



LANDBANK

SERVING
THE NATION

SUPPLEMENTAL/BID BULLETIN NO. 4
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 : **May 2, 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 Request for Expression of Interest (Section I), Eligibility Data Sheet (Section III), Checklist of Eligibility Documents for Procurement of Consulting Services, Terms of Reference (Section VI), Summary of Costs (FPF 2), Statement of All On-Going and Completed Government Contracts, Including Contracts Awarded But Not Yet Started (Form No. 1) and Checklist of Bidding Documents for Procurement of Consulting Services have been revised. Please see attached revised specific sections of the Bidding Documents.
- 3) The submission and opening of bids is re-scheduled on May 12, 2023 at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams.
- 4) Responses to bidder's queries/clarifications per Annex N.


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

DATE:	April 25, 2023		
PROJECT IDENTIFICATION NO.	ITB-CS-20230210-01		
PROJECT NAME	New LANDBANK Building Management System Inclusive of Three (3) Years Warranty and Two (2) Years Comprehensive Preventive Maintenance		
PROPONENT UNIT/TECHNICAL WORKING GROUP	NBMS Technical Working Group		
ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK'S RESPONSES
1.	Shortlisting Criteria - personnel qualification #2 with regards to project manager with at least 3 yrs experience in it.	Query regarding the scope and definition of "IT Experience" does the proposed person needs to have an experience in other IT-related disciplines such as Data Analytics, Network Systems, Web Development, etc. or does the IT Experience need to be related to BMS installation only? Where in this case, focuses on Software Engineering, Electrical, and Mechanical Works.	Its actual experience should be related in implementing the proposed solution/software applications in building management system.
2.	ITB Clause 2.1 - "the statement of all ongoing and completed government and private contracts shall include contracts within the last 3 years prior to the deadline of the submission and receipt of eligibility documents"	Would it be possible to make it 5 years for the completed and ongoing project due to the recent pandemic situation?	The period of relevant years requirement for the completed and ongoing project has been revised from "three (3)" to "five (5)" years.

ANNEX N



Land Bank of the Philippines

Request for Expression of Interest for

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

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget approved by the Board of Directors for 2023 intends to apply the sum of Fifty Eight Million Three Hundred Pesos Only (Php58,300,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for New LANDBANK Building Management System Inclusive of Three (3) Years Warranty and Two (2) Years Comprehensive Preventive Maintenance with Project Identification Number LBP-HOBAC-ITB-CS-20230210-01. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The LANDBANK now calls for the submission of eligibility and shortlisting documents for New LANDBANK Building Management System Inclusive of Three (3) Years Warranty and Two (2) Years Comprehensive Preventive Maintenance. Electronic eligibility and shortlisting documents of interested consultants must be successfully uploaded to the Secure File Transfer Facility (SFTF) of LANDBANK and duly received by the BAC Secretariat on or before MAY 12, 2023 - 10:00 A.M.. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

Only electronic Eligibility and Shortlisting Documents that are successfully uploaded to the SFTF of LANDBANK on or before the above-mentioned deadline shall be accepted. Eligibility Documents submitted in hard copy shall not be accepted. The procedures that will be followed in the submission and opening of electronic Eligibility and Shortlisting Documents are described in the Detailed Procedures in Submission and Opening of Electronic and Shortlisting Documents per attached Annexes C-1 to C-8.

The electronic Eligibility and Shortlisting Documents shall be opened and evaluated at the time and on the date stated above, through videoconferencing using MS Teams application, in the presence of the prospective consultant's representatives who choose to attend.

3. Prospective Bidders may obtain further information and/or shortened electronic copy of the Bidding Documents by contacting LANDBANK – Procurement Department at the telephone numbers and email address given below during banking days from 8:00 A.M. to 5:00 P.M.

4. A complete set of Bidding Documents may be acquired by shortlisted Bidders on _____ from LANDBANK – Procurement Department upon payment of the non-refundable Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty Nine Thousand Two Hundred Pesos Only (**PhP29,200.00**). The Bidding Documents Fee may be paid at any LANDBANK Branch, provided a Payment Acceptance Order (PAO) is secured first from LANDBANK – Procurement Department.

The Bidding Documents Fee may be paid at any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal provided a Payment Acceptance Order (PAO) is secured first from LANDBANK – Procurement Department. The steps to follow in the payment of the Bidding Documents fee through the LANDBANK Link.BizPortal are found in Annex A of the Bidding Documents.

To obtain a PAO, shortlisted Bidders shall send a request email to **lbphobac@mail.landbank.com** with subject “PAO – LBP-HOBAC-ITB-CS-20230210-01” as its subject. The specific instructions on how to pay the Bidding Documents Fee and receive the Bidding Documents shall be provided in the reply email of LANDBANK to the shortlisted Bidders.

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding cost of Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of top three (3) prospective bidders who/which will be entitled to submit bids. The qualification requirements and evaluation criteria for short listing are as follows:

5.1 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: ✓ 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).</p>

Shortlisting Criteria	Minimum Required Standards
	<ul style="list-style-type: none"> ✓ Submit at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with “satisfactory” ratings for previous successful engagements. Submitted CSS form must be sealed and signed when provided to LANDBANK. ✓ With at least two (2) local or regional implementation of the proposed solution.
<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"> ○ <u>At least three (3) years of experience as Project Manager;</u> 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, or 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"> o 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"> o The average years of experience of all the proposed Technical Support Staff shall be at least three (3) years; and o 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.

5.2 Evaluation Criteria - Shortlisting

CRITERIA	WEIGHT	SCORE	REMARKS				
1. Firm Credentials (Experience, Expertise and Capability)							
a. Years of experience		50%					
<table border="1" style="width: 100%;"> <tr> <td data-bbox="310 1402 792 1434"><u>Exceeds minimum qualifications</u></td> <td data-bbox="792 1402 889 1434" style="text-align: center;">15%</td> </tr> <tr> <td colspan="2" data-bbox="310 1434 792 1581">– More than three (3) years of relevant experience in successfully implementing the proposed solution</td> </tr> </table>	<u>Exceeds minimum qualifications</u>			15%	– More than three (3) years of relevant experience in successfully implementing the proposed solution		
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<table border="1" style="width: 100%;"> <tr> <td data-bbox="310 1581 792 1612"><u>Meets minimum qualifications</u></td> <td data-bbox="792 1581 889 1612" style="text-align: center;">10%</td> </tr> <tr> <td colspan="2" data-bbox="310 1612 792 1770">– At least three (3) years of relevant experience in successfully implementing the proposed solution</td> </tr> </table>	<u>Meets minimum qualifications</u>	10%	– At least three (3) years of relevant experience in successfully implementing the proposed solution				
<u>Meets minimum qualifications</u>	10%						
– At least three (3) years of relevant experience in successfully implementing the proposed solution							
b. Satisfactory Ratings							
<table border="1" style="width: 100%;"> <tr> <td data-bbox="310 1812 792 1843"><u>Exceeds minimum qualifications</u></td> <td data-bbox="792 1812 889 1843" style="text-align: center;">15%</td> </tr> <tr> <td colspan="2" data-bbox="310 1843 792 2018">– Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with</td> </tr> </table>	<u>Exceeds minimum qualifications</u>	15%	– Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with				
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– Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with							

CRITERIA		WEIGHT	SCORE	REMARKS
<p>"satisfactory" ratings for previous successful local or regional engagements.</p> <p><u>Meets minimum qualifications</u> 10%</p> <ul style="list-style-type: none"> 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>c. Local or Regional Implementation</p> <p><u>Exceeds minimum qualifications</u> 20%</p> <ul style="list-style-type: none"> More than two (2) local or regional implementation of the proposed solution <p><u>Meets minimum qualifications</u> 15%</p> <ul style="list-style-type: none"> At least two (2) local or regional implementation of the proposed solution 				
<p>2. Personnel Qualification</p>		50%		
<p>a. Project Manager to be assigned is highly qualified to implement the engagement</p> <p>i. Years of experience</p> <p><u>Exceeds minimum qualifications</u> 8%</p> <ul style="list-style-type: none"> More than three (3) years of experience as Project Manager <p><u>Meets minimum qualifications</u> 6%</p> <ul style="list-style-type: none"> At least three (3) years of experience as Project Manager <p>ii. Implementation of proposed solution</p> <p><u>Exceeds minimum qualifications</u> 8%</p> <ul style="list-style-type: none"> More than three (3) years of actual experience in implementing the proposed solution/ software applications in Building Management System 		16%		

