



**SUPPLEMENTAL BID BULLETIN NO. 1**  
**For LBP-HOBAC-ITB-GS-20200619-01**

**PROJECT** : **Supply, Delivery, Installation and Configuration of Security Information & Events Management (SIEM) Solution with Three (3) Years Warranty**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **September 11, 2020**

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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 Annex E) to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) on or before **2:00 PM of September 16, 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-20200619-01" 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 Terms of Reference (Annex C), ITB Clauses 20 & 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 & Technical Components and Item No. 3 of the Financial Component) have been revised. Please see attached revised Annexes C-1 to C-12 and specific sections of the Bidding Documents.
- 5) The deadline for the submission of electronic bids for the above project is re-scheduled on **September 18, 2020** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.
- 6) The prospective bidder/s are requested to observe the revised prescribed procedures in the submission and opening of electronic bid (attached as revised Annexes B-1 to B-7).
- 7) LANDBANK's responses to bidders' clarifications are provided per attached Annexes F-1 to F-2.

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

## 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 Supply, Delivery, Installation and Configuration of Security Information &amp; Events Management (SIEM) Solution with Three (3) Years Warranty</p> <p>The identification number of the Contract is LBP-HOBAC-ITB-GS-20200619-01</p>
1.2	<p>The lot and reference is:</p> <p>Supply, Delivery, Installation and Configuration of Security Information &amp; Events Management (SIEM) Solution with Three (3) Years Warranty</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 Thirty Five Million Pesos Only (PhP 35,000,000.00).</p> <p>Project:</p> <p>Supply, Delivery, Installation and Configuration of Security Information &amp; Events Management (SIEM) Solution with Three (3) Years Warranty</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 Information Technology hardware and software.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or Certificate of Satisfactory Performance from bidder's client.</li> </ul>
7	<p>No further instructions.</p>
8.1	<p>Subcontracting is not allowed.</p>
8.2	<p>Not applicable.</p>

9.1	<p>The LANDBANK will hold a Pre-Bid Conference on <u>September 4, 2020 – 1:20 PM</u> through videoconferencing using Microsoft (MS) Teams Application.</p> <p>Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (per attached Annex A) to <b><u>lbphobac@mail.landbank.com</u></b> on or before _____ of _____. The PBCR Form can also be downloaded at the PhilGEPS website or requested from MS. MA. ANGELA Q. EMETERIO at <b><u>MEMETERIO@mail.landbank.com</u></b> and <b><u>MQEMETERIO@gmail.com</u></b>. Bidders shall quote “PBCR-ITB-GS-20200619-01” as the email’s subject.</p> <p>Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel, post messages therein and join the online meeting.</p> <p>For 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 _____ through video conferencing using MS Teams application.</p>
10.1	<p>The Procuring Entity’s address is:</p> <p>Land Bank of the Philippines 25<sup>th</sup> Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila <b><u>www.landbank.com</u></b></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 <b><u>lbphobac@mail.landbank.com</u></b></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)	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.	
13.1	Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos.1 and 2).	
13.1(b)	No further instructions.	
13.1(c)	No further instructions.	
13.2	The Approved Budget for the Contract (ABC) Thirty Five Million Pesos Only (PhP 35,000,000.00).  Any bid with a financial component exceeding this amount shall not be accepted.	
4(a)(iv)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.	
15.4(b)	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.	
16.1(b)	The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.	
16.3	Not applicable.	
17.1	Bids will be valid until 120 calendar days from date of opening of bids.	
18.1	The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount:	
	Form of Bid Security	Minimum Amount of Bid Security
	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P 700,000.00
	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	
	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	P 1,750,000.00
	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.

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.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
  - a. CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Telephone No. 8-405-7345 local 2117  
(For Assets 1 Billion and up)
  - b. SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building  
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  
14<sup>th</sup> Floor, LANDBANK Plaza Building  
Telephone 8-710-7114  
(Every Tuesday and Thursday)
- (b) 12<sup>th</sup> Floor, SSHG Law Center Bldg.  
105 Paseo de Roxas, Legaspi Village  
Makati City  
Telephones 8-812-4911 and 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

