



**LANDBANK**  
WE HELP YOU GROW.

**SUPPLEMENTAL/BID BULLETIN NO. 5**  
**For LBP-HOBAC-ITB-CS-20200623-01**

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

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

**DATE** : **October 16, 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:

- Item Nos. 4 & 5 of the Request for Expression of Interest, ITB Clauses 15.1.6 & 21 of the Bid Data Sheet (Part II, Section III) and Item No. 11.3 of the Terms of Reference (Part II, Section VI) have been revised. Please see attached revised specific sections of the Bidding Documents.

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



**Land Bank of the Philippines**

## **Request for Expression of Interest for**

### **New Teller 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 Teller 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 Teller 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 23, 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 23, 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).

**To obtain a PAO, interested Bidders shall send a request email to [lbphobac@mail.landbank.com](mailto:lbphobac@mail.landbank.com) with subject “PAO - LBP-HOBAC-ITB-CS-20200623-01” as its subject. The specific instructions on how to pay the Bidding Documents Fee and receive the Bidding Documents shall be provided in the reply email of LANDBANK to the interested Bidders.**

**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 September 2, 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](mailto: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, LANDBANK website (<https://landbank.com/forms>) or requested from Ms. MA. ANGELA Q. EMETERIO at [MEMETERIO@mail.landbank.com](mailto:MEMETERIO@mail.landbank.com) and [MQEMETERIO@gmail.com](mailto: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 September 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	
<b>1. Firm Credentials (Experience, Expertise and Capability)</b>	<b>25%</b>			
<b>a. Years of experience</b>				
Exceeds minimum qualifications – More than five (5) years of relevant experience in successfully implementing the proposed solution				5%
Meets minimum qualifications – At least five (5) years of relevant experience in successfully implementing the proposed solution				3%
<b>b. Satisfactory Ratings</b>				
Exceeds minimum qualifications – 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 – 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%
<b>c. Local/Regional Implementation</b>				
Exceeds minimum qualifications – Three (3) or more local or regional implementation of the proposed solution				5%
Meets minimum qualifications – At least two (2) local or regional implementation of the proposed solution				3%
<b>d. Support Base</b>				
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%

