

SUPPLEMENTAL/BID BULLETIN NO. 1 For LBP-HOBAC-ITB-GS-20201125-01

PROJECT: 500 Units Dot Matrix Printer

IMPLEMENTOR : Procurement Department

DATE : January 22, 2021

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) Submission of 2020 Mayor's/Business permit is acceptable for the above mentioned project. The official receipt as proof that the bidder has applied for its renewal within the period prescribed by the concerned local government unit or the renewed Mayor's/Business permit for FY 2021 shall be submitted as a postqualification requirement in accordance with Section 34.2 of the Revised IRR of RA 9184.
- 3) The Terms of Reference (Annex C), ITB Clause 5.3 of the Bid Data Sheet (Section III), Schedule of Requirements (Section VI), Technical Specifications (Section VII), and Checklist of the Bidding Documents (Item Nos. 5, 7 & 8 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes C-1 to C-2 and specific sections of the Bidding Documents.

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

Bid Data Sheet

ITB Clause			
5.3	In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1.3 of IRR of RA 9184 will likely result to failure of bidding, the Bidders should comply with the following requirements:		
	 a. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC of this project; and b. The largest of these similar contracts must be equivalent to at least twenty five (25%) of the ABC as required above 		
	For this purpose, contracts similar to the Project must be at least equivalent to at least fifty percent (50%) of the ABC:		
	a. Contracts involving document print b. Completed within five (5) years print submission and receipt of bids.	ters; and rior to the deadline for the	
7	Subcontracting is not allowed.		
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.		
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:		
	Form of Bid Security	Minimum Amount of Bid Security	
	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;		
	(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	P300,000.00	
	(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.	P750,000.00	

- 1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch. The bidder shall first secure an electronic PAO from LANDBANK Procurement Department. The electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.
- 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.
- 3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided that the Project Title and Project Identification Number are indicated therein.
- 4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises Market Lending Department 2 (SME-MLD 2) with the following contact details:
 - (a) CBD 2 18th Floor, LANDBANK Plaza Building Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)
 - (b) SME-MLD 2 18th Floor, LANDBANK Plaza Building Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)
- 5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

- (a) LIBI-Forex
 14th Floor, LANDBANK Plaza Building
 Telephone No. 8-710-7114
 (Every Tuesday and Thursday)
- (b) 12th Floor, SSHG Law Center Bldg.
 105 Paseo de Roxas, Legaspi Village
 Makati City
 Telephone Nos. 8-812-4911 and 8-867-1064

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

(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or

- (b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."
- 6. If in the form of Bid Securing Declaration, the attached Form No. 8 of the Bidding Documents must be used.
- 7. A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. In the case of cashier's/manager's check bid security, the physical check must be delivered to and received by LANDBANK-Procurement Department not later than 5:00 P.M. of the following banking day after the opening of bids. In the case of the other forms of bid security, the physical document must be submitted to LANDBANK-Procurement Department during the post-qualification stage.

15 The electronic bid shall consist of two identical copies archived/compressed files (Copy 1 and Copy 2). The archived/compressed. files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the archived/compressed files shall be labelled as XYZ-081901(2)-C1 (for Copy 1) and XYZ-081901(2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.

The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-Fin.

All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents. The documents must be signed by the authorized signatory/ies when required in the form.

The archived file and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening. The passwords for

Copy 1 and Copy 2 shall be the same.

Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.

In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. The qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZcontaining XYZ-081901(2)-C2-Mod1 and 081901(2)-C1-Mod1 081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1, and b) Second XYZ-081901(2)-C2-Mod2, XYZ-081901(2)-C1-Mod2 and Modification: containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.

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All bids shall be submitted electronically on or before the 10:00 A.M. deadline on _______ All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes B-1 to B-7. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached Annexes B-4 to B-7).

Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.

The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her 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.

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On the bid opening date, the bidder shall confirm its/his/her participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meeting.

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 Component.

The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.

The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his/her Financial Component.

In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts or due to technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.

The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall

also be announced to the participants. The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams. The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished. The lot and reference is: 19.3 500 Units Dot Matrix Printer The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award. Bidders may still submit their Class "A" Eligibility Documents required to be 20 uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. A 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) shall also be submitted. Only tax returns filed manually or through EFPS and taxes paid shall be accepted.

Schedule of Requirements

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

Item Number	Description	Quantity	Delivery Period
1	Dot Matrix Printer	500 Units	1 st Delivery (200 Units) - Within thirty (30) calendar days upon receipt of Notice to Proceed 2 nd Delivery (300 Units) - Sixty (60) calendar days after 1 st delivery
Delivery S	ite:		
LAND	BANK Warehouse, Escala Street, Barar	ngay Mambugan, Sum	ulong Highway, Antipolo
Contact De	etails:		

Conforme:

Aurelia M. Lavilla, AVP / 8522-0000 local 7319

Technical Specifications

Specifications

Statement of Compliance

Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.

Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and crossreferenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

500 Units Dot Matrix Printer

Please state here either "Comply" or "Not Comply"

- 1. Minimum specifications and other requirements per attached Revised Annexes C-1 to C-2.
- For current and past suppliers of dot matrix printers of LANDBANK, they must have satisfactory performance in their dealings with LANDBANK for the past twelve (12) months (reckoned from the date of issuance of Certificate of Satisfactory Performance).

A Certificate of Satisfactory Performance issued by the Head, Systems Implementation Department (SID) not earlier than thirty (30) calendar days prior to the deadline of submission of bid shall be included in the Technical Component PDF File. The Certificate shall still be subject to verification during post-qualification of bid.

