SKIMMING AND LEBANESE LOOP) SOFTWARE AND HARDWARE (ANTI-SKIMMING)
	S.9. AUTOMATIC DETECTION IF THERE ARE BLOCKAGE IN THE CARD READER BEZEL DURING IDLE PERIOD
	S.10. PUT THE MACHINE IN UNAVAILABLE MODE IF BLOCKAGE WERE DETECTED
	S.11. CHECK CARD READER BEZEL, IF NO BLOCKAGE WERE DETECTED, PUT THE MACHINE IN ONLINE MODE
	S.12. WITH ENHANCED CARD READER BEZEL INSTALLED
	S.13. SHALL DETECT SKIMMING DEVICE INSTALLED ON THE CARD READER
	S.14. SHALL RELEASE CARD IMMEDIATELY UPON OCCURRENCE OF POWER FAILURE
T. POWER SUPPLY	T.1. AUTO VOLTAGE CAPABLE - 220 / 110 VAC (VOLT ALTERNATING CURRENT)
	T.2. FREQUENCY: 60 HERTZ
	T.3. SETTINGS BEFORE POWER INTERRUPTION SHOULD BE RETAINED
	T.4. THREE-PRONGED PLUG
U. RECEIPT [CONSUMER PRINTER]	U.1. THERMAL PRINTER
	U.2. SUPPORTS 25 CHARACTERS PER LINE
	U.3. SHALL COMPLY WITH THE BANK'S PRESCRIBED RECEIPT FORMAT

V. ATM HEIGHT REQUIREMENT	V.1 SHALL COMPLY WITH THE BANK'S PRESCRIBED ATM HEIGHT REQUIREMENT (FOR DISPENSER, KEYPAD AND MONITOR) (SEE ANNEX A)
W. ACCESSORIES	W.1. COMMUNICATIONS CABLE (300 PCS OF THREE-METER CAT-5 CABLE WITH RJ 45 ON BOTH ENDS FOR ALL NETWORK EQUIPMENT DATA CONNECTIONS) TO BE DELIVERED ALONG WITH THE MACHINE.
X. OTHERS	X.1. CAPABLE TO RUN VIA TCP-IP
	X.2. PCI (PERIPHERAL COMPONENT INTERCONNECT)
	X.3. CARD RETRIEVE PROMPTER (LIGHT INDICATOR & BEEPER)
	X.4. BUILT-IN SPEAKERS (8 WATTS)
	X.5. ALL WEATHER ATM MODEL
	X.6. USER'S MANUAL FOR OPERATIONS, MONITORING SYSTEM/TOOL, REMOTE ATM READING SYSTEM AND BROWSER
	X.7. WITH THE FOLLOWING CAPABILITIES:
	X.7.1. ELECTRONIC JOURNAL (EJ) CAN BE EXTRACTED THRU TCP/IP
	X.7.2. FACILITY TO PERFORM REMOTE ATM SELF DIAGNOSTICS
	X.8. UPON PAYMENT OF THE NON-REFUNDABLE BIDDING FEE, BIDDER(S) MAY OPT TO DELIVER A TEST UNIT FOR THE CONDUCT OF CONNECTIVITY TESTING. CONNECTIVITY TEST INCLUDES FIVE (5) BASIC TRANSACTIONS: BALANCE INQUIRY, WITHDRAWAL, FASTCASH, FUND TRANSFER AND PAYMENT. THE ISSUANCE OF A CERTIFICATE OF CONNECTIVITY BY LBP-DCAMD SHALL START FROM THE DATE WHEN THE INVITATION TO BID (ITB) IS FIRST PUBLISHED UP TO THE LAST DAY OF POST-QUALIFICATION PERIOD.
X.9. THE LOWEST CALCULATED BIDDER (LCB) SHALL BE REQUIRED TO SUBMIT CERTIFICATE OF CONNECTIVITY AS PART OF THE POST-QUALIFICATION DOCUMENT ISSUED BY TWG. NON-SUBMISSION WITHIN THE PRESCRIBED PERIOD WILL MEAN POST-DISQUALIFICATION.	
X.10. SHOULD SUBMIT BROCHURES/ PICTURE AND DIMENSION/ WEIGHT OF THE ACTUAL ATM MODEL AS PART OF BID DOCUMENTS.	
Y. SYSTEM INTEGRATION TESTING/USER ACCEPTANCE TEST	Y.1 THE SYSTEM INTEGRATION TESTING (SIT) IF NEEDED, SHALL BE COMPLETED WITHIN 30 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER. PENALTY FOR NON-COMPLIANCE WILL BE 1/10 OF 1% OF THE TOTAL ACQUISITION COST (VAT INCLUSIVE) PER DAY.
	Y.2. THE USER ACCEPTANCE TESTING (UAT) AND PROGRAMMING SHOULD BE COMPLETED WITHIN 90 CALENDAR DAYS UPON ISSUANCE OF SIT CERTIFICATE. PENALTY FOR NON-COMPLIANCE WILL BE 1/10 OF 1% OF THE TOTAL ACQUISITION COST (VAT INCLUSIVE) PER DAY.
	Y.3. THE WINNING BIDDER SHALL DELIVER ONE (1) TEST UNIT FOR UAT TO LBP-HEAD OFFICE WITHIN 7 CALENDAR DAYS UPON RECEIPT OF P.O.
