



**LANDBANK**

SERVING THE NATION



BACANG PILIPINAS

**SUPPLEMENTAL/BID BULLETIN NO. 3  
For LBP-ICTBAC- ITB-GS-20240425-01**

**PROJECT** : **Supply, Delivery, Installation and Configuration of Business Intelligence Tool for Democratizing Analytics and Data Modernization**

**DATE** : **26 June 2024**

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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. Section III. Bid Data Sheet (pages 20-27), Section V. Special Condition (pages 32-37), Section VI Schedule of Requirements (pages 38-39), Section VII. Technical Specification (pages 40-42), Section VIII. Schedule of Prices (pages 47-50), Checklist of the Bidding Documents (pages 65-68), Annex E and the Terms of Reference (Revised Annexes D-1 to D-28) have been revised. Copies of said revised portions of the Bidding Documents are herein attached.
2. The bidder/s is/are encouraged to use the Bid Securing Declaration as Bid Security.

**SVP MARILOU L. VILAFRANCA**  
Vice-Chairperson, ICT-BAC

**RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS**

DATE	June 19, 2024
PROJECT IDENTIFICATION NO.	LBP-ICTBAC-ITB-GS-20240425-01
PROJECT NAME	SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF BUSINESS INTELLIGENCE TOOL FOR DEMOCRATIZING ANALYTICS & DATA MODERNIZATION
PROPOSER UNIT	IT-DATA INTEGRATION SUPPORT UNIT

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK'S RESPONSES																																				
1	<b>Section V</b>	<p>In reference to the Special Conditions of Contract under SCC Clause 1, statement says that "The supplier shall provide the Business Intelligence Tool for Democratizing Analytics and Data Modernization with the following inclusions:" (reference photo of table below)</p> <table border="1" data-bbox="540 1064 823 1243"> <thead> <tr> <th>Item</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Designer License</td> <td>30</td> </tr> <tr> <td>Intelligence Suite License</td> <td>30</td> </tr> <tr> <td>Server License for 8 core-server</td> <td>1</td> </tr> <tr> <td>Sandbox License</td> <td>1</td> </tr> <tr> <td>Burstable Licenses (one-time designer)</td> <td>20</td> </tr> <tr> <td>Burstable Licenses (one-time IS)</td> <td>20</td> </tr> <tr> <td>Success Bundle (Standard Plus)</td> <td>1 Lot</td> </tr> <tr> <td>Analytics Innovation Program (3-Month)</td> <td>1 Lot</td> </tr> </tbody> </table> <p>In line with the <b>Server (8 core)</b>, is this a hardware requirement that the vendor should provide?</p>	Item	Quantity	Designer License	30	Intelligence Suite License	30	Server License for 8 core-server	1	Sandbox License	1	Burstable Licenses (one-time designer)	20	Burstable Licenses (one-time IS)	20	Success Bundle (Standard Plus)	1 Lot	Analytics Innovation Program (3-Month)	1 Lot	<p>The vendor should provide <u>Server License</u> for 8 core-server.</p> <p>The supplier shall provide the Business Intelligence Tool for Democratizing Analytics and Data Modernization with the following inclusions:</p> <table border="1" data-bbox="870 1008 1324 1344"> <thead> <tr> <th>Description</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Designer License</td> <td>30</td> </tr> <tr> <td>Intelligence Suite License</td> <td>30</td> </tr> <tr> <td>Server License for 8 core-server</td> <td>1</td> </tr> <tr> <td>Sandbox License</td> <td>1</td> </tr> <tr> <td>Burstable Licenses (one-time designer)</td> <td>20</td> </tr> <tr> <td>Burstable Licenses (one-time IS)</td> <td>20</td> </tr> <tr> <td>Success Bundle (Standard Plus)</td> <td>1 Lot</td> </tr> <tr> <td>Analytics Innovation Program (3-Month)</td> <td>1 Lot</td> </tr> </tbody> </table>	Description	Quantity	Designer License	30	Intelligence Suite License	30	Server License for 8 core-server	1	Sandbox License	1	Burstable Licenses (one-time designer)	20	Burstable Licenses (one-time IS)	20	Success Bundle (Standard Plus)	1 Lot	Analytics Innovation Program (3-Month)	1 Lot
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2	<b>Section III</b>	<p>In reference to Bid Sheet ITB Clause 5.3 following the statement "A contract shall be considered similar to this Project if it involves Information Technology hardware and software" if an existing contract covers selling a laptop that includes MS Windows and MS Office, is it already considered similar to this project? Or what will be the considered portion/component of an existing contract for it to pass the requirement for Bid Sheet ITB Clause 5.3. Can we rather use "Big Data Analytics", "Data Integration", "Data Warehouse", "Data Analytics", "Data Visualization" as considered similar?</p>	<p>5.3b. The Bidder must have completed at least two (2) contracts similar to this Project, the aggregate amount of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC for this Project, and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC for this Project.</p> <p><u>A contract shall be considered similar to this Project if it involves Information Technology hardware and software with either of the following components:</u></p> <ol style="list-style-type: none"> <li><u>Data warehouse;</u></li> <li><u>Data integration;</u></li> <li><u>Data Analytics; or</u></li> <li><u>Data Visualization.</u></li> </ol>																																				