	<p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>6. If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.</p>
18.2	The bid security shall be valid until 120 calendar days from date of opening bids.
20	<p>The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached revised Annexes B-4 to B-6.</p> <p><b><u>Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC.</u></b> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The electronic bid consisting of two copies/files shall be labelled with bidder's <b><u>assigned</u></b> short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-081901(2)-C1 and XYZ-081901(2)-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>Each of the above mentioned archived files shall contain the Technical Component and Financial Component files. The PDF files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively. Thus, using the above example, XYZ-081901(2)-C1 shall contain the PDF files labelled XYZ-081901(2)-C1-Tech and XYZ-081901(2)-C1-Fin while XYZ-081901(2)-C2 shall contain the PDF files labelled XYZ-081901(2)-C2-Tech and XYZ-081901(2)-C2-Fin.</p> <p><b><u>All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents.</u></b> The documents must be signed by the authorized signatory/ies when required in the form.</p> <p><b><u>Each of the archived files and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening.</u></b></p> <p>Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of</p>

	<p>the improperly assembled, labelled and password-protected electronic bid.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email <u>after successful uploading</u> of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.</p>
20.3	<p>Each Bidder shall submit two (2) sets of electronic bids (archived files) labeled in accordance with the instructions described in ITB Clause 20 above.</p>
21	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on <u>September 18, 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 the Secure File Transfer Facility of LANDBANK or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached revised Annexes B-1 to B-8.</p>
24	<p>On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC 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 allowed account/connection.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.</p> <p>Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.</p> <p>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.</p>

	<p>The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary “pass/fail” criterion. Only bidders that have been rated “Passed” shall be allowed to participate in the succeeding stages of the bidding process.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated “Passed”. Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Component.</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 ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3	The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.
28.4	No further instructions.
29.2	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Only tax returns filed manually or through EFPS and taxes paid shall be accepted.
32.4(f)	No additional requirement.



33.2	<p>If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <ul style="list-style-type: none"><li data-bbox="448 331 1145 434">(a) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)</li><li data-bbox="448 472 1222 575">(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)</li></ul>
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## Section VI. Schedule of Requirements

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

Item Description	Quantity	Period Covered and Delivery Site
<p>Supply, Delivery, Installation and Configuration of Security Information &amp; Events Management (SIEM) Solution with Three (3) Years Warranty</p> <p>Includes the following:</p> <ul style="list-style-type: none"> <li>1. SIEM Licenses                             <ul style="list-style-type: none"> <li>1.1 350 gigabytes/day events logs</li> <li>1.2 1 terabyte/day packet logs</li> </ul> </li> <li>2. Hyperconverged infrastructure with four (4) Nodes, three (3) years warranty</li> </ul>	<p>3 Years License</p> <p>4 units</p>	<p><b><u>Delivery Period:</u></b>                      Sixty (60) calendar days after receipt by the supplier of the Notice to Proceed</p> <p><b><u>Installation Period:</u></b>                      Will commence seven (7) calendar days after delivery and will end ninety (90) calendar days after.</p> <p><b><u>Delivery Site:</u></b>                      Network Operations Department                      LANDBANK Plaza Building                      1598 M.H. del Pilar corner Dr. J. Quintos Streets, Malate, Manila</p> <p><b><u>Contact Person:</u></b>                      VP Enrique L. Sazon, Jr.                      Head, Network Operations Department</p> <p><b><u>Contact Number:</u></b>                      8405-7168</p>

**Conforme:**

\_\_\_\_\_  
 Name of Bidder

\_\_\_\_\_  
 Signature over Printed Name of  
 Authorized Representative

\_\_\_\_\_  
 Position

## Section VII. Specifications

Specifications	Statement of Compliance
<p style="text-align: center;">Supply, Delivery, Installation and Configuration of Security Information &amp; Events Management (SIEM) Solution with Three (3) Years Warranty</p> <p><b>Terms of Reference (TOR) and other requirements per attached revised Annexes C-1 to C-12.</b></p> <p>A. <u>Bidder's Qualification</u></p> <ol style="list-style-type: none"> <li>1. Bidder must have at least five (5) years of existence in the Information Technology (IT) industry. Information should be based from Security and Exchange Commission (SEC) incorporation documents as proof that the bidder has at least five (5) years of existence.</li> <li>2. Bidder must be an authorized reseller or distributor</li> </ol>	<p><b>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.</b></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 <b>ITB</b> Clause 3.1(a)(ii) and/or <b>GCC</b> Clause 2.1(a)(ii).</p> <p style="text-align: center;"><b>Please state here either "Comply" or "Not Comply"</b></p>