CRITERIA		WEIGHT	SCORE	REMARKS								
<p><u>Meets minimum qualifications</u></p> <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 	6%											
<p>b. Application/Project Engineer to be assigned is highly qualified to implement the engagement even in the absence of the Project Manager</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"> - More than two (2) years of experience in as Application/Project Engineer </td> <td>6%</td> </tr> <tr> <td> <p><u>Meets minimum qualifications</u></p> <ul style="list-style-type: none"> - At least two (2) years of experience in as Application/Project Engineer </td> <td>4%</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"> - 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> <p><u>Meets minimum qualifications</u></p> <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 </td> <td>4%</td> </tr> </table>		<p><u>Exceeds minimum qualifications</u></p> <ul style="list-style-type: none"> - More than two (2) years of experience in as Application/Project Engineer 	6%	<p><u>Meets minimum qualifications</u></p> <ul style="list-style-type: none"> - At least two (2) years of experience in as Application/Project Engineer 	4%	<p><u>Exceeds minimum qualifications</u></p> <ul style="list-style-type: none"> - More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System 	6%	<p><u>Meets minimum qualifications</u></p> <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 	4%	12%		
<p><u>Exceeds minimum qualifications</u></p> <ul style="list-style-type: none"> - More than two (2) years of experience in as Application/Project Engineer 	6%											
<p><u>Meets minimum qualifications</u></p> <ul style="list-style-type: none"> - At least two (2) years of experience in as Application/Project Engineer 	4%											
<p><u>Exceeds minimum qualifications</u></p> <ul style="list-style-type: none"> - More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System 	6%											
<p><u>Meets minimum qualifications</u></p> <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 	4%											

CRITERIA	WEIGHT	SCORE	REMARKS								
<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="318 468 894 768"> <tr> <td data-bbox="318 468 813 615"><u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Team Lead</td> <td data-bbox="818 468 894 615">6%</td> </tr> <tr> <td data-bbox="318 621 813 768"><u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Team Lead</td> <td data-bbox="818 621 894 768">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="318 869 894 1392"> <tr> <td data-bbox="318 869 813 1129"><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 data-bbox="818 869 894 1129">6%</td> </tr> <tr> <td data-bbox="318 1136 813 1392"><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 data-bbox="818 1136 894 1392">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%	<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 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%										
<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%										
<p>d. Technical Support Staff:</p> <p>i. Years of experience</p> <table border="1" data-bbox="302 1499 878 1799"> <tr> <td data-bbox="302 1499 797 1646"><u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Support Staff</td> <td data-bbox="802 1499 878 1646">5%</td> </tr> <tr> <td data-bbox="302 1652 797 1799"><u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Support Staff</td> <td data-bbox="802 1652 878 1799">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="302 1900 878 2022"> <tr> <td data-bbox="302 1900 797 2022"><u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in</td> <td data-bbox="802 1900 878 2022">5%</td> </tr> </table>	<u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Support Staff	5%	<u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Support Staff	4%	<u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in	5%	10%				
<u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Support Staff	5%										
<u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Support Staff	4%										
<u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in	5%										

CRITERIA		WEIGHT	SCORE	REMARKS
implementing the proposed solution/software applications in Building Management System				
<u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System	3%			
<i>Note: Proposed Technical Support Staff will be rated individually and the final rating will be the average score. Bidder should meet the minimum requirement of each criterion.</i>				
TOTAL		100%		

Non-compliance to any of the Minimum Required Standards specified in Item 5.1 (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.

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. The LANDBANK shall evaluate the electronic bids using the Quality-Cost Based Evaluation (QCBE) procedure. The weights to be allocated for the Technical and Financial Proposals shall be as follows:
 - a. Technical Criteria - 80%
 - b. Financial Criteria – 20%
8. The Project must be completed within twelve (12) months, inclusive of LANDBANK’s User Acceptance Testing (UAT), upon receipt of Notice to Proceed (NTP) from the LANDBANK Procurement Department. It will follow a hybrid system development approach thus, field devices will be implemented ahead of the other devices. Delivery of Hardware components should be within six (6) months from contract signing.

9. The LANDBANK reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

Mr. Alwin I. Reyes
Vice President
Head, Procurement Department
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.
Malate, Manila, 1004
Tel. (+632) 8-522-0000 or 8-551-2200 local 7370
Fax (+632) 8-528-8587
Email: lbphobac@mail.landbank.com

(original copy signed)

REYNALDO C. CAPA
First Vice President
Vice Chairman, Bids and Awards Committee

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 five (5) years 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 LBP-HOBAC-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</p>

Modification: XYZ-021001-C1-Mod containing XYZ-021001-C1 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.

	<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 May 5, 2023 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 previous successful engagements. Submitted CSS form must be sealed and signed when provided to LANDBANK.

Shortlisting Criteria	Minimum Required Standards
	<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"> ○ <u>At least three (3) years of experience as Project Manager;</u> 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 ○ 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

Shortlisting Criteria	Minimum Required Standards
	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					
<u>Exceeds minimum qualifications</u> – More than three (3) years of relevant experience in successfully implementing the proposed solution	15%	50%			
<u>Meets minimum qualifications</u> – At least three (3) years of relevant experience in successfully implementing the proposed solution	10%				
b. Satisfactory Ratings					
<u>Exceeds minimum qualifications</u> – Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with “satisfactory” ratings for previous successful local or regional engagements.	15%				
<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.	10%				

CRITERIA	WEIGHT	SCORE	REMARKS								
<p>c. Local or Regional Implementation</p> <table border="1" data-bbox="267 325 844 640"> <tr> <td data-bbox="267 325 747 483"> <p><u>Exceeds minimum qualifications</u> - More than two (2) local or regional implementation of the proposed solution</p> </td> <td data-bbox="747 325 844 483">20%</td> </tr> <tr> <td data-bbox="267 483 747 640"> <p><u>Meets minimum qualifications</u> - At least two (2) local or regional implementation of the proposed solution</p> </td> <td data-bbox="747 483 844 640">15%</td> </tr> </table>	<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><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> <p>i. Years of experience</p> <table border="1" data-bbox="251 829 828 1071"> <tr> <td data-bbox="251 829 747 955"> <p><u>Exceeds minimum qualifications</u> - More than three (3) years of experience as Project Manager</p> </td> <td data-bbox="747 829 828 955">8%</td> </tr> <tr> <td data-bbox="251 955 747 1071"> <p><u>Meets minimum qualifications</u> - At least three (3) years of experience as Project Manager</p> </td> <td data-bbox="747 955 828 1071">6%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="243 1165 820 1701"> <tr> <td data-bbox="243 1165 738 1438"> <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="738 1165 820 1438">8%</td> </tr> <tr> <td data-bbox="243 1438 738 1701"> <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="738 1438 820 1701">6%</td> </tr> </table>	<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><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 solution/software applications in Building Management System</p>	6%	16%		
<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><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 solution/software applications in Building Management System</p>	6%										

CRITERIA	WEIGHT	SCORE	REMARKS								
<p>b. Application/Project Engineer to be assigned is highly qualified to implement the engagement even in the absence of the Project Manager</p> <p>i. Years of experience</p> <table border="1" data-bbox="253 516 829 821"> <tr> <td data-bbox="253 516 753 663"> <u>Exceeds minimum qualifications</u> - More than two (2) years of experience in as Application/Project Engineer </td> <td data-bbox="753 516 829 663">6%</td> </tr> <tr> <td data-bbox="253 663 753 821"> <u>Meets minimum qualifications</u> - At least two (2) years of experience in as Application/Project Engineer </td> <td data-bbox="753 663 829 821">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="253 926 829 1451"> <tr> <td data-bbox="253 926 753 1188"> <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 data-bbox="753 926 829 1188">6%</td> </tr> <tr> <td data-bbox="253 1188 753 1451"> <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 data-bbox="753 1188 829 1451">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%										

CRITERIA	WEIGHT	SCORE	REMARKS								
<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="253 443 829 747"> <tr> <td data-bbox="253 443 748 590"> <u>Exceeds minimum qualifications</u> - More than three (3) years of experience as Technical Team Lead </td> <td data-bbox="748 443 829 590">6%</td> </tr> <tr> <td data-bbox="253 590 748 747"> <u>Meets minimum qualifications</u> - At least three (3) years of experience as Technical Team Lead </td> <td data-bbox="748 590 829 747">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="245 884 821 1415"> <tr> <td data-bbox="245 884 740 1146"> <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 data-bbox="740 884 821 1146">6%</td> </tr> <tr> <td data-bbox="245 1146 740 1415"> <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 data-bbox="740 1146 821 1415">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%	<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 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%										
<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%										
<p>d. Technical Support Staff:</p> <p>i. Years of experience</p> <table border="1" data-bbox="228 1514 805 1829"> <tr> <td data-bbox="228 1514 724 1671"> <u>Exceeds minimum qualifications</u> - More than three (3) years of experience as Technical Support Staff </td> <td data-bbox="724 1514 805 1671">5%</td> </tr> <tr> <td data-bbox="228 1671 724 1829"> <u>Meets minimum qualifications</u> - At least three (3) years of experience as Technical Support Staff </td> <td data-bbox="724 1671 805 1829">4%</td> </tr> </table>	<u>Exceeds minimum qualifications</u> - More than three (3) years of experience as Technical Support Staff	5%	<u>Meets minimum qualifications</u> - At least three (3) years of experience as Technical Support Staff	4%	10%						
<u>Exceeds minimum qualifications</u> - More than three (3) years of experience as Technical Support Staff	5%										
<u>Meets minimum qualifications</u> - At least three (3) years of experience as Technical Support Staff	4%										

CRITERIA	WEIGHT	SCORE	REMARKS				
<p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="256 365 829 894"> <tr> <td data-bbox="256 365 748 632"> <p>Exceeds minimum qualifications – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</p> </td> <td data-bbox="748 365 829 632">5%</td> </tr> <tr> <td data-bbox="256 632 748 894"> <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="748 632 829 894">3%</td> </tr> </table> <p><i>Note: Proposed Technical Support Staff will be rated individually and the final rating will be the average score. Bidder should meet the minimum requirement of each criterion.</i></p>	<p>Exceeds minimum qualifications – 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%			
<p>Exceeds minimum qualifications – 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.

