



**SUPPLEMENTAL/BID BULLETIN NO. 3  
For LBP-HOBAC-ITB-CS-20200623-01**

**PROJECT** : **New Teller System with Five (5) Years Maintenance Agreement**

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

**DATE** : **October 2, 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 will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Business Requirements Document (Annex C), Requirements Compliance Form (Annex D), list of LANDBANK officers, employees and consultants (Annex I), Item Nos. 9.1 to 9.5 of the Request for Expression of Interest, ITB Clauses 9.2.1 to 9.2.5 of the Eligibility Data Sheet (Part I, Section III), ITB Clauses 15.1.4.a, 15.1.4.b & 17 of the Bid Data Sheet (Part II, Section III), Terms of Reference (Part II, Section VI), Omnibus Sworn Statement (Form No. 2), and Checklist of Bidding Documents (Item No. 4 of the Eligibility & Technical Components and Item No. 18 of the Project Technical Component) have been revised. Please see attached revised specific sections of the Bidding Documents.
- 3) The deadline for the submission of electronic bids for the above project is re-scheduled on **October 9, 2020** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.
- 4) LANDBANK's responses to bidders' clarifications are provided per attached Annexes J-1 to J-11.

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



**Land Bank of the Philippines**

**Request for Expression of Interest for  
New Telling System (NTS) with Five (5)  
Years Maintenance Agreement**

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget approved by the Board of Directors for 2020 intends to apply the sum of One Hundred Eighty Seven Million Forty Thousand Pesos Only (Php 187,040,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract New Telling System (NTS) with Five (5) Years Maintenance Agreement. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The LANDBANK now calls for the submission of bids for New Telling System (NTS) with Five (5) Years Maintenance Agreement. Electronic eligibility documents of interested consultants must be successfully uploaded to the Secure File Transfer Facility of LANDBANK and duly received by the BAC Secretariat on or before OCTOBER 9, 2020 - 10:00 AM. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during banking days, from 8:00 A.M. to 5:00 P.M.:  
Procurement Department  
Land Bank of the Philippines  
25<sup>th</sup> Floor, LANDBANK Plaza  
1598 M.H. Del Pilar corner Dr. J. Quintos Streets,  
Malate, Manila, 1004  
[lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com)
4. A complete set of Bidding Documents may be acquired by interested Bidders on AUGUST 28, 2020 TO OCTOBER 9, 2020 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 (Php 50,000.00).

The prospective bidder shall send an email request for the issuance of Payment Acceptance Order (PAO) for the non-refundable Bidding Documents Fee to the HOBAC Secretariat at [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com). The email request shall state "PAO-ITB-GS-XXXXXXXX-XX" (reference number of the project) as its subject.

Upon receipt of the request, the HOBAC Secretariat shall send an electronic copy of the PAO (in PDF format) to the prospective bidder.

The prospective bidder shall pay the Bidding Documents Fee at any LANDBANK Branch and send scanned copies of the Official Receipt (OR) and PAO to the HOBAC Secretariat in the above-mentioned email address using the above-mentioned email subject. Upon receipt of the copies of OR and PAO, the buyer concerned shall send an electronic copy of the bidding documents (in PDF format) to the email address of the prospective bidder.

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.

5. The LANDBANK will hold a Pre-Bid Conference on SEPT. 4, 2020 - 11:00 AM through videoconferencing using Microsoft (MS) Teams Application.

Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (per attached Annex A) to **lbphobac@mail.landbank.com** on or before 12:00 PM of SEPTEMBER 3, 2020. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Ms. MA. ANGELA Q. EMETERIO at **MEMETERIO@mail.landbank.com** and **MQEMETERIO@gmail.com**. Bidders shall quote "PBCR-ITB-CS-2020623-01" as the email's subject.

Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, post messages therein and join the online meeting.

For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted on SEPT. 3, 2020, 2:00 PM through video conferencing using MS Teams application

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. Interested consultants must upload their electronic bids through Secure File Transfer Facility of LANDBANK. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15.1. 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 bids (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 Annexes B-1 to B-8.

8. After the receipt of bids, the Eligibility & Technical Component (First PDF File) shall first be opened and evaluated in the presence of the prospective bidder's representatives who choose to attend at the time and on the date of the videoconference below.
9. The BAC shall draw up the short list of consultants from those who have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of three (3) prospective bidders who will be entitled to participate in the next stage of the competitive bidding process. The criteria and rating system for short listing are as follows:

| CRITERIA  | WEIGHT  | SCORE | REMARKS  |    |  |    |  |    |   |    |  |    |  |     |   |    |                   |  |  |
|---|---|-------|--|----|--|----|--|----|---|----|--|----|--|-----|---|----|-------------------|--|--|
| <p><b>1. Firm Credentials (Experience, Expertise and Capability)</b></p> <p><b>a. Years of experience</b></p> <table border="1" data-bbox="164 360 971 663"> <tr> <td data-bbox="164 360 877 510">Exceeds minimum qualifications<br/>– <i>More than five (5) years of relevant experience in successfully implementing the proposed solution</i></td> <td data-bbox="877 360 971 510">5%</td> </tr> <tr> <td data-bbox="164 510 877 663">Meets minimum qualifications<br/>– <i>At least five (5) years of relevant experience in successfully implementing the proposed solution</i></td> <td data-bbox="877 510 971 663">3%</td> </tr> </table> <p><b>b. Satisfactory Ratings</b></p> <table border="1" data-bbox="164 734 971 1182"> <tr> <td data-bbox="164 734 877 958">Exceeds minimum qualifications<br/>– Submitted four (4) or more fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements.</td> <td data-bbox="877 734 971 958">5%</td> </tr> <tr> <td data-bbox="164 958 877 1182">Meets minimum qualifications<br/>– Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements.</td> <td data-bbox="877 958 971 1182">3%</td> </tr> </table> <p><b>c. Local/Regional Implementation</b></p> <table border="1" data-bbox="164 1254 971 1478"> <tr> <td data-bbox="164 1254 877 1366">Exceeds minimum qualifications<br/>– Three (3) or more local or regional implementation of the proposed solution</td> <td data-bbox="877 1254 971 1366">5%</td> </tr> <tr> <td data-bbox="164 1366 877 1478">Meets minimum qualifications<br/>– At least two (2) local or regional implementation of the proposed solution</td> <td data-bbox="877 1366 971 1478">3%</td> </tr> </table> <p><b>d. Support Base</b></p> <table border="1" data-bbox="164 1550 971 1848"> <tr> <td data-bbox="164 1550 877 1702">Local Support Office within the Philippines with more than 10 support staff and with more than 2 (two) years of experience in providing support to the proposed solution</td> <td data-bbox="877 1550 971 1702">10%</td> </tr> <tr> <td data-bbox="164 1702 877 1848">Local Support Office within the Philippines with 10 support staff and with 1 to 2 years of experience in providing support to the proposed solution</td> <td data-bbox="877 1702 971 1848">5%</td> </tr> </table> | Exceeds minimum qualifications<br>– <i>More than five (5) years of relevant experience in successfully implementing the proposed solution</i> | 5%    | Meets minimum qualifications<br>– <i>At least five (5) years of relevant experience in successfully implementing the proposed solution</i> | 3% | Exceeds minimum qualifications<br>– Submitted four (4) or more fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements. | 5% | Meets minimum qualifications<br>– Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements. | 3% | Exceeds minimum qualifications<br>– Three (3) or more local or regional implementation of the proposed solution | 5% | Meets minimum qualifications<br>– At least two (2) local or regional implementation of the proposed solution | 3% | Local Support Office within the Philippines with more than 10 support staff and with more than 2 (two) years of experience in providing support to the proposed solution | 10% | Local Support Office within the Philippines with 10 support staff and with 1 to 2 years of experience in providing support to the proposed solution | 5% | <p><b>25%</b></p> |  |  |
| Exceeds minimum qualifications<br>– <i>More than five (5) years of relevant experience in successfully implementing the proposed solution</i>   | 5%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |                   |  |  |
| Meets minimum qualifications<br>– <i>At least five (5) years of relevant experience in successfully implementing the proposed solution</i>  | 3%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |                   |  |  |
| Exceeds minimum qualifications<br>– Submitted four (4) or more fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements.  | 5%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |                   |  |  |
| Meets minimum qualifications<br>– Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements.  | 3%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |                   |  |  |
| Exceeds minimum qualifications<br>– Three (3) or more local or regional implementation of the proposed solution   | 5%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |                   |  |  |
| Meets minimum qualifications<br>– At least two (2) local or regional implementation of the proposed solution  | 3%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |                   |  |  |
| Local Support Office within the Philippines with more than 10 support staff and with more than 2 (two) years of experience in providing support to the proposed solution  | 10%   |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |                   |  |  |
| Local Support Office within the Philippines with 10 support staff and with 1 to 2 years of experience in providing support to the proposed solution   | 5%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |                   |  |  |
| <p><b>2. Personnel Qualifications</b></p> <p><i>Overall Work Commitment:</i></p> <p><i>The Personnel that will be engaged must have no more than one (1) current and ongoing project</i></p>  | <p><b>20%</b></p>   |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |                   |  |  |

| CRITERIA  | WEIGHT   | SCORE | REMARKS  |    |  |  |  |
|---|--|-------|--|----|--|--|--|
| <p>a. <b>Project Manager</b> to be assigned is highly qualified to implement the engagement</p> <p><b>Years of experience</b></p> <table border="1" data-bbox="165 405 975 925"> <tr> <td data-bbox="165 405 879 667">                     Exceeds minimum qualifications                     <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Project Manager</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> </td> <td data-bbox="879 405 975 667" style="text-align: center; vertical-align: top;">5%</td> </tr> <tr> <td data-bbox="165 667 879 925">                     Meets minimum qualifications                     <ul style="list-style-type: none"> <li>- At least Five (5) years of experience in IT as Project Manager</li> <li>- <b>At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> </td> <td data-bbox="879 667 975 925" style="text-align: center; vertical-align: top;">3%</td> </tr> </table>   | Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Project Manager</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> | 5%    | Meets minimum qualifications <ul style="list-style-type: none"> <li>- At least Five (5) years of experience in IT as Project Manager</li> <li>- <b>At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> | 3% |  |  |  |
| Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Project Manager</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul>  | 5%   |       |  |    |  |  |  |
| Meets minimum qualifications <ul style="list-style-type: none"> <li>- At least Five (5) years of experience in IT as Project Manager</li> <li>- <b>At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul>  | 3%   |       |  |    |  |  |  |
| <p>b. <b>Business Analyst</b> to be assigned is highly qualified to implement the engagement even in the absence of the Team Leader</p> <p><b>Years of experience</b></p> <table border="1" data-bbox="165 1111 975 1635"> <tr> <td data-bbox="165 1111 879 1373">                     Exceeds minimum qualifications                     <ul style="list-style-type: none"> <li>- More than Three (3) years of experience in IT as Business Analyst</li> <li>- <b>More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> </td> <td data-bbox="879 1111 975 1373" style="text-align: center; vertical-align: top;">5%</td> </tr> <tr> <td data-bbox="165 1373 879 1635">                     Meets minimum qualifications                     <ul style="list-style-type: none"> <li>- At least Three (3) years of experience in IT as Business Analyst</li> <li>- <b>At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> </td> <td data-bbox="879 1373 975 1635" style="text-align: center; vertical-align: top;">3%</td> </tr> </table> | Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Three (3) years of experience in IT as Business Analyst</li> <li>- <b>More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> | 5%    | Meets minimum qualifications <ul style="list-style-type: none"> <li>- At least Three (3) years of experience in IT as Business Analyst</li> <li>- <b>At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> | 3% |  |  |  |
| Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Three (3) years of experience in IT as Business Analyst</li> <li>- <b>More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul>  | 5%   |       |  |    |  |  |  |
| Meets minimum qualifications <ul style="list-style-type: none"> <li>- At least Three (3) years of experience in IT as Business Analyst</li> <li>- <b>At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul>  | 3%   |       |  |    |  |  |  |
| <p>c. <b>Technical Team Lead</b> to be assigned is highly qualified to perform the required tasks</p> <p><b>Years of experience</b></p> <table border="1" data-bbox="165 1783 975 2004"> <tr> <td data-bbox="165 1783 879 2004">                     Exceeds minimum qualifications                     <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Technical Team Lead</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking</b></li> </ul> </td> <td data-bbox="879 1783 975 2004" style="text-align: center; vertical-align: top;">5%</td> </tr> </table>  | Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Technical Team Lead</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking</b></li> </ul>                      | 5%    |  |    |  |  |  |
| Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Technical Team Lead</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking</b></li> </ul>   | 5%   |       |  |    |  |  |  |