	Y.4 THE WINNING BIDDER SHALL PROVIDE TECHNICAL SUPPORT DURING THE DURATION OF UAT
Z. DELIVERY AND PAYMENT TERMS	Z.1. ATMs SHALL BE DELIVERED AND INSTALLED, IF APPLICABLE, TO SITE AND/OR MOTHER BRANCH
	Z.2. DELIVERY SHALL BE IN SIX (6) BATCHES, 50 UNITS FOR EACH BATCH. <ul style="list-style-type: none"> • THE 1ST TO 6TH BATCHES SHALL BE READY FOR DELIVERY WITHIN 90 CALENDAR DAYS UPON RECEIPT OF ADVICE FROM DCAMD. • UNITS WHICH REMAIN UNDELIVERED AFTER SIX MONTHS RECKONED FROM DATE OF FIRST DELIVERY FROM THE LAST BATCH, SHALL BE RECEIVED BY DCAMD. THE UNITS, HOWEVER, SHALL STILL BE SAFEKEPT AT THE VENDOR'S WAREHOUSE FOR ADDITIONAL PERIOD OF THREE (3) MONTHS AT NO COST TO THE BANK. • UPON RECEIPT OF NOTICE TO DELIVER, THE VENDOR SHALL DELIVER THE UNIT(S) AS SPECIFIED OR WITHIN FIVE BANKING DAYS IF THE DESTINATION IS VIA LAND TRAVEL ONLY, WHILE 15 BANKING DAYS IF THE DESTINATION IS VIA LAND AND SEA TRAVEL.
	Z.3. PENALTY FOR NON-COMPLIANCE WILL BE 1/10 OF 1% OF THE TOTAL VALUE OF THE UNDELIVERED ITEM FOR EVERY DAY OF DELAY.
	Z.4. AMOUNT OF P5,000.00 PER DAY FOR EVERY UNSUCCESSFUL ATM ACTIVATION/INSTALLATION ARISING DUE TO UNAVAILABLE/DEFECTIVE HARDWARE/PARTS/SOFTWARE (INCLUDING BROWSER), LATE ARRIVAL OF MORE THAN 2 HOURS ON THE SCHEDULED TIME/DATE OR TOTALLY NON-APPEARANCE OF THE SERVICE ENGINEER.
	Z.5. PAYMENT TERMS: UNIT COST NET OF P5,000.00 FOR THE INSTALLATION/ACTIVATION
AA. BENCHMARK	AA.1. SPEED OF NORMAL TRANSACTIONS MUST BE THE FF: (STANDARD LBP NETWORK CONFIGURATION)
	AA.2. 10 SECONDS OR LESS FOR BALANCE INQUIRY (FROM PIN ENTRY TO BALANCE DISPLAY)
	AA.3. 14 SECONDS OR LESS FOR WITHDRAWAL TRANSACTION (FROM PIN ENTRY TO CASH PRESENTMENT)

2020 LANDBANK ATM Specifications	
SOFTWARE COMPONENTS AND SETTINGS	SPECIFICATION DETAILS
FEATURES	As of August 14, 2020
A. GENERAL REQUIREMENTS	
A.1. LICENSE & INSTALLATION	A.1.1. ALL SOFTWARE MUST BE LICENSED AND PRELOADED ((e.g. OPERATING SYSTEM, DATABASE, APPLICATION SOFTWARE, ATM PLATFORM, COMPENSATING CONTROL TOOLS, WHITELISTING, ANTI-SKIMMING SOLUTION AND COMPRESSION UTILITIES, TLS VERSION 1.2 OR HIGHER, END POINT PROTECTION AND ANTI-MALWARE (FIREWALL))
	A.1.2. ALL APPLICABLE LICENSE RENEWALS/UPGRADES (e.g. TERMINAL SOFTWARE, KERNEL, ATM PLATFORM CURRENTLY INSTALLED IN THE ATM) MUST BE COVERED BY THE VENDOR INCLUDING ITS INSTALLATION ON THE ATMS FOR FIVE (5) YEARS AFTER THE DATE OF INSTALLATION
	A.1.3. IN CASE THE NEW/UPGRADED SOFTWARE REQUIRES HARDWARE REPLACEMENT, SUCH REPLACEMENT SHALL BE PROVIDED BY THE VENDOR WITHOUT ADDITIONAL COST TO THE BANK FOR FIVE (5) YEARS AFTER THE DATE OF INSTALLATION.
	A.1.4. INSTALLATION SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING: OPERATING SYSTEM, DATABASE, APPLICATION SOFTWARE, COMPENSATING CONTROL TOOLS INCLUDING WHITELISTING, INTRUSION PROTECTION (IP), HARD DISK ENCRYPTION (HDE), ANTI-SKIMMING SOLUTIONS, COMPRESSION UTILITIES, TLS VERSION 1.2 OR HIGHER AND END POINT PROTECTION/ANTI-MALWARE (FIREWALL).
	A.1.5. THE VENDOR SHALL PROVIDE AN ATM SECURITY DASHBOARD/CONSOLE TO MONITOR THAT ALL SECURITY REQUIREMENTS (e.g. WHITELISTING, IP AND HDE) ARE IN PLACE. THE SERVER SHALL BE PROVIDED BY THE BANK.
	A.1.6. THE VENDOR SHALL QUARTERLY UPDATE LANDBANK AND SEEK APPROVAL ON ALL LATEST ATM SOFTWARE RELATED UPDATES.