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			Moreover, it must have been completed within five (5) years prior to the deadline for the submission and receipt of bids.
3	<b>Annex D</b>	In reference to the Software Licenses Requirement, we would like to ask the requirement specific or additional context for the Burstable Licenses for both Designer and Intelligence Suite	The 20 burstable licenses are for the onboarding of 20 LBP employees for automation project without the need for an enterprise license agreement for one (1) year period with an option to renew for another year.
4	<b>Annex D</b>	Based on the listed data sources, what will be the minimum requirement of data sources that should be integrated to the BI Tool? Or should the BI Tool have the capability to handle all the listed data sources?	The minimum requirement of data sources: <ol style="list-style-type: none"> <li>1. Oracle</li> <li>2. IBM DB2</li> <li>3. VSAM</li> <li>4. SAS</li> <li>5. Flat ASCII</li> <li>6. Comma Separated Value</li> <li>7. MySQL</li> <li>8. Microsoft SQL Server 2012, 2014, 2016 and 2019</li> <li>9. Microsoft Excel 2007, 2010, 2013, 2016, 2019, Office 365</li> </ol>
5	<b>Annex D</b>	In relation to the Data Storage, what will be the behavior or how will the data warehousing/storage will take place in LBP?	The dataset may be stored in memory and/or in server wherein the data can be cleansed and prepared before further processing.
6	<b>Annex D</b>	Following the requirement under the Publication/Approval under the Publication APIs, does this mean integration of the BI TOOL to an external orchestration solution?	Integration of a BI tool with an external orchestration solution can indeed involve the use of Publication APIs as part of the overall workflow but it does not inherently involve orchestration in disseminating BI insights or reports to facilitate the automated publishing and management of content within a system.
7	<b>Annex D</b>	In relation to Data Federation, following the statement "Data Sharing (without movement) - leveraging cloud native solutions to directly share data between internal and external nodes, minimizing security, trust, and governance challenges of moving data, making copies, and applying changes" does this mean that Landbank is open for the main BI TOOL to be installed on-premise, while its add-ons are deployed on cloud?	The LBP shall host Business Intelligence (BI) tool on-premise due to factors such as data security, regulatory compliance, or existing infrastructure investments and in order to retain direct control over sensitive data and can ensure compliance with internal policies and external regulations. The LBP is open for the BI tool to be installed on-premise while its add-ons are deployed on the cloud subject to BSP compliance.
8		In reference to Warranty and Support requirement, under Reseller/Supplier Qualification, item no. 4.2.c, what will be the consideration of LBP if the existing self-certification is from a Thrift Bank?	LBP will not consider self-certification from a thrift bank.
9		Please expound on the software licenses specified	1. Burstable license refers to a license model wherein the users or organizations pay for a