| CRITERIA   |     | WEIGHT     | SCORE | REMARKS |
|--|-----|------------|-------|---------|
| <b>or financial institution</b>  |     |            |       |         |
| Meets minimum qualifications<br>– At least Five (5) years of experience in IT as Technical Team Lead<br>– <b>At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b>        | 3%  |            |       |         |
| <b>d. Technical Support Staff</b><br><br><b>Years of experience</b>  |     |            |       |         |
| Exceeds minimum qualifications<br>– More than Three (3) years of experience in IT as Technical Support Staff<br>– <b>More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b> | 5%  |            |       |         |
| Meets minimum qualifications<br>– At least Three (3) years of experience in IT as Technical Support Staff<br>– <b>At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b>     | 3%  |            |       |         |
| Note: Proposed Technical Support Staff will be rated individually and the final rating will be the average score.  |     |            |       |         |
| <b>3. Functional Requirements</b>  |     | <b>25%</b> |       |         |
| <b>a. Mandatory Requirements</b>   |     |            |       |         |
| 100 % compliant to mandatory requirements with less than 30% for customization   | 20% |            |       |         |
| 100 % compliant to mandatory requirements with 30% to 40% for customization  | 10% |            |       |         |
| 100 % compliant to mandatory requirements with 41% and above for customization   | 5%  |            |       |         |
| <b>b. Recommended Requirements</b>   |     |            |       |         |
| More than 70% compliant to recommended requirements  | 5%  |            |       |         |
| Up to 70% compliant to recommended requirements  | 3%  |            |       |         |

| CRITERIA   |     | WEIGHT      | SCORE | REMARKS |
|--|-----|-------------|-------|---------|
| <b>4. Non-Functional Requirements</b>  |     | <b>20%</b>  |       |         |
| <b>a. Mandatory Requirements</b>   |     |             |       |         |
| 100 % compliant to mandatory requirements with less than 30% for customization   | 15% |             |       |         |
| 100 % compliant to mandatory requirements with 30% to 40% for customization  | 10% |             |       |         |
| 100 % compliant to mandatory requirements with 41% and above for customization   | 5%  |             |       |         |
| <b>b. Recommended Requirements</b>   |     |             |       |         |
| More than 70% compliant to recommended requirements  | 5%  |             |       |         |
| Up to 70% compliant to recommended requirements  | 3%  |             |       |         |
| <b>5. Implementation Methodology</b>   |     | <b>10%</b>  |       |         |
| Documentations of the Proposed Solution were complete and discussed based on Section 10. Proposal Requirements; 2. Implementation Methodology Document | 10% |             |       |         |
| Documentations of the Proposed Solution were lacking based on Section 10. Proposal Requirements; 2. Implementation Methodology Document                | 5%  |             |       |         |
| <b>TOTAL</b>   |     | <b>100%</b> |       |         |

**Minimum score required – 70%**

10. The LANDBANK shall evaluate the electronic bids using the Quality-Cost Based Evaluation (QCBE) procedure. The weights to be allocated for the Technical and Financial Proposals shall be as follows:

- a. Technical Criteria - 80%
- b. Financial Criteria – 20%

Bidders must obtain a minimum score of seventy percent (70%) in the Shortlisting Evaluation Criteria described in Item 9 above to be included in the list of qualified bidders. Only the top three (3) bidders who meet the hurdle rate shall be eligible for the next stage of bidding.

11. The Project must be completed within 26 months, inclusive of LANDBANK's User Acceptance Testing (UAT). Commencement date will be from the receipt of Notice to Proceed (NTP) by the winning bidder from the Procurement Department of the Bank.

