



LANDBANK

SERVING
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-CS-20230213-01**

PROJECT : **LANDBANK Enterprise Procurement Management System
with Five (5) Years Maintenance Services and Cloud Hosting**

IMPLEMENTOR : **HOBAC Secretariat Unit**

DATE : **March 24, 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 Eligibility Data Sheet, Firm Credentials Information Sheet (Annex F-1 to F-2), Customer Satisfaction Survey Form (Annex G-1 to G-3), Project Team Information Sheet (Annex H-1 to H-2) and Checklist of Eligibility Documents (Items 3 to 6 of Technical Eligibility Documents) have been revised. Please see attached specific sections of the Bidding Documents.
- 2) Responses to bidders' queries/clarifications (Annexes N-1 to N-6).


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

Eligibility Data Sheet

ITB Clause	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the last ten (10) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<p>The following documents are acceptable proofs of satisfactory completion of completed contracts:</p> <ol style="list-style-type: none"> 1. Copies of Notice of Award/Purchase Order/Contract Agreement/ Memorandum of Agreement; 2. Certificate of Satisfactory Completion/Performance or Customer Satisfaction Survey; or 3. Any equivalent document.
4	<p>The interested consultants who would like to participate in the eligibility and shortlisting for the above project must send a duly filled-up LBP Secure File Transfer Facility (LBP SFTF) User Registration Form to lbphobac@mail.landbank.com on or before 2:00 PM a day before the scheduled opening of the electronic Eligibility and Shortlisting Documents. The interested consultant shall receive an email with log-in credentials to access the SFTF.</p> <p>The electronic Eligibility and Shortlisting Documents 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 C-1 to C-8).</p> <p>Electronic Eligibility and Shortlisting Documents 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 Eligibility and Shortlisting Documents at least two (2) hours before the set deadline.</p> <p>The electronic Eligibility and Shortlisting Documents consisting of <u>two copies/files</u> shall be labelled with bidder's assigned short name, last six (6) 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-CS-20230213-01 that XYZ Company is interested on, the archived files shall be labelled as XYZ-021301-C1 and XYZ-021301-C2. The archived files shall be generated using either WinZip, 7-zip or</p>

WinRAR and password-protected.

In case of modification of electronic Eligibility and Shortlisting Documents, the qualifier "Mod" and a numeric counter indicating the number of times that the documents had been modified shall be added at the end of the filenames of both the archived and PDF files [e.g. First Modification: XYZ-021301-C1-Mod containing XYZ-021301-C1 and XYZ-021301-C2.

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

Each of the archived files 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 opening of the electronic Eligibility and Shortlisting Documents.

The interested consultant shall receive an acknowledgement receipt via email after successful uploading of its/his electronic Eligibility and Shortlisting Documents. If no email is received within one (1) hour after successful uploading, the interested consultant shall call the HOBAC Secretariat at (02) 8522-0000 local 2609/7746 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic Eligibility and Shortlisting Documents.

On the scheduled date of opening of Eligibility and Shortlisting Documents, the interested consultant shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The interested consultant 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 consultant 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 opening of Eligibility and Shortlisting Documents, the HOBAC Secretariat connects the participating interested consultant/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 interested consultant 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 interested consultant that the proceedings for the opening of the Eligibility and Shortlisting Documents have already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the interested consultant after the said allowable call attempts or the interested consultant is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic Eligibility and Shortlisting Documents when required by the HOBAC, the interested consultant concerned shall be disqualified from further participating in the Eligibility and Shortlisting 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. Upon instruction from the HOBAC, the interested consultant concerned shall disclose the passwords for the archived file and the PDF file of its electronic Eligibility and Shortlisting Documents.

In case an archived/PDF file fails to open due to a wrong password, the specific consultant 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, the consultant concerned shall be disqualified from further participating in the Eligibility and Shortlisting process.

The HOBAC then determines the eligibility of the specific bidder using a nondiscretionary "pass/fail" criterion. Only consultants that have been rated "Passed" shall be evaluated for shortlisting.

The HOBAC, with the assistance of the HOBAC Secretariat, conducts eligibility check. The results of the eligibility checking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers.

The retrieval and opening of the electronic Eligibility and Shortlisting Documents, page-by-page review of documents and the results of the checking 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

	<p>Eligibility and Shortlisting activity for a specific project has been finished.</p> <p>MS Teams Application shall be used in conducting the meeting through videoconferencing. In the event that it is not available, other videoconferencing/group calling applications may be used as an alternative in conducting the meeting.</p> <p>Consultants who passed the eligibility checking of the HOBAC Members shall be eligible for shortlisting.</p> <p>The TWG will evaluate the submitted Eligibility Documents and shall recommend the shortlisted consultants to the HOBAC who will recommend the same to the HoPE for approval.</p> <p>The shortlisted consultants shall be notified in writing.</p>
4.1	Not applicable.
4.2	Not applicable.
4.3	Not applicable.
4.4	Not applicable.
5	<p>The deadline for submission of eligibility document/component is 10:00 A.M. on _____ through the LBP Secure File Transfer Facility.</p> <p>Bidders should have no negative dealings/transactions with LANDBANK or its subsidiaries.</p>
9.1	Similar contracts shall refer to projects involving IT hardware and software.
9.2	Minimum score to be included in the shortlist is seventy percent (70%). The detailed set of criteria and rating system to be used are shown below.

