



LANDBANK

SERVING
THE NATION

SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20220315-01

PROJECT : 200 Units Biometric Device
IMPLEMENTOR : HOBAC Secretariat
DATE : July 22, 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 Bid Data Sheet (ITB Clause 5.3 of Section III), Manufacturer's Authorization (Form 9), List of LANDBANK Officers, Employees and Consultant(s) (Annexes E-1 and E-2), and Checklist of Bidding Documents (Item 9 of Eligibility Documents and Item 15 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached revised Annexes E-1 and E-2 and specific sections of the Bidding Documents.
- 3) Responses to Bidders' Queries/Clarifications (Annexes F-1 and F-2).
- 4) The scheduled submission and opening of bids is on **July 29, 2022** at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.


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

Bid Data Sheet

ITB Clause	
5.3	<p>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1 of IRR of RA 9184 will likely result to failure of bidding/monopoly that will defeat the purpose of public bidding, the Bidder should comply with the following requirements:</p> <ul style="list-style-type: none"> a. The Bidder must have completed a contract that is similar to this Project, the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC of this Project. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> b. The Bidder must have completed at least two (2) contracts similar to this Project, the aggregate amount of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC for this Project, and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC for this Project. <p>A contract shall be considered similar to this Project if it involves supply and delivery of Biometric Devices. Moreover, it must have been completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>
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.

Form No. 9

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid.]

Date: *[insert date (as day, month and year) of Bid Submission]*
Tender Document ref. No.: *[insert identification No and title]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

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.**
- **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. Section VII – 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 envelopes (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. Valid and current ISO 9001:2015 Certification. ISO 9001:2015 certification scope must include "Importation, distribution, integration, implementation and providing after sales service of IT Related products and software solutions.
 15. **Manufacturer's authorization (sample form - Form No. 9) or its equivalent document, confirming that the bidder is authorized to provide the product/ solution supplied by the manufacturer, including any warranty obligations and after sales support as may be required.**
 16. Valid Certification of Authorized Service Center from the manufacturer.
 17. Notarized Certification issued by the bidder that the proposed device is compatible and will link seamlessly to the existing LANDBANK BDMS without any third party software or customization to the existing system.
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 18. 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.
 19. Latest Income Tax Return filed manually or through EFPS.
 20. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 21. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 22. 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.

List of LANDBANK Officers, Employees and Consultant(s)

A. Board of Directors

- Ex-Officio Chairman: Sec. Benjamin E. Diokno, Department of Finance
- Vice Chairperson: Ms. Cecilia C. Borromeo, President and CEO
- Members: Pres. Ferdinand R. Marcos Jr., Department of Agriculture
- Sec. Bienvenido E. Laguesma, Department of Labor and Employment
- Sec. Conrado M. Estrella III, Department of Agrarian Reform
- Mr. Virgilio D. Robes, Representative - Agrarian Reform Beneficiaries Sector
- Mr. Jaime L. Miralles, Representative - Agrarian Reform Beneficiaries Sector
- Ms. Nancy D. Irlanda, Representative - Private Sector

B. President and CEO: Ms. Cecilia C. Borromeo

C. Bids and Awards Committee (HOBAC)

- Chairman: Mr. Reynaldo C. Capa, First Vice President – Banking Services Group
- Vice Chairman: Mr. Alwin I. Reyes, Vice President – Procurement Department
- Regular Members: Ms. Adelfa R. Masacupan, First Vice President – Asset and Liability Management Group
- Mr. Emmanuel G. Hio, Jr., Vice President – Facilities Engineering Services Group
- Ms. Esperanza N. Martinez, Vice President – Public Sector Department
- Ms. Elenita C. Rapanut, Vice President - Branch Banking Services Department
- Provisional Member: Atty. Joseph Dennis C. Castro, Legal Manager - Legal Services Group

