



LANDBANK
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SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC- ITB-GS-20211018-01(2)

PROJECT : **User Acceptance Testing Automation Tool with One (1) Year Support and Maintenance**

IMPLEMENTOR : **Procurement Department**

DATE : **February 4 , 2022**

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 bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (D-1 to D-37), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item Nos. 12, 23 & 24 of Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-37 and specific sections of the Bidding Documents.


ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat

Technical Specifications

Specifications	Statement of Compliance
<p>User Acceptance Testing Automation Tool with One (1) Year Support and Maintenance</p> <ol style="list-style-type: none">1. Minimum technical specifications and other requirements per attached revised Terms of Reference (TOR) – Annexes D-1 to D-37.2. The documentary requirements enumerated in Sections 8 & 9 of the TOR shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements. <p>Non-submission of the above documents may result in the post-disqualification of the bidder.</p>	<p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p> <p>Please state here either “Comply” or “Not Comply”</p>

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

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

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

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).

Technical Eligibility Documents

2. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture 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. 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).
4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

Financial Eligibility Documents

5. 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.

6. 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”**

7. 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.
8. 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.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

○ **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
12. **Revised Section VII – Technical Specifications with response on compliance and signature of bidder's authorized representative.**
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

Note: During the opening of the first bid envelope (Eligibility and Technical Component), only the above documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder’s compliance with the documents required to be submitted for eligibility and the technical requirements.

- Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]
- 14. Fully filled-out Requirement Statement (Annexes D-35 to 37);
- 15. Implementation Methodology Document which discusses the following information:
 - 15.1 Proposed Solution Architecture Overview
 - Technical Architecture
 - Solution components (software, services)
 - 15.2 Implementation and project management methodology
 - Statement Of Work
 - Detailed description of all major tasks,
 - Deliverable item, if any, for each of the major tasks, and
 - Completion criteria for each of the major tasks
 - 15.3 LANDBANK responsibilities
 - Specific responsibilities relating to resources, skills, infrastructure, documentations, processes, etc., that LANDBANK must satisfy
 - 15.4 Assumptions, Constraints, Dependencies
 - 15.5 Schedules
 - Major milestones,
 - Delivery schedule, and
 - Project schedule (major tasks, durations, start and end dates, Gantt chart).
 - 15.6 Organizational Chart of the Project Team
- 16. Fully filled-out Firm Credentials Information Sheet (Annex D-28);
- 17. Fully filled-out Customer Satisfaction Survey Forms (Annexes D-29 to D-31);
- 18. Brief Company Profile;
- 19. Business Continuity Plan;
- 20. Service Level Agreement;

21. License, Maintenance Agreements, as applicable
22. Fully filled-out Project Team Information Sheet (Annex D-32) with the following personnel qualifications:
 - 22.1 Project Manager:
 - At least three (3) years of experience in IT as Project Manager; and
 - At least two (2) years of actual experience in implementing the UAT Automation Tool in banking or financial institution
 - 22.2 Technical Team Lead:
 - At least two (2) years of experience as Technical Team Lead; and
 - At least two (2) years of actual experience in implementing the UAT Automation Tool in banking or financial institution
 - 22.3 Technical Support Staff:
 - At least two (2) years of experience as Technical Support Staff (i.e. Systems Analyst and Programmer); and
 - At least two (2) years of actual experience in implementing the UAT Automation Tool in banking or financial institution
23. **Proof of location or certification that support center is within the Philippines to be issued by the bidder; and**
24. **Certification to be issued by the bidder that it has well-defined security policies and procedures in place to ensure confidentiality, integrity and availability of Bank's data and privacy of personal information**
- Post-Qualification Documents – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:
 25. 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.
 26. Latest Income Tax Return filed manually or through EFPS.
 27. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).

28. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
29. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).

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).

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.