<p>of the brand being offered.</p> <ol style="list-style-type: none"><li>3. The principal represented by the bidder must have a local Technical Manager or IT support engineers to support the installations, configurations and 24x7 uptime services within the warranty period and have at least five (5) years work experience in handling of the IT product being offered or other related security devices.</li><li>4. Bidder must support three (3) years warranty on hardware and software. Warranty shall also cover any reconfiguration/integration after successful implementation.</li><li>5. Bidder must have a local helpdesk to provide 24x7 technical assistance.</li><li>6. Bidder must have a dedicated Project Manager (PM) to oversee the project with at least five (5) years work experience and handled at least one (1) commercial or universal Philippine bank and one (1) non-bank client as proof of his/her experience on how to handle projects.</li><li>7. Bidder must have at least three (3) installed bases of same solution or complex technology like Application Programming Interface (API) Management, Security Information and Event Management (SIEM) wherein one (1) is a universal or commercial bank in the Philippines.</li></ol> <p>For current and past suppliers of Security Information &amp; Events Management (SIEM) Solution 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).</p>	
<p>The following documents/requirements shall be included in the Eligibility and Technical Component PDF File:</p> <ol style="list-style-type: none"><li>1. Duly accomplished Terms of Reference signed in all pages by the authorized representative/s of the bidder.</li><li>2. Notarized self-certification based on Security and Exchange Commission (SEC) incorporation documents that the bidder has been existing in the IT industry for at least five (5) years.</li><li>3. Certification from the distributor or principal certifying that the bidder is an authorized reseller or distributor of the brand being offered.</li></ol>	

4. Certificate of Employment, Resume/Curriculum Vitae and list of trainings and seminars attended of the assigned local Technical Manager or IT support engineers as proof that they have at least five (5) years work experience in handling of the IT product being offered or other related security devices.
5. Detailed escalation procedure and support including contact numbers and email addresses.
6. Certificate of Employment and Resume/Curriculum Vitae of the Project Manager with at least five (5) years work experience and handled at least one (1) commercial or universal bank in the Philippines and one (1) non-bank client.
7. List of at least three (3) installed bases with client's name, contact person, address, telephone number and email address of same or complex technology like Application Programming Interface (API) Management, Security Information and Event Management (SIEM) wherein one (1) is a commercial or universal Philippine bank.
8. Certificate of Satisfactory Performance issued by the Head, Network Operations Department (NOD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Security Information & Events Management (SIEM) Solution). The Certificate shall still be subject to verification during post-qualification of bid.

NOTE: Certificate of Satisfactory Performance shall be requested in writing from VP Enrique L. Sazon, Jr. at 16h Floor, LANDBANK Plaza Building (Tel. No.: 8405-7168), 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.

### **Eligibility and Technical Component (PDF File)**

- **The Eligibility and Technical Component 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. Duly accomplished Terms of Reference signed in all pages by the authorized representative/s of the bidder.

13. Notarized self-certification based on Security and Exchange Commission (SEC) incorporation documents that the bidder has been existing in the IT industry for at least five (5) years.
  14. Certification from the distributor or principal certifying that the bidder is an authorized reseller or distributor of the brand being offered.
  15. Certificate of Employment, Resume/Curriculum Vitae and list of trainings and seminars attended of the assigned local Technical Manager or IT support engineers as proof that they have at least five (5) years work experience in handling of the IT product being offered or other related security devices.
  16. Detailed escalation procedure and support including contact numbers and email addresses.
  17. Certificate of Employment and Resume/Curriculum Vitae of the Project Manager with at least five (5) years work experience and handled at least one (1) commercial or universal bank in the Philippines and one (1) non-bank client.
  18. List of at least three (3) installed bases with client's name, contact person, address, telephone number and email address of same or complex technology like Application Programming Interface (API) Management, Security Information and Event Management (SIEM) wherein one (1) is a commercial or universal Philippine bank.
  19. Certificate of Satisfactory Performance issued by the Head, Network Operations Department (NOD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of Security Information & Events Management (SIEM) Solution). 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]:**
    20. 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.
    21. Latest Income Tax Return filed manually or through EFPS.

**Financial Component (PDF File)**

- **The Financial Component 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).
3. **Annex D- Breakdown of Cost**