Qualification Requirements – Shortlisting

Shortlisting Criteria	Minimum Required Standards
<p>1. Firm Credentials (Experience, Expertise and Capability) This criterion evaluates the bidder's experience, expertise and capability to deliver the proposed solution, as well as the results of satisfaction ratings of previous engagements, are considered.</p>	<p>Bidders must:</p> <ul style="list-style-type: none"> ✓ Have at least three (3) years of relevant experience in successfully implementing the proposed solution on cloud or on premise. Provide the Client Name, Project Name, Project Description, Project Start Date, Project Completion/Implementation Date, and Contact Person and Number/Email Address using the Firm Credentials Information Sheet (Annex F). ✓ Have at least one (1) implementation of any solution on cloud. ✓ Have successfully implemented IT solutions with at least three (3) customers. Submit at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least "Satisfactory" rating issued by customers for which the bidder has successfully implemented the following IT projects: <ol style="list-style-type: none"> 1. Proposed solution; 2. Any solution on cloud, which may also be the proposed solution; and 3. Other solutions ✓ The bidder shall engage the services of a Cloud Service Provider (CSP) with at least five (5) years experience in providing cloud services. Submit a self-certification that the bidder will engage such CSP.
<p>2. Personnel Qualifications This criterion assesses the relevant work experience and educational attainment of the bidder key personnel (i.e., Project Manager,</p>	<p>Submit biographical information using the prescribed Project Team Information Sheet template (Annex H):</p>

Shortlisting Criteria	Minimum Required Standards
<p>Business Analyst Technical Lead, and Technical Support Staff) identified to implement the proposed solution.</p>	<p>Project Manager:</p> <ul style="list-style-type: none"> ○ At least three (3) years of experience in IT as Project Manager; and ○ At least two (2) years of actual experience in implementing the proposed solution/application software. <p>*Business Analyst:</p> <ul style="list-style-type: none"> ○ At least two (2) years of experience as Business Analyst; and ○ At least two (2) years of actual experience in implementing the proposed solution/application software. <p>Technical Team Lead:</p> <ul style="list-style-type: none"> ○ At least two (2) years of experience as Technical Team Lead; and ○ At least two (2) years of actual experience in implementing the proposed solution/application software. <p>Technical Support Staff: [i.e., 3 Systems Analysts (SA) and 5 Programmers, or 8 SAs/Programmers]</p> <ul style="list-style-type: none"> ○ The average years of experience of all the proposed technical support staff shall be at least 2.5 years; ○ The average years of actual experience in implementing the solution/application software of all the proposed technical support staff shall be at least 1.5 years ○ At least one (1) member of the proposed technical team (Technical Team Lead or Technical Support Staff) is certified in cloud services implementation.

Evaluation Criteria - Shortlisting

Bidders will be rated accordingly as shown in the table below:

CRITERIA	WEIGHT	SCORE	REMARKS				
1. Firm Credentials (Experience, Expertise and Capability)							
i. Years of experience		50%					
<table border="1" style="width: 100%;"> <tr> <td data-bbox="327 488 783 526"><u>Exceeds minimum qualifications</u></td> <td data-bbox="783 488 884 526" style="text-align: center;">13%</td> </tr> <tr> <td colspan="2" data-bbox="327 526 783 696"> <ul style="list-style-type: none"> • More than three (3) years of relevant experience in successfully implementing the proposed solution on cloud or on premise </td> </tr> </table>	<u>Exceeds minimum qualifications</u>			13%	<ul style="list-style-type: none"> • More than three (3) years of relevant experience in successfully implementing the proposed solution on cloud or on premise 		
<u>Exceeds minimum qualifications</u>	13%						
<ul style="list-style-type: none"> • More than three (3) years of relevant experience in successfully implementing the proposed solution on cloud or on premise 							
<table border="1" style="width: 100%;"> <tr> <td data-bbox="327 696 783 734"><u>Meets minimum qualifications</u></td> <td data-bbox="783 696 884 734" style="text-align: center;">10%</td> </tr> <tr> <td colspan="2" data-bbox="327 734 783 904"> <ul style="list-style-type: none"> • At least three (3) years of relevant experience in successfully implementing the proposed solution on cloud or on premise </td> </tr> </table>	<u>Meets minimum qualifications</u>			10%	<ul style="list-style-type: none"> • At least three (3) years of relevant experience in successfully implementing the proposed solution on cloud or on premise 		
<u>Meets minimum qualifications</u>	10%						
<ul style="list-style-type: none"> • At least three (3) years of relevant experience in successfully implementing the proposed solution on cloud or on premise 							
ii. Satisfactory Ratings							
<table border="1" style="width: 100%;"> <tr> <td data-bbox="327 976 783 1014"><u>Exceeds minimum qualifications</u></td> <td data-bbox="783 976 884 1014" style="text-align: center;">12%</td> </tr> <tr> <td colspan="2" data-bbox="327 1014 783 1261"> <ul style="list-style-type: none"> • Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least "Satisfactory" ratings for previous successful engagements. </td> </tr> </table>	<u>Exceeds minimum qualifications</u>	12%	<ul style="list-style-type: none"> • Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least "Satisfactory" ratings for previous successful engagements. 				
<u>Exceeds minimum qualifications</u>	12%						
<ul style="list-style-type: none"> • Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least "Satisfactory" ratings for previous successful engagements. 							
<table border="1" style="width: 100%;"> <tr> <td data-bbox="327 1261 783 1299"><u>Meets minimum qualifications</u></td> <td data-bbox="783 1261 884 1299" style="text-align: center;">10%</td> </tr> <tr> <td colspan="2" data-bbox="327 1299 783 1547"> <ul style="list-style-type: none"> • Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least "Satisfactory" ratings for previous successful engagements. </td> </tr> </table>	<u>Meets minimum qualifications</u>	10%	<ul style="list-style-type: none"> • Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least "Satisfactory" ratings for previous successful engagements. 				
<u>Meets minimum qualifications</u>	10%						
<ul style="list-style-type: none"> • Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least "Satisfactory" ratings for previous successful engagements. 							
iii. Implementation of the proposed solution							
<table border="1" style="width: 100%;"> <tr> <td data-bbox="327 1655 783 1693"><u>Exceeds minimum qualifications</u></td> <td data-bbox="783 1655 884 1693" style="text-align: center;">15%</td> </tr> <tr> <td colspan="2" data-bbox="327 1693 783 1823"> <ul style="list-style-type: none"> • More than one (1) implementation of any solution on cloud </td> </tr> </table>	<u>Exceeds minimum qualifications</u>	15%	<ul style="list-style-type: none"> • More than one (1) implementation of any solution on cloud 				
<u>Exceeds minimum qualifications</u>	15%						
<ul style="list-style-type: none"> • More than one (1) implementation of any solution on cloud 							

CRITERIA		WEIGHT	SCORE	REMARKS
<u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least one (1) implementation of any solution on cloud 	10%			
iv. Engagement of Cloud Service Provider (CSP)				
<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> The CSP to be engaged with has more than five (5) years experience in providing cloud services 	10%			
<u>Meets minimum qualifications</u> <ul style="list-style-type: none"> The CSP to be engaged with has at least five (5) years experience in providing cloud services. 	5%			
2. Personnel Qualification		50%		
a. Project Manager to be assigned is highly qualified to implement the engagement				
i. Years of experience				
<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than three (3) years of experience in IT as Project Manager 	6%			
<u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least three (3) years of experience in IT as Project Manager 	4%			
ii. Implementation of proposed solution				
<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of actual experience in implementing the proposed solution/application software. 	6%			
<u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least two (2) years of actual experience in implementing the proposed solution/application software. 	5%			

CRITERIA	WEIGHT	SCORE	REMARKS								
<p>b. Business Analyst to be assigned is highly qualified to implement the engagement even in the absence of the Team Leader</p> <p>i. Years of experience</p> <table border="1" data-bbox="327 459 885 779"> <tr> <td data-bbox="327 459 805 638"> <u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of experience in IT as Business Analyst </td> <td data-bbox="805 459 885 638">6%</td> </tr> <tr> <td data-bbox="327 638 805 779"> <u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least two (2) years of experience in IT as Business Analyst </td> <td data-bbox="805 638 885 779">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="327 884 885 1243"> <tr> <td data-bbox="327 884 805 1064"> <u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of actual experience in implementing the proposed solution/application software. </td> <td data-bbox="805 884 885 1064">6%</td> </tr> <tr> <td data-bbox="327 1064 805 1243"> <u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least two (2) years of actual experience in implementing the proposed solution/application software. </td> <td data-bbox="805 1064 885 1243">5%</td> </tr> </table>	<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of experience in IT as Business Analyst 	6%	<u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least two (2) years of experience in IT as Business Analyst 	4%	<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of actual experience in implementing the proposed solution/application software. 	6%	<u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least two (2) years of actual experience in implementing the proposed solution/application software. 	5%			
<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of experience in IT as Business Analyst 	6%										
<u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least two (2) years of experience in IT as Business Analyst 	4%										
<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of actual experience in implementing the proposed solution/application software. 	6%										
<u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least two (2) years of actual experience in implementing the proposed solution/application software. 	5%										
<p>c. Technical Team Lead to be assigned is highly qualified to perform the required tasks</p> <p>i. Years of experience</p> <table border="1" data-bbox="327 1411 885 1702"> <tr> <td data-bbox="327 1411 805 1556"> <u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of experience in IT as Technical Team Lead </td> <td data-bbox="805 1411 885 1556">6%</td> </tr> <tr> <td data-bbox="327 1556 805 1702"> <u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least two (2) years of experience in IT as Technical Team Lead </td> <td data-bbox="805 1556 885 1702">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="327 1803 885 1881"> <tr> <td data-bbox="327 1803 805 1881"> <u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of </td> <td data-bbox="805 1803 885 1881">6%</td> </tr> </table>	<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of experience in IT as Technical Team Lead 	6%	<u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least two (2) years of experience in IT as Technical Team Lead 	4%	<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of 	6%					
<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of experience in IT as Technical Team Lead 	6%										
<u>Meets minimum qualifications</u> <ul style="list-style-type: none"> At least two (2) years of experience in IT as Technical Team Lead 	4%										
<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than two (2) years of 	6%										