B. SYSTEM SOFTWARE	
B.1. OPERATING SYSTEM	B.1.1. WINDOWS 10 OR ANY HIGHER VERSION. IN CASE OF END OF SUPPORT FROM SOFTWARE PROVIDER, UPGRADE OR CHANGE OF OPERATING SYSTEM AND ALL OTHER RELATED COMPONENTS INCLUDING ITS ROLL-OUT/IMPLEMENTATION SHALL BE FOR THE ACCOUNT OF THE VENDOR, SUBJECT TO LBP APPROVAL. THIS IS APPLICABLE FOR THE DURATION OF THE FIVE-YEAR CONTRACT
	B.1.2. TIME MUST BE AUTOMATICALLY SYNCHRONIZED WITH HOST TIME AND DATE
	B.1.3. PRELOADED INTEGRATED COMMUNICATIONS SOFTWARE APPLICABLE FOR TCP/IP
	B.1.4. PRELOADED WITH ETHERNET LAN CARD SOFTWARE DRIVERS
C. APPLICATION SOFTWARE	
C.1. MESSAGE TO / FROM HOST	C.1.1. SHALL BE PCI-PA-DSS CERTIFIED
	C.1.2. SHALL BE CAPABLE TO RUN USING DIEBOLD 912 AND NDC MESSAGE FORMATS
	C.1.3. SEND ATM MESSAGE TO HOST ON VAULT ACTIVITIES
	C.1.4. SEND ATM MESSAGE TO HOST ON HARDWARE RELATED ERRORS
	C.1.5. SUPPORT REMOTE HOST DOWNLOADING OF MASTER KEYS (HARDWARE READY)
	C.1.6. SUPPORT SENDING OF ATM MESSAGE FOR STATUS OF ANTI-SKIMMING DEVICE/MODULE IN CASE OF MALFUNCTION
	C.1.7. SUPPORT SENDING OF ATM MESSAGE FOR STATUS OF CONSUMABLE SUPPLY COUNTERS TO HOST, (RETRIEVE/SET OPERATIONAL COMMAND MESSAGE)
	C.1.8. THE ATM APPLICATION SHOULD ALWAYS BE ACTIVE AND SHOULD AUTO CONNECT TO THE HOST AND ATM MONITORING TOOL UNTIL ONLINE STATUS
C.2. LOCAL SETTINGS	C.2.1. CUSTOMIZATION IMAGE(CI) RETAINED AFTER POWER INTERRUPTION
	C.2.2. ALL SOFTWARE SETTINGS RETAINED AFTER POWER INTERRUPTION
C.3. DIGITAL IMAGE CAPTURE	C.3.1. CAPTURES AT LEAST THREE (3) CLIENT IMAGES <ul style="list-style-type: none"> • FOR CASH WITHDRAWAL TRANSACTION - PIN ENTRY, CARD EJECTED AND CASH DISPENSED • FOR BALANCE INQUIRY, FUND TRANSFER, BILLS PAYMENT AND CHANGE PIN TRANSACTIONS - CARD ENTRY, PIN ENTRY AND CARD EJECTED
	C.3.2. CAPTURES IMAGES EVERY FIVE (5) MINUTES DURING IDLE PERIOD (NO TRANSACTION)

C.3. DIGITAL IMAGE CAPTURE	C.3.3. IMAGES ARE DATE AND TIME STAMPED AND CROSS REFERENCED WITH THE FOLLOWING DETAILS: DATE, TIME, TERMINAL ID, TERMINAL NAME, TRANSACTION TYPE, ACCOUNT TYPE, SEQUENCE NUMBER, TOTAL BALANCE, AVAILABLE BALANCE, AND ERROR	
	C.3.4. STORES IMAGES IN JPG FORMAT	
	C.3.5. IMAGES ARE ARCHIVED FOR 30 DAYS IN THE MACHINE. AUTO DELETION OF IMAGES BEYOND 30 DAYS	
	C.3.6. DIGITAL AND COLORED IMAGE MINIMUM OF ONE (1) MEGAPIXEL RESOLUTION	
	C.3.7. DOWNLOADABLE TO THE DVD-R AND CD-R	
	C.3.8. SYNCHRONIZED TIME BETWEEN ELECTRONIC JOURNAL FILE AND TRANSACTION RECEIPT	
	C.3.9. COMPRESS/ZIP FOLDER AND PROTECTED BY PASSWORD. SHALL INCLUDE PASSWORD MAINTENANCE (EDIT MODULE)	
	C.3.10. ALERT / WARNING MESSAGES (SOLICITED AND UNSOLICITED) WHEN THE CAMERA MALFUNCTIONS CAN BE SENT/LOGGED AT ATM LEVEL, HOST, ATM MONITORING TOOL AND ELECTRONIC JOURNAL)	
	C.3.11. REQUIRES SECURITY PASSWORD WHEN COPYING AND VIEWING PICTURES/IMAGES AT THE MACHINE	
	C.4. TERMINAL PROGRAMMING, SCREEN / ICON EDIT	C.4.1. SHALL SUPPORT THE FOLLOWING PICTURE FILE FORMATS: A. JPEG B. GIF
C.4.2. SHALL BE ABLE TO CUSTOMIZE SCREENS VIA DVD/CD / AUTOEXEC.BAT AND REMOTE UPDATE		
C.4.3. SHALL SUPPORT DISPLAY OF TEXT/INFORMATION FROM THE HOST AND ATM MONITORING TOOL		
C.4.4. SHALL SUPPORT THE FOLLOWING MULTI-MEDIA FILES: A. MP3 B. AVI C. MPEG		