CRITERIA	WEIGHT	SCORE	REMARKS				
<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>a. 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="145 674 932 1182"> <tr> <td data-bbox="145 674 842 931">                     Exceeds minimum qualifications                     <ul style="list-style-type: none"> <li>- More than Five (5) years of experience in IT as Project Manager</li> <li>- More than Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul> </td> <td data-bbox="842 674 932 931" style="text-align: center; vertical-align: top;">5%</td> </tr> <tr> <td data-bbox="145 931 842 1182">                     Meets minimum qualifications                     <ul style="list-style-type: none"> <li>- At least Five (5) years of experience in IT as Project Manager</li> <li>- At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul> </td> <td data-bbox="842 931 932 1182" 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>- More than Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</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>- At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul>	3%	20%		
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<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="145 1368 932 1877"> <tr> <td data-bbox="145 1368 842 1626">                     Exceeds minimum qualifications                     <ul style="list-style-type: none"> <li>- More than Three (3) years of experience in IT as Business Analyst</li> <li>- More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul> </td> <td data-bbox="842 1368 932 1626" style="text-align: center; vertical-align: top;">5%</td> </tr> <tr> <td data-bbox="145 1626 842 1877">                     Meets minimum qualifications                     <ul style="list-style-type: none"> <li>- At least Three (3) years of experience in IT as Business Analyst</li> <li>- At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul> </td> <td data-bbox="842 1626 932 1877" 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>- More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</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>- At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul>	3%			
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CRITERIA	WEIGHT	SCORE	REMARKS				
<p><b>c. 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="150 465 938 981"> <tr> <td data-bbox="150 465 842 725">                     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>- More than Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul> </td> <td data-bbox="842 465 938 725" style="text-align: center; vertical-align: top;">5%</td> </tr> <tr> <td data-bbox="150 725 842 981">                     Meets minimum qualifications                     <ul style="list-style-type: none"> <li>- At least Five (5) years of experience in IT as Technical Team Lead</li> <li>- At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul> </td> <td data-bbox="842 725 938 981" 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 Technical Team Lead</li> <li>- More than Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul>	5%	Meets minimum qualifications <ul style="list-style-type: none"> <li>- At least Five (5) years of experience in IT as Technical Team Lead</li> <li>- At least Three (3) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul>	3%			
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<p><b>d. Technical Support Staff</b></p> <p><b>Years of experience</b></p> <table border="1" data-bbox="150 1093 938 1608"> <tr> <td data-bbox="150 1093 842 1352">                     Exceeds minimum qualifications                     <ul style="list-style-type: none"> <li>- More than Three (3) years of experience in IT as Technical Support Staff</li> <li>- More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul> </td> <td data-bbox="842 1093 938 1352" style="text-align: center; vertical-align: top;">5%</td> </tr> <tr> <td data-bbox="150 1352 842 1608">                     Meets minimum qualifications                     <ul style="list-style-type: none"> <li>- At least Three (3) years of experience in IT as Technical Support Staff</li> <li>- At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul> </td> <td data-bbox="842 1352 938 1608" style="text-align: center; vertical-align: top;">3%</td> </tr> </table> <p>Note: Proposed Technical Support Staff will be rated individually and the final rating will be the average score.</p>	Exceeds minimum qualifications <ul style="list-style-type: none"> <li>- More than Three (3) years of experience in IT as Technical Support Staff</li> <li>- More than two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul>	5%	Meets minimum qualifications <ul style="list-style-type: none"> <li>- At least Three (3) years of experience in IT as Technical Support Staff</li> <li>- At least two (2) years of successful implementation of the proposed solution/software applications in banking or financial institution</li> </ul>	3%			
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CRITERIA	WEIGHT	SCORE	REMARKS										
<p><b>3. Functional Requirements</b></p> <p><b>a. Mandatory Requirements</b></p> <table border="1" data-bbox="145 394 932 613"> <tr> <td>100 % compliant to mandatory requirements with less than 30% for customization</td> <td>20%</td> </tr> <tr> <td>100 % compliant to mandatory requirements with 30% to 40% for customization</td> <td>10%</td> </tr> <tr> <td>100 % compliant to mandatory requirements with 41% and above for customization</td> <td>5%</td> </tr> </table> <p><b>b. Recommended Requirements</b></p> <table border="1" data-bbox="145 685 932 835"> <tr> <td>More than 70% compliant to recommended requirements</td> <td>5%</td> </tr> <tr> <td>Up to 70% compliant to recommended requirements</td> <td>3%</td> </tr> </table>	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%	More than 70% compliant to recommended requirements	5%	Up to 70% compliant to recommended requirements	3%	<b>25%</b>		
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Up to 70% compliant to recommended requirements	3%												
<p><b>4. Non-Functional Requirements</b></p> <p><b>a. Mandatory Requirements</b></p> <table border="1" data-bbox="145 1021 932 1240"> <tr> <td>100 % compliant to mandatory requirements with less than 30% for customization</td> <td>15%</td> </tr> <tr> <td>100 % compliant to mandatory requirements with 30% to 40% for customization</td> <td>10%</td> </tr> <tr> <td>100 % compliant to mandatory requirements with 41% and above for customization</td> <td>5%</td> </tr> </table> <p><b>b. Recommended Requirements</b></p> <table border="1" data-bbox="145 1312 932 1462"> <tr> <td>More than 70% compliant to recommended requirements</td> <td>5%</td> </tr> <tr> <td>Up to 70% compliant to recommended requirements</td> <td>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>		
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<p><b>5. Implementation Methodology</b></p> <table border="1" data-bbox="145 1541 932 1825"> <tr> <td>Documentations of the Proposed Solution were complete and discussed based on Section 10. Proposal Requirements; 2. Implementation Methodology Document</td> <td>10%</td> </tr> <tr> <td>Documentations of the Proposed Solution were lacking based on Section 10. Proposal Requirements; 2. Implementation Methodology Document</td> <td>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>								
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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  
**ALEX A. LORAYES**  
Senior Vice President  
Chairman, Bids and Awards Committee

## Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The evaluation procedure is: Quality-Cost Based Evaluation.</p>
1.2	<p>The Funding Source is:                      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 Teller System with Five (5) Years Maintenance Agreement.</p>
1.3	<p>The name of the Contract is:                      New Teller 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>September 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>September 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>September 3, 2020 – 2:00 PM</u> through video conferencing</p>

	using MS Teams application	
8.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines                  25th Floor, LANDBANK Plaza Building                  1598 M.H. Del Pilar corner Dr. J. Quintos Streets                  Malate, Manila, 1004</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.                  Malate, Manila, 1004                  Fax (02) 8-528-8587  <a href="http://www.landbank.com">www.landbank.com</a>                  lbphobac@mail.landbank.com</p>	
10.1(b)	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.	
10.1(c)	The minimum required experience of proposed professional staff: (see attached Terms of Reference)	
11.5	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.	
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	The bid prices shall be quoted in Philippine Pesos.	
13.3	No further instructions.	
14.1	Bids will be valid until 120 calendar days from date of opening of bids.	
15.1	The bid security shall be limited to Bid Securing Declaration or any of the following forms and amounts:	
	<b>Form of Bid Security</b>	<b>Minimum Amount of Bid Security</b>

<p>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank</p>	
<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>P 3,740,800.00</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>

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)

	<p>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:</p> <p>(a) LIBI-Forex                  14<sup>th</sup> Floor, LANDBANK Plaza Building                  Telephone 8-710-7114                  (Every Tuesday and Thursday)</p> <p>(b) 12<sup>th</sup> Floor, SSHG Law Center Bldg.                  105 Paseo de Roxas, Legaspi Village                  Makati City                  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><b>6. If in the form of Bid Securing Declaration, the attached form (Form No. 4) must be used.</b></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>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 <u>2:00 PM</u> a day before the scheduled bid opening.</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</p>

	<p>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 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 23, 2020 – 10:00 AM.</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</p>

more than one (1) representatives, the said representatives may take turns in using the account/connection.

