



LANDBANK

SERVING
THE NATION

SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-CS-20230210-01

PROJECT : **New LANDBANK Building Management System Inclusive of Three (3) Years Warranty and Two (2) Years Comprehensive Preventive Maintenance**

IMPLEMENTOR : **HOBAC Secretariat Unit**

DATE : **April 20, 2023**

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 Eligibility Data Sheet (ITB Clause 2.1(a)(ii)) has been revised. Please see attached specific sections of the Bidding Documents.
- 3) The submission and opening of bids is re-scheduled on April 28, 2023 at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.


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

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 <u>within the last three (3) years</u> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Proof of satisfactory completion of completed contracts: <ul style="list-style-type: none"> ▪ Certificate of Satisfactory Completion issued by the clients
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-20230210-01 that XYZ Company is interested on, the archived files shall be labelled as XYZ-021001-C1 and XYZ-021001-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>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-021001-C1-Mod containing XYZ-021001-C1</p>

and XYZ-021001-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 Eligibility and Shortlisting activity for a specific project has been finished.

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.

Consultants who passed the eligibility checking of the HOBAC

	<p>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 and/or system developer's / licensor'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. 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). ✓ Submit at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with "satisfactory" ratings for

Shortlisting Criteria	Minimum Required Standards
	<p>previous successful engagements. Submitted CSS form must be sealed and signed when provided to LANDBANK.</p> <p>✓ With at least two (2) local or regional implementation of the proposed solution.</p>
<p>2. Personnel Qualifications This criterion assesses the relevant work experience and educational attainment of the bidder key personnel (i.e., Project Manager, Application/Project Engineer Technical Lead, and Technical Support Staff) identified to implement the proposed solution.</p>	<p>Submit biographical information using the prescribed Project Team Information Sheet template (Annex H):</p> <p><u>Project Manager:</u></p> <ul style="list-style-type: none"> ○ At least three (3) years of experience in IT as Project Manager; and ○ At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System. <p><u>Application/Project Engineer:</u></p> <ul style="list-style-type: none"> ○ At least two (2) years of experience as Application/Project Engineer, preferably any of the following: Licensed Electrical Engineer, Mechanical Engineer, Electronic or Communications Engineer); and ○ At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System. <p><u>Technical Team Lead:</u></p> <ul style="list-style-type: none"> ○ At least three (3) years of experience as Technical Team Lead; and

Shortlisting Criteria	Minimum Required Standards
	<ul style="list-style-type: none"> ○ At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System. <p><u>Technical Support Staff (i.e., Systems Analyst and Programmer or SA/Programmer):</u></p> <ul style="list-style-type: none"> ○ The average years of experience of all the proposed Technical Support Staff shall be at least three (3) years; and ○ The average years of actual experience in implementing the solution/software application in Building Management System of all the proposed Technical Support Staff shall be at least three (3) years.

Evaluation Criteria - Shortlisting

CRITERIA	WEIGHT	SCORE	REMARKS
1. Firm Credentials (Experience, Expertise and Capability)			
a. Years of experience			
<p><u>Exceeds minimum qualifications</u> 15%</p> <p>– More than three (3) years of relevant experience in successfully implementing the proposed solution</p>	15%	50%	
<p><u>Meets minimum qualifications</u> 10%</p> <p>– At least three (3) years of relevant experience in successfully implementing the proposed solution</p>	10%		
b. Satisfactory Ratings			
<p><u>Exceeds minimum qualifications</u> 15%</p> <p>– Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with</p>	15%		