C.4.5. UTILITY FOR ADDING / MAINTAINING ATM SCREENS		
C.4.6. ACTIVATE SECURITY OF BIOS		
C.5. EMV REQUIREMENT		C.5.1. THE ATM SHALL ACCEPT BOTH EMV AND MAGNETIC STRIPE CARDS. INSTALLATION, ACTIVATION AND ENABLING OF NECESSARY UPDATES ON EMV COMPLIANCE OR REQUIREMENTS WITHIN THE 5-YEAR CONTRACT PERIOD SHALL BE FOR THE ACCOUNT OF THE VENDOR. INSTALLATION MAY COINCIDE WITH THE PREVENTIVE MAINTENANCE SCHEDULE. NOTE: SUCCEEDING SOFTWARE DEVELOPMENT AND PROFESSIONAL SERVICE SUPPORT SHALL BE ON A SEPARATE ENGAGEMENT
D.1. ENCRYPTION	D.1.1. SHALL SUPPORT DATA ENCRYPTION STANDARDS (DES) OR ADVANCED ENCRYPTION STANDARD (AES) - 256	
	D.1.2. 3-DES ENCRYPTION OR ADVANCED ENCRYPTION STANDARD (AES) - 256 COMPLIANT (FOR BOTH HARDWARE AND SOFTWARE)	
	D.1.3. SHALL SUPPORT MESSAGE AUTHENTICATION CODE (MAC) FUNCTIONALITIES	
	D.1.4. DATA-AT-REST PROTECTION/DISK ENCRYPTION AND TRUSTED BOOT. THE SERVER SHALL BE PROVIDED BY THE BANK IN ACCORDANCE TO THE SPECIFICATIONS REQUIRED BY THE VENDOR	
	D.1.5. CAPABLE OF USING TLS MESSAGE ENCRYPTION FOR ALL MESSAGES BETWEEN ATM AND SWITCH	
E.1. ATM MAINTENANCE/ SUPERVISOR FUNCTIONS	E.1.1. SHALL CONFORM WITH BASELINE REQUIREMENT FOR ID / PASSWORD HANDLING: A. USER ID 1) LBP ASSIGNED ID NUMBER OR AGREED ID CONVENTION/FORMAT FOR SPECIFIC SYSTEM 2) 2) MINIMUM OF 4 AND MAXIMUM OF 16 ALPHANUMERIC (ALPHA, NUMERIC OR COMBINATION OF BOTH) CHARACTERS 3) 3) NOT CASE SENSITIVE	

E.1. ATM MAINTENANCE/ SUPERVISOR FUNCTIONS	B. PASSWORD
	1) MINIMUM OF 8 ALPHA AND NUMERIC CHARACTERS
	2) MUST NOT CONTAIN THREE CONSECUTIVE CHARACTERS
	3) CASE SENSITIVE
	4) MASKED
	5) ADMIN ID CAN ADD, DELETE AND MODIFY OTHER USER IDs
	6) ALL USERS MAY CHANGE PASSWORD ANYTIME EXCEPT FOR LOCK OUT
	7) SHALL AUTOMATICALLY EXPIRE AFTER NINETY (90) DAYS. THE ATM, THRU ITS MAINTENANCE MENU, SHALL INFORM THE USER AT LEAST 15 DAYS PRIOR TO PASSWORD EXPIRATION. IN THE EVENT THE PASSWORD WAS NOT CHANGED PRIOR TO EXPIRATION, THE MAINTENANCE MENU MAY ONLY BE ACCESSED BY CHANGING THE PASSWORD.
	8) MINIMUM OF THREE PREVIOUS PASSWORDS USED
	9) AUTOMATIC LOCK/SUSPEND/REVOKE ON MAXIMUM OF THREE UNSUCCESSFUL ATTEMPTS PER DAY AND REVERT THRU ADMIN
	10) AUTOMATIC LOCK/LOG-OFF ON A MAXIMUM OF 15 MINUTES OF INACTIVITY
	11) DEFAULT PASSWORD SHALL BE CHANGED ON INITIAL LOG-IN
	C. USER ID AND PASSWORD DATABASE SHALL BE ENCRYPTED
	E.1.2. SHALL INCLUDE PER CASSETTE TOTALS AND TOTAL AMOUNT OF ALL CASSETTES INCLUDING DIVERT CASSETTES IN THE TERMINAL READING RECEIPTS
E.1.3. ALL MAINTENANCE ACTIVITIES SHALL BE LOGGED AT THE ELECTRONIC JOURNAL & HOST	
F.1. REMOTE ATM READING SYSTEM AND REMOTE RESTART CAPABILITY	F.1.1. THE SERVICE PROVIDER SHALL PROVIDE REMOTE ATM READING SYSTEM WITH REMOTE RESTART FUNCTIONALITY. DELIVERY SHALL BE WITHIN SIX MONTHS AFTER START OF UAT OR SHALL PERFORM REMOTE READING AND REMOTE MAINTENANCE USING THE BANK'S ATM MONITORING TOOL AT NO ADDITIONAL COST TO THE BANK. NOTE: SUCCEEDING SOFTWARE DEVELOPMENT AND PROFESSIONAL SERVICE SUPPORT SHALL BE ON A SEPARATE ENGAGEMENT
F.2. SOFTWARE DISTRIBUTION CAPABILITY	F.2.1. THE SERVICE PROVIDER SHALL PROVIDE A SOFTWARE DISTRIBUTION APPLICATION THAT WILL ALLOW USER TO REMOTELY DEPLOY AND RUN/EXECUTE APPLICATION SOFTWARE UPDATES/UPGRADES/PATCHES/HOT FIXES TO THE MACHINE