12. The LANDBANK reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in



accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

13. 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.  
Malate, Manila, 1004  
Tel. (+632) 8-522-0000 or 8-551-2200 local 7370  
Fax (+632) 8-528-8587  
Email: lbphobac@mail.landbank.com

*(Original Signed)*

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**ALEX A. LORAYES**  
Senior Vice President  
Chairman, Bids and Awards Committee

## Eligibility Data Sheet

| ITB Clause   |   |
|--------------|---|
| 1.2          | No further instructions.  |
| 1.3          | No further instructions.  |
| 2.1(a)(ii)   | The statement of all ongoing and completed government and private contracts shall include all such contracts within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.  |
| 2.1(a)(ii.7) | Proof of satisfactory completion of completed contracts: <ul style="list-style-type: none"> <li>▪ Certificate of Satisfactory Completion issued by the clients</li> </ul>   |
| 4            | <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 Annexes B-4 to B-6). The electronic bid consisting of three (3) 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-CS-20200623-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-062301-C1 and XYZ-062301-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 Eligibility and Technical Proposal, Project Technical and Financial Proposal files in PDF format. The files shall be labelled as above plus the word "Eligibility", "Tech" or "Fin" in the case of the Eligibility and Technical Proposal, Project Technical and Financial Proposal, respectively. Thus, using the above example, XYZ-062301-C1 shall contain the PDF files labelled XYZ-062301-C1-Eligibility, XYZ-062301-C1-Tech and XYZ-062301-C1-Fin while XYZ-062301-C2 shall contain the PDF files labelled XYZ-062301-C2-Eligibility, XYZ-062301-C2-Tech and XYZ-062301-C2-Fin</p> <p>The Eligibility &amp; Technical Component, Project 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</p> |

|         |  |
|---------|--|
|         | <p>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> |
| 4.2     | <p>Each Bidder shall submit two (2) sets of electronic bids (archived files) labeled in accordance with the instructions described in ITB Clause 4 above.</p>  |
| 4.3 (e) | <p>The Procuring Entity's BAC address is:</p> <p>Land Bank of the Philippines<br/>25<sup>th</sup> Floor, LANDBANK Plaza Building<br/>1598 M.H. Del Pilar corner Dr. J. Quintos Streets<br/>Malate, Manila, 1004</p> <p>Contact Person:<br/>Mr. Alwin I. Reyes<br/>Assistant Vice President<br/>Head, Procurement Department<br/>1598 M.H. Del Pilar corner Dr. J. Quintos Streets<br/>Malate, Manila, 1004<br/>Fax (02) 8-528-8587<br/>lbphobac@mail.landbank.com</p>  |
| 4.3 (f) | <p>Consultancy Services for the:</p> <ul style="list-style-type: none"> <li>➤ New Teller System with Five (5) Years Maintenance Agreement</li> <li>➤ LBP-HOBAC-ITB-CS-20200623-01</li> </ul>   |
| 5       | <p>The deadline for submission of eligibility document/component is 10:00 A.M. on <u>OCTOBER 9, 2020</u>.</p> <p>Bidders should have no negative dealings/transactions with LANDBANK or its subsidiaries.</p>  |
| 9.1     | <p>Similar contracts shall refer to projects involving teller systems.</p>   |
| 9.2     | <p>Minimum score to be included in the shortlist is seventy percent (70%). The detailed set of criteria and rating system to be used are shown below.</p>  |

| CRITERIA  | WEIGHT  | SCORE | REMARKS  |    |  |    |  |    |   |    |  |    |  |     |   |    |     |  |  |
|---|---|-------|--|----|--|----|--|----|---|----|--|----|--|-----|---|----|-----|--|--|
| <p><b>1. Firm Credentials (Experience, Expertise and Capability)</b></p> <p><b>a. Years of experience</b></p> <table border="1" data-bbox="165 365 973 667"> <tr> <td data-bbox="165 365 877 517">Exceeds minimum qualifications<br/>– <i>More than five (5) years of relevant experience in successfully implementing the proposed solution</i></td> <td data-bbox="877 365 973 517">5%</td> </tr> <tr> <td data-bbox="165 517 877 667">Meets minimum qualifications<br/>– <i>At least five (5) years of relevant experience in successfully implementing the proposed solution</i></td> <td data-bbox="877 517 973 667">3%</td> </tr> </table> <p><b>b. Satisfactory Ratings</b></p> <table border="1" data-bbox="165 741 973 1189"> <tr> <td data-bbox="165 741 877 965">Exceeds minimum qualifications<br/>– Submitted four (4) or more fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements.</td> <td data-bbox="877 741 973 965">5%</td> </tr> <tr> <td data-bbox="165 965 877 1189">Meets minimum qualifications<br/>– Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements.</td> <td data-bbox="877 965 973 1189">3%</td> </tr> </table> <p><b>c. Local/Regional Implementation</b></p> <table border="1" data-bbox="165 1261 973 1485"> <tr> <td data-bbox="165 1261 877 1373">Exceeds minimum qualifications<br/>– Three (3) or more local or regional implementation of the proposed solution</td> <td data-bbox="877 1261 973 1373">5%</td> </tr> <tr> <td data-bbox="165 1373 877 1485">Meets minimum qualifications<br/>– At least two (2) local or regional implementation of the proposed solution</td> <td data-bbox="877 1373 973 1485">3%</td> </tr> </table> <p><b>d. Support Base</b></p> <table border="1" data-bbox="165 1559 973 1854"> <tr> <td data-bbox="165 1559 877 1709">Local Support Office within the Philippines with more than 10 support staff and with more than 2 (two) years of experience in providing support to the proposed solution</td> <td data-bbox="877 1559 973 1709">10%</td> </tr> <tr> <td data-bbox="165 1709 877 1854">Local Support Office within the Philippines with 10 support staff and with 1 to 2 years of experience in providing support to the proposed solution</td> <td data-bbox="877 1709 973 1854">5%</td> </tr> </table> | Exceeds minimum qualifications<br>– <i>More than five (5) years of relevant experience in successfully implementing the proposed solution</i> | 5%    | Meets minimum qualifications<br>– <i>At least five (5) years of relevant experience in successfully implementing the proposed solution</i> | 3% | Exceeds minimum qualifications<br>– Submitted four (4) or more fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements. | 5% | Meets minimum qualifications<br>– Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements. | 3% | Exceeds minimum qualifications<br>– Three (3) or more local or regional implementation of the proposed solution | 5% | Meets minimum qualifications<br>– At least two (2) local or regional implementation of the proposed solution | 3% | Local Support Office within the Philippines with more than 10 support staff and with more than 2 (two) years of experience in providing support to the proposed solution | 10% | Local Support Office within the Philippines with 10 support staff and with 1 to 2 years of experience in providing support to the proposed solution | 5% | 25% |  |  |
| Exceeds minimum qualifications<br>– <i>More than five (5) years of relevant experience in successfully implementing the proposed solution</i>   | 5%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |     |  |  |
| Meets minimum qualifications<br>– <i>At least five (5) years of relevant experience in successfully implementing the proposed solution</i>  | 3%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |     |  |  |
| Exceeds minimum qualifications<br>– Submitted four (4) or more fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements.  | 5%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |     |  |  |
| Meets minimum qualifications<br>– Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex F) with “satisfactory” ratings for previous successful universal or commercial bank engagements.  | 3%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |     |  |  |
| Exceeds minimum qualifications<br>– Three (3) or more local or regional implementation of the proposed solution   | 5%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |     |  |  |
| Meets minimum qualifications<br>– At least two (2) local or regional implementation of the proposed solution  | 3%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |     |  |  |
| Local Support Office within the Philippines with more than 10 support staff and with more than 2 (two) years of experience in providing support to the proposed solution  | 10%   |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |     |  |  |
| Local Support Office within the Philippines with 10 support staff and with 1 to 2 years of experience in providing support to the proposed solution   | 5%  |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |     |  |  |
| <p><b>2. Personnel Qualifications</b></p> <p><i>Overall Work Commitment:</i></p> <p><i>The Personnel that will be engaged must have no more than one (1) current and ongoing project</i></p>  | 20%   |       |  |    |  |    |  |    |   |    |  |    |  |     |   |    |     |  |  |