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.

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

Legal Eligibility Documents

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

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 – Revised Form No. 1). The duly signed form shall still be submitted even if the bidder has no on-going contract. Copy of Notice of Award/Purchase Order and Certificate of Satisfactory Performance issued by the Client must also be submitted as proof of satisfactory completion of completed contracts.**
4. Fully filled-out Firm Credentials Information Sheet – Annex F.
5. Fully filled-out Customer Satisfaction Survey Forms – Annex G.
6. Fully filled-out Project Team Information Sheet – Annex H.
7. Copy of the valid Professional Regulations Commission (PRC) Identification License for the Application/Project Engineer.
8. Statement of Consultant specifying its nationality (referring to the nationality of the firm itself if bidder is a juridical entity, and not on the nationality of individual consultant/s comprising the firm; or the nationality of the person if the bidder is an individual consultant) and confirming that those who will actually perform the services are registered professionals (see sample form: Revised Form No. 5 of the Bidding Documents)
9. 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).

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

10. 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.

Section VI. Terms of Reference

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

1. Name and Description of the Project

The New Building Management System (BMS) provides a centralized control and monitoring system for utility equipment (e.g. Air Conditioning Units, Cooling Towers and Condensed Water Pumps, Main Exhaust Fan and Supply Fan, Pressurization Fan, Aircraft Obstruction Lighting, Generator Set, Fuel Room, Sub-Station Room, Water Storage System).

2. Project Objective

2.1. Business Objectives

- a) Three percent (3%) annual savings on energy consumption from air conditioning and lighting system
- b) Fifty percent (50%) reduction on equipment repair/maintenance

2.2. Project Objectives

- a) To reduce business disruption due to sudden equipment breakdown attached to BMS by 50%, one (1) year after implementation
- b) To provide real time response in case of accident/incident (fire, earthquake, and power fluctuation that may trap passengers in elevator)

3. Project Scope

The scope of the Project includes:

1. *Building Equipment Control and Set-Building Equipment Control and Set-up*
2. *Alert Management*
3. *Facility Management*
4. *Trend/Energy Management*
5. *Integration with Building Services*

The Solution Provider is expected to deliver a New Building Management System (NBMS), inclusive of three (3) years warranty and two (2) years comprehensive maintenance on hardware and software. The comprehensive preventive maintenance shall commence after the three (3) years warranty period.

The details and requirements are specified in the attached Business Requirements Document (BRD) – Annex D.

To ensure the highest degree of compliance of the New Building Management System (NBMS) Project to the Bank's requirements, and to effectively manage change, the project scope likewise covers all the requisite software customizations, as well as

change management activities like change management planning and communication, the review of "As Is" processes, business process simplification and improvement, the documentation and training on the "To Be" processes, organizational change assessment, and assistance in the implementation of the required organizational and process changes.

The project must take into account all related implementation activities and processes such as systems integration, project management, system development lifecycle, change management, technology transfer (training and documentation), and maintenance and support.

The Training Requirements of the Project includes:

- Technical Training;
- Knowledge Transfer and Handover workshops; and
- Other system-related training activities.

The Approved Budget for the Contract (ABC) shall be the upper limit or ceiling for the proposal, and shall cover all project costs, including, but not limited to the following:

- Software costs including software application, licenses and other components;
- Hardware components (Annex D)
 - All materials that will be supplied shall be brand-new and approved products of reputable manufacturers. (i.e. *BACNet certified)
 - No existing/old materials shall be re-used (e.g. sensors, devices, LAN cables, electrical wires, etc.)
- Installation, configuration and commissioning
- Implementation cost, which includes project management, consulting, requirements validation, design and development, customization, training, integration and user acceptance testing, production deployment, system integration, change management and other out-of-pocket expenses (e.g., transportation allowance, per diem, etc.)
- 3-year warranty for hardware and software after Go Live
- Maintenance and Support:
 - Two (2) years comprehensive maintenance and support for hardware and software components and shall commence after the end of the 3-year warranty period.
 - The maintenance cost shall not exceed twenty percent (20%) of the hardware and software licenses cost. LANDBANK shall pay the maintenance support at the start of the maintenance period.
- All applicable taxes, service fees and charges (e.g. fund transfers fees, foreign exchange difference)

**Building Automation & Control Network*

4. Other Requirements

Once the project is awarded, Solution Provider must comply with the following:

A. Performance Security

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Five percent (5%)
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

(NOTE: this is different from the Security/Bidder's Bond under Sec. 27.1 to 27.2, RA 9184)

1. Shall be denominated in Philippine Pesos
2. Shall be furnished by Solution Provider within a maximum period of ten (10) calendar days from the receipt of the Notice of Award or upon the signing of the contract
3. Shall form part of the contract
4. Shall be forfeited in the event it is established that the Solution Provider is in default in any of its obligations under the contract
5. May be released after the issuance of the Certificate of Final Acceptance and after the 3-year warranty period) if:
 - a. There are no claims filed against the Solution Provider
 - b. There are no claims based on the other terms of the contract

a. Additional

- 1) Additional performance security on cumulative increase of more than ten percent (10%) over the original value of the contract as a result of amendments to order or change orders, extra work orders and supplemental agreements
- 2) Extension of the validity of the performance security to cover approved contract time extensions

b. Reduction

- 1) Part of the consulting service under the contract had already been delivered or completed, and accepted

- 2) Proportional reduction in the value of the performance security is allowed only when the contract allows for partial deliveries or performance.
- 3) Reductions must be more than ten percent (10%) and the aggregate of such reductions must not be more than fifty percent (50%) of the original performance security

B. Comprehensive General Liability Insurance and Personal Insurance Certificate/Policy

Submission of Comprehensive General Liability Insurance and Personal Insurance Certificate/Policy covering bodily injury and property damage upon issuance of Notice to Proceed or Purchase Order with validity up to prior actual implementation of the project.

C. Source Code

Proprietary systems conceptualized and designed by LANDBANK shall not be sold to competitors.

D. Personnel

Attendance of the Solution Provider's dedicated Application/Project Engineer or equivalent during requirements verification/development of the Conceptual System Design/Data Mapping or equivalent document is mandatory. The Application/Project Engineer or equivalent role shall not be substituted/replaced by any other technical position (e.g. programmer)

1. Working Arrangement

The Solution Provider's personnel who will be assigned to the project shall report onsite from project development to implementation or as required by the Bank.

2. Replacement Before the awarding of Contract:

There should be no replacement of key personnel before the awarding of the contract, except for justifiable reason as may be determined by the Bids and Award Committee (BAC), such as illness, death, or resignation provided it is duly supported by relevant certificates or any delay caused by the Procuring Entity. The BAC shall immediately consider negotiation with the next ranked consultant if unjustifiable the replacement of personnel by the first ranked firm is made.

3. Replacement of Consultant and Key Personnel during the effectivity of the contract/after awarding of Contract:

No replacement shall be allowed by the HoPE (Head of Procurement Entity) until after fifty percent (50%) of the personnel's man-months have

been served, except for justifiable reasons, subject to appropriate sanctions, as prescribed in the PBDs (Philippine Bidding Documents)

Once the contract is effective, any change introduced in the key personnel that is not agreed to by the LANDBANK and is not for reasons of death, illness or incapacity of the individual personnel, during the first fifty percent (50%) of the contracted inputs of the said individual, shall result in the imposition of damages. Violators will be fined an amount equal to the refund of the replaced personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.

LANDBANK shall be notified/advised thirty (30) days before the effectivity of such replacement.