G.1. ELECTRONIC JOURNAL	G.1.1. CAPABLE TO LOG NUMBER OF BILLS RETRACTED
	G.1.2. SHALL COMPLY WITH THE BANK'S STANDARD RECONCILIATION SYSTEM FORMAT (SHALL BE PROVIDED TO THE WINNING BIDDER ONLY)
	G.1.3. REFER TO THE ATTACHED MINIMUM REQUIREMENTS (SHALL BE PROVIDED TO THE WINNING BIDDER ONLY)
	G.1.4. LOGGING AND BROWSE FACILITY WITH DATE ENCRYPTION/PROTECTION
	G.1.5. CAPABLE TO SEARCH DATE AND TIME FROM THE TRANSACTION LOGS AT THE ATM LEVEL
	G.1.6. UPLOAD FACILITY TO HOST VIA TCP-IP
	G.1.7. SHALL SUPPORT DOWNLOAD TO DVD-R AND CD-R
	G.1.8. ALL UTILITIES MUST BE LICENSED AND PRELOADED

LANDBANK OF THE PHILIPPINES

2020 ATM MAINTENANCE AGREEMENT COVERAGE

As of April 22, 2020

FEATURES	MINIMUM REQUIREMENTS
A. TERM AND SERVICES	
A.1. AGREEMENT TERM	<p>A.1.1. ONE (1) YEAR WARRANTY ON SOFTWARE (OWNED AND THIRD PARTY), LABOR, PARTS AND INCIDENTAL CHARGES FOR REMEDIAL AND PREVENTIVE SOFTWARE AND HARDWARE MAINTENANCE FROM DATE OF INSTALLATION OR FOUR (4) MONTHS AFTER DELIVERY WHICHEVER COMES FIRST.</p> <p>A.1.2. FOUR (4) YEARS SERVICE MAINTENANCE PACKAGE ON LABOR, PARTS AND INCIDENTAL CHARGES FOR REMEDIAL AND PREVENTIVE SOFTWARE AND HARDWARE MAINTENANCE.</p> <p>A.1.3. THE VENDOR SHALL PROVIDE MAINTENANCE AGREEMENT CONTRACT SIX MONTHS PRIOR TO HARDWARE WARRANTY EXPIRATION.</p>
A.2. TERMINATION	<p>A.2.1. THE AGREEMENT MAY BE PRETERMINATED BEFORE THE EXPIRY DATE BY GIVING A WRITTEN NOTICE AT LEAST THIRTY (30) DAYS PRIOR TO THE TERMINATION DATE.</p> <p>A.2.2. THE AGREEMENT MAY BE TERMINATED WHEN:</p> <p>A.2.2.1 ONE OF THE PARTIES COMMITS A SUBSTANTIAL BREACH OF ITS OBLIGATION AND SUCH BREACH IS NOT CORRECTED WITHIN THIRTY (30) DAYS FROM THE DATE OF THE RECEIPT OF WRITTEN NOTICE, DULY SERVED, REGARDING SUCH BREACH; AND</p> <p>A.2.2.2 THE SERVICE PROVIDER IS UNABLE TO COMPLY/MEET THE SPECIFICATIONS IN ACCORDANCE TO THE REQUIREMENTS.</p>
A.3. MAINTENANCE SERVICES	<p>A.3.1. ON-SITE REPAIR AT THE EXISTING SITES OF INSTALLATION OF THE ATM LOCATED AT THE ADDRESSES PROVIDED BY LANDBANK.</p> <p>A.3.2. ALL REPLACEMENT PARTS MUST BE NEW, ORIGINAL AND AVAILABLE AT ALL TIMES.</p> <p>A.3.3. QUARTERLY PREVENTIVE MAINTENANCE (PM) SERVICE SHALL BE DONE ON THE ATMs ON THE FOLLOWING CONDITIONS:</p> <ul style="list-style-type: none"> • SHALL BE DONE AT THE START OF THE QUARTER FROM THE DATE OF INSTALLATION OR FOUR (4) MONTHS AFTER DELIVERY WHICHEVER COMES FIRST. • QUARTERLY PM SHALL INCLUDE UPDATING OF ANTI-MALWARE/END-POINT PROTECTION. • IT SHALL ALSO INCLUDE TAKING OF AT LEAST 3 PICTURES OF THE ATM WITH THE FOLLOWING DESCRIPTION: <ol style="list-style-type: none"> 1. COLORED IMAGE MINIMUM OF THREE (3) MEGAPIXEL RESOLUTION 2. THE FRONT VIEW SHALL TO BE TAKEN AT APPROXIMATELY 7 FEET TO CAPTURE THE WHOLE IMAGE OF THE ATM INCLUDING ITS SIGNAGES 3. THE BACK/SIDE IMAGE OF THE ATM SHALL CAPTURE THE WHOLE BODY (WITH OPEN AND CLOSED VAULT DOOR) 4. SHALL INCLUDE DETAILS OF THE ATM (e.g. BRANCH, TERMINAL ID, TERMINAL NAME AND ATM BRAND/MODEL) • PREVENTIVE MAINTENANCE (PM) SHALL BE PERFORMED AT AN INTERVAL NOT EXCEEDING THREE (3) MONTHS AND PM SCHEDULE SHALL BE SUBMITTED TO DCAMD ONE (1) MONTH PRIOR TO PM SCHEDULE . <p>A.3.4. REMEDIAL MAINTENANCE AT THE REQUEST OF THE BANK BASED ON THE SPECIFIC NEEDS OF EACH MACHINE.