



LANDBANK

SERVING
THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-CS-20230417-01**

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

IMPLEMENTOR : **HOBAC Secretariat Unit**

DATE : **September 7, 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 Eligibility Data Sheet [ITB Clauses 2.1(a)(ii) and 2.1(a)(ii.7)] and Checklist of Eligibility Documents (Item 3 of Technical Eligibility Documents) have been revised. Please see attached revised specific sections of the bidding documents.
- 2) Response to bidder's query/clarifications per Annex M.
- 3) The submission and opening of bids is re-scheduled on September 22, 2023 at 10:00 A.M. through videoconferencing using Microsoft (MS) Teams


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

Eligibility Data Sheet

ITB Clause	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the <u>last five (5) years</u> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<p>The following documents are acceptable proofs of satisfactory completion of completed contracts:</p> <ul style="list-style-type: none"> ▪ Certificate of Satisfactory Completion issued by the clients ▪ Customer Satisfaction Survey Form
4	<p>The interested consultants who would like to participate in the eligibility and shortlisting for the above project must send a duly filled-up LBP Secure File Transfer Facility (LBP SFTF) User Registration Form to LBPHOBAC@mail.landbank.com on or before 2:00 PM a day before the scheduled opening of the electronic Eligibility and Shortlisting Documents. The interested consultant shall receive an email with log-in credentials to access the SFTF.</p> <p>The electronic Eligibility and Shortlisting Documents shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached Annexes C-1 to C-8).</p> <p>Electronic Eligibility and Shortlisting Documents received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic Eligibility and Shortlisting Documents at least two (2) hours before the set deadline.</p> <p>The electronic Eligibility and Shortlisting Documents consisting of <u>two copies/files</u> shall be labelled with bidder's assigned short name, last six (6) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-CS-20230417-01 that XYZ Company is interested on, the archived files shall be labelled as XYZ-041701-C1 and XYZ-041701-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</p>

at the end of the filenames of both the archived and PDF files [e.g. First Modification: XYZ-041701-C1-Mod containing XYZ-041701-C1 and XYZ-041701-C2.

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

Each of the archived files and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual opening of the electronic Eligibility and Shortlisting Documents.

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

On the scheduled date of opening of Eligibility and Shortlisting Documents, the interested consultant shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The interested consultant shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. A maximum of two (2) accounts/connections per participating interested consultant shall be allowed to join the meeting.

Projects with participating bidders in attendance shall be given priority in the queuing.

Upon the instruction of the HOBAC Chairperson to start the opening of Eligibility and Shortlisting Documents, the HOBAC Secretariat connects the participating interested consultant/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.

In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the interested consultant concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the interested consultant that the proceedings for the opening of the Eligibility and Shortlisting Documents have already started will also be

sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the interested consultant after the said allowable call attempts or the interested consultant is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic Eligibility and Shortlisting Documents when required by the HOBAC, the interested consultant concerned shall be disqualified from further participating in the Eligibility and Shortlisting process.

Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. Upon instruction from the HOBAC, the interested consultant concerned shall disclose the passwords for the archived file and the PDF file of its electronic Eligibility and Shortlisting Documents.

In case an archived/PDF file fails to open due to a wrong password, the specific consultant shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts, the consultant concerned shall be disqualified from further participating in the Eligibility and Shortlisting process.

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

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

The retrieval and opening of the electronic Eligibility and Shortlisting Documents, page-by-page review of documents and the results of the checking shall be shown to the participants through the screen sharing feature of MS Teams.

The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the Eligibility and Shortlisting activity for a specific project has been finished.

MS Teams Application shall be used in conducting the meeting through videoconferencing. In the event that it is not available, other videoconferencing/group calling applications may be used as an alternative in conducting the meeting.

Consultants who passed the eligibility checking of the HOBAC Members shall be eligible for shortlisting.