4. Replacement of any Personnel of Solution Provider:

If LANDBANK finds that any of the personnel has committed serious misconduct or has been charged for the commission of criminal offense under Philippine Law, or has reasonable cause to be dissatisfied with the performance of any of the personnel, then the Solution Provider must, at LANDBANK's written request specifying the grounds therefor, forthwith provide as replacement a person with qualifications and experience acceptable to LANDBANK. The replacement should have equal or better qualifications but will receive remuneration not exceeding that which would have been payable to the person replaced. The Solution Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of staff.

E. Subcontracting:

Solution Provider shall notify LANDBANK of any subcontracting arrangement and the same shall be agreed upon. The following minimum conditions shall be observed:

1. The extent to which subcontractors perform additional services should be limited to peripheral or support functions while the core services should rest with the main service provider
2. Contracting service provider shall remain fully responsible with respect to parts of the services which were further outsourced to subcontractors
3. It should also consider including notification and approval requirements regarding changes to the service provider's significant subcontractors

F. Threshold for findings during UAT

A threshold for the issues/findings (Severity 1 and 2) based on the number of test cases or scenarios during User Acceptance Testing (UAT) shall be determined and agreed upon by LANDBANK and Solution Provider during UAT planning.

If the set threshold for the issues/findings is reached during UAT, LANDBANK shall suspend the UAT, require the Solution Provider to correct all deficiencies, perform and provide LANDBANK with another Unit and Integration Testing (UIT) certificate. This period will be subjected to the imposition of liquidated damages as specified in the Special Conditions of the Contract (SCC). In addition, due to this delay, equivalent penalty that will be imposed by regulators/agencies will be borne by the Solution Provider.

Over-all validation of test results against the requirements agreed and accepted shall be made prior to acceptance

G. Issue resolution during warranty period

During the warranty/post Go Live support period, turnaround time for resolution of any related system incident or problem is as follows:

SEVERITY CLASSIFICATION	DESCRIPTION	RESOLUTION PERIOD
1	<p>The system is not operational and could not be recovered immediately, and there is no identified work around that can be performed to deliver the necessary user and business requirements</p> <p>Problem may have been caused by fraudulent activities</p> <p>May compromise data integrity of many accounts/transactions [e.g., intermittent connection or system is inaccessible to all users, misposting of several transactions/accounts (double posted or unposted), unauthorized access to critical transactions]</p>	Within 3 days
2	<p>There is significant business functionality issue that affects several users [e.g., system slow down, non-generation of hand-off, incorrect information (i.e., history, statement of account) displayed online for three (3) or more accountholders/customers]</p>	Within 5 days

	There is an available work around that can address users and business requirements	
3	<p>The problem is on the delivery of reports/ processing of transactions with less significant impact on business operation and affects very few users [e.g., non-generation of report, incorrect data displayed in the report, specific fields are not functioning accordingly, mapping error]</p> <p>There is an available workaround that can address users and business requirements</p>	Within 1 month
4	<p>The effect is on transaction of an individual client, user, terminal or branch and the impact on operations is minimal</p> <p>The problem is aesthetics/cosmetic [e.g., incorrect access of individual users, error encountered while performing a transaction on a single account, discrepancies on the reports/documents of a single account, errors encountered in a particular terminal or ATM machine, incorrect blurbs, messages, screen and report format/layout]</p> <p>There is an available workaround that can address users and business requirements</p>	Within 2 months

Failure to resolve Severity 1 and 2 within the specified resolution time will extend the warranty/post Go Live support period and maintenance agreement will be put on hold.

Should there be system errors encountered upon production and within ninety (90) days therefrom which are attributable to the Solution Provider and such errors remain unresolved resulting to LANDBANK incurring losses, LANDBANK shall have the right to call on the performance security.

H. Performance Monitoring

After awarding of the contract:

1. LANDBANK shall conduct performance monitoring which shall be done annually. For contracts with a period of one (1) year or less, assessment shall be made upon maturity. Such monitoring shall be against metrics identified and assigned by LANDBANK. Please see Annex I for the Vendor Performance Assessment and Monitoring Report.
2. The Solution Provider is also required to submit Net Financial Contracting Capacity (NFCC) to establish its liquidity, capacity to absorb the obligations in connection with the existing contract/project, and to finance its implementation or completion.

The NFCC shall be based on the latest Audited Financial Statements and computes as follows:

Particulars	Amount
Current Assets	XXXX
Less: Current Liabilities	XXXX
Sub-total	XXXX
Multiplied by 15	15
Sub-total	XXXX
Less: Value of Outstanding Contracts	XXXX
NFCC	XXXX

I. Liquidated Damages

1. Failure to satisfactorily complete the services required under the contract within the specified period (delay), inclusive of duly granted time extensions, if any, or unnecessary delays incurred which are attributable to the Service Provider
2. In an amount equal to one-tenth (1/10) of one percent (1%) or 0.001 of the cost of unperformed portion for every day of delay
3. Shall not reach ten percent (10%) of the contract amount
4. Automatic contract recession if damages reached more than 10% without prejudice to other courses of action and legal remedies available under the law
5. Contract take over by LANDBANK upon recession or award to a qualified Solution Provider through negotiation
6. Earning Solution Provider's performance security shall also be forfeited

J. Modification of Terms and Conditions/Extensions

1. Payments for consultancy project shall not exceed the prescribed ceiling or contract amount of the project
2. All consultancy contracts shall be fixed price contracts and that any extension of contract time shall not involve any additional cost
3. Cumulative increase of more than ten percent (10%) over the original value of the contract as a result of amendments to order or change orders, extra work orders
 - a. Shall be covered by rules on direct contracting or negotiated procurement (adjacent/contiguous)
 - b. Man-day rate to be used for any out of scope services to be performed by the Solution Provider under a Change Request shall be the same rate as that of the existing contract
 - c. The contractor/consultant shall use the same prices or lower unit prices as in the original contract less mobilization cost

K. Contract Termination

Termination in whole shall occur at the end of contract

1. By LANDBANK:

- a. Termination for default - any of the following:
 - 1) Outside of force majeure, Solution Provider fails to deliver or perform the Outputs and Deliverables within the period(s) specified in the contract, or within any extension thereof granted by LANDBANK pursuant to a request made by the Solution Provider prior to the delay
 - 2) As a result of force majeure, the Solution Provider is unable to deliver or perform a material portion of the Outputs and Deliverables for a period of not less than sixty (60) calendar days after the Solution Provider's receipt of the notice from LANDBANK stating that the circumstance of force majeure is deemed to have ceased
 - 3) The Solution Provider fails to perform any other obligation under the contract
- b. Termination for convenience - in whole or in part, at any time based on any or concurrence of the following:
 - 1) existence of conditions that make Project Implementation economically, financially or technically impractical
 - 2) unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies

c. Termination for Insolvency

- 1) Consultant is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction
- 2) Termination will be without compensation to the Consultant
- 3) Without prejudice to any right of action or remedy which has accrued or will accrue thereafter to the LANDBANK and/or Consultant

d. Termination for Unlawful Acts

- 1) There is prima facie evidence that Consultant has engaged, before or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation
- 2) Unlawful acts include, but are not limited to, the following:
 - a. Corrupt, fraudulent, collusive and coercive practices
 - b. Drawing up or using forged documents
 - c. Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade

2. By Consultant/Solution Provider:

LANDBANK is in material breach of its obligations pursuant to the contract, without any fault on the part of the Consultant/Service Provider, and has not remedied the same within sixty (60) calendar days following its receipt of the Solution Provider's notice specifying such breach

L. Support Services

1. Solution Provider shall provide responsibilities regarding hardware, software and infrastructure upgrades, including notification of all systems changes that will affect LANDBANK
2. Solution Provider shall provide responsibilities regarding online communication availability and schedule of availability and timeliness of service:
3. All contact information (e.g. telephone number, hotline, email address) must be available and provided in the proposal
4. Solution Provider guarantees that it has an established communication transmission line security, and transaction authentication
5. Solution Provider shall provide schedule of availability of timeliness of services.

M. IT Outsourcing

1. Solution Provider shall allow internal and external auditors the Bank, BSP, and other regulatory authorities to have access to and to review information, processes, and resources relative to the proposed

- solution. The Bank's audit shall be allowed to assess the Solution Provider's operations and controls;
2. Solution Provider shall immediately take the necessary corrective measures to satisfy the findings and recommendations of Bangko Sentral examiners and those of the internal and/or external auditors of the bank and/or the Solution Provider;
 3. The Solution Provider shall allow Bangko Sentral examiners to perform onsite validation prior to implementing the cloud computing arrangements, if applicable;
 4. The Bank shall be allowed to cancel the contract by contractual notice of dismissal or extraordinary notice of cancellation if so required by the Bangko Sentral;
 5. The Solution Provider shall provide necessary levels of transition assistance if the Bank decides to convert to other Solution Providers or other arrangements;
 6. The Solution Provider shall provide the Bank access to its financial information;
 7. The Solution Provider shall provide remedies for the Bank in the event of change of ownership, assignment, attachment of assets, insolvency, or receivership of the service provider.