CRITERIA		WEIGHT	SCORE	REMARKS
<p>“satisfactory” ratings for previous successful local or regional engagements.</p>				
<p><u>Meets minimum qualifications</u> – Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with “satisfactory” ratings for previous successful local or regional engagements.</p>	10%			
<p>c. Local or Regional Implementation</p>				
<p><u>Exceeds minimum qualifications</u> – More than two (2) local or regional implementation of the proposed solution</p>	20%			
<p><u>Meets minimum qualifications</u> – At least two (2) local or regional implementation of the proposed solution</p>	15%			
<p>2. Personnel Qualification</p>		50%		
<p>a. Project Manager to be assigned is highly qualified to implement the engagement</p>		16%		
<p>i. Years of experience</p>				
<p><u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Project Manager</p>	8%			
<p><u>Meets minimum qualifications</u> – At least three (3) years of experience as Project Manager</p>	6%			
<p>ii. Implementation of proposed solution</p>				
<p><u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p>	8%			
<p><u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed</p>	6%			

CRITERIA		WEIGHT	SCORE	REMARKS								
solution/software applications in Building Management System												
b. Application/Project Engineer to be assigned is highly qualified to implement the engagement even in the absence of the Project Manager i. Years of experience <table border="1"> <tr> <td><u>Exceeds minimum qualifications</u> – More than two (2) years of experience in as Application/Project Engineer</td> <td>6%</td> </tr> <tr> <td><u>Meets minimum qualifications</u> – At least two (2) years of experience in as Application/Project Engineer</td> <td>4%</td> </tr> </table> ii. Implementation of proposed solution <table border="1"> <tr> <td><u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</td> <td>6%</td> </tr> <tr> <td><u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</td> <td>4%</td> </tr> </table>		<u>Exceeds minimum qualifications</u> – More than two (2) years of experience in as Application/Project Engineer	6%	<u>Meets minimum qualifications</u> – At least two (2) years of experience in as Application/Project Engineer	4%	<u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System	6%	<u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System	4%	12%		
<u>Exceeds minimum qualifications</u> – More than two (2) years of experience in as Application/Project Engineer	6%											
<u>Meets minimum qualifications</u> – At least two (2) years of experience in as Application/Project Engineer	4%											
<u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System	6%											
<u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System	4%											
c. Technical Team Lead to be assigned is highly qualified to perform the required tasks i. Years of experience <table border="1"> <tr> <td><u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Team Lead</td> <td>6%</td> </tr> <tr> <td><u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Team Lead</td> <td>4%</td> </tr> </table>		<u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Team Lead	6%	<u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Team Lead	4%	12%						
<u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Team Lead	6%											
<u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Team Lead	4%											

CRITERIA	WEIGHT	SCORE	REMARKS								
<p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="300 293 842 779"> <tr> <td data-bbox="300 293 775 539"> <p><u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p> </td> <td data-bbox="775 293 842 539">6%</td> </tr> <tr> <td data-bbox="300 539 775 779"> <p><u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p> </td> <td data-bbox="775 539 842 779">4%</td> </tr> </table>	<p><u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p>	6%	<p><u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p>	4%							
<p><u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p>	6%										
<p><u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p>	4%										
<p>d. Technical Support Staff:</p> <p>i. Years of experience</p> <table border="1" data-bbox="300 887 842 1167"> <tr> <td data-bbox="300 887 775 1025"> <p><u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Support Staff</p> </td> <td data-bbox="775 887 842 1025">5%</td> </tr> <tr> <td data-bbox="300 1025 775 1167"> <p><u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Support Staff</p> </td> <td data-bbox="775 1025 842 1167">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="300 1238 842 1727"> <tr> <td data-bbox="300 1238 775 1485"> <p><u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p> </td> <td data-bbox="775 1238 842 1485">5%</td> </tr> <tr> <td data-bbox="300 1485 775 1727"> <p><u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p> </td> <td data-bbox="775 1485 842 1727">3%</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> – More than three (3) years of experience as Technical Support Staff</p>	5%	<p><u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Support Staff</p>	4%	<p><u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p>	5%	<p><u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p>	3%	10%		
<p><u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Support Staff</p>	5%										
<p><u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Support Staff</p>	4%										
<p><u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p>	5%										
<p><u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p>	3%										
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.