	<p>The TWG will evaluate the submitted Eligibility Documents and shall recommend the shortlisted consultants to the HOBAC who will recommend the same to the HoPE for approval.</p> <p>The shortlisted consultants shall be notified in writing.</p>
4.1	Not applicable.
4.2	Not applicable.
4.3	Not applicable.
4.4	Not applicable.
5	<p>The deadline for submission of eligibility document/component is 10:00 A.M. on _____ through the LBP Secure File Transfer Facility.</p> <p>Bidders should have no negative dealings/transactions with LANDBANK or its subsidiaries.</p>
9.1	Similar contracts shall refer to projects involving IT 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>A. 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 on cloud or on premise. Provide the Client Name, Project Name, Project Description, Project Start Date, Project Completion/ Implementation Date, and Contact Person with contact details using the Firm Credentials Information Sheet (Annex F). ✓ Have at least one (1) implementation of any solution on cloud. ✓ Have successfully implemented IT solutions with at least three (3) customers. Submit at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with

Shortlisting Criteria	Minimum Required Standards
	<p>at least "Satisfactory" rating issued by customers for which the bidder has successfully implemented the following IT projects:</p> <ol style="list-style-type: none"> 1. Proposed solution; 2. Any solution on cloud, which may also be the proposed solution; and 3. Other solutions. <p>✓ The bidder shall engage the services of a Cloud Service Provider (CSP) with at least five (5) years' experience in providing cloud services with implemented or ongoing projects in banking or financial institution. Submit a self-certification that the bidder will engage such CSP.</p>
<p>B. Personnel Qualifications</p> <p>This criterion assesses the relevant work experience and educational attainment of the bidder key personnel (i.e., Project Manager, Business Analyst, Technical Team 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>Project Manager:</p> <ul style="list-style-type: none"> ○ At least three (3) years of experience in IT as Project Manager; and ○ At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution. <p>Business Analyst*:</p> <ul style="list-style-type: none"> ○ At least two (2) years of experience as Business Analyst; and ○ At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution. <p>Technical Team Lead:</p> <ul style="list-style-type: none"> ○ At least two (2) years of experience as Technical Team Lead; and ○ At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial

Shortlisting Criteria	Minimum Required Standards
	<p>institution.</p> <p>Technical Support Staff* (i.e., Systems Analyst and Programmer or SA/Programmer)</p> <ul style="list-style-type: none"> ○ The average years of experience of all the proposed technical support staff shall be at least 2.5 years ○ The average years of actual experience in implementing the solution/software application in banking or financial institution of all the proposed technical support staff shall be at least 1.5 years ○ At least one member of the proposed technical team (i.e., Technical Team Lead or Technical Support Staff) is/are certified in cloud services implementation. Specify certification and provide proof of such certification.

Evaluation Criteria - Shortlisting

CRITERIA	WEIGHT	SCORE	REMARKS
1. Firm Credentials (Experience, Expertise and Capability)			
i. Years of experience			
<p><u>Exceeds minimum qualifications:</u></p> <ul style="list-style-type: none"> - More than three (3) years of relevant experience in successfully implementing the proposed solution on cloud or on premise 	15%	50%	
<p><u>Meets minimum qualifications:</u></p> <ul style="list-style-type: none"> • At least three (3) years of relevant experience in successfully implementing the proposed solution on cloud or on premise 	10%		