CRITERIA		WEIGHT	SCORE	REMARKS																				
<p>actual experience in implementing the proposed solution/application software.</p> <p><u>Meets minimum qualifications</u></p> <ul style="list-style-type: none"> At least two (2) years of actual experience in implementing the proposed solution/application software. 	5%																							
<p>d. Technical Support Staff</p> <p>i. Years of experience</p> <table border="1"> <tr> <td> <p><u>Exceeds minimum qualifications</u></p> <ul style="list-style-type: none"> Average years of experience of all the proposed Technical Support Staff is more than 2.5 years </td> <td>5%</td> <td></td> <td></td> <td></td> </tr> <tr> <td> <p><u>Meets minimum qualifications</u></p> <ul style="list-style-type: none"> Average years of experience of all the proposed Technical Support Staff is at least 2.5 years </td> <td>3%</td> <td></td> <td></td> <td></td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1"> <tr> <td> <p><u>Exceeds minimum qualifications</u></p> <ul style="list-style-type: none"> The average years of actual experience in implementing the solution/application software of all the proposed technical support staff is more than 1.5 years </td> <td>5%</td> <td></td> <td></td> <td></td> </tr> <tr> <td> <p><u>Meets minimum qualifications</u></p> <ul style="list-style-type: none"> The average years of actual experience in implementing the solution/application software of all the proposed technical support staff shall be at least 1.5 years </td> <td>3%</td> <td></td> <td></td> <td></td> </tr> </table> <p>Note: Proposed Technical Support Staff will be rated individually and the final rating will be the average score.</p>					<p><u>Exceeds minimum qualifications</u></p> <ul style="list-style-type: none"> Average years of experience of all the proposed Technical Support Staff is more than 2.5 years 	5%				<p><u>Meets minimum qualifications</u></p> <ul style="list-style-type: none"> Average years of experience of all the proposed Technical Support Staff is at least 2.5 years 	3%				<p><u>Exceeds minimum qualifications</u></p> <ul style="list-style-type: none"> The average years of actual experience in implementing the solution/application software of all the proposed technical support staff is more than 1.5 years 	5%				<p><u>Meets minimum qualifications</u></p> <ul style="list-style-type: none"> The average years of actual experience in implementing the solution/application software of all the proposed technical support staff shall be at least 1.5 years 	3%			
<p><u>Exceeds minimum qualifications</u></p> <ul style="list-style-type: none"> Average years of experience of all the proposed Technical Support Staff is more than 2.5 years 	5%																							
<p><u>Meets minimum qualifications</u></p> <ul style="list-style-type: none"> Average years of experience of all the proposed Technical Support Staff is at least 2.5 years 	3%																							
<p><u>Exceeds minimum qualifications</u></p> <ul style="list-style-type: none"> The average years of actual experience in implementing the solution/application software of all the proposed technical support staff is more than 1.5 years 	5%																							
<p><u>Meets minimum qualifications</u></p> <ul style="list-style-type: none"> The average years of actual experience in implementing the solution/application software of all the proposed technical support staff shall be at least 1.5 years 	3%																							

CRITERIA	WEIGHT	SCORE	REMARKS				
e. Cloud Certification <table border="1" data-bbox="312 331 868 719"> <tr> <td data-bbox="312 331 788 539"> <u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than one (1) proposed Technical Staff and/or the Technical Team Lead are certified in cloud services implementation. </td> <td data-bbox="788 331 868 539">4%</td> </tr> <tr> <td data-bbox="312 539 788 719"> <ul style="list-style-type: none"> At least one (1) proposed Technical Staff and/or the Technical Team Lead is certified in cloud services implementation. </td> <td data-bbox="788 539 868 719">2%</td> </tr> </table>	<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than one (1) proposed Technical Staff and/or the Technical Team Lead are certified in cloud services implementation. 	4%	<ul style="list-style-type: none"> At least one (1) proposed Technical Staff and/or the Technical Team Lead is certified in cloud services implementation. 	2%			
<u>Exceeds minimum qualifications</u> <ul style="list-style-type: none"> More than one (1) proposed Technical Staff and/or the Technical Team Lead are certified in cloud services implementation. 	4%						
<ul style="list-style-type: none"> At least one (1) proposed Technical Staff and/or the Technical Team Lead is certified in cloud services implementation. 	2%						
TOTAL	100%						

