



LANDBANK

SERVING
THE NATION

SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20230105-02

PROJECT : **Closed Circuit Television (CCTV) Devices for New
LANDBANK Branches**

IMPLEMENTOR : **HOBAC Secretariat Unit**

DATE : **May 12, 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 Terms of Reference (Annexes D-1 to D-3), Bill of Quantities (Annex E), Schedule of Requirements (Section VI), Technical Specifications (Section VII), Schedule of Prices For Goods Offered from Within the Philippines and Abroad (Form No. 2), and Checklist of Bidding Documents (Item Nos. 11 & 12 of Technical Documents and Item Nos. 1 to 3 of Financial Component) have been revised. Please see attached revised Annexes D-1 to D-3 & Annex E and specific sections of the Bidding Documents.
- 3) Responses to bidder's queries/clarifications per Annex H.


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

Schedule of Requirements

The delivery schedule/contract period expressed as weeks/months/years stipulates hereafter a delivery/performance period which is the period within which to deliver the goods or perform the services in the project site/s.

Lot No.	Description	Quantity	Delivery Weeks/Months
1	Closed Circuit Television (CCTV) Devices for New LANDBANK Branches	Refer to Bill of Quantities (Revised Annex E)	<ol style="list-style-type: none">For existing 56 branches<ul style="list-style-type: none">Within Ninety (90) calendar days upon receipt of Notice to Proceed and Advice from Security DepartmentFor 20 newly opened branches<ul style="list-style-type: none">Within Fifteen (15) calendar days, per field unit, upon receipt of Advice from Security Department
Delivery Site: Refer to LANDBANK Directory – Annexes F-1 & F-2. Contact Person: VP Romulo P. Sapitula Head, LANDBANK Security Department Contact Nos.: 8-522-0000 locals 2324 & 2325			

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Technical Specifications

Specifications	Statement of Compliance
<p data-bbox="220 1167 791 1234">Closed Circuit Television (CCTV) Devices for New LANDBANK Branches</p> <ol data-bbox="164 1274 799 2024" style="list-style-type: none"><li data-bbox="164 1274 799 1491">1. Scope of works, minimum specifications, and other requirements per attached Terms of Reference (Annexes D-1 to D-9, only Annexes D-1 to D-3 were revised) and Bill of Quantities (Revised Annex E).<li data-bbox="164 1532 799 2024">2. The following documents shall be submitted in the Eligibility and Technical Component to support the compliance of the Bid to the technical specifications and other requirements:<ol data-bbox="213 1749 799 2024" style="list-style-type: none"><li data-bbox="213 1749 799 1928">2.1 Purchase Orders, contracts or other related documents to prove that the bidder has at least five (5) years experience in supply, delivery and installation of CCTV System.<li data-bbox="213 1968 799 2024">2.2 Two (2) Certificates of Satisfactory Performance as proof that the bidder	<p data-bbox="823 353 1458 517">Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</p> <p data-bbox="823 557 1458 1093">Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</p> <p data-bbox="954 1162 1331 1229">Please state here either “Comply” or “Not Comply”</p>

has obtained satisfactory rating from at least two (2) previous clients/customers.

2.3 Certification duly signed by the service manager or any authorized representative and list of Service Centers per branch group (North NCR, South NCR, North Luzon, etc.) including the names of technicians and contact details (mobile phone, email address, etc.).

2.4 Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.

Non-submission of the above documents/requirements may result in the post-disqualification of the bidder.

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Form No. 2

SCHEDULE OF PRICES

For Goods Offered from Within the Philippines

Name of Bidder _____ **Project ID No. LBP-HOBAC-ITB-GS-20230105-02**

1 Lot No.	2 Description	3 Country of Origin	4 Quantity	5 Unit Price (EXW)	6 Transportation and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination
1	Closed Circuit Television (CCTV) Devices for New LANDBANK Branches	_____	One (1) Lot Refer to the Bill of Quantities (Revised Annex E) for the detailed breakdown of components and Contract Price	PhP NA	PhP NA	PhP NA	PhP NA	PhP NA	PhP _____

Note: Duly accomplished Bill of Quantities Form (Revised Annex E) shall be submitted. Non-Submission of this document may be a ground for a "Failed" rating of the bid.

Please credit payment to:

_____ Name of Bidder

Account Name: _____

_____ Signature over Printed Name of Authorized Representative

Account Number: _____

LBP Branch: _____

_____ Position

Form No. 2

SCHEDULE OF PRICES
For Goods Offered from Abroad

Name of Bidder _____ Project ID No. LBP-HOBAC-ITB-GS-20230105-02

1 Lot No.	2 Description	3 Country of Origin	4 Quantity	5 Unit Price (specify port) or CIP named place (specify border point or place of destination)	6 Transportation and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered to Destination
1	Closed Circuit Television (CCTV) Devices for New LANDBANK Branches	_____	One (1) Lot Refer to the Bill of Quantities (Revised Annex E) for the detailed breakdown of components and Contract Price	PhP NA	PhP NA	PhP NA	PhP NA	PhP NA	PhP

Note: Duly accomplished Bill of Quantities Form (Revised Annex E) shall be submitted.
Non-Submission of this document may be a ground for a "Failed" rating of the bid.