| CRITERIA  | WEIGHT   | SCORE | REMARKS  |    |  |  |  |
|---|--|-------|--|----|--|--|--|
| <p>a. <b>Project Manager</b> to be assigned is highly qualified to implement the engagement</p> <p><b>Years of experience</b></p> <table border="1" data-bbox="167 398 975 920"> <tr> <td data-bbox="167 398 879 663">                     Exceeds minimum qualifications                     <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Project Manager</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> </td> <td data-bbox="879 398 975 663" style="text-align: center; vertical-align: top;">5%</td> </tr> <tr> <td data-bbox="167 663 879 920">                     Meets minimum qualifications                     <ul style="list-style-type: none"> <li>- At least Five (5) years of experience in IT as Project Manager</li> <li>- <b>At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> </td> <td data-bbox="879 663 975 920" style="text-align: center; vertical-align: top;">3%</td> </tr> </table>   | Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Project Manager</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> | 5%    | Meets minimum qualifications <ul style="list-style-type: none"> <li>- At least Five (5) years of experience in IT as Project Manager</li> <li>- <b>At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> | 3% |  |  |  |
| Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Project Manager</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul>  | 5%   |       |  |    |  |  |  |
| Meets minimum qualifications <ul style="list-style-type: none"> <li>- At least Five (5) years of experience in IT as Project Manager</li> <li>- <b>At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul>  | 3%   |       |  |    |  |  |  |
| <p>b. <b>Business Analyst</b> to be assigned is highly qualified to implement the engagement even in the absence of the Team Leader</p> <p><b>Years of experience</b></p> <table border="1" data-bbox="167 1106 975 1630"> <tr> <td data-bbox="167 1106 879 1370">                     Exceeds minimum qualifications                     <ul style="list-style-type: none"> <li>- More than Three (3) years of experience in IT as Business Analyst</li> <li>- <b>More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> </td> <td data-bbox="879 1106 975 1370" style="text-align: center; vertical-align: top;">5%</td> </tr> <tr> <td data-bbox="167 1370 879 1630">                     Meets minimum qualifications                     <ul style="list-style-type: none"> <li>- At least Three (3) years of experience in IT as Business Analyst</li> <li>- <b>At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> </td> <td data-bbox="879 1370 975 1630" style="text-align: center; vertical-align: top;">3%</td> </tr> </table> | Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Three (3) years of experience in IT as Business Analyst</li> <li>- <b>More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> | 5%    | Meets minimum qualifications <ul style="list-style-type: none"> <li>- At least Three (3) years of experience in IT as Business Analyst</li> <li>- <b>At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul> | 3% |  |  |  |
| Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Three (3) years of experience in IT as Business Analyst</li> <li>- <b>More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul>  | 5%   |       |  |    |  |  |  |
| Meets minimum qualifications <ul style="list-style-type: none"> <li>- At least Three (3) years of experience in IT as Business Analyst</li> <li>- <b>At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b></li> </ul>  | 3%   |       |  |    |  |  |  |
| <p>c. <b>Technical Team Lead</b> to be assigned is highly qualified to perform the required tasks</p> <p><b>Years of experience</b></p> <table border="1" data-bbox="167 1778 975 2000"> <tr> <td data-bbox="167 1778 879 2000">                     Exceeds minimum qualifications                     <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Technical Team Lead</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking</b></li> </ul> </td> <td data-bbox="879 1778 975 2000" style="text-align: center; vertical-align: top;">5%</td> </tr> </table>  | Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Technical Team Lead</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking</b></li> </ul>                      | 5%    |  |    |  |  |  |
| Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Technical Team Lead</li> <li>- <b>More than Three (3) years of successful implementation of the proposed solution/software applications in banking</b></li> </ul>   | 5%   |       |  |    |  |  |  |