</p> <p>A.3.5. FOR RECURRING ATM SOFTWARE/HARDWARE PROBLEMS OF THE SAME DEVICE (AT LEAST 4 TIMES WITHIN A MONTH), TOTAL OVERHAUL AND COMPLETE REPLACEMENT OF ATM PART(S) SHALL BE DONE ON THE ATM AT NO ADDITIONAL CHARGE.</p> <p>A.3.6. EVERY SIX (6) MONTHS RECKONED FROM THE DATE OF INSTALLATION/OPERATIONALIZATION OR AS THE NEED ARISES WHICHEVER COMES FIRST, THE VENDOR SHALL PERFORM THE FOLLOWING:</p> <p style="margin-left: 40px;">STAGE 1 - REPLACE ALL CONSUMABLE PARTS (E.G., TAKE-AWAY WHEEL, FEED SHAFT AND STRIPPER WHEEL)</p> <p style="margin-left: 40px;">STAGE 2 - REPLACE THE PICKER MODULE</p> <p style="margin-left: 40px;">STAGE 3 - REPLACE THE STACKER AND PRESENTER MODULES</p> <p>EXIT CRITERIA: NO DISPENSER-RELATED HARDWARE FAILURE IN THE NEXT 45 DAYS</p> <p>A.3.7. MONTHLY ATM AVAILABILITY RATE OF ATM HARDWARE (DISPENSER, CARD READER, EJ, AND OTHER HARDWARE-RELATED) SHOULD NOT FALL BELOW 95%. MONTHLY DISPENSER DOWNTIME SHALL NOT EXCEED 3% OF TOTAL ATM DOWNTIME.</p> <p>A.3.8. FOR THE IMMEDIATE REPAIR OF THE MACHINE, THE SERVICE ENGINEER SHOULD BRING WITH HIM REPLACEMENT/SPARE PARTS OF FREQUENTLY MALFUNCTIONING COMPONENTS OF CARD READER, DISPENSER, ELECTRONIC JOURNAL, NETWORK CABLE AND RECEIPT PRINTER ON THE LOCATION OF THE ATM BEING SERVICED.</p> <p style="margin-left: 40px;">THE SERVICE ENGINEER SHALL BE EQUIPPED WITH OTHER NECESSARY TOOLS/EQUIPMENT (E.G., LAPTOP FOR LAN CARD TROUBLESHOOTING) IN SERVICING THE ATM.</p>

A.3. MAINTENANCE SERVICES	A.3.9. AN ATM THAT INCURRED THREE (3) CONSECUTIVE RETRIEVAL SHORTAGES REGARDLESS OF AMOUNT OR ANY SHORTAGE MORE THAN P2,500.00 SHALL BE PLACED UNDER CONTROL ENVIRONMENT PROCEDURE.
	A.3.10 FOR COMPLIANCE REQUIREMENTS TO ALL VISA, EMVCO, BANCNET, BSP ATM/CARD BASED RELATED COMPLIANCES, THE VENDOR MUST PROVIDE PATCHES RELATED TO THESE COMPLIANCES WITHIN THE DURATION OF THE PROJECT.
	A.3.11 THE ATM VENDOR SHALL CONDUCT COMPREHENSIVE TRAINING TO BRANCH PERSONNEL DURING ATM ACTIVATION. THESE ACTIVITIES INCLUDE BUT NOT LIMITED TO CHANGE OF VAULT COMBINATION, USER ENROLLMENT (ADD/DELETE), ATM MAINTENANCE PROCEDURES SUCH AS COPY PICTURE/EJ, HARDWARE MODULE DIAGNOSTIC TESTS, PROPER ATM RESET/SHUTDOWN, TERMINAL READING COUNTERS (VIEW/PRINT/CLEAR), SUPPLY REPLENISHMENT (THERMAL RECEIPT/CASH LOADING PROCEDURES).
	A.3.12. ANNUAL TRAINING ON FIRST LEVEL MAINTENANCE (FLM) FOR ONE DAY TO ALL BRANCHES ON A PER REGION/AREA BASIS SHALL BE CONDUCTED BY THE VENDOR, FREE OF CHARGE
	A.3.13 THE ATM VENDOR SHALL PERFORM HARDENING OR REMOVAL OF UNUSED SERVICES AND APPLICATIONS (E.G. WINDOWS AUTO-PLAY FACILITY, ETC.).
	A.3.14 FOR RESETTING OF USER'S PASSWORD IN CASE OF EXPIRATION, THE VENDOR SHALL ASSIST THE BRANCH IN ORDER TO ACCESS THE MAINTENANCE MENU AT NO ADDITIONAL COST TO THE BANK. EACH TERMINAL IS ALLOWED FOR TWO (2) PASSWORD RESETTINGS IN A YEAR AT NO COST.
B. SERVICE LEVEL COMMITMENTS	
B.1. COVERAGE	B.1.1. NATIONWIDE
	B.1.2. MONDAY TO SUNDAY INCLUDING HOLIDAYS; 12 HOURS A DAY (8:00AM - 8:00PM); WITH EXISTING 24/7 HELP DESK.