- Non-compliance to any of the Minimum Required Standards specified in the Qualification Requirements – Shortlisting above would automatically result to the disqualification of the Bidder.
- Bidders must obtain a minimum score of 70% in the Evaluation Criteria – Shortlisting to be included in the list of qualified bidders. Only the top 3 bidders **who/which meet the minimum score** shall be eligible for the next stage of bidding.



ANNEX F

Firm Credentials Information Sheet

List of Implemented Projects

Client Name	Project Name	Project Description	Type of Implementation (Cloud/ On-Premise)	Project Start Date (A)	Project Completion/ Implementation Date (B)	Project Duration (in months) (B-A)	Contact Person and Contact Number/Email Address
Total Project Duration							

**please refer to Annex F-1.1 for sample reference.*




Firm Credentials Information Sheet

List of Implemented Projects

Client Name	Project Name	Project Description	Type of Implementation (Cloud/On-Premise)	Project Start Date (A)	Project Completion/Implementation Date (B)	Project Duration (in months) (B-A)	Contact Person and Contact Number/Email Address
Company A	Electronic Procurement System	Procurement Management	On Cloud	August 2023	June 2025	22 months	Juan Dela Cruz / 098512589645/jdelacruz@gmail.com
Company B	Procurement Mgt System	Procurement Management	On Prem	August 2023	June 2025	22 months	Juana Abad/096523589645/jabd@gmail.com
	Asset Management	Asset Management	On Cloud	Jan 2023	Dec 2023	12 months	Juancho Pedro / 095569589645/jp@gmail.com
Company C	Delivery and payment	Delivery and payment processing	On Prem	Jan 2022	June 2022	6 Months	Pedro Santos / 09875621489 /PS@gmail.com
Total Project Duration						62 months	

ANNEX G

	Project Name Procurement of xxx	LANDBANK OF THE PHILIPPINES 1598 M. H. del Pilar corner Dr. J. Quintos St., Malate, Manila Tel No. 5220000
---	---	---

CUSTOMER SATISFACTION SURVEY FORM

Name of Reference Company	
Project Referenced	
Type of Implementation (Cloud/On-Premise)	
Proposed Solution (Yes/No) If No please indicate the name of the solution implemented	
Resource Person	
Telephone No./Email Address	

	Very Satisfactory	Satisfactory	Unsatisfactory	Remarks
1. How are you going to rate their performance on this project?				
2. When was it completed? _____ _____ What was the project duration? _____ Was the duration considerable? _____ Was it completed on time? _____ Please rate.				
3. What is the scope of the engagement? _____ _____ _____ How are you going to rate the specific functions they have performed?				
Major tasks:				
Task 1:				
Task 2:				
Task 3:				
Task 4:				
Task 5:				

	Very Satisfactory	Satisfactory	Unsatisfactory	Remarks
<p>4. Was the budget, cost and other financial matters within the set controls and limitations? _____ Was there any form of financial disagreements that surfaced during the engagement? _____ Please rate financial matters.</p>				
<p>5. How would you rate the value of their services as against the project cost?</p>				
<p>6. How are you going to rate the project relationship of the firm with your company?</p> <p>Did the firm personnel have a harmonious relationship with your employees? _____ _____</p>				
<p>7. How are you going to rate the usefulness of the software you acquired in relation to your actual operations?</p>				
<p>8. How user-friendly is their system?</p> <p>Have you encountered major problems in using the system? _____ _____ _____</p>				
<p>9. How are you going to rate their post implementation support?</p> <p>How responsive and accommodating are they with your problems and queries?</p>				
<p>10. What is your overall rating with the following based on your experience?</p> <p>a. firm</p>				

	Very Satisfactory	Satisfactory	Unsatisfactory	Remarks
b. product Would you still consider this firm on your next projects? _____ _____ _____ Would you recommend the following to other companies? a. firm _____ _____ _____ b. product _____ _____ _____				
11. OVERALL RATING				

Signature over Printed Name of Authorized Representative

Designation/Position

Project Team Information Sheet

Name	
Proposed Project Team Role Project Manager/Business Analyst/Technical Team Lead/Technical Support Staff i.e., Systems Analyst and Programmer	
Responsibilities	

Educational Attainment

Name of Institution	Period of Attendance	Diploma/Degree/Equivalent	Awards/Distinctions Received