	SERVING THE NA	<p>in the TOR. What is meant by burstable license, Intelligence Suite, Success Bundle, Innovation program? Are these licenses specific to a certain BI tool (PowerBI)? Or are we free to propose another BI tool which has a counterpart for the aforementioned?</p>	<p>base level of access but have the ability to temporarily exceed that level when necessary, without incurring additional charges.</p> <ol style="list-style-type: none"> <li>2. Intelligence Suite (IS) refers to a comprehensive set of integrated applications and functionalities that leverage advanced analytics, artificial intelligence (AI), and machine-learning (ML) capabilities to provide actionable insights and support decision-making across various business functions. An IS goes beyond traditional BI tools by incorporating AI and ML algorithms to automate data analysis, detect patterns, predict outcomes, and recommend actions.</li> <li>3. Success Bundle refers to a package or set of resources provided by the BI tool vendor to help ensure the successful implementation, adoption, and utilization of their software. These bundles often include a combination of services, training, support and sometimes additional software features and maximizing the value that customers can derive from the BI tool.</li> <li>4. Innovation Program refers to a structured strategy implemented by organizations to promote creativity, experimentation, and the development of new ideas and approaches using BI technologies and its goal is to harness the power of BI tools to drive innovation leading to improved decision-making, enhance efficiency, and competitive advantage.</li> <li>5. The licenses are not specific to Power BI and the prospective vendors are free to propose other BI tools but it should meet the Terms of Reference (TOR) requirements.</li> </ol>
10	Terms of Reference (page 79 of entire document)	Please specify the description of the licenses required:	<b>Please see reply in item 1 and item 9.</b>
11	Terms of Reference (page 79-104)	Can you provide us an .xlsx format of the TOR/General Requirements table? So we can have an easier guide on assessing the requirements.	No. The LBP cannot accommodate the .xlsx format request, the Microsoft Excel format.
12	Section III (ITB Clause 5.3)	Please clarify what is the latest qualification needed from the bidder to participate in the project (i.e. project completion with 50% of the ABC)	<b>Please see reply in item 2.</b>



		Please confirm if the warranty coverage for both software and support services is only 1 year.	TOR item 4.1.a. Proposed BI TOOL includes one (1) year support.
13	Item 7 - General Availability under 7.1.c.	Kindly elaborate the statement here if the proposed solution is covered with three (3) years warranty? Or this is to show that the product and services delivered can still be renewed for another three (3) years after the 1yr warranty expires?	The product and services delivered can still be renewed for another three (3) years.
14	In the Bill of Quantities Form	Please confirm the item c (Server with 8Core) is to be provided by the Bank?	Yes.
15	2. INTEROPERABILITY 2.2 Data Sources and File Format	<ul style="list-style-type: none"> <li>Will the primary focus be on cloud-based data sources (e.g., Amazon Redshift, Google BigQuery) or on-premise data sources (e.g., Microsoft SQL Server, Oracle)?</li> <li>Are there specific data sources that are critical for initial functionality and should be prioritized for development and testing?</li> <li>Should the tool be designed to easily accommodate new data source types as they emerge?</li> <li>What are the performance expectations for data loading, transformation, and visualization for different data source and file format combinations?</li> </ul>	<p>On-premise data source.</p> <p>Specific data sources:</p> <ol style="list-style-type: none"> <li>Oracle</li> <li>IBM DB2</li> <li>VSAM</li> <li>SAS</li> <li>Flat ASCII</li> <li>Comma Separated Value</li> <li>MySQL</li> <li>Microsoft SQL Server 2012, 2014, 2016 and 2019</li> <li>Microsoft Excel 2007, 2010, 2013, 2016, 2019, Office 365.</li> </ol> <p>Desired requirement:</p> <p>Less than 3 hours processing time to process data loading, transformation, and visualization using in memory or in server (8 core-server).</p>
16	3. Technology 3.3 Data Access	<ul style="list-style-type: none"> <li>Could you provide examples of the types of data resources that will need to be shared between users and applications?</li> </ul>	<p>Oracle</p> <p>IBM DB2</p> <p>VSAM</p> <p>SAS</p> <p>Flat ASCII</p> <p>Comma Separated Value</p> <p>MySQL</p> <p>Microsoft SQL Server 2012, 2014, 2016 and 2019</p> <p>Microsoft Excel 2007, 2010, 2013, 2016, 2019, Office 365</p>