| CRITERIA   |  | WEIGHT     | SCORE | REMARKS |
|--|--|------------|-------|---------|
| <b>or financial institution</b><br>Meets minimum qualifications<br>– At least Five (5) years of experience in IT as Technical Team Lead<br>– <b>At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</b> |  | 3%         |       |         |
| <b>d. Technical Support Staff</b><br><br><b>Years of experience</b>  |  |            |       |         |
| Exceeds minimum qualifications<br>– More than Three (3) years of experience in IT as Technical Support Staff<br>– <b>More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b>                             |  | 5%         |       |         |
| Meets minimum qualifications<br>– At least Three (3) years of experience in IT as Technical Support Staff<br>– <b>At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</b>                                 |  | 3%         |       |         |
| Note: Proposed Technical Support Staff will be rated individually and the final rating will be the average score.  |  |            |       |         |
| <b>3. Functional Requirements</b>  |  | <b>25%</b> |       |         |
| <b>a. Mandatory Requirements</b>   |  |            |       |         |
| 100 % compliant to mandatory requirements with less than 30% for customization   |  | 20%        |       |         |
| 100 % compliant to mandatory requirements with 30% to 40% for customization  |  | 10%        |       |         |
| 100 % compliant to mandatory requirements with 41% and above for customization   |  | 5%         |       |         |
| <b>b. Recommended Requirements</b>   |  |            |       |         |
| More than 70% compliant to recommended requirements  |  | 5%         |       |         |
| Up to 70% compliant to recommended requirements  |  | 3%         |       |         |

| CRITERIA  | WEIGHT   | SCORE | REMARKS   |     |  |    |   |    |   |    |            |  |  |
|---|--|-------|---|-----|--|----|---|----|---|----|------------|--|--|
| <b>4. Non-Functional Requirements</b><br><b>a. Mandatory Requirements</b> <table border="1" data-bbox="164 286 971 510"> <tr> <td data-bbox="164 286 876 360">100 % compliant to mandatory requirements with less than 30% for customization</td> <td data-bbox="876 286 971 360">15%</td> </tr> <tr> <td data-bbox="164 360 876 434">100 % compliant to mandatory requirements with 30% to 40% for customization</td> <td data-bbox="876 360 971 434">10%</td> </tr> <tr> <td data-bbox="164 434 876 510">100 % compliant to mandatory requirements with 41% and above for customization</td> <td data-bbox="876 434 971 510">5%</td> </tr> </table><br><b>b. Recommended Requirements</b> <table border="1" data-bbox="164 584 971 734"> <tr> <td data-bbox="164 584 876 658">More than 70% compliant to recommended requirements</td> <td data-bbox="876 584 971 658">5%</td> </tr> <tr> <td data-bbox="164 658 876 734">Up to 70% compliant to recommended requirements</td> <td data-bbox="876 658 971 734">3%</td> </tr> </table> | 100 % compliant to mandatory requirements with less than 30% for customization   | 15%   | 100 % compliant to mandatory requirements with 30% to 40% for customization   | 10% | 100 % compliant to mandatory requirements with 41% and above for customization | 5% | More than 70% compliant to recommended requirements | 5% | Up to 70% compliant to recommended requirements | 3% | <b>20%</b> |  |  |
| 100 % compliant to mandatory requirements with less than 30% for customization  | 15%  |       |   |     |  |    |   |    |   |    |            |  |  |
| 100 % compliant to mandatory requirements with 30% to 40% for customization   | 10%  |       |   |     |  |    |   |    |   |    |            |  |  |
| 100 % compliant to mandatory requirements with 41% and above for customization  | 5%   |       |   |     |  |    |   |    |   |    |            |  |  |
| More than 70% compliant to recommended requirements   | 5%   |       |   |     |  |    |   |    |   |    |            |  |  |
| Up to 70% compliant to recommended requirements   | 3%   |       |   |     |  |    |   |    |   |    |            |  |  |
| <b>5. Implementation Methodology</b> <table border="1" data-bbox="164 819 971 1115"> <tr> <td data-bbox="164 819 876 969">Documentations of the Proposed Solution were complete and discussed based on Section 10. Proposal Requirements; 2. Implementation Methodology Document</td> <td data-bbox="876 819 971 969">10%</td> </tr> <tr> <td data-bbox="164 969 876 1115">Documentations of the Proposed Solution were lacking based on Section 10. Proposal Requirements; 2. Implementation Methodology Document</td> <td data-bbox="876 969 971 1115">5%</td> </tr> </table>   | Documentations of the Proposed Solution were complete and discussed based on Section 10. Proposal Requirements; 2. Implementation Methodology Document | 10%   | Documentations of the Proposed Solution were lacking based on Section 10. Proposal Requirements; 2. Implementation Methodology Document | 5%  | <b>10%</b>   |    |   |    |   |    |            |  |  |
| Documentations of the Proposed Solution were complete and discussed based on Section 10. Proposal Requirements; 2. Implementation Methodology Document  | 10%  |       |   |     |  |    |   |    |   |    |            |  |  |
| Documentations of the Proposed Solution were lacking based on Section 10. Proposal Requirements; 2. Implementation Methodology Document   | 5%   |       |   |     |  |    |   |    |   |    |            |  |  |
| <b>TOTAL</b>  | <b>100%</b>  |       |   |     |  |    |   |    |   |    |            |  |  |