CRITERIA	WEIGHT	SCORE	REMARKS												
<p>ii. Implementation of any solution on cloud</p> <table border="1" data-bbox="296 327 874 566"> <tr> <td data-bbox="296 327 770 454"> <u>Exceeds minimum qualifications:</u> – More than one (1) implementation of any solution on cloud </td> <td data-bbox="770 327 874 454">10%</td> </tr> <tr> <td data-bbox="296 454 770 566"> <u>Meets minimum qualifications:</u> – At least one (1) implementation of any solution on cloud </td> <td data-bbox="770 454 874 566">7%</td> </tr> </table> <p>iii. Satisfactory Ratings</p> <table border="1" data-bbox="296 629 874 1077"> <tr> <td data-bbox="296 629 770 853"> <u>Exceeds minimum qualifications:</u> – Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least “satisfactory” ratings for previous successful engagements. </td> <td data-bbox="770 629 874 853">15%</td> </tr> <tr> <td data-bbox="296 853 770 1077"> <u>Meets minimum qualifications:</u> – Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least “satisfactory” ratings for previous successful engagements. </td> <td data-bbox="770 853 874 1077">10%</td> </tr> </table> <p>iv. Engagement of Cloud Service Provider (CSP)</p> <table border="1" data-bbox="296 1171 874 1491"> <tr> <td data-bbox="296 1171 770 1335"> <u>Exceeds minimum qualifications:</u> • The CSP to be engaged has more than 5 years’ experience in providing cloud services in banking or financial institution. </td> <td data-bbox="770 1171 874 1335">10%</td> </tr> <tr> <td data-bbox="296 1335 770 1491"> <u>Meets minimum qualifications:</u> • The CSP to be engaged has at least 5 years’ experience in providing cloud services in banking or financial institution. </td> <td data-bbox="770 1335 874 1491">7%</td> </tr> </table>	<u>Exceeds minimum qualifications:</u> – More than one (1) implementation of any solution on cloud	10%	<u>Meets minimum qualifications:</u> – At least one (1) implementation of any solution on cloud	7%	<u>Exceeds minimum qualifications:</u> – Submitted more than three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least “satisfactory” ratings for previous successful engagements.	15%	<u>Meets minimum qualifications:</u> – Submitted at least three (3) fully filled-out Customer Satisfaction Survey (CSS) Forms (Annex G) with at least “satisfactory” ratings for previous successful engagements.	10%	<u>Exceeds minimum qualifications:</u> • The CSP to be engaged has more than 5 years’ experience in providing cloud services in banking or financial institution.	10%	<u>Meets minimum qualifications:</u> • The CSP to be engaged has at least 5 years’ experience in providing cloud services in banking or financial institution.	7%			
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<u>Meets minimum qualifications:</u> • The CSP to be engaged has at least 5 years’ experience in providing cloud services in banking or financial institution.	7%														
<p>2. Personnel Qualification</p>	<p>50%</p>														
<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="296 1659 874 1879"> <tr> <td data-bbox="296 1659 770 1787"> <u>Exceeds minimum qualifications:</u> – More than three (3) years of experience in IT as Project Manager </td> <td data-bbox="770 1659 874 1787">6%</td> </tr> <tr> <td data-bbox="296 1787 770 1879"> <u>Meets minimum qualifications:</u> – At least three (3) years of experience in IT as Project </td> <td data-bbox="770 1787 874 1879">5%</td> </tr> </table>	<u>Exceeds minimum qualifications:</u> – More than three (3) years of experience in IT as Project Manager	6%	<u>Meets minimum qualifications:</u> – At least three (3) years of experience in IT as Project	5%	<p>12%</p>										
<u>Exceeds minimum qualifications:</u> – More than three (3) years of experience in IT as Project Manager	6%														
<u>Meets minimum qualifications:</u> – At least three (3) years of experience in IT as Project	5%														