Please credit payment to:

_____ Name of Bidder

_____ Account Name:

_____ Signature over Printed Name of
Authorized Representative

_____ Account Number:

_____ LBP Branch:

_____ Position

CCTV SYSTEM TERMS OF REFERENCE

I. Project Description :

Supply, Delivery, Installation, Configuration and Activation of CCTV System for pre-converted (former UCPB) Branches and Cash Centers/COUs, respectively.

II. Objective :

- ✓ To ensure that the pre-converted Branches and Cash Centers/COUs have fully-functional CCTV System compliant with the Bank's System and minimum technical specifications.
- ✓ Compliance with requirements of government and other regulatory bodies.
- ✓ Compliance with Bank's existing guidelines, policies, systems, and procedures.

III. Project Details :

III. 1 List of equipment/accessories per Unit (Branch /Cash Center /COU):

Equipment	Quantity
IP Camera w/ 128GB Micro SD Card	16
8TB External Hard Disk Drive	1
16-Channel NVR w/ 12TB HDD & Monitor	1
16-port Pure Power over Ethernet Switch	1
Labor, Installation and Mobilization cost	1
CAT6 cables, terminals, flexihose, misc. etc.	1

III. 2 Scope of the Project:

1.) Supply, Delivery, Installation, Configuration and Activation of CCTV System for pre-converted (former UCPB) Branches and Cash Centers/COUs

- a. Installation of CCTV System based on the Bank's standard areas to be covered with cameras
- b. Configuration of the whole CCTV System
- c. Checking and testing of devices including the recording of IP cameras
- d. Checking the program/data settings of NVR
- e. Harnessing of the power cable and other cable
- f. Clean-up work areas
- g. Conduct orientation / lecture of system usage and first level maintenance to Branch personnel

2.) Bill of Quantities:

Description	Quantity
IP Camera (Dome-type, vandal-proof, weather-proof) w/ 128GB Micro SD Card	16

8TB External Hard Disk Drive with dedicated power supply	1
16-Channel NVR w/ 12TB HDD & Monitor	1
16-port Pure Power over Ethernet Switch	1
Labor, Installation and Mobilization cost	1
CAT6 cables, terminals, flexihose, misc. etc.	1

3.) Warranty and after sales services:

- a. Equipment supplied must be covered by a three (3) years warranty against manufacturing and workmanship (installation/configuration) defects for the Network Video Recorder (NVR), PoE Switch, Monitor and External HDD. Two (2) years warranty for the Micro SD card while the IP Camera shall be covered by a one (1) year warranty, respectively.
- b. Supplier must have a Service Center in the region and available competent Service Technicians in the province where the LBP unit is located so therefore in case of system malfunction or service call, immediate response time will be ensured within twenty four (24) hours upon receipt of notification from the Branch or from the Security Department (LBP-SD). Contact details, addresses and names of the service center and technicians shall be submitted to LBP-SD for validation and reference.
- c. Provide service parts/units in case of failure of the equipment to ensure the continuous monitoring of facilities at all times. Prepare/submit recommendation/quotation within 24 hours and seek approval from LBP in line with the Bank's existing accounting and auditing procedures.

4.) Delivery Period:

4.a. For existing branches:

90 days upon receipt of Notice to Proceed from Procurement Department (ProcD) and SD.

4.b. For newly opened branches:

Within fifteen (15) calendar days, per field unit, upon receipt of notice from SD/PMED.

5.) Estimated Floor Area per Branch – 240 sqm

IV. Supplier Qualification Requirements:

Qualification	Documentary Requirement
1. Must have experience of at least five (5) years in the supply, delivery and installation of CCTV System	Purchase order, Contracts or equivalent documents acceptable to LBP Head Office Bids and Awards Committee
2. Must be satisfactorily rated by at least two (2) previous clients/customers. (subject to validation)	Two (2) Certificates of Satisfactory Performance

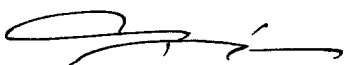
<p>3. Must have at least one (1) service station and technician at North NCR, South NCR, North Luzon, Central Luzon, South East Luzon, South West Luzon, East Visayas, West Visayas, East Mindanao & West Mindanao Branches Groups.</p>	<p>Certification duly signed by the service manager or any authorized representative. Service Center list per branch group (North NCR, South NCR, North Luzon, etc.) including the names of technicians and contact details (mobile phone, email address, etc.)</p>
<p>4. Offered products must comply with the Bank's specifications.</p>	<p>Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered brand/model</p>

V. Other Terms and Conditions:

1. The winning contractor/supplier/service provider shall :


- a. Coordinate with the concerned units /branches for schedules, work authorization and project briefing. Work authorization permit must be secured prior to any mobilization. Work schedule is from 6:00 PM onwards during weekdays and 8:00 AM to 5:00 PM on weekends, provided it will not cause any disruption in the operation of the Bank, otherwise, adjustments in schedules shall be made accordingly.
- b. Provide its workers with the required personal protective equipment (PPE) and appropriate tools in the implementation of the project in compliance with the requirements of Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) in line with the implementation of health safety protocols and the Bank's Environmental Management Program in accordance with ISO 14001 standard.
- c. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any other person in the implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
- d. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal – outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).
- e. Be bounded by and shall strictly observe and comply with existing laws, rules and regulations with regard to the standard security policies, bank secrecy, data privacy and all related procedures while in the premises.