## Bid Data Sheet

| ITB Clause |  |
|------------|--|
| 1.1        | <p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The evaluation procedure is: Quality-Cost Based Evaluation.</p>   |
| 1.2        | <p>The Funding Source is:<br/>                     The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2020 in the amount of One Hundred Eighty Seven Million Forty Thousand Pesos Only (Php 187,040,000.00).</p> <p>The name of the project is New Telling System with Five (5) Years Maintenance Agreement.</p>  |
| 1.3        | <p>The name of the Contract is:<br/>                     New Telling System with Five (5) Years Maintenance Agreement</p>  |
| 1.4        | No further instructions.   |
| 5          | No further instructions.   |
| 6.1        | Subcontracting is not allowed.   |
| 6.2        | Not applicable.  |
| 7.1        | <p>The LANDBANK will hold a Pre-Bid Conference on <u>SEPT. 4, 2020, 11:00 AM</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 <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a> on or before <u>12:00 PM</u> of <u>SEPT. 3, 2020</u>. The PBCR Form can also be downloaded at the PhilGEPS website or requested from Ms. MA. ANGELA Q. EMETERIO at <a href="mailto:MEMETERIO@mail.landbank.com">MEMETERIO@mail.landbank.com</a> and <a href="mailto:MQEMETERIO@gmail.com">MQEMETERIO@gmail.com</a>. Bidders shall quote "PBCR-ITB-CS-2020623-01" as the email's subject.</p> <p>Bidders who have registered for the videoconferencing shall be provided with an e-mail invitation containing a link that would enable them to access the designated Microsoft Teams channel for the detailed procedures in the conduct of Pre-Bid Conference through videoconferencing, post messages therein and join the online meeting.</p> <p>For new bidders, a briefing through video conferencing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bid proposals will be conducted on <u>SEPT. 3, 2020 - 2:00 PM</u> through video conferencing using MS Teams application</p> |



| 8.1   | <p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines<br/>                 25th Floor, LANDBANK Plaza Building<br/>                 1598 M.H. Del Pilar corner Dr. J. Quintos Streets<br/>                 Malate, Manila, 1004</p> <p>Contact person:</p> <p>Mr. Alwin I. Reyes<br/>                 Assistant Vice President<br/>                 Head, Procurement Department<br/>                 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.<br/>                 Malate, Manila, 1004<br/>                 Fax (02) 8-528-8587<br/> <a href="http://www.landbank.com">www.landbank.com</a><br/>                 lbphobac@mail.landbank.com</p> |                      |                                |   |                |
|---|---|----------------------|--------------------------------|---|----------------|
| 10.1(b)   | <p>The Project must be completed within 26 months, inclusive of LANDBANK's User Acceptance Testing (UAT). Commencement date will be from the receipt of Notice To Proceed (NTP) by the winning bidder from the Procurement Department of the Bank.</p>  |                      |                                |   |                |
| 10.1(c)   | <p>The minimum required experience of proposed professional staff:<br/>                 (see attached Terms of Reference)</p>   |                      |                                |   |                |
| 11.5  | <p>Cost by activity associated with the assignment, including professional fees and reimbursable/other cost relative to the consultancy engagement shall be inclusive of 12% VAT and Final Taxes.</p>   |                      |                                |   |                |
| 11.7  | <p>The ABC is One Hundred Eighty Seven Million Forty Thousand Pesos Only (Php 187,040,000.00).</p> <p>Any bid with a financial component exceeding the ABC shall not be accepted.</p>   |                      |                                |   |                |
| 13.1  | <p>The bid prices shall be quoted in Philippine Pesos.</p>  |                      |                                |   |                |
| 13.3  | <p>No further instructions.</p>   |                      |                                |   |                |
| 14.1  | <p>Bids will be valid until 120 calendar days from date of opening of bids.</p>   |                      |                                |   |                |
| 15.1  | <p>The bid security shall be limited to Bid Securing Declaration or any of the following forms and amounts:</p> <table border="1" data-bbox="395 1727 1433 1933"> <thead> <tr> <th data-bbox="395 1727 1102 1832">Form of Bid Security</th> <th data-bbox="1110 1727 1433 1832">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 1839 1102 1933">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank</td> <td data-bbox="1110 1839 1433 1933">P 3,740,800.00</td> </tr> </tbody> </table>   | 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 3,740,800.00 |
| Form of Bid Security  | Minimum Amount of Bid Security  |                      |                                |   |                |
| (a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank | P 3,740,800.00  |                      |                                |   |                |

|  |                       |
|--|-----------------------|
| <p>(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</p>   |                       |
| <p>(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>   | <p>P 9,352,000.00</p> |
| <ol style="list-style-type: none"> <li>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> <li>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> <li>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.</li> <li>4. <b>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:</b> <ol style="list-style-type: none"> <li>(a) <b>CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building</b><br/> <b>Telephone No. 8-405-7345 local 2117</b><br/> <b>(For Assets 1 Billion and up)</b></li> <li>(b) <b>SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building</b><br/> <b>Telephone No. 8-405-7431 local 7431</b><br/> <b>(For Assets below 1 Billion)</b></li> </ol> </li> <li>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.<br/>                 The surety bond may be secured through LANDBANK Insurance</li> </ol> |                       |

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|              | <p>Brokerage, Inc. (LIBI) with the following contact details:</p> <p>(a) LIBI-Forex<br/>             14<sup>th</sup> Floor, LANDBANK Plaza Building<br/>             Telephone 8-710-7114<br/>             (Every Tuesday and Thursday)</p> <p>(b) 12<sup>th</sup> Floor, SSHG Law Center Bldg.<br/>             105 Paseo de Roxas, Legaspi Village<br/>             Makati City<br/>             Telephones 8-812-4911 and 8-867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(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> <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>                   |
| 15.2         | The bid security shall be valid until 120 calendar days from date of opening of bids.  |
| 15.5(b)(iii) | No further instructions.   |
| 17           | <p><b>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 to <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a> on or before <b>2:00 PM</b> a day before the scheduled bid opening.</b></p> <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 Annexes B-4 to B-6). The electronic bid consisting of three (3) 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-CS-20200623-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-062301-C1 and XYZ-062301-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> |