CRITERIA	WEIGHT	SCORE	REMARKS								
<table border="1" style="width: 100%;"> <tr> <td colspan="2" data-bbox="296 293 874 327">Manager</td> </tr> <tr> <td colspan="2" data-bbox="296 327 874 360">ii. Implementation of proposed solution</td> </tr> <tr> <td data-bbox="296 360 775 551"> <u>Exceeds minimum qualifications:</u> – More than two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution </td> <td data-bbox="775 360 874 551" style="text-align: center;">6%</td> </tr> <tr> <td data-bbox="296 551 775 741"> <u>Meets minimum qualifications:</u> – At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution </td> <td data-bbox="775 551 874 741" style="text-align: center;">4%</td> </tr> </table>	Manager		ii. Implementation of proposed solution		<u>Exceeds minimum qualifications:</u> – More than two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution	6%	<u>Meets minimum qualifications:</u> – At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution	4%			
Manager											
ii. Implementation of proposed solution											
<u>Exceeds minimum qualifications:</u> – More than two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution	6%										
<u>Meets minimum qualifications:</u> – At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution	4%										
<p data-bbox="260 748 879 842">b. Business Analyst to be assigned is highly qualified to implement the engagement even in the absence of the Team Leader</p> <p data-bbox="320 875 619 909">i. Years of experience</p> <table border="1" style="width: 100%;"> <tr> <td data-bbox="296 909 775 1032"> <u>Exceeds minimum qualifications:</u> – More than two (2) years of experience in IT as Business Analyst </td> <td data-bbox="775 909 874 1032" style="text-align: center;">6%</td> </tr> <tr> <td data-bbox="296 1032 775 1155"> <u>Meets minimum qualifications:</u> – At least two (2) years of experience in IT as Business Analyst </td> <td data-bbox="775 1032 874 1155" style="text-align: center;">4%</td> </tr> </table> <p data-bbox="312 1196 847 1229">ii. Implementation of proposed solution</p> <table border="1" style="width: 100%;"> <tr> <td data-bbox="296 1229 775 1420"> <u>Exceeds minimum qualifications:</u> – More than two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution </td> <td data-bbox="775 1229 874 1420" style="text-align: center;">6%</td> </tr> <tr> <td data-bbox="296 1420 775 1610"> <u>Meets minimum qualifications:</u> • At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution </td> <td data-bbox="775 1420 874 1610" style="text-align: center;">4%</td> </tr> </table>	<u>Exceeds minimum qualifications:</u> – More than two (2) years of experience in IT as Business Analyst	6%	<u>Meets minimum qualifications:</u> – At least two (2) years of experience in IT as Business Analyst	4%	<u>Exceeds minimum qualifications:</u> – More than two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution	6%	<u>Meets minimum qualifications:</u> • At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution	4%	12%		
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<u>Meets minimum qualifications:</u> • At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution	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="295 421 874 683"> <tr> <td data-bbox="295 421 774 548"> <u>Exceeds minimum qualifications:</u> - More than two (2) years of experience in IT as Technical Team Lead </td> <td data-bbox="774 421 874 548">6%</td> </tr> <tr> <td data-bbox="295 548 774 683"> <u>Meets minimum qualifications:</u> - At least two (2) years of experience in IT as Technical Team Lead </td> <td data-bbox="774 548 874 683">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="295 739 874 1131"> <tr> <td data-bbox="295 739 774 936"> <u>Exceeds minimum qualifications:</u> - More than two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution </td> <td data-bbox="774 739 874 936">6%</td> </tr> <tr> <td data-bbox="295 936 774 1131"> <u>Meets minimum qualifications:</u> - At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution </td> <td data-bbox="774 936 874 1131">4%</td> </tr> </table>	<u>Exceeds minimum qualifications:</u> - More than two (2) years of experience in IT as Technical Team Lead	6%	<u>Meets minimum qualifications:</u> - At least two (2) years of experience in IT as Technical Team Lead	4%	<u>Exceeds minimum qualifications:</u> - More than two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution	6%	<u>Meets minimum qualifications:</u> - At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution	4%	12%		
<u>Exceeds minimum qualifications:</u> - More than two (2) years of experience in IT as Technical Team Lead	6%										
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<u>Meets minimum qualifications:</u> - At least two (2) years of actual experience in implementing the proposed solution/software applications in banking or financial institution	4%										
<p>d. Technical Support Staff</p> <p>i. Years of experience</p> <table border="1" data-bbox="295 1238 874 1529"> <tr> <td data-bbox="295 1238 774 1400"> <u>Exceeds minimum qualifications:</u> - Average years of experience of all the proposed Technical Support Staff is more than 2.5 years </td> <td data-bbox="774 1238 874 1400">5%</td> </tr> <tr> <td data-bbox="295 1400 774 1529"> <u>Meets minimum qualifications:</u> - Average years of experience of all the proposed technical support staff is 2.5 years </td> <td data-bbox="774 1400 874 1529">4%</td> </tr> </table> <p>ii. Implementation of proposed solution</p> <table border="1" data-bbox="295 1590 874 1910"> <tr> <td data-bbox="295 1590 774 1814"> <u>Exceeds minimum qualifications:</u> - The average years of actual experience in implementing the solution/software application of all the proposed technical support staff is more than 1.5 years </td> <td data-bbox="774 1590 874 1814">5%</td> </tr> <tr> <td data-bbox="295 1814 774 1910"> <u>Meets minimum qualifications:</u> - The average years of actual experience in implementing the </td> <td data-bbox="774 1814 874 1910">4%</td> </tr> </table>	<u>Exceeds minimum qualifications:</u> - Average years of experience of all the proposed Technical Support Staff is more than 2.5 years	5%	<u>Meets minimum qualifications:</u> - Average years of experience of all the proposed technical support staff is 2.5 years	4%	<u>Exceeds minimum qualifications:</u> - The average years of actual experience in implementing the solution/software application of all the proposed technical support staff is more than 1.5 years	5%	<u>Meets minimum qualifications:</u> - The average years of actual experience in implementing the	4%			
<u>Exceeds minimum qualifications:</u> - Average years of experience of all the proposed Technical Support Staff is more than 2.5 years	5%										
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<u>Exceeds minimum qualifications:</u> - The average years of actual experience in implementing the solution/software application of all the proposed technical support staff is more than 1.5 years	5%										
<u>Meets minimum qualifications:</u> - The average years of actual experience in implementing the	4%										