B.2. RESPONSE TIME. This refers to the period between the time that the service call was placed and the time at which the service engineer arrives at the ATM site or provides phone assistance.	B.2.1. WITHIN METRO MANILA, METRO CEBU, METRO DAVAO AND IN THOSE AREAS WHERE THERE ARE ASSIGNED/STATIONED SERVICE ENGINEERS: WITHIN 2 HOURS (LIST OF EXTENSION OFFICES OR BASES AND AREAS WHERE THERE ARE ASSIGNED SERVICE ENGINEERS TO BE SUBMITTED DURING THE PRE-BID).
	B.2.3. OUTSIDE METRO MANILA, METRO CEBU AND METRO DAVAO: WITHIN 24 HOURS OR BASED ON THE FIRST OR THE FASTEST AVAILABLE MEANS OF TRANSPORTATION TO THE ATM SITE.
B.3. REPAIR TIME. This refers to the time the service engineer starts the repair works up to the completion of the restoration of the unit to its operational/ usable status.	B.3.1. WITHIN METRO MANILA, METRO CEBU AND METRO DAVAO: WITHIN 24 HOURS UPON THE START OF THE REPAIR WORKS.
	B.3.2. OUTSIDE METRO MANILA, METRO CEBU AND METRO DAVAO: WITHIN 24 HOURS UPON THE START OF THE REPAIR WORKS (TIME WHEREIN BRANCH PERSONNEL ARE UNAVAILABLE TO ASSIST THE SERVICE ENGINEER WILL NOT BE COUNTED). IF WITH REPLACEMENT OF PARTS, WITHIN 48 HOURS UPON THE START OF THE REPAIR WORKS.
B.4. PENALTY CLAUSE	B.4.1. NOT MEETING RESPONSE AND REPAIR TIME (INCLUDING REPLACEMENT OF PARTS) ON PER INCIDENT BASIS: PHP 100.00 PER HOUR OF DELAY OR A FRACTION THEREOF.
	B.4.2. NON-PERFORMANCE OF PREVENTIVE MAINTENANCE ON AN ATM: NON PAYMENT OF THE MONTHLY MAINTENANCE AGREEMENT COST (3 MONTHS) COVERING THE REFERENCE QUARTER.
	B.4.3. ATM AVAILABILITY RATE OF HARDWARE BELOW 95% OR DISPENSER DOWNTIME OF MORE THAN 3%, A PENALTY RATE OF 1% OF THE MONTHLY MAINTENANCE COST.
	B.4.4. THE VENDOR SHALL BE LIABLE ON ANY LOSS INCURRED BY THE BANK DUE TO THE NEGLIGENCE/NON-PERFORMANCE OF REQUIREMENTS IN THIS TOR.
B.5. REPORTING OF SERVICE ENGINEER AFTER SERVICING	B.5.1. SERVICE REPORTS SHALL BE SUBMITTED TO THE CONCERNED BRANCH REGULARLY AND IMMEDIATELY AFTER ATM SERVICING. SERVICE REPORTS SHALL BE PROPERLY ACCOMPLISHED BY THE SERVICE ENGINEER AND DULY ACKNOWLEDGED/SIGNED BY THE BRANCH AUTHORIZED ATM PERSONNEL.
	B.5.2. THE SERVICE ENGINEER SHALL IMMEDIATELY REPORT TO THE BANK'S ATM MONITORING UNIT THE COMPLETION OF THE ATM SERVICING OR THE STATUS OF THE SERVICING, IF NOT YET COMPLETED, BEFORE LEAVING THE ATM SITE.
	B.5.3. SUBMISSION OF END OF DAY REPORT ON ALL PENDING AND COMPLETED SERVICES WITH UPDATES ON PARTS REPLACEMENT, RE-SCHEDULED SERVICES, ASSIGNED SERVICE ENGINEER, DETAILS OF SERVICING SUCH AS TIME STARTED AND FINISHED, DESCRIPTION OF WORK PERFORMED ETC.
B.6. PROBLEM MANAGEMENT REPORT (PMR) HANDLING	B.6.1. PROVIDE TECHNICAL SUPPORT/PROBLEM RESOLUTION FOR SOFTWARE RELATED PROBLEM MANAGEMENT REPORT (PMR) INCLUDING THIRD PARTY SOFTWARE INSTALLED IN THE MACHINE. TECHNICAL SUPPORT SHALL INCLUDE PROBLEM INVESTIGATION, DETERMINATION OF FIXES OR WORK-AROUND AND APPLICATION, SYSTEM TESTING AND IMPLEMENTATION SUPPORT FOR FIXES.
	B.6.2. INCIDENTS/PROBLEMS SHALL BE RESPONDED TO WITHIN 24 HRS FROM RECEIPT OF PMR.

	B.6.3. PROBLEM FIXES SHALL BE DELIVERED TO LBP WITHIN TWO (2) MONTHS FROM THE RECEIPT OF PMR.
	B.6.4. PROBLEM FIXES SHALL BE APPLIED WITHIN THREE (3) MONTHS FROM THE RECEIPT OF INSTRUCTION. A REPORT SHALL BE PROVIDED TO DCAMD ON THE MONTHLY STATUS OF DEPLOYMENT.
	B.6.5. FIXES FOR SOFTWARE RELATED INCIDENT THAT CAUSES DOWNTIME AND UNAVAILABILITY OF MACHINE SHALL BE DELIVERED WITHIN ONE (1) MONTH FROM RECEIPT OF PMR.