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|      | <p>Each of the above mentioned archived files shall contain the Eligibility and Technical Proposal, Project Technical and Financial Proposal files in PDF format. The files shall be labelled as above plus the word "Eligibility", "Tech" or "Fin" in the case of the Eligibility and Technical Proposal, Project Technical and Financial Proposal, respectively. Thus, using the above example, XYZ-062301-C1 shall contain the PDF files labelled XYZ-062301-C1-Eligibility, XYZ-062301-C1-Tech and XYZ-062301-C1-Fin while XYZ-062301-C2 shall contain the PDF files labelled XYZ-062301-C2-Eligibility, XYZ-062301-C2-Tech and XYZ-062301-C2-Fin</p> <p>The Eligibility &amp; Technical Component, Project 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> |
| 17.3 | <p>Each Bidder shall submit two (2) sets of electronic bids (archived files) labeled in accordance with the instructions described in ITB Clause 17 above.</p>  |
| 18   | <p>The address for submission of bids is:</p> <p>The deadline for submission of bids is on <u>OCTOBER 9, 2020</u>.</p>  |
| 21   | <p>On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. If the bidder has more than one (1) representatives, the said representatives may take turns in using the account/connection.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.</p> <p>Once the connections are in place, the HOBAC, with the assistance of</p>  |

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|      | <p>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.</p> <p>The HOBAC then determines the eligibility of the specific bidder using a non- discretionary "pass/fail" criteria. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Proposals of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Proposal. The opening and page-by-page review of documents shall still be shown to the participants through screen sharing.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and raking shall also be announced to the participants.</p> <p>The access of the bidders to the session shall be terminated once the Chairman has declared that the bid opening activity for a specific project has been finished.</p> |
| 21.2 | The date and time for opening of bids is <u>OCTOBER 9, 2020, 10:00 AM</u> .  |
| 22.1 | No further instructions.   |
| 25.1 | <p>The following processes for the opening and evaluation of bids shall be adopted:</p> <p>a) The technical proposal shall be considered in the ranking of consultants. The technical proposals shall be evaluated first using the criteria in ITB Clause 25.2. The financial proposals of the consultants who meet the minimum technical score shall then be opened.</p> <p>b) The financial and technical proposals shall be given corresponding weights of twenty percent (20%) and eighty percent (80%), respectively. The BAC shall rank the consultants in descending order based on the combined numerical ratings of their technical and financial proposals and identify the Highest Rated Bid.</p> <p>c) The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.</p>   |

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|      | <p>d) After approval by the HoPE of the Highest Rated Bid, the BAC shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for negotiation in accordance with ITB Clause 27.</p>  |
| 25.3 | <p>The minimum required St for each criterion is as follows:</p> <ul style="list-style-type: none"> <li>• 80% - Technical Criteria</li> <li>• 20% - Financial Criteria</li> </ul>  |
| 26.1 | <p>The opening of Financial Proposals shall be on _____ through videoconferencing using Microsoft (MS) Teams Application</p> <p>Financial Proposals shall be opened in public.</p>   |
| 26.2 | <p>After the evaluation of quality is completed, the Procuring Entity shall notify those Consultants whose Bids did not meet the minimum qualifying mark or were considered non-responsive to the Bidding Documents and TOR, indicating that their Financial Proposals shall be returned unopened after completing the selection process. The Procuring Entity shall simultaneously notify the Consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date unless otherwise specified in ITB Clause 26.1. The notification may be sent by registered letter, facsimile, or electronic mail.</p> <p>The Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Procuring Entity shall prepare minutes of the public opening.</p> <p>The BAC shall determine whether the Financial Proposals are complete, i.e., whether all the documents mentioned in ITB Clause 11 are present and all items of the corresponding Technical Proposals that are required to be priced are so priced. If not, the Procuring Entity shall reject the proposal. The BAC shall correct any computational errors, and convert prices in various currencies to the Philippine Peso at the rate indicated in ITB Clause 13. The Financial Proposal shall not exceed the ABC and shall be deemed to include the cost of all taxes, duties, fees, levies, and other charges imposed under the applicable laws. The evaluation shall include all such taxes, duties, fees, levies, and other charges imposed under the applicable laws; where special tax privileges are granted to a particular class or nationality of Consultant by virtue of the GoP's international commitments, the amount of such tax privileges shall be included in the Financial Proposal for purposes of comparative evaluation of Bids.</p> |

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|         | <p>The lowest Financial Proposal (FI) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:<br/> <math display="block">Sf = 100 \times FI/F</math> Where:<br/> Sf is the financial score of the Financial Proposal under consideration, FI is the lowest Financial Proposal, and F is the Financial Proposal under consideration.</p> <p>Using the formula <math>S = St \times T\% + Sf \times F\%</math>, the Bids shall then be ranked according to their combined St and Sf using the weights (St is the technical score of the Technical Proposal under consideration; T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) indicated below:</p> <p>T 0.80; and<br/>F 0.20</p> |
| 27.1    | <p>The address for negotiations is:</p> <p>Land Bank of the Philippines<br/> Procurement Department<br/> 25th Floor, LANDBANK Plaza Building<br/> 1598 M.H. Del Pilar corner Dr. J. Quintos Streets<br/> Malate, Manila, 1004<br/> <a href="http://www.landbank.com">www.landbank.com</a><br/> <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a></p>   |
| 27.2(e) | No negotiations pertaining to the Financial Proposal shall be undertaken.   |
| 28.2    | 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). Tax returns filed manually or through EFPS and taxes paid shall be accepted.   |
| 31.4.6  | No additional requirement.  |
| 32.1    | No further instructions.  |
| 32.2    | <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<br/> Telephone No. 8-405-7345 local 2117<br/> (For Assets 1 Billion and up)</p> <p>(b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building<br/> Telephone No. 8-405-7431 local 7431<br/> (For Assets below 1 Billion)</p>  |
| 33.2    | The Project must be completed within 26 months, inclusive of LANDBANK's User Acceptance Testing (UAT). Commencement date will be from the receipt of Notice To Proceed (NTP) by the winning bidder from the Procurement Department of the Bank.   |