CRITERIA		WEIGHT	SCORE	REMARKS
solution/software application of all the proposed technical support staff is 1.5 years				
iii. Cloud Certification				
<u>Exceeds minimum qualifications:</u> <ul style="list-style-type: none"> More than one (1) proposed Technical Staff and/or the Technical Team Lead are certified in cloud services implementation. 		4%		
<u>Meets minimum qualifications:</u> <ul style="list-style-type: none"> At least one (1) proposed Technical Staff or the Technical Team Lead is certified in cloud services implementation. 		3%		
Note: Proposed Technical Support Staff will be rated individually and the final rating will be the average score.				
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.

○ **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 - Form No. 1). The duly signed form shall still be submitted even if the bidder has no on-going contract. Prospective bidders must also submit any of the acceptable proofs of satisfactory completion of completed contracts stated in Section III. Eligibility Data Sheet [see ITB Clause 2.1(a)(ii.7)].**
4. Fully filled-out 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. Notarized Self-certification stating that the bidder will engage the services of a Cloud Service Provider (CSP) with at least five (5) years of experience in providing cloud services in banking or financial institution. The name of the proposed CSP and its actual years of experience in providing cloud services shall be also stated in the said Certification.
8. Cloud Certification/s issued by the engaged CSP to the proposed Technical Team Lead and/or Technical Support Staff.
9. Statement of Consultant specifying its nationality (referring to the nationality of the firm itself if the bidder is a juridical entity, and not on the nationality of individual consultant/s comprising the firm; or 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: Form No. 5 of the Bidding Documents)

10. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (see sample form - Form No. 3).

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

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

RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

DATE	September 7, 2023
PROJECT IDENTIFICATION NO.	ITB-CS-20230417-01
PROJECT NAME	LANDBANK Operational Risk Management System with Five (5) Years Maintenance Services and Cloud Hosting
PROPONENT UNIT/TECHNICAL WORKING GROUP	

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK's RESPONSES
1.		Can we use the credential of our Principal Vendor for Annex F, Annex G and Annex H without undergoing through JVA (Joint Venture Agreement)	No.
2.		May we know if the requirement will be via Private Cloud or can be Public Cloud	Public cloud will be allowed as long as there will be a secured environment that is specific for the Bank's use only.
3.		Does this Bid require SLCC? If yes, what type of contract Landbank would require?	No. SLCC requirement applies to Goods and Services and Civil Works
4.		For Bid Form No. 1 , may we request to relax the list of all ongoing and completed contracts from 10 years to 5 years	Yes.
5.		Can we use the Annex G (Customer Satisfaction Survey Forms) as one of the attachments to Statement of Completed Contracts as a Proof of Satisfactory Completion?	Yes.
6.		May we ask for at least 2 weeks extension for the submission of shortlisting and eligibility document?	TWG is allowing 2 weeks extension or until September 22, 2023

ANNEX M