C. SERVICE PERSONNEL	
C.1. SERVICE CALL PLACED THRU DISPATCH	C.1.1. IMMEDIATE ASSIGNMENT OF SERVICE CALLS TO ATM SERVICE ENGINEERS.
C.2. SKILLS OF SERVICE ENGINEERS	C.2.1. QUALIFIED, COMPETENT & HIGHLY TRAINED ATM SERVICE ENGINEERS (Pls. provide list & resume)
	• Graduate of Engineering, IT-related or two-year IT-related technical course
	• Underwent at least two months comprehensive training on ATM servicing with Certification
	• With at least six (6) months actual experience on ATM servicing
	• Familiar with all the preloaded software in the machine
C.3. DEPLOYMENT OF SERVICE ENGINEERS	C.3.1. ON STAND-BY AT STRATEGIC LOCATION NATIONWIDE PROVIDED WITH CELLULAR PHONE/RADIO FOR IMMEDIATE RESPONSE AND CONTACT.
	C.3.2. NOD-MONITORING SHOULD BE PROVIDED QUARTERLY WITH THE LIST OF THE NAMES OF THE ATM SERVICE ENGINEERS AND THEIR CORRESPONDING AREAS OF ASSIGNMENT AND CONTACT NUMBERS.
	C.3.3. SHALL HAVE SERVICE ENGINEERS COVERING AREAS OF LEAF-IDENTIFIED SITES.
	C.3.4. WITH AT LEAST ONE ENGINEER ASSIGNED PER EVERY FIFTEEN (15) LBP ATMs.
D. PRICE	
D.1. CONTRACT PRICE	D.1.1. CONTRACT PRICE SHALL COVER THE COSTS OF ALL DELIVERABLES AND SERVICES, INCLUDING ALL APPLICABLE TAXES, COSTS OF IMPORTATION, INSURANCE, TRANSPORTATION AND DELIVERY AT THE TIME AND LOCATIONS OF THE ATMS. NO ADDITIONAL INCIDENTAL CHARGES SUCH AS TRANSPORTATION, HOTELS, PER DIEM, BOARD AND LODGING, ETC. OF THE SERVICE ENGINEERS CAN BE CLAIMED BY THE SERVICE PROVIDER.
E. PAYMENT	
E.1. PAYMENT OF INVOICES	E.1.1. THE SERVICE PROVIDER SHALL BE PAID QUARTERLY AFTER THE END OF EVERY QUARTER BASED ON THE 4-YEAR ATM MAINTENANCE AGREEMENT COST AND NET OF PENALTIES AND UPON RECEIPT OF THE INVOICE AND COMPLETE PM REPORTS.
E.2. REQUIREMENT FOR PAYMENT	E.2.1. THE SERVICE PROVIDER SHALL ATTACH IN THE INVOICES ORIGINAL COPIES OF THE ATM SERVICE REPORTS AND/OR PREVENTIVE MAINTENANCE REPORTS (DULY ACKNOWLEDGED/ SIGNED BY THE BRANCH AUTHORIZED ATM PERSONNEL) OF SERVICES RENDERED WITHIN THE QUARTER. NO SERVICE/PM, NO PAYMENT.
F. OTHER TERMS AND CONDITIONS	
F.1. ATM MONITORING SOLUTION	F.1.1. THE SERVICE PROVIDER SHALL ALSO PROVIDE ATM MONITORING SERVICES WHICH WILL MONITOR, CORRELATE, IDENTIFY, AND FILTER ATM, ATM HOST, AND NETWORK EVENTS.
F.2. ATM REPORT	F.2.1. THE SERVICE PROVIDER SHALL PROVIDE ATM RELATED REPORTS SUCH AS AVAILABILITY REPORT AND INCIDENT ACTIVITY REPORT.
F.3. MAINTENANCE OF NON-FRICTION TYPE ELECTRONIC LOCK	F.3.1. THE BATTERY IN THE ELECTRONIC LOCK SHALL BE REPLACED EVERY OTHER QUARTER OR AS NEEDED WHICHEVER COMES FIRST TO BE DONE BY THE SERVICE ENGINEERS DURING PREVENTIVE MAINTENANCE. THE COST OF THE REPLACEMENT OF BATTERY SHALL BE SHOULDERED BY THE ATM VENDOR / SERVICE PROVIDER.
F.4. MAINTENANCE OF THE COMPLEMENTARY METAL OXIDE SEMICONDUCTOR (CMOS) BATTERY OF THE CPU/MOTHER BOARD	F.4.1. THE CMOS BATTERY SHALL BE REPLACED YEARLY OR AS NEEDED WHICH WILL BE DONE BY THE SERVICE ENGINEERS DURING THE CONDUCT OF ATM SERVICING AND PREVENTIVE MAINTENANCE. THE COST OF THE REPLACEMENT BATTERY SHALL BE SHOULDERED BY THE ATM VENDOR / SERVICE PROVIDER.
F.5. CONTRACT	F.5.1. THE ATM MAINTENANCE SERVICE AGREEMENT SHOULD BE INDEPENDENT FROM OTHER EXISTING CONTRACTS WITH LAND BANK OF THE PHILIPPINES, INCLUDING MOTHER CONTRACT.
F.6. DETAILED SCOPE OF AGREEMENT	F.6.1. THE DETAILED SCOPE OF AGREEMENT IS SPECIFIED IN THE BANK'S PRO-FORMA ATM SERVICE MAINTENANCE AGREEMENT CONTRACT AND MUST BE AGREED UPON BY ALL PARTIES CONCERNED.

**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