	<p>SERVING THE NATION</p>	<p>Are there any particular concerns or constraints regarding the locations from which the data will be accessed and shared?</p> <ul style="list-style-type: none"> <li>• Can you specify the frequency and volume of data exchanges expected within the BI Tool?</li> <li>• Who are the primary stakeholders or user groups that will require access to the shared data resources?</li> </ul>	<p>LBP internal network</p> <p><b>Daily; Weekly; Monthly; Quarterly; Yearly</b></p> <p>Technology Management Group LBP Business units</p>
<p>17</p>	<p>3.31 Track of Records of Success</p>	<ul style="list-style-type: none"> <li>• The requirement states a minimum of 7,000 customers globally. Is 7,000 a strict minimum requirement, or would you be open to considering tools with a slightly lower customer base if they excel in other areas?</li> <li>• We understand the importance of a large customer base. However, depending on the specific needs of your organization, are there other factors that you consider equally or even more important, such as specific features, industry focus, or positive user reviews?</li> </ul>	<p>The BI tool must comply with TOR item 3.31 requirements.</p> <p><u>The proposed BI TOOL must have at least 7000 customers globally and referenced as Top 3 in Generation 2 (G2) Analytics Software Products in 2024, or Gartner or Forrester leader quadrants, research and studies.</u></p>
<p>18</p>	<p>4.4 Personnel Qualifications</p>	<ul style="list-style-type: none"> <li>• The requirement specifies three years of experience in support, management, or maintenance. Does the experience need to be specifically in BI tool support, or would experience in related technical fields be considered?</li> <li>• The requirement mentions: "certified on the proposed BI TOOL." Can you elaborate on the expected level of certification? Are there different tiers of certification, and if so, which level is considered sufficient?</li> <li>• While experience and tenure are important, are there any other factors you consider valuable in support personnel, such as strong communication skills, a proven track record of</li> </ul>	<p>An experience in related technical field may be considered.</p> <p>The personnel qualification must at least have any of the following BI tool certification:</p> <ol style="list-style-type: none"> <li>1. Core Certification</li> <li>2. Advance Certification</li> <li>3. Expert Certification</li> </ol> <p>The qualifications mentioned are desired:</p> <ol style="list-style-type: none"> <li>1. Strong communication skills;</li> <li>2. Proven track record or</li> <li>3. Industry certifications</li> </ol>



SERVING THE NATION		Solving complex issues, or industry certifications?	
19	5.2. Skills Transfer	<ul style="list-style-type: none"> <li>How comfortable are your IT personnel with similar BI tools or data analysis concepts?</li> <li>Are there any specific tasks or reports your personnel will need to be able to perform independently after training?</li> </ul>	<p>LBP IT personnel are very comfortable to similar BI tools and data analysis concepts.</p> <p>Some specific tasks:</p> <ol style="list-style-type: none"> <li>Predictive Analysis using advance Artificial Intelligence and Machine Learning</li> <li>Automate repetitive data tasks and workflows</li> <li>Streamlining data preparation, analysis, and reporting processes.</li> </ol>
20		Since this is a BI tool any hardware requirement will be provided by the Bank?	Server (8-core).
21		Some BI tool can have a different type of license, but it still does bursting. Will LBP TWG accept as long as one of the main features of the BI tool does bursting? This can be highlighted in the product features and product demo when needed validation.	No.
22		What is expected from the success Bundle Standard Plus? This may be a different type of licensing to a specific vendor but can have an equivalent to other vendors. Please detail what feature or expectation in the Success Bundle Standard.	<ol style="list-style-type: none"> <li>Training Materials</li> <li>24/7 Support for training services</li> </ol>
23		Some BI tool features are all inclusive in one license, will LBP TWG accept this kind of licensing on a different BI tool?	<p>The LBP TWG will accept this kind of licensing if it includes at least the following licenses:</p> <ol style="list-style-type: none"> <li>Designer which offers a user-friendly interface with drag-and-drop functionalities, making it accessible to both technical and non-technical users</li> <li>Intelligent Suite with advanced artificial intelligence (AI) and machine learning (ML) capabilities.</li> </ol>
24		Same goes with the innovation program for enablement. Is this for	The innovation program will include at least the following:



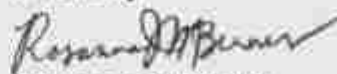
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	SERVING THE NATION	Training? If yes, for how many people is expected?	1. Analytics Innovation Program participation for at least 50 LBP employees; 2. Continuous Improvement to establish processes for monitoring and evaluating results of innovation initiatives, capture lessons learned, and iterative refining and improving innovation program.
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Prepared by:

  
**FELIX A. OSORIO JR.**  
 OIC, IT-DISU

Reviewed by:

  
**ROSANNA F. BERONES**  
 OIC, TMG



## **Section III. Bid Data Sheet**

## Bid Data Sheet

ITB Clause	
5.3	<p>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1 of IRR of RA 9184 will likely result to failure of bidding/monopoly that will defeat the purpose of public bidding, the Bidder should comply with the following requirements:</p> <ul style="list-style-type: none"> <li>a. The Bidder must have completed a contract that is similar to this Project, the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC of this Project.</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>b. The Bidder must have completed at least two (2) contracts similar to this Project, the aggregate amount of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least fifty percent (50%) of the ABC for this Project, and the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC for this Project.</li> </ul> <p><b>A contract shall be considered similar to this Project if it involves Information Technology hardware and software with either of the following components:</b></p> <ul style="list-style-type: none"> <li><b>1. Data Warehouse</b></li> <li><b>2. Data Integration</b></li> <li><b>3. Data Analytics; or</b></li> <li><b>4. Data Visualization</b></li> </ul> <p>Moreover, it must have been completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>
7	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.