D. HOBAC Secretariat

- Head: Atty. Honorio T. Diaz Jr.
- Officers and Staff: Ms. Remedios S. Lacaden, Senior Management Associate
- Ms. Ruby S. Cortez, Acting Procurement Specialist III
- Ms. Farah Eva B. Esguerra, Administrative Specialist II
- Ms. Maribel J. Paredes, Procurement Specialist I
- Mr. Mark Anthony C. Pantalla, Procurement Analyst
- Ms. Jenica V. De Vicente, Procurement Assistant
- Mr. Jerome C. Relucio, ASO I

E. Technical Working Group

- Chairman: _____
- Vice Chairman: _____
- Members: _____
- _____
- _____
- _____

F. Procurement Department

- Head: Mr. Alwin I. Reyes, Vice President
- Officers and Staff: Ms. Ma. Victoria C. Viray, Acting Senior Procurement Officer/Team Leader
- Ms. Rosemarie S.J. Mirando, Acting Senior Procurement Officer/Team Leader
- Ms. Leonor F. Santos, Acting Senior Procurement Specialist/Team Leader
- Mr. Joel R. Perez, Acting Senior Procurement Specialist/Team Leader
- Ms. Helen S. Purificacion, Acting Senior Procurement Specialist/Team Leader
- Mr. Donato DR. Cariaga, Acting Senior Procurement Specialist/Team Leader
- Ms. Kristi Ann P. Rutab, Acting Senior Procurement Specialist/Team Leader
- Atty. Karla May M. Temporosa, Administrative Officer
- Mr. Rommel C. Pascua, Acting Procurement Specialist III

- Ms. Cathrina Marie A. Garcia, Acting Procurement Specialist III
- Mr. Ruel V. Marca, Procurement Specialist II
- Mr. Rosalino V. Cruz, Procurement Specialist II
- Ms. Lubelle B. Lumabas, Procurement Specialist II
- Ms. Nadia G. Iseto, Procurement Specialist I
- Mr. Jerome V. Bueno, Acting Procurement Specialist I
- Ms. Ma. Angela Q. Emeterio, Procurement Analyst
- Ms. Jeramae F. Concepcion, Procurement Analyst
- Ms. Kimberly Joy A. Sto. Tomas, Procurement Analyst
- Mr. Jollianz Jenkin G. Dy, Procurement Analyst
- Ms. Charmaine F. Mangilit, Procurement Analyst
- Ms. Jeah Crysel L. Escalona, Procurement Analyst
- Mr. Marlon R. Faraon, Acting Procurement Analyst
- Mr. Aaron V. Sedanto, Procurement Analyst
- Mr. Rudyrick B. Silva, Administrative Analyst
- Ms. Fretch Camille J. Japole, Procurement Assistant
- Mr. Mark Anthony M. Abad, Administrative Assistant
- Ms. Almay Joyce B. Ruz, Procurement Assistant
- Ms. Ma. Theresa N. Cruz, Acting Executive Assistant
- Mr. Roman R. Eala, ASO I
- Mr. Jesus David, SCW
- Mr. Emil Dela Cruz, SCW
- Mr. Erikson Guani, SCW
- Mr. Vicente Gutierrez, Jr, SCW
- Mr. Andrew Palma, SCW
- Mr. Dexter Naguit, SCW
- Mr. Ramil Pendilla, SCW
- Mr. Frederick Reyes, SCW
- Mr. Pablo Tenoria, SCW

G. Implementing Unit

Head:

Officers and Staff:

H. End-user Unit

I. Project Consultants

Team Lead:

Members:

Query	Response
1. On Annexes, page 11 D-1 Letter E Qualification and Documentary Requirements, Supplier must be and currently an ISO 9001: 2015 Certified Company, ISO 9001:2015 certification scope must include importation, distribution, integration, implementation and providing after sales for IT related products and software solutions, if we are a distributor here in the Philippines of the brand being offered, is the ISO 9001 Certification from manufacturer accepted? ISO 9001 as we know is the international standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements?	Yes
2. Can you share or provide sample of the required log report for the existing BDMS?	Yes. Please send an email request to PACBD@mail.landbank.com for the sample.
3. For D1 Letter E Number 4 For us to be able to integrate the biometrics that could offer, we need to discuss these to your previous Land Bank BDMS supplier. May we know the contact person, his company and his contact number?	Cosmotech Philippines Inc. Ms. Raquel C. Aranda raccuel@cosmotech.com.ph Tel: 8403-9811 to 20 Local 113 Viber: 09159687581
4. Can we know who is the BDMS provider contact person and mobile so we can reach to them to test our biometric device offered in the parallel or would you allow the winning bidder to conduct testing / integration of the device to the current BDMS to ensure smooth transaction once device are delivered? Can you grant 7 to 10 days testing for this?	Cosmotech Philippines Inc. Ms. Raquel C. Aranda raccuel@cosmotech.com.ph or alvin_ortiz@cosmotech.com.ph Tel: (02)-8403-9811 to 16 or 8403-9811 to 20 Local 113 Viber: 09159687581
5. Will customer allow for a Background Service Application to convert Log Reports to a compatible format to the existing BDMS?	Yes
6. Would you accept SLCC for the Supply and Delivery of IT Equipment's within the last 5 years from the date of submission? Such as Access Control System?	No. Original requirement is maintained.
7. What is current process flow of existing Biometric and Payroll System? A. Does the Biometric automatically transfer the data log to BDMS? Or through BDMS Database? B. Or biometric log is being stored in the repository folder which is in-format based on accepted logs of BDMS?	Biometric Device System (BDMS) was developed by the Cosmotech Philippines and it was customized exclusively for the use of LANDBANK for the attendance recording of employees in field units. The existing process - Biometric Device automatically transfers attendance logs to BDMS on set time HRIS system (where attendance and payroll are being processed) of the Bank thru FTP folder. All devices are connected through SDK. All our field units' timekeepers have access to BDMS for the viewing of attendance records. The transfer of Biometric Properties, RFID access. Time synchronization and etc. are also being process thru BDMS. New devices require patch update in the system for connectivity from the system developer.

8. What is the existing brand and model of the Biometrics that you have right now?	Grancing Biosh 5000T-C/ID Model
9. Who is the previous supplier of the biometrics that you have right now? Can we have their contact person.	Cosmotech Philippines Inc. Ms. Raquel C. Aranda racquel@cosmotech.com.ph or alvin_ortiz@cosmotech.com.ph Tel: (02)-8403-9811 to 16 or 8403-9811 to 20 Loc. 113 Viber: 09159687581
10. Is the provider of BDMS & existing biometrics are the same?	Yes
11. Is the integration process of biometric & BDMS is being developed by an in-house developer? Or a third-party developer?	Third-Party Developer
12. Does the 200 units will be deliver to Land Bank of the Philippines' main office which is located at 1598 M.H Del Pilar corner Dr. J. Quintos Sts. 1004 Malate, Manila only? Or do we need to include as well the delivery charge to other areas? If yes, please the exact location of these delivery areas.	For Delivery only at LBP Head Office, Malate, Manila
13. Do we need to consider any necessary bonds for this particular requirement?	Subject to procurement process. PAD do not require bonds.
14. Inquire lang ako regarding Biometrics Devices, RFID reader ang po baa ng kailangan? Need pa ba fingerprint of face recognition? Also ano po existing system ng Bank-Biometric Device Management Software?	Biometric Device requires both Fingerprint recognition and RFID card reader. Biometric Device Management System (BDMS) was developed by Cosmotech Philippines and it was customized exclusively for the use of LANDBANK for the attendance recording of employees in field units. The existing process - Biometric Device automatically transfers attendance logs to BDMS on set time schedule. Once transmitted to BDMS, the system will create a hand-off file for transmission to HRIS system (where attendance and payroll are being processed) of the Bank thru FTP folder. All devices are connected through SDK. All our field units' timekeepers have access to BDMS for the viewing of attendance records. The transfer of Biometric Properties, RFID access, time synchronization and etc. are also being process thru BDMS. New devices require patch update in the system for connectivity from the system developer.