Work Experience relevant to the Proposed Project Role

Client Name	Project Name	Project Description	Project Start Date (A)	Project Completion/Implementation Date (B)	Project Duration (in months) (B-A)	Contact Person and Contact Number/Email Address
Total Project Duration						

**please refer to Annex H-1.1 for sample reference.*

Project Team Information Sheet

Name	
Proposed Project Team Role Project Manager/Business Analyst/Technical Team Lead/Technical Support Staff i.e., Systems Analyst and Programmer	
Responsibilities	

Educational Attainment

Name of Institution	Period of Attendance	Diploma/Degree/Equivalent	Awards/Distinctions Received

Work Experience relevant to the Proposed Project Role

Client Name	Project Name	Project Description	Project Start Date (A)	Project Completion/Implementation Date (B)	Project Duration (in months) (B-A)	Contact Person and Contact Number/Email Address
Client A	Electronic Procurement System	Procurement Management	August 2023	June 2025	22 months	Juan Dela Cruz / 098512589645 / jdelacruz@gmail.com
Client B	Procurement Mgt System	Procurement Management	August 2023	June 2025	22 months	Juana Abad/096523589645 / jabd@gmail.com
	Asset Management	Asset Management	Jan 2023	Dec 2023	12 months	Juancho Pedro / 095569589645 / jp@gmail.com
Client C	Delivery and payment	Delivery and payment processing	Jan 2022	June 2022	6 Months	Pedro Santos / 09875621489 / PS@gmail.com
Client D	Any IT Project	Any IT Project	June 2021	Jan 2022	7 months	Chicha Cruz / 09896542365 / CC@gmail.com
Total Project Duration					63 Months	

Checklist of Eligibility Documents for Procurement of Consulting Services

Eligibility Documents (PDF File)

The following documents shall be the basis for the shortlisting of interested consultants who submitted their Expression of Interest.

○ **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. Eligibility Documents Submission Form.
2. Valid PhilGEPS Registration Certificate (Platinum Membership).

Technical Eligibility Documents

3. **Statement of the prospective bidder of all its ongoing and completed 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 relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB (sample form - Form No. 1). The duly signed form shall still be submitted even if the bidder has no on-going contract. Prospective bidders must also submit any of the acceptable proofs of satisfactory completion of completed contracts stated in Section III. Eligibility Data Sheet [see ITB Clause 2.1(a)(ii.7)].**
4. **Fully filled-out revised Firm Credentials Information Sheet – Annex F.**
5. **Fully filled-out revised Customer Satisfaction Survey Form – Annex G.**
6. **Fully filled-out revised Project Team Information Sheet – Annex H.**
7. Notarized Self-certification stating that the bidder will engage the services of a Cloud Service Provider (CSP) with at least five (5) years experience in providing cloud services. The name of the proposed CSP and its actual years of experience in providing cloud services shall be also stated in the said Certification.
8. Cloud Certification/s issued by the engaged CSP to the proposed Technical Team Lead and/or Technical Support Staff.
9. Statement of consultant/s's nationality and confirming that those who will actually perform the service are registered professionals (see sample form: Form No. 5 of the Bidding Documents)

10. 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 (see sample form - Form No. 3).

○ **Eligibility Documents – Class “B”**

11. 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 the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

DATE	March 16, 2023	
PROJECT IDENTIFICATION NO.	ITB-CS-20230213-01	
PROJECT NAME	LANDBANK Enterprise Procurement Management System with Five (5) Years Maintenance Services and Cloud Hosting	
PROponent UNIT/TECHNICAL WORKING GROUP	Enterprise Procurement Management System (EPMS) Technical Working Group (TWG)	

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK'S RESPONSES
1	Advisory for Extension Request	Request for Extension	The new schedule of the submission of shortlisting and eligibility requirements shall be on March 31, 2023.
2	Terms of Reference	Approved Budget for the Contract (Php 110,000,000.00) – Does this considers only Consulting Services, since Software subscription and Cloud hosting will commence only once the pilot sites goes live?	The Approved Budget for the Contract (ABC) amounting to Php 110,000,000.00 covers all the components and any other expenses of the project.
3	Terms of Reference	Approved Budget for Contract (Php 110, 000, 000.00) - Can this still be negotiated if our Bid is higher than the ABC considering this is a Consulting Services bid?	No. Bids exceeding the ABC shall be disqualified.
4	Terms of Reference	With regards to Software Subscription, given this is hosting, normally for Oracle, we have two products namely SaaS (Software as a Service) and Perpetual license. Which type of Software licenses are you referring too? If SaaS this is subscription based but ownership is term based only during the duration of the subscription compared to Perpetual license. However, Perpetual license is not subscription based.	The TOR states that the requirement is a Private Cloud Hosting to be managed by the vendor. This could be interpreted as Software as a Service.