N. Security Measures

1. **Physical and Environmental Protection**
Solution Provider shall be subject to LANDBANK's physical security measures established to protect computer facilities and equipment from damage or unauthorized access
2. **Security Administration and Monitoring**
Solution Provider shall be subject to LANDBANK's procedures on access rights and use of system resources and application systems

O. Confidentiality

1. The term confidential information shall mean all data, trade secrets, business information, client information, and other information of any kind whatsoever, that is provided by LANDBANK to the Solution Provider pursuant to the contract, whether oral, written, visually or in any other medium such as, but not limited to, electronic transfer of information by e-mail, over the internet or otherwise.
2. The Solution Provider shall maintain the secrecy of the LANDBANK's Confidential Information and shall exert all reasonable efforts to preserve the confidentiality of such information, including, but not limited to, the implementation of reasonable physical security measures and operating procedures.
3. The Solution Provider agrees that at all times and notwithstanding any termination or expiration of its contract with the bank, it will hold in strict confidence and not disclose to any third party all Confidential

Information received, except as approved in writing by the latter. The Solution Provider shall be prohibited from using the Confidential Information for purposes other than compliance with its obligations under the contract.

4. Access to Confidential Information of the LANDBANK shall only be granted by the Solution Provider to its employees or authorized representatives, when their knowledge of such information becomes necessary, provided that such persons have signed confidentiality agreements or are otherwise bound by confidentiality obligations which contain the minimum terms, restrictions and limitations provided herein.
5. Notwithstanding the termination or expiration of the contract, all obligations under the confidentiality clause shall remain valid, effective and binding upon the Solution Provider, his successors and assigns.
6. Upon termination or expiration of the contract, or otherwise upon the LANDBANK's request, all Confidential Information furnished to the Solution Provider shall be promptly returned to the LANDBANK, or at the LANDBANK's express request, shall be destroyed. In case of destruction as requested by the LANDBANK, the same shall be confirmed in writing by the Solution Provider.
7. The Solution Provider acknowledges that any breach of this confidentiality may cause irreparable harm to the LANDBANK for which the latter is entitled to seek, among others, indemnification for damages, as well as injunctive or other equitable remedies as may be allowed by law.
8. The Solution Provider shall not transfer or assign confidential information to any other person or entity, whether by operation of law or otherwise, without the prior written consent of the LANDBANK. Any such attempted assignment shall be void and of no effect.
9. The Solution Provider must comply with the LANDBANK's Information Security policies and guidelines to ensure confidentiality and security of LANDBANK's data.
10. The Solution Provider representative/s must sign Confidentiality Agreement and Acceptable Use Policy Compliance Commitment Certificate.

P. Settlement of dispute and venue of suit

- a. Resolution of dispute or difference shall be through mutual consultation
- b. Governing law shall be the laws of the Philippines
- c. Venue of suit shall be the Courts of the City of Manila
- d. Any and all disputes arising from the implementation of the contract shall be submitted to arbitration in the Philippines according to the

provisions of R.A. 876, otherwise known as the "Arbitration Law" and R.A. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004".

5. System Requirements

This section documents the project stakeholders' expectations, and the functional and non-functional requirements that the proposed solution must satisfy or exceed in order for the proposed solution to qualify for consideration.

The Solution Provider must respond to each requirement in the attached Requirements Compliance Form (RCF) - Annex E, and provide information for the following columns of the RCF:

- A. Percentage Compliance (e.g. 100% - for full compliance, nn% - for partial compliance)

100% Fully compliant, base-product functionality; no customization required
nn% Partially compliant; customization required

- B. Customization Estimates (expressed in man-days);
- C. Response

If no exception, explanation, or clarification is required in the Solution Provider's response to a specific requirement, the Solution Provider shall indicate the following response"

"Solution Provider's name understands and will comply."

Failure to conform to any of the above specifications may be sufficient grounds for disqualification.

6. Delivery Time/Completion Schedule

The Project must be completed within twelve (12) months inclusive of LANDBANK's User Acceptance Testing (UAT). It will follow a hybrid system development approach thus, field devices will be implemented ahead of the other devices. Procurement and delivery of Hardware components shall be completed within six (6) months from contract signing. Commencement date will be from the receipt of Notice to Proceed (NTP) by the winning bidder from the Procurement Department of the Bank.

7. Cost Analysis Sheet

A. Cost Breakdown

Cost Component	Cost (Php)	Contract Price Percentage
Software Cost Software Application and Licenses Other Software Components	₱ xxx,xxx,xxx.xx xxx,xxx,xxx.xx	2%
Hardware Cost (Annex L)	xxx,xxx,xxx.xx	73%
Implementation Cost: (project management, consulting, requirements validation, design and development, customization, training, integration and user acceptance testing, production deployment, system integration, change management, etc.) and other out-of-pocket expenses, etc.)	xxx,xxx,xxx.xx	25%
Sub-Total	₱ xxx,xxx,xxx.xx	100%
Maintenance Cost:		
<u>Three (3) years</u> warranty on hardware and software*		
1 st Year	₱ xxx,xxx,xxx.xx	
2 nd Year	xxx,xxx,xxx.xx	
3 rd Year	xxx,xxx,xxx.xx	
<u>Two (2) years</u> comprehensive preventive maintenance on hardware and software		
4 th Year	₱ xxx,xxx,xxx.xx	
5 th Year	xxx,xxx,xxx.xx	
TOTAL INVESTMENT COST	<u>₱xxx,xxx,xxx.xx</u>	

* First 3 years under warranty

Note: The maintenance cost shall not exceed twenty (20%) of the hardware and software licenses cost.

1. All bid prices shall be considered as fixed price
2. Shall be denominated and payable in Philippine currency OR payable in foreign currency but shall be converted to Philippine currency based on the exchange rate prevailing as established by BSP **on the day of the bid opening**
3. Shall not be subject to price adjustment and escalation during contract implementation, except under extraordinary circumstances (under R.A. 9184) and upon prior approval of the GPPB
4. Contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis (actual adjustment or charge caused by the supervening issuance or governmental act)* when cost of the awarded

- contract is affected by any applicable new laws, ordinances, regulations, or other acts of the Government of the Philippines
5. Breakdown of the cost shall be presented
 6. Breakdown of the cost may include:
 - a. monthly salaries paid to the consultant's staff
 - b. per diems for hotel and living expenses for staff away from normal duty station
 - c. air or land transportation, and other out-of-pocket expenses
 7. All applicable taxes shall be for the account of the TPSP
 8. Cost of all taxes, (e.g. value added tax (VAT), income tax, local taxes, and other fiscal levies and duties) which shall be itemized and reflected in the detailed estimates
 9. All applicable fees and charges, in instances of fund transfer to and where foreign currency is used for payments shall be for the account of TPSP.

B. Payment Milestone

Payment Milestone	Amount Due (Php)
Software Cost	
20% upon delivery and installation of base solution	₱ xxx,xxx,xxx.xx
25% upon acceptance of Conceptual System Design (CSD sign off)	xxx,xxx,xxx.xx
25% upon UAT completion (UAT Sign-off)	xxx,xxx,xxx.xx
20% upon Go-Live Implementation	xxx,xxx,xxx.xx
10% Post Go-Live Implementation (After completion of 90 days post Go-Live Support)	xxx,xxx,xxx.xx
Hardware Cost (Annex L)	
Per successful delivery, installation, testing, commissioning and acceptance based on Scope of Work (Minimum of 20%)	₱ xxx,xxx,xxx.xx
Implementation and Other Cost	
15% for mobilization fee upon contracting signing and submission of a deliverable (Project Work Plan)	₱ xxx,xxx,xxx.xx
20% upon acceptance of Conceptual System Design (CSD sign off)	xxx,xxx,xxx.xx
15% upon installation of system in LANDBANK's environment; issuance of Unit and Integration Testing (UIT) Certificate, if applicable and conduct of system walkthrough	xxx,xxx,xxx.xx
25% upon UAT completion (UAT Sign-off)	xxx,xxx,xxx.xx
25% upon Go-Live Implementation	xxx,xxx,xxx.xx
Total Software, Hardware, and Implementation & Other Costs	₱xxx,xxx,xxx.xx

Payment Milestone	Amount Due (Php)
Maintenance and Support Cost:*	
Three (3) years warranty on hardware and software 1 st Year 2 nd Year 3 rd Year	₱ xxx,xxx,xxx.xx xxx,xxx,xxx.xx xxx,xxx,xxx.xx
Two (2) years comprehensive preventive maintenance on hardware and software. 4 th Year 5 th Year	₱ xxx,xxx,xxx.xx xxx,xxx,xxx.xx
TOTAL PROJECT COST (VAT and ALL taxes inclusive)	<u>₱ xxx,xxx,xxx.xx</u>

* First 3 years under warranty

TOTAL PROJECT COST (in words): _____

8. Qualification Requirements:

A. Shortlisting

Evaluation Criteria	Minimum Required Standards
<p>1. Firm Credentials (Experience, Expertise and Capability)</p> <p>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 previous successful engagements. Submitted CSS form must be sealed and signed when provided to LANDBANK.