Prepared by:



Ernesto C. Lagasca, CSMS
Administrative Specialist III

Reviewed by:



Jeremy J. Pedreña, CSP, CSMS
Acting Head, ATU-SD

Approved by:



VP Romulo E. Sapitola, CSP, CSI
Head, Security Department &
Bank Chief Security Officer

BILL OF QUANTITIES FORM

Project : Closed Circuit Television System (CCTV) for New LANDBANK Branches

Item No.	Description	Qty.	Unit	Unit Cost	Total Cost
Supply, Delivery, Installation and Activation of CCTV System including applicable labor and materials:					
DEVICES					
1	IP Camera with 128GB Micro SD Card (See table below for breakdown of cameras)	1,216	units		
2	8TB External Hard Disk Drive	76	units		
3	16-Channel Network Video Recorder with 12TB HDD & Monitor	76	sets		
4	16-port Pure Power over Ethernet Switch	76	units		
5	Materials Cost (CAT6 cables, terminals, flexihose, misc. etc.)	76	lots		
	Installation Cost	76	lots		
	Delivery Cost				
	1. National Capital Region	22	lots		
	2. Luzon Provincial Areas	28	lots		
	3. Visayas Provincial Areas	16	lots		
	4. Mindanao Provincial Areas	10	lots		
NOTE: Estimated Floor Area per Branch - 240 qm					
TOTAL					P _____

<u>Cameras Distribution:</u>	No. of Cameras
Main Door Outside	1
Main Door Inside Lobby	1
Vault Room Inside	1
Vault Room Outside	1
COU Cash Counting Area	1
COU Vault Inside	1
COU Vault Outside	1
Tellers & Verifier	4
New Accounts Clerk	1
Emergency Exit Door	1
ATM Transaction Area	1
ATM Cash Loading Area	1
Other Area	1
Total number of cameras per Branch (Estimated)	16

Submitted by:

Bidder

Printed Name of Authorized Representative with Signature

Date

RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

DATE	09 May 2023
PROJECT IDENTIFICATION NO.	ITB-GS-20230105-02
PROJECT NAME	Closed Circuit Television (CCTV) Devices for New LANDBANK Branches
PROPONENT UNIT/TECHNICAL WORKING GROUP	Security Department

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK's RESPONSES
	Technical Requirements	<ol style="list-style-type: none"> 1. May we ask if the NVR have a built-in switch, do we still need to add for another switch? 2. Or if it's okay to not offer switch anymore if it works with built-in switch? 	<ol style="list-style-type: none"> 1. Yes, all NVR should have a built-in PoE switch that will serve as a back-up switch just in case that the stand-alone PoE switch fails. 2. No, stand-alone PoE switch must be offered and included in the bid.

ANNEX H

Checklist of Bidding Documents for Procurement of Goods and Services

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

Eligibility and Technical Components (PDF File)

- **The Eligibility and Technical Component shall contain documents sequentially arranged as follows:**

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

- Legal Eligibility Document

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

- Technical Eligibility Documents

- 2. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).
 3. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
 4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

- Financial Eligibility Documents

- 5. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
 6. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

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

- 7. Duly signed valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that

the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.

8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder.

○ **Technical Documents**

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

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

○ **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]**

14. Purchase Orders, contracts or other related documents to prove that the bidder has at least five (5) years experience in supply, delivery and installation of CCTV System.
15. Two (2) Certificates of Satisfactory Performance as proof that the bidder has obtained satisfactory rating from at least two (2) previous clients/customers.
16. Certification duly signed by the service manager or any authorized representative as proof that the bidder has at least one (1) service station and technician at NCR, North & Central Luzon, South East & West Luzon, East & West Visayas and East & West Mindanao.
17. Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.
18. Brochure or other official documents coming from the manufacturer indicating the specifications of the product being offered.

○ **Post-Qualification Documents/Requirements – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

19. 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.
20. Latest Income Tax Return filed manually or through EFPS.

21. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
22. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
23. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding. (sample form - Form No. 7).

Financial Component (PDF File)

- ***The Financial Component shall contain documents sequentially arranged as follows:***
 1. Duly filled out Revised Bid Form signed by the Bidder's authorized representative (sample form - Form No.1).
 2. Duly filled out Revised Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2).
 3. Duly filled out Bill of Quantities signed by the Bidder's authorized representative (Revised Annex E).

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