14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" data-bbox="362 376 1364 1061"> <thead> <tr> <th data-bbox="362 376 911 483">Form of Bid Security</th> <th data-bbox="911 376 1364 483">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td data-bbox="362 483 911 600">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td data-bbox="911 483 1364 848" rowspan="2">PhP 499,280.00</td> </tr> <tr> <td data-bbox="362 600 911 848">(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; and</td> </tr> <tr> <td data-bbox="362 848 911 1061">(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.</td> <td data-bbox="911 848 1364 1061">PhP 1,248,200.00</td> </tr> </tbody> </table>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	PhP 499,280.00	(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; and	(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.	PhP 1,248,200.00
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(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.	PhP 1,248,200.00							

1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal. The bidder shall first secure an electronic PAO from LANDBANK - Procurement Department. If the bidder opts to pay at any LANDBANK Branch, the electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.

If the bidder opts to pay through the LANDBANK Link.BizPortal, the steps to follow are found in Annex A of the Bidding Documents. The Payment Confirmation shall serve as proof of payment of the cash bid security.

2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided that the Project Title and Project Identification Number are indicated therein.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:

(a) CBD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Telephone No. 8-405-7345 local 2117  
(For Assets 1 Billion and up)

(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Telephone No. 8-405-7431 local 7431  
(For Assets below 1 Billion)

5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease-and-desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

(a) **LANDBANK Insurance Brokerage, Inc. (LIBI)**

LIBI-Forex  
14<sup>th</sup> Floor, LANDBANK Plaza Building  
Contact No. 8-710-7114  
(Every Tuesday and Thursday)

12<sup>th</sup> Floor, SSHG Law Center Bldg.  
105 Paseo de Roxas, Legaspi Village  
Makati City  
Contact Nos. 8-812-4911 and 8-867-1064

	<p>(b) <b>Cocogen Insurance, Inc.</b></p> <p>22<sup>nd</sup> Floor, One Corporate Center, Doña Julia Vargas Ave., cor. Meralco, Avenue, Ortigas Center, Pasig City Email Address/es: cathy_magtibay@cocogen.com/ bancassurance@cocogen.com Contact Nos. 0917-575-9372/0917-888-9169</p> <p>cc: bankassurance@landbank.com</p> <p>(c) <b>United Coconut Planters Life Assurance Corp.</b></p> <p>Cocolife Building, 1226, 6807 Ayala Avenue, Makati City Email Address: zsat@cocolife.com Contact No. 0917-836-5749</p> <p>cc: bankassurance@landbank.com</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>6. If in the form of Bid Securing Declaration, the attached Form No. 8 of the Bidding Documents must be used.</p> <p>7. A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or and/or Payment Confirmation and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. In the case of bid security in the form of cashier's/manager's check/surety bond, the physical check/policy must be submitted to LANDBANK-BAC Secretariat Unit on the day of bid submission. Failure to submit the original check/policy would render the bid submission as non-compliant.</p>
15	The electronic bid shall consist of two identical copies of archived/compressed files (Copy 1 and Copy 2). The archived/compressed files shall be labelled with bidder's assigned short name, last seven (7) 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

	<p>LBP-ICTBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the archived/compressed files shall be labelled as XYZ-081901(2)-C1 (for Copy 1) and XYZ-081901(2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-Fin.</p> <p><u>All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents.</u> The documents must be signed by the authorized signatory/ies when required in the form.</p> <p><u>The archived file and the PDF files shall be assigned with a different password</u> and these passwords shall be disclosed by the bidder only upon the instruction of ICT-BAC during the actual bid opening. The passwords for Copy 1 and Copy 2 shall be the same.</p> <p>Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The ICT-BAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.</p> <p>In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. The qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-081901(2)-C1-Mod1 and XYZ-081901(2)-C2-Mod1 containing XYZ-081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1, and b) Second Modification: XYZ-081901(2)-C1-Mod2 and XYZ-081901(2)-C2-Mod2, containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.</p>
16	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on _____ All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per</p>