Evaluation Criteria	Minimum Required Standards
	✓ With at least two (2) local or regional implementation of the proposed solution.
<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"> ○ <u>At least three (3) years of experience as Project Manager;</u> 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, Electronics or Communications Engineer (ECE); 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 ○ At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System.

Evaluation Criteria	Minimum Required Standards
	<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.

B. Technical Requirements

Evaluation Criteria	Minimum Required Standards
<p><u>A. Fit to Functional Requirements</u></p> <p>This criterion assesses the proposed solution against the user requirements that it must satisfy and the functions that it should perform, to support the system owner's business needs and objectives.</p>	<p>✓ The software solution should be 100% compliant to the <i>Mandatory Functional requirements*</i> with maximum 20% for customization</p> <p><i>*Based on the Solution Provider's accomplished Requirements Compliance Form (RCF).</i></p>
<p><u>B. Fit to Non-Functional Requirements</u></p> <p>This criterion considers the proposed solution's fit to the non-functional requirements, i.e., the constraints on various attributes of the system and the development process relating to the functional requirements</p>	<p>✓ The software solution should be 100% compliant to the <i>Mandatory Non-Functional requirements*</i> with maximum 20% for customization</p> <p>✓ The software solution should be at least 75% compliant to the <i>Recommended Non-Functional requirements*</i></p> <p><i>*Based on the Solution Provider's accomplished Requirements Compliance Form (RCF).</i></p>
<p><u>C. Hardware</u></p>	<p>✓ The Hardware components should be 100% delivered and compliant within six (6) months from contract signing.</p>

Evaluation Criteria	Minimum Required Standards
<p>D. <u>Implementation Methodology</u></p> <p>This criterion evaluates the proposed implementation approach with regards to the logical and systematic sequencing of activities, realistic estimation of work effort and duration, timely and quality delivery of work products, management of project schedule, scope and resources, and the overall soundness of the implementation methodology.</p>	<p>✓ Bidder's proposed solution must clearly discuss the following:</p> <ol style="list-style-type: none"> 1. Proposed Solution Architecture Overview <ul style="list-style-type: none"> ○ Technical Architecture ○ Solution components (software, services) 2. Implementation and project management methodology <ul style="list-style-type: none"> ○ Statement of Work ○ Detailed description of all major tasks ○ Deliverable item, if any, for each of the major tasks ○ Completion criteria for each of the major tasks 3. LANDBANK Responsibilities <ul style="list-style-type: none"> ○ Specific responsibilities relating to resources, skills, infrastructure, documentations, processes, etc., that LANDBANK must satisfy 4. Assumptions, Constraints, Dependencies 5. Schedules <ul style="list-style-type: none"> ○ Major milestones ○ Delivery schedule ○ Project schedule (major tasks, durations, start and end dates, Gantt chart) 6. Organizational Chart of the Project Team <p>Subscription-based implementation strategy is not allowed.</p>
<p>E. Support Base</p> <p>This criterion considers capability of the bidder to provide immediate and cost-effective on-site/off-site support or assistance</p>	<p>Bidder must have or must set up a Support Center within the Philippines manned by skilled and experienced technical support staff for the proposed solution. This shall be stipulated in the contract. Provide proof of location or certification that support center is within the Philippines to be issued by the bidder.</p>

9. Evaluation Criteria

A. Shortlisting

CRITERIA	WEIGHT	SCORE	REMARKS												
<p>1. Firm Credentials (Experience, Expertise and Capability):</p> <p>a. Years of experience</p> <table border="1" data-bbox="354 527 935 905"> <tr> <td data-bbox="354 527 841 716"> <p><u>Exceeds minimum qualifications</u> – More than three (3) years of relevant experience in successfully implementing the proposed solution</p> </td> <td data-bbox="841 527 935 716">15%</td> </tr> <tr> <td data-bbox="354 716 841 905"> <p><u>Meets minimum qualifications</u> – At least three (3) years of relevant experience in successfully implementing the proposed solution</p> </td> <td data-bbox="841 716 935 905">10%</td> </tr> </table> <p>b. Satisfactory Ratings</p> <table border="1" data-bbox="354 974 935 1570"> <tr> <td data-bbox="354 974 841 1276"> <p><u>Exceeds minimum qualifications</u> – Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with “satisfactory” ratings for previous successful local or regional engagements.</p> </td> <td data-bbox="841 974 935 1276">15%</td> </tr> <tr> <td data-bbox="354 1276 841 1570"> <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> </td> <td data-bbox="841 1276 935 1570">10%</td> </tr> </table> <p>c. Local or Regional Implementation</p> <table border="1" data-bbox="354 1640 935 1942"> <tr> <td data-bbox="354 1640 841 1797"> <p><u>Exceeds minimum qualifications</u> – More than two (2) local or regional implementation of the proposed solution</p> </td> <td data-bbox="841 1640 935 1797">20%</td> </tr> <tr> <td data-bbox="354 1797 841 1942"> <p><u>Meets minimum qualifications</u> – At least two (2) local or regional implementation of the proposed solution</p> </td> <td data-bbox="841 1797 935 1942">15%</td> </tr> </table>	<p><u>Exceeds minimum qualifications</u> – More than three (3) years of relevant experience in successfully implementing the proposed solution</p>	15%	<p><u>Meets minimum qualifications</u> – At least three (3) years of relevant experience in successfully implementing the proposed solution</p>	10%	<p><u>Exceeds minimum qualifications</u> – Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with “satisfactory” ratings for previous successful local or regional engagements.</p>	15%	<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><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%	50%		
<p><u>Exceeds minimum qualifications</u> – More than three (3) years of relevant experience in successfully implementing the proposed solution</p>	15%														
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<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%														

CRITERIA	WEIGHT	SCORE	REMARKS								
2. Personnel Qualification	50%										
<p>a. Project Manager to be assigned is highly qualified to implement the engagement.</p> <p>i. Years of experience</p> <table border="1" data-bbox="357 457 938 760"> <tr> <td data-bbox="357 457 857 613"> <u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Project Manager </td> <td data-bbox="857 457 938 613"> 8% </td> </tr> <tr> <td data-bbox="357 613 857 760"> <u>Meets minimum qualifications</u> – At least three (3) years of experience as Project Manager </td> <td data-bbox="857 613 938 760"> 6% </td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="357 865 938 1386"> <tr> <td data-bbox="357 865 857 1129"> <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 data-bbox="857 865 938 1129"> 8% </td> </tr> <tr> <td data-bbox="357 1129 857 1386"> <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 data-bbox="857 1129 938 1386"> 6% </td> </tr> </table>	<u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Project Manager	8%	<u>Meets minimum qualifications</u> – At least three (3) years of experience as Project Manager	6%	<u>Exceeds minimum qualifications</u> – More than three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System	8%	<u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System	6%			
<u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Project Manager	8%										
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<u>Meets minimum qualifications</u> – At least three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System	6%										
<p>b. Application/Project Engineer to be assigned is highly qualified to implement the engagement even in the absence of the Project Manager.</p> <p>i. Years of experience</p> <table border="1" data-bbox="357 1612 938 1915"> <tr> <td data-bbox="357 1612 857 1768"> <u>Exceeds minimum qualifications</u> – More than two (2) years of experience in as Application/Project Engineer </td> <td data-bbox="857 1612 938 1768"> 6% </td> </tr> <tr> <td data-bbox="357 1768 857 1915"> <u>Meets minimum qualifications</u> – At least two (2) years of experience in as Application/Project Engineer </td> <td data-bbox="857 1768 938 1915"> 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 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%										