Projects with participating bidders in attendance shall be given priority in the queuing.

Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.

**In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic bids when required by the HOBAC, the bidder concerned shall be disqualified from further participating in the bidding process.**

Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP-SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Proposal. The retrieval, opening and page-by-page review of documents shall be shown to the participants through screen sharing.

The HOBAC then determines the eligibility of the specific bidder using a non- discretionary "pass/fail" criteria. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.

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.

The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and

	<p>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 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 October 23, 2020 – 10:00 AM.
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 <b>ITB</b> 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> <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 <b>ITB</b> 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	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.

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.

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.

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:

$$Sf = 100 \times FI/F$$

Where:

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.

Using the formula  $S = St \times T\% + Sf \times F\%$ , 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:

	T 0.80; and F 0.20
27.1	The address for negotiations is:  Land Bank of the Philippines Procurement Department 25th Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila, 1004 <a href="http://www.landbank.com">www.landbank.com</a> <a href="mailto:lbphobac@mail.landbank.com">lbphobac@mail.landbank.com</a>
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	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: <ul style="list-style-type: none"> <li>(a) CBD 2 – 18th Floor, LANDBANK Plaza Building Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)</li> <li>(b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)</li> </ul>
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.

## 11. Other Terms and Conditions

### 11.1 Terms of Reference Standard Information

This Terms Of Reference (TOR) is issued in accordance with the Implementing Rules and Regulations Part A (IRR-A) of Republic Act Number 9184 (RA 9184). In case of conflict, the more stringent guideline/provision shall prevail.

The contents of this document, including all appendices and attachments, are confidential to LANDBANK and are provided solely for the purpose of this TOR.

#### 11.1.1 Discussions

Notwithstanding the acceptance of the proposal and award in favor of the solution provider without discussions, LANDBANK is not precluded and has the right to initiate discussions with the solution provider as LANDBANK deems necessary. The solution provider should be prepared to send qualified personnel to the LANDBANK office to discuss the technical, commercial and other contractual aspects of its proposal.

#### 11.1.2 Award of Contract

Award of contract will be made to the solution provider only after successful evaluation and determination that its proposal is the most advantageous to LANDBANK.

### 11.2 Proposal Preparation

This TOR provides the instructions governing the proposal to be submitted and a description of the mandatory requirements. To be eligible for consideration, the solution provider must meet the intent of all mandatory requirements. Compliance with the intent of all the requirements will be determined by the LANDBANK Head Office Bids and Awards Committee (HOBAC).

The solution provider must organize its proposal into sections following the format of this TOR, with tabs separating each section. Refer to Section 10 Proposal Requirements for the required information/document that must be included in the proposal.

In case the solution provider's proposal does not comply with the specified proposal format, or is difficult to understand, read, or lacks any of the requested information, the proposal will be returned for immediate revision. Revision shall be undertaken not later than three (3) days from its return.

Responses similar to, "Refer to our literature..." or "Please see www.....com" are not acceptable. All materials related to a response must

be submitted together with the proposal and not just referenced. Any references in an answer to another location in the TOR materials must indicate the specific page numbers and sections stated in the reference.

#### 11.2.1 Price Sheet

For the financial portion of the proposal, the solution provider must utilize the form Cost Analysis Sheet and Payment Milestones found in Section 6, which will serve as the basis for evaluating its price quotation. The solution provider should include additional information as necessary to explain in detail its price quotation.

### 11.3 Proposal Submission

**The solution provider must submit its technical and financial proposals electronically to the LANDBANK on or before the deadline set.**

#### 11.3.1 Signed Proposals

The proposals must be signed in ink by the solution provider's authorized personnel to make them legally binding documents.

#### 11.3.2 Validity Period

The submitted proposal will not be modified, withdrawn or cancelled by the solution provider for a 120-day period following the deadline for submission, or receipt of best and final offer, if required.

### 11.4 Oral Presentation / Product Demonstration

The solution provider may be required to make an oral presentation and product demonstration to clarify its response or to further define its proposals. Oral presentations and product demonstrations, if requested, shall be at the solution provider's expense.

### 11.5 Compliance with Laws, Policies, Processes, Regulations And Standards

The solution provider must, in performance of work under this contract, fully comply with all applicable national or local laws and executive orders, regulations, and LANDBANK policies, processes; and Project Management and System Development Life Cycle standards. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provision.

#### 11.6 Contract Contents

This TOR and any addenda, the solution provider's response including any amendments, any best and final offers, any Supplemental/Bid Bulletins, and any negotiations shall be included in any resulting contract. Section 10. Proposal Requirements enumerates all the required information and documents that the solution provider must submit as part of its proposal to qualify for further consideration, and will serve as basis for any contract between the Bank and the solution provider.

#### 11.7 Confidentiality

The solution provider must comply with the LANDBANK's Information Security policies and guidelines to ensure confidentiality and security of LANDBANK's data.

The solution provider representative/s must sign Confidentiality Agreement and Acceptable Use Policy Compliance Commitment Certificate.