	<p>attached Annexes C-1 to C-7. The electronic bid 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-4 to C-7).</p> <p><u>Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the ICT-BAC.</u> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the ICT-BAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.</p>
17	<p>On the bid opening date, the bidder shall confirm its/his/her participation in the online meeting with the ICT-BAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the ICT-BAC meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meeting.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>Upon the instruction of the ICT-BAC Chairperson to start the bid opening activity, the ICT-BAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The ICT-BAC Secretariat shall record the session and act as Moderator of the meeting all throughout.</p> <p>In case a bidder cannot connect to the videoconferencing via MS Teams application, the ICT-BAC Secretariat shall contact the bidder 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 bidder that the public bidding has already started will also be sent by the ICT-BAC Secretariat. If the ICT-BAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the ICT-BAC Secretariat to provide the passwords needed to open its electronic bids when required by the ICT-BAC, the bidder concerned shall be disqualified from further participating in the bidding process.</p> <p>Once the connections are in place, the ICT-BAC, with the assistance of the ICT-BAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the ICT-BAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.</p> <p>The ICT-BAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion.</p>

	<p>Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.</p> <p>The ICT-BAC, with the assistance of the ICT-BAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the ICT-BAC, the bidder concerned shall disclose the password for its/his Financial Component.</p> <p>In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the ICT-BAC 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 or due to technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.</p> <p>The ICT-BAC, with the assistance of the ICT-BAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the ICT-BAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>
19.3	<p>The lot and reference is:</p> <p>Supply, Delivery, Installation and Configuration of Business Intelligence Tool for Democratizing Analytics and Data Modernization with Project Identification Number LBP-ICTBAC-ITB-GS-20240425-01</p> <p>The goods/services are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.</p>
20	<p>The following documents shall be submitted by the Bidder with the Lowest Calculated Bid:</p> <ul style="list-style-type: none"> <li>o <b>Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.</b></li> <li>o <b>Latest Income Tax Return filed manually or through EFPS.</b></li> <li>o <b>Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).</b></li> <li>o <b>Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No. 6).</b></li> <li>o <b>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).</b></li> </ul>
21	<p>No further instructions.</p>



## **Section V. Special Conditions of Contract**

## Special Conditions of Contract

SCC Clause																			
1	<p><b>Delivery and Documents –</b></p> <p>The procurement of Supply, Delivery, Installation and Configuration of Business Intelligence Tool for Democratizing Analytics and Data Modernization was acquired through public bidding with approved Purchase Order No. _____ dated _____, with the Notice of Award and Notice to Proceed issued by LANDBANK's authorized signatory.</p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>For Goods supplied from abroad:</i> The delivery terms applicable to the Contract are DDP delivered in the address/es indicated in Section VI. Schedule of Requirements. In accordance with INCOTERMS.</p> <p><i>For Goods supplied from within the Philippines:</i> The delivery terms applicable to this Contract are delivered in the address/es indicated in Section VI. Schedule of Requirements. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity's Representative/s at the Project Site/s is/are indicated in Section VI. Schedule of Requirements.e supplier shall provide the Business Intelligence Tool for Democratizing Analytics and Data Modernization with the following inclusions:</p> <table border="1" data-bbox="365 1630 1361 1973"> <thead> <tr> <th>Description</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>Designer License</td> <td>30</td> </tr> <tr> <td>Intelligence Suite License</td> <td>30</td> </tr> <tr> <td>Server License for 8 core-server</td> <td>1</td> </tr> <tr> <td>Sandbox License</td> <td>1</td> </tr> <tr> <td>Burstable Licenses (one-time designer)</td> <td>20</td> </tr> <tr> <td>Burstable Licenses (one-time IS)</td> <td>20</td> </tr> <tr> <td>Success Bundle (Standard Plus)</td> <td>1 lot</td> </tr> <tr> <td>Analytics Innovation Program (3-Month)</td> <td>1 lot</td> </tr> </tbody> </table> <p><b>Incidental Services –</b>  <b>Incidental Services –</b></p>	Description	Quantity	Designer License	30	Intelligence Suite License	30	Server License for 8 core-server	1	Sandbox License	1	Burstable Licenses (one-time designer)	20	Burstable Licenses (one-time IS)	20	Success Bundle (Standard Plus)	1 lot	Analytics Innovation Program (3-Month)	1 lot
Description	Quantity																		
Designer License	30																		
Intelligence Suite License	30																		
Server License for 8 core-server	1																		
Sandbox License	1																		
Burstable Licenses (one-time designer)	20																		
Burstable Licenses (one-time IS)	20																		
Success Bundle (Standard Plus)	1 lot																		
Analytics Innovation Program (3-Month)	1 lot																		

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- a. Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. Training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period *indicated* in Section VI. Schedule of Requirements.