Annex N-1

5	Terms of Reference	In relation to Software Subscription – how many users do we use for project costing (e.g. pilot sites)?	For the pilot implementation, the estimated number will be 520 users. After the pilot implementation, the number of users will be unlimited.
6	Terms of Reference	In relation to Software Subscription – please confirm this will only be for the identified pilot sites? How many pilot sites are we covering for the Project cost?	The software subscription is applicable for the 5 years project duration and all users of LANDBANK and Subsidiaries. For the pilot implementation, the estimated number will be 520 users. After the pilot implementation, the number of users will be unlimited.
7	Terms of Reference	In relation to Cloud Hosting – we will only allocate for the 3 environments = Test, Disaster Recovery and Production?	Yes, Cloud Hosting will cover 3 environments (Test, Disaster Recovery and Production).
8	Terms of Reference	In relation to Software Subscription – what will be the roll-out schedule and user count per roll-out?	For the pilot implementation, the estimated number will be 520 users. After the pilot implementation, the number of users will be unlimited. The pilot implementation for the last customized modules would take 3 months. The bankwide deployment will follow for another 6 months.
9	Terms of Reference	In relation to Roll-out – will be under an extension of the Contract if additional services will be required from the Bidder who will win this Bid?	The contract is for 5 years only and there will be no contract extension. After the contract expiry, the Bank may opt to renew the contract for software subscription and cloud hosting services.
10	Terms of Reference	In relation to Software Subscription – is this consider an intangible asset that can be amortized over the life of application? Or not?	The bank will pay an annual subscription fee over the 5-year period.
11	Annex G - Customer Satisfaction Survey (CSS)	Criteria on the CSS – can we indicate to follow this CSS Annex G because this takes time but we submitted Annex F. Or can we attached CSS that not using Land Bank Annex H? Deloitte's own CSS document?	The bidders may submit equivalent documents provided that all required information/queries in the Bank's CSS template are still provided in the equivalent documents.

ANNEX N-2

12	Annex G - Customer Satisfaction Survey (CSS)	Whether the Customer Satisfaction Survey (CSS) forms (Annex G) should be signed by their clients. In the template provided by the TWG, there is no portion in the CSS where their clients can sign the form for conformance		The CSS form had been revised to include a client signature section.																																			
13	Terms of Reference	In the Firm Credentials Information/Project Team Information Sheet, column "Project Completion/Implementation Date", what is the reckoning date for the project completion/implementation? When we say "Project Completion/Implementation", there should be no enhancements/modifications to be done to the Project.		<p>The reckoning date for Project Completion/Implementation Date is the Go-live date of last module/s of customized software. Enhancements/modifications on the customized software could have been made afterwards.</p> <p>The proposed solution may refer to the following:</p> <ol style="list-style-type: none"> 1. Procurement 2. Delivery & Payment 3. Inventory Management 4. Contract Management 5. Asset Management 6. Performance Assessment <p>See sample below of filled-out Firm Credentials Information Sheet as guide.</p> <p style="text-align: center;">ANNEX A Firm Credentials Information Sheet</p> <p>List of Implemented Projects</p> <table border="1" data-bbox="311 1467 566 1982"> <thead> <tr> <th>Company / Project Name</th> <th>Project Description</th> <th>Project Start Date</th> <th>Project End Date</th> <th>Project Completion Date</th> <th>Project Status</th> <th>Client Name and Contact Information</th> </tr> </thead> <tbody> <tr> <td>Company A</td> <td>Business Process System</td> <td>01/2012</td> <td>August 2013</td> <td>Jan 2013</td> <td>21 months</td> <td>ABC Corp. 1234 St. N. City, CA 90001</td> </tr> <tr> <td>Company B</td> <td>Financial Reporting System</td> <td>06/2008</td> <td>August 2011</td> <td>Apr 2011</td> <td>22 months</td> <td>XYZ Inc. 5678 Ave. E. City, CA 90002</td> </tr> <tr> <td>Company C</td> <td>HR System</td> <td>01/2010</td> <td>Jan 2012</td> <td>Jan 2012</td> <td>12 months</td> <td>DEF LLC. 9012 Blvd. W. City, CA 90003</td> </tr> <tr> <td>Company D</td> <td>Supply Chain Management</td> <td>03/2011</td> <td>May 2012</td> <td>May 2012</td> <td>15 months</td> <td>GHI LLC. 3456 Park Dr. City, CA 90004</td> </tr> </tbody> </table>	Company / Project Name	Project Description	Project Start Date	Project End Date	Project Completion Date	Project Status	Client Name and Contact Information	Company A	Business Process System	01/2012	August 2013	Jan 2013	21 months	ABC Corp. 1234 St. N. City, CA 90001	Company B	Financial Reporting System	06/2008	August 2011	Apr 2011	22 months	XYZ Inc. 5678 Ave. E. City, CA 90002	Company C	HR System	01/2010	Jan 2012	Jan 2012	12 months	DEF LLC. 9012 Blvd. W. City, CA 90003	Company D	Supply Chain Management	03/2011	May 2012	May 2012	15 months	GHI LLC. 3456 Park Dr. City, CA 90004
Company / Project Name	Project Description	Project Start Date	Project End Date	Project Completion Date	Project Status	Client Name and Contact Information																																	
Company A	Business Process System	01/2012	August 2013	Jan 2013	21 months	ABC Corp. 1234 St. N. City, CA 90001																																	
Company B	Financial Reporting System	06/2008	August 2011	Apr 2011	22 months	XYZ Inc. 5678 Ave. E. City, CA 90002																																	
Company C	HR System	01/2010	Jan 2012	Jan 2012	12 months	DEF LLC. 9012 Blvd. W. City, CA 90003																																	
Company D	Supply Chain Management	03/2011	May 2012	May 2012	15 months	GHI LLC. 3456 Park Dr. City, CA 90004																																	