CRITERIA	WEIGHT	SCORE	REMARKS								
<p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="350 348 927 863"> <tr> <td data-bbox="350 348 854 604"> <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="854 348 927 604">6%</td> </tr> <tr> <td data-bbox="350 604 854 863"> <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="854 604 927 863">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%							
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<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>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="350 1052 927 1356"> <tr> <td data-bbox="350 1052 854 1203"> <p><u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Team Lead</p> </td> <td data-bbox="854 1052 927 1203">6%</td> </tr> <tr> <td data-bbox="350 1203 854 1356"> <p><u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Team Lead</p> </td> <td data-bbox="854 1203 927 1356">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="350 1461 927 1980"> <tr> <td data-bbox="350 1461 854 1724"> <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="854 1461 927 1724">6%</td> </tr> <tr> <td data-bbox="350 1724 854 1980"> <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="854 1724 927 1980">4%</td> </tr> </table>	<p><u>Exceeds minimum qualifications</u> – More than three (3) years of experience as Technical Team Lead</p>	6%	<p><u>Meets minimum qualifications</u> – At least three (3) years of experience as Technical Team Lead</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%			
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CRITERIA	WEIGHT	SCORE	REMARKS								
<p>d. Technical Support Staff</p> <p>i. Years of experience</p> <table border="1" data-bbox="349 378 925 682"> <tr> <td data-bbox="349 378 844 535"><u>Exceeds minimum qualifications</u> - More than three (3) years of experience as Technical Support Staff</td> <td data-bbox="844 378 925 535">5%</td> </tr> <tr> <td data-bbox="349 535 844 682"><u>Meets minimum qualifications</u> - At least three (3) years of experience as Technical Support Staff</td> <td data-bbox="844 535 925 682">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="349 787 925 1312"> <tr> <td data-bbox="349 787 844 1050"><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 data-bbox="844 787 925 1050">5%</td> </tr> <tr> <td data-bbox="349 1050 844 1312"><u>Meets minimum qualifications</u> - Three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System</td> <td data-bbox="844 1050 925 1312">3%</td> </tr> </table> <p>Note: Proposed Technical Support Staff will be rated individually and the final rating will be the average score. Bidder should meet the minimum requirement of each criterion.</p>	<u>Exceeds minimum qualifications</u> - More than three (3) years of experience as Technical Support Staff	5%	<u>Meets minimum qualifications</u> - At least three (3) years of experience as Technical Support Staff	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	5%	<u>Meets minimum qualifications</u> - Three (3) years of actual experience in implementing the proposed solution/software applications in Building Management System	3%			
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TOTAL	100%										

Non-compliance to any of the Minimum Required Standards specified in Section 8.A. Qualification Requirements - Shortlisting 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.

B. Technical Requirements

CRITERIA	WEIGHT	SCORE	REMARKS												
<p>1. <u>Fit to Functional Requirements</u></p> <table border="1"> <tr> <td><u>Mandatory requirements</u></td> <td></td> </tr> <tr> <td>i. 100% compliance with less than 20% customizations</td> <td>30%</td> </tr> <tr> <td>ii. 100% compliance with 20% customization</td> <td>25%</td> </tr> </table>	<u>Mandatory requirements</u>		i. 100% compliance with less than 20% customizations	30%	ii. 100% compliance with 20% customization	25%	30%								
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i. 100% compliance with less than 20% customizations	30%														
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<p>2. <u>Fit to Non-Functional Requirements</u></p> <table border="1"> <tr> <td><u>Mandatory requirements</u></td> <td></td> </tr> <tr> <td>i. 100% compliance with less than 20% customizations</td> <td>20%</td> </tr> <tr> <td>ii. 100% compliance with 20% customization</td> <td>15%</td> </tr> <tr> <td><u>Recommended requirements:</u></td> <td></td> </tr> <tr> <td>i. More than 75% compliance</td> <td>10%</td> </tr> <tr> <td>ii. At least 75% compliance</td> <td>5%</td> </tr> </table>	<u>Mandatory requirements</u>		i. 100% compliance with less than 20% customizations	20%	ii. 100% compliance with 20% customization	15%	<u>Recommended requirements:</u>		i. More than 75% compliance	10%	ii. At least 75% compliance	5%	30%		
<u>Mandatory requirements</u>															
i. 100% compliance with less than 20% customizations	20%														
ii. 100% compliance with 20% customization	15%														
<u>Recommended requirements:</u>															
i. More than 75% compliance	10%														
ii. At least 75% compliance	5%														
<p>3. <u>Hardware</u></p> <table border="1"> <tr> <td>The Hardware components should be 100% delivered and compliant within six (6) months</td> <td>20%</td> </tr> <tr> <td>The Hardware components should be 100% delivered and compliant after six (6) months</td> <td>10%</td> </tr> </table>	The Hardware components should be 100% delivered and compliant within six (6) months	20%	The Hardware components should be 100% delivered and compliant after six (6) months	10%	20%										
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<p>4. <u>Implementation Methodology</u></p> <table border="1"> <tr> <td>Proposed Solution Architecture Overview</td> <td>1%</td> </tr> <tr> <td>Implementation and project management methodology</td> <td>1%</td> </tr> <tr> <td>LANDBANK Responsibilities</td> <td>1%</td> </tr> <tr> <td>Assumptions, Constraints, Dependencies</td> <td>1%</td> </tr> <tr> <td>Schedule <i>Note: Must be aligned with the required delivery schedule</i></td> <td>5%</td> </tr> <tr> <td>Organizational Chart of the Project Team</td> <td>1%</td> </tr> </table>	Proposed Solution Architecture Overview	1%	Implementation and project management methodology	1%	LANDBANK Responsibilities	1%	Assumptions, Constraints, Dependencies	1%	Schedule <i>Note: Must be aligned with the required delivery schedule</i>	5%	Organizational Chart of the Project Team	1%	10%		
Proposed Solution Architecture Overview	1%														
Implementation and project management methodology	1%														
LANDBANK Responsibilities	1%														
Assumptions, Constraints, Dependencies	1%														
Schedule <i>Note: Must be aligned with the required delivery schedule</i>	5%														
Organizational Chart of the Project Team	1%														

CRITERIA	WEIGHT	SCORE	REMARKS	
5. Support Base	10%			
Within Metro Manila				10%
Outside Metro Manila				5%
TOTAL	100%			

Non-compliance to any of the Minimum Required Standards specified in Section 8.B. Qualification Requirements – Technical Requirements would automatically result to the disqualification of the Bidder

10. Bid Evaluation

A. Bid Evaluation Procedure – Quality-Cost Based Evaluation (QCBE)/Selection (per RA 9184)

E. Bidder must obtain a minimum score of 70% for the Technical Criteria specified in Section 9.

- ✓ A bidder must fully comply with and deliver each and every *Mandatory* requirement. Bidder shall signify its commitment to fully comply with and deliver each of the *Mandatory* requirement by stating "*Bidder's Name* understands and will comply" under the *Remarks* column of the Requirements Compliance Form (RCF) for each and every *Mandatory* requirement;
- ✓ A bidder must fully comply with and deliver at least 75% of the total *Recommended* requirements; that is, if the total number of *Recommended* requirements is *N*, then bidder must state "*Bidder's Name* understands and will comply" under the *Remarks* column of the RCF for at least 75% of the *N Recommended* requirements.

Illustration 1: If $N = 4$, then bidder must state "*Bidder's Name* understands and will comply" for at least 3 of the *Recommended* requirements.

NOTE: LANDBANK will interpret the statement "[Bidder's Name] understands and will comply" as bidder's commitment to fully comply with and deliver the LANDBANK requirement.

C. Overall Bid Evaluation Criteria and Rating System

	Weight (a)	Raw Score (b)	Score (ab)	Remarks						
1. Technical Criteria (Functional and Non-Functional Requirements, Implementation Methodology and Support Base)	80%									
2. Financial Criteria The proposed bid price of participating bidder: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Condition</th> <th>Raw Score</th> </tr> </thead> <tbody> <tr> <td>Lowest Bid</td> <td>100%</td> </tr> <tr> <td>Other Bids</td> <td>BS</td> </tr> </tbody> </table> $BS = 100 * BL/B$ Where: BS – Score of bid under consideration BL – Price of lowest bid B – Price of bid under Consideration	Condition	Raw Score	Lowest Bid	100%	Other Bids	BS	20%			
Condition	Raw Score									
Lowest Bid	100%									
Other Bids	BS									
GRAND TOTAL	100%									

Note: Financial Proposal shall have a weight of 15% minimum up to a maximum of 40% - (2016 IRR, R.A. 9184, Section 33.2.1(b).ii)

11. Proposal Requirements

The proposal must include the following required information/documents:

A. Shortlisting:

1. Firm Credentials Information Sheet – Annex F
2. Customer Satisfaction Survey Forms – Annex G
3. Project Team Information Sheet – Annex H
4. Copy of the valid Professional Regulations Commission (PRC) Identification license for Application/Project Engineer.