NOTE:	The Certificate of Satisfactory Performance shall be requested in
	writing from Ms. Aurelia M. Lavilla,
	Head of SID at 28 th Floor,
	LANDBANK Plaza Building (Tel. No.:
	8522-0000 local 7319) and can be
	sent through email at
	weng_acuna@yahoo.com at least five
	(5) working days prior to the
	submission of bid.

Non-submission of the above mentioned document may result in bidder's disqualification.

	Name of Bidder
· _	Signature over Printed Name of
·	Authorized Representative

Checklist of Bidding Documents for Procurement of Goods and Services

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Components (PDF File)

- The Eligibility and Technical Component shall contain documents sequentially arranged as follows:
 - Eligibility Documents Class "A"

Legal Eligibility Documents

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:
 - Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the Bidding Documents;
 - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Eligibility Documents

- 2. Original duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form Form No. 7).
- 3. Original duly notarized Omnibus Sworn Statement (OSS) (sample form Form No.6)
- 4. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years from the date of submission and receipt of

bids. The statement shall include all information required in the sample form (Form No. 3).

- 5. Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, the aggregate amount of at least two (2) similar contracts should be equivalent to at least fifty (50%) of the ABC and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC as required above supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample from (Form No. 4).
- 6. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration
- 7. Section VI Revised Schedule of Requirements with signature of bidder's authorized representative.
- 8 Section VII Revised Specifications with response on compliance and signature of bidder's authorized representative.

Financial Eligibility Documents

- 9. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- 10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Eligibility Documents – Class "B"

11. Duly signed valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.

- 12. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- 13. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Technical Documents

- 14. Names and resumes of the service technicians.
- 15. List of service centers' locations, contact persons and telephone numbers.
- 16. List of local parts center/depot where spare parts will be available.
- 17. List of locations and contact numbers of authorized resellers of consumables.
- 18. Copy of Purchase Orders, Contracts or equivalent documents to prove that the supplier has an installed base of 100 impact printers.
- 19. Manufacturer's authorization or back-to-back certifications evidencing that the supplier is an authorized dealer in the Philippines of the product/brand being offered.
- 20. Certificate of Satisfactory Performance from two (2) companies other than LANDBANK or at least 5 LANDBANK Units supplied with the same brand and model of the product being offered.
- 21. Certificate of Satisfactory Performance and No Delayed Projects issued by the Head, SID not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only for current and past suppliers of dot matrix printers for LANDBANK).
- Post-Qualification Documents <u>[The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification</u>]:
 - 22. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
 - 23. Latest Income Tax Return filed manually or through EFPS.

Financial Component (PDF File)

- The Financial Component shall contain documents sequentially arranged as follows:
 - 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form Form No.1).
 - 2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form Form No.2).

TECHNICAL SPECIFICATIONS

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Particulars	Specifications	
Print Method	24pin, serial impact dot matrix	
Print Direction	Bi-direction with logic seeking	
Input Data Buffer	128 Kbytes or better	
Emulation	ESC/P and IBM	
Interface	Bi-directional parallel interface, USB Port	
Printable Columns	136 columns	
Copy Compatibility	1 Original +5 Copies or better	
Paper Feed Methods	Friction Feed, Tractor Feed	
Paper Type	Cut-Sheet, continuous, multi-part forms	
Rated Voltage	Operates within 200-250V AC	
Acoustic Noise	<57 dB (A) - all modes	
Total Print Volume	At Least 40 million lines (except print head)	
Duty Cycle	20,000 pages per month	
Mean Time Between Failure	20,000 Power on Hours	
Print Head Life	At least 400 million characters	
Ribbon Life	At least 15 million characters	
Consumables	Must include 5 spare black ribbons per printer	
System Requirement	Windows 7/8 or higher Windows Server 2008	
Cables Included	Parallel Cable and USB Cable Power Cable	
Warranty	3 years warranty on parts and labor	

Additional Requirements:

- a. Principal/Dealer must have at least one (1) service center or service technician in the following areas:
 - Region I or CAR (preferably La Union Pangasinan)
 - 2. Region II (preferably Santiago City)
 - 3. NCR or Region III or IV (preferably NCR)
 - 4. Bicol or Samar (preferably Legazpi)
 - 5. Region VI or VII or Leyte (preferably Cebu City)
 - 6. Mindanao (preferably Davao City)

In case only service technicians are available in the above listed areas, at least 1 service center must be located in the NCR, Visayas and Mindanao.

- b. Submit the following:
 - The names and resumes of the service technicians
 - List of service centers' locations, contact persons and telephone numbers

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- List of the local parts center/depot where spare parts will be available
- List of locations and contact numbers of Authorized Resellers of consumables
- c. Warranty Service for the repair/replacement of parts must be accomplished within 48 hours upon receipt of notice.
- d. The warranty shall include costs on parts (including the printer head and interface cable), labor and incidental charges for travel and lodging except under the following conditions: damages caused by fire, earthquake, flood, spilling of food and drinks, roof leakage, civil disturbance, and accidental dropping of the unit.
- e. Bidder must have an installed base of 100 impact printers.
- f. All units must be brand new.
- g. Bidder must be an authorized dealer of the product / brand.
- h. Each equipment must have a **Stricker** containing the contact number for the repair of the unit.
- Provide Certificate of Satisfactory Performance from two (2) Companies other than Landbank or at least 5 Landbank Unit provided with same Unit/Model.
- j. Should be compatible with existing Systems of the Bank. "Plug and Play " (After installation of the Driver, device only needs to be connected to the computer without reconfiguration or adjustment by the user)

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