ANNEX N-3

14	Terms of Reference Annexes	Please clarify whether the Firm Credentials & Project Team Information Sheets and the CSS should be signed by their respective signatories. In our opinion, those forms should be signed since they will be disclosing classified details to LANDBANK.		The Firm Credentials & Project Team Information Sheets need not be signed by the authorized signatory/ies of the bidder. However, the CSS shall be signed by the authorized representative of the bidder's client.
15	Terms of Reference	It has come to our knowledge that private companies do not issue Notice of Award and/or Purchase Order. The Statement of All Ongoing and Completed Government and Private Contracts, Including Contracts Awarded But Not Yet Started (Form No. 1 of the Bidding Documents) requires prospective bidders to submit supporting documents. In our Bidding Documents, the supporting documents that we currently require for Form No. 1 is the submission of Copy of Notice of Award/Purchase Order and Certificate of Satisfactory Performance issued by the Client (see Item No. 3 of the Checklist, page 34 of the bidding documents) while in Item 2.1.(a).ii.7 of Section II. Eligibility Documents stated "certificate of satisfactory completion or equivalent document [specified in the EDS] issued by the client, in the case of a completed contract". We may change the supporting documents and follow what is stated in the Item 2.1.(a).ii.7. The TWG should be able to decide on what will be considered as "equivalent documents" so that we can incorporate it in the EDS.		The CSS form had been revised to include a client signature section. 1. The bidder may submit the following documents as proof of its ongoing and completed government or private contracts: A. NOA/Purchased Order/Contract Agreement/MOA B. Certificate of Satisfactory Completion/Performance/Customer Satisfaction Survey C. Any equivalent document
16		Since this is for shortlisting – will Philgeps and other eligibility docs will be required later on?		PhilGEPs Platinum Certificate and shortlisting requirements are required to be submitted during the shortlisting stage. Please refer to the Checklist of Eligibility Documents (pages 34 & 35 of the Bidding Documents) for the complete list of documents to be submitted.
17		TIM will do JVA with our principal partner – we will be needing at least 1.5months for them to have this completed. Will LBP permits this extension?		Same response with Item No. 1
18		The Roselle Hernandez Data Science Consulting (RHDATA) would like to respectfully request for extension on submission of Expression of Interest and Shortlisting Requirements for the		Same response with Item No. 1

ANNEX N-4

		procurement of LANDBANK Enterprise Resource Management System (LBP-HOBAC-ITB-CS-20230213-01). As we are currently organizing our team to form a possible joint venture partnership, we will appreciate being given atleast another week so that we have ample time to prepare for the documents required for this stage of the bidding process.	
19		In relation to the project of LANDBANK Enterprise Procurement Management System with Five (5) Years Maintenance Services and Cloud Hosting. Our company Systems and Software Consulting Group, Inc., Would like to request an extension of Eligibility submission documents for another 1 week due to the documentary requirement needed.	Same response with Item No. 1
20		Due to our internal process and processing of eligibility document as foreign bidder, we would like to request extension of the submission to another 3 weeks if possible.	Same response with Item No. 1

ANNEX N-5

RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

DATE	March 16, 2023		
PROJECT IDENTIFICATION NO.	ITB-CS-20230213-01		
PROJECT NAME	LANDBANK Enterprise Procurement Management System with Five (5) Years Maintenance Services and Cloud Hosting		
PROponent UNIT/TECHNICAL WORKING GROUP			

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK'S RESPONSES
21		In relation to Bid Documents – do we need to purchase this as part of the submission of the eligibility documents	No Only shortlisted bidder is eligible to purchase the bidding documents
22	5.1.1 Shortlisting Criteria - Firm Credentials (Experience, Expertise and Capability) of Section 1 - Request for Expression of Interest	In relation to Cloud Service Provider (GSP) Certifications – do we need to submit this already?	Yes Please refer to Item 7 of Checklist of Eligibility Documents for Procurement of Consulting Services

ANNEX N-6