B. Technical Proposal:

1. Requirements Compliance Form (RCF) with response to each requirement. Standard response to each requirement shall be "Solution Provider's Name

understands and will comply". Refer to Section 4. System Requirements on how to fill-out the RCF. – Annex E

2. Implementation Methodology Document which discusses the following information:
 - a. Proposed Solution Architecture Overview
 - ✓ Technical Architecture,
 - ✓ Solution components (software, services), and
 - b. Implementation and project management methodology
 - ✓ Statement of Work shall clearly define and sufficiently detailed the roles of both parties to deliver specific service/activity
 - ✓ 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
 - c. LANDBANK Responsibilities
 - ✓ Specific responsibilities relating to resources, skills, infrastructure, documentations, processes, etc., that LANDBANK must satisfy
 - d. Assumptions, Constraints, Dependencies
 - e. Schedules
 - ✓ Major milestones,
 - ✓ Delivery schedule, and
 - ✓ Project schedule (major tasks, durations, start and end dates, Gantt chart).
 - f. Organizational Chart of the Project Team
3. Certification or proof of Support Center within the Philippines to be issued by the bidder

Failure to submit any of the above requirements is sufficient cause for disqualification.

C. Other requirements to be submitted by the winning bidder:

1. Signed Confidentiality Agreement (Annex J) and Acceptable Use Policy Compliance Commitment Certificate (Annex K)
2. License and/or Maintenance Agreements
3. Proof or any certification that the Bidder has a well-defined security policies and procedures in place to ensure confidentiality, integrity and availability of Bank's data and privacy of personal information.
4. Business Continuity Plan (BCP) including IT Disaster Recovery Procedures (ITDRP) of the Solution Provider shall address how it plans to continue to undertake the services needed due from disastrous scenarios, pandemics, calamities and catastrophic events that have impact on the delivery of services brought by either Acts of Nature or are Man-made (should also include the Solution Provider assurance that it has acquired the necessary insurance for fidelity and fire)
 - a. The BCP including ITDRP to be submitted shall be specific for LANDBANK and/or the services to be rendered, with specific responsibilities and

- procedures for availability, data backup and recovery, and tested for viability.
- b. The BCP shall cover the temporary outages, prolonged and permanent outages. It shall also cover contingency plans in case the solution becomes unavailable or inaccessible as well resumption strategies to consider short-term and prolonged unavailability/inaccessibility.
 - c. Solution Provider together with LANDBANK, shall test its BCP including ITDRP annually and shall submit certification with general results affecting services provided to the Bank. The Solution Provider shall also notify LANDBANK of any resulting modifications in the BCP or ITDRP.

12. Other Terms and Conditions

A. Terms of Reference Standard Information

This Terms of Reference (TCR) is issued in accordance with the Implementing Rules and Regulations Part A (IRR-A) of Republic Act Number 9184 (RA 9184). In case of conflict, the more stringent guideline/provisor shall prevail.

The contents of this document, including all appendices and attachments, are confidential to LANDBANK and are provided solely for the purpose of this TOR.

1. Discussions/Negotiations

Notwithstanding the acceptance of the proposal and award in favor of the Solution Provider without discussions, LANDBANK is not precluded and has the right to initiate discussions with the Solution Provider as LANDBANK deems necessary. The Solution Provider should be prepared to send qualified personnel to the LANDBANK office to discuss the technical, commercial, and other contractual aspects of its proposal.

2. Award of Contract

Award of contract will be made to the Solution Provider only after successful negotiations and determination that its proposal is the most advantageous to LANDBANK.

B. Proposal Preparation

This TOR provides the instructions governing the proposal to be submitted and a description of the mandatory requirements. To be eligible for consideration, the Solution Provider must meet the intent of all mandatory requirements. Compliance with the intent of all the requirements will be determined by the LANDBANK Head Office Bids and Awards Committee (HCBAC).

The Solution Provider must organize its proposal into sections following the format of this TOR, with tabs separating each section. Refer to Section 11. Proposal Requirements for the required information/document that must be included in the proposal.

In case the Solution Provider's proposal does not comply with the specified proposal format, or is difficult to understand, read, or lacks any of the requested

information, the proposal will be returned for immediate revision. Revision shall be undertaken not later than three (3) days from its return.

Responses similar to, "Refer to our literature..." or "Please see www.....com" are not acceptable. All materials related to a response must be submitted together with the proposal and not just referenced. Any references in an answer to another location in the TOR materials must indicate the specific page numbers and sections stated in the reference.

1. Price Sheet

For the financial portion of the proposal, the Solution Provider must utilize the form Bill of Quantities (Annex C), Cost Analysis Sheet and Payment Milestones found in Item 7.0 of the **revised Section VI. Terms of Reference** which will serve as the basis for evaluating its price quotation. The Solution Provider should include additional information as necessary to explain in detail its price quotation.

C. Proposal Submission

Only electronic bids that are successfully uploaded to the Secure File Transfer Facility (SFTF) of LANDBANK on or before the deadline shall be accepted. Submission of the physical bid (hard copy) shall not be accepted. The prescribed procedures in the submission and opening of electronic bids are stated in the Detailed Procedures in Submission and Opening of Electronic Bids. Late bids shall not be accepted

The Solution Provider must submit:

- o Two (2) sets of its technical and financial proposals
- o Its proposal to the LANDBANK's HOBAC on or before the deadline set.

1. Signed Proposals

The proposals must be signed in ink by the Solution Provider's authorized personnel to make them legally binding documents.

2. Validity Period

The submitted proposal will not be modified, withdrawn or cancelled by the Solution Provider for a 120-day period following the deadline for submission, or receipt of best and final offer, if required.

D. Oral Presentation / Product Demonstration

The Solution Provider may be required to make an oral presentation and product demonstration to clarify its response or to further define its proposals. Oral presentations and product demonstrations, if requested, shall be at the Solution Provider's expense and shall be attended by their Business Analyst and Technical personnel.

E. Compliance with Laws, Policies, Processes, Regulations and Standards

The Solution Provider must, in performance of work under this contract, fully comply with all applicable national or local laws and executive orders, regulations, and LANDBANK policies, processes; and Project Management and System Development Life Cycle standards. Any subletting or subcontracting by the Contractor subjects subcontractors to the same provision.

F. Contract Contents

This TOR and any addenda, the Solution Provider's response including any amendments, any best and final offers, any Supplemental/Bid Bulletins, and any negotiations shall be included in any resulting contract. Section 11. Proposal Requirements enumerates all the required information and documents that the Solution Provider must submit as part of its proposal to qualify for further consideration, and will serve as basis for any contract between the Bank and the Solution Provider.

FPF 2. SUMMARY OF COSTS

Costs	Currency(ies) ¹	Amount in Philippine Peso
Sub Total		Php _____
Local Taxes		_____
Total Amount of Financial Proposal		Php _____

The following document/s shall be submitted in support of the compliance of the Bid to the FPF 2:

- 1. Bill of Quantities (Annex L); and
- 2. Cost Analysis Sheet and Payment Milestones Sheet based on Item 7.0 of the **revised Section VI. Terms of Reference**

¹ In cases of contracts involving foreign consultants, indicate the exchange rate used.

Name of Contract / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	d. Date Awarded e. Date Started f. Date of Completion	% of Accomplishment		Value of Outstanding Works/ Undelivered Portion
				Planned	Actual	
Ongoing Contracts:						
2. <u>Private:</u>						
				Total Cost		

Submitted by : _____
 (Printed Name & Signature)

Designation : _____

Date : _____

Checklist of Bidding Documents for Procurement of Consulting Services

Technical Proposal (PDF File)

The Technical Proposal shall contain documents sequentially arranged as follows (may include other documents as stated in the Bidding Documents):

1. 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).
2. TPF 1 – Technical Proposal Submission Form
3. TPF 2 – Experience of the Firm/Consultant References
4. TPF 3 – Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
5. TPF 4 – Description of the Methodology and Work Plan for Performing the Project
 - 5.1. Duly accomplished Requirement Compliance Form (RCF)
 - 5.2. Implementation Methodology Document
 - 5.3. Certification or proof of Support Center within the Philippines to be issued by the bidder
6. TPF 5 – Team Composition and Task
7. TPF 6 – Format of Curriculum Vitae (CV) for Proposed Professional Staff
8. TPF 7 – Time Schedule for Professional Personnel
9. TPF 8 – Activity (Work) Schedule
10. Form No. 6 – Deliverable Items Summary
11. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
12. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.2).

- **Post-Qualification Documents – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 1. 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.
 2. Latest Income Tax Return filed manually or through EFPS.
 3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.2).
 5. 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.

Financial Proposal (PDF File)

The Financial Component shall contain documents sequentially arranged as follows:

1. FPF 1 – Financial Proposal Submission Form
2. **Revised FPF 2 – Summary of Costs**
 - 2.1 Bill of Quantities (Annex L)
 - 2.2 Cost Analysis Sheet and Payment Milestones based on Item 8.0 of the **Revised Section VI. Terms of Reference**
3. FPF 3 – Breakdown of Price per Activity
4. FPF 4 – Breakdown of Remuneration per Activity
5. FPF 5 – Travel Expenses, Office Rent, Accommodation and Clerical Assistance per Activity per Activity
6. FPF 6 – Miscellaneous Expenses

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.