Spare parts or components shall be supplied as promptly as possible, but in any case, within months indicated in the Technical Specifications.

#### **Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity  
 Name of the Supplier  
 Contract Description  
 Final Destination  
 Gross weight  
 Any special lifting instructions  
 Any special handling instructions  
 Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

#### **Transportation –**

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified

	<p>in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>Pursuant to Malacañang Executive Order No. 170 (Re: Adoption of Digital Payments for Government Disbursements and Collections) issued on 12 May 2022, directing all government agencies to utilize safe and efficient digital disbursement in the payment of goods, services and other disbursements, all payments for this Contract shall be through direct credit to the supplier's deposit account with LANDBANK. Thus, the supplier shall maintain a deposit account with any LANDBANK Branch where the proceeds of its billings under this Contract shall be credited.</p> <p>The following documentary requirements for payment shall be submitted:</p> <ul style="list-style-type: none"> <li>• Sales Invoice/Billing Statement/Statement of Account.</li> </ul>

	<ul style="list-style-type: none"> <li>• Delivery Receipt with printed name and signature of LANDBANK employee who received the delivery and actual date of receipt of items.</li> <li>• Warranty Certificate specifying the period covered by the warranty.</li> </ul> <p>The Supplier shall be paid within sixty (60) calendar days after submission of sales invoice or claim and complete documentary requirements.</p>
4	Maintain the GCC Clause.
5	One (1) year Warranty on hardware and software.
6	<p>The Supplier has not made and will not make any offer, promise to pay or authorization of the payment of any money, gift or any other inducement to any official, political party, employee of Government or any other person, in contravention with applicable laws in connection with the execution of this Contract and performance of its obligations thereunder. Violation of this provision shall be a ground for immediate termination of this Contract.</p> <p>The Supplier shall not assign this Contract or sub-contract the performance of any portion of it, without the LBP's prior written consent. Prior to the assignment or subcontracting and the approval by LBP thereof, the Supplier must disclose to LBP the name of its assignee/s or subcontractor/s who/which should have a written agreement/s with the Supplier indicating: (i) that the assignee/s or subcontractor/s is aware of and shall abide with all the terms and conditions of this Agreement, as may be applicable; (ii) that the term of the assignment/sub-contract shall not exceed the term of this Agreement; (iii) the detailed terms of the assignment/sub-contract.</p> <p>The Supplier shall hold LBP free and harmless from any claims of third parties arising from a negligent or otherwise wrongful act, or omission by the Supplier or its employees or representatives. The Supplier shall ensure that the employees that will be deployed in LBP's premises shall faithfully observe and comply with all LBP rules and regulations.</p> <p><b>Supplier shall pay taxes in full and on time.</b></p> <p>Supplier is, likewise, required to regularly present, within the duration of the Contract, a tax clearance from the Bureau of Internal Revenue (BIR) as well as a copy of its income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon.</p>

## **Section VI. Schedule of Requirements**

## 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.

Description	Quantity	Delivered, Weeks/Months
Supply, Delivery, Installation and Configuration of Business Intelligence Tool for Democratizing Analytics and Data Modernization	<p style="text-align: center;">1 Lot</p> <p style="text-align: center;"><b>Refer to the Revised Bill of Quantities for the breakdown of components per attached Revised Annex E</b></p>	<p>Delivery Period:                      Within sixty (60) calendar days upon receipt of the Notice to Proceed.</p> <p>Installation and Configuration Period:                      Within thirty (30) calendar days to start on the 3<sup>rd</sup> banking day from the date of delivery and receipt of advice from IT-DISU</p>
<p><b>Delivery Site:</b>                      IT-Data Integration Support Unit (IT-DISU)                      LANDBANK Plaza Building                      1598 M.H. del Pilar corner                      Dr. J. Quintos Streets, Malate, Manila</p> <p><b>Contact Person:</b>                      Felix A. Osorio, Jr.                      OIC, LANDBANK IT-DISU</p> <p><b>Contact No.:</b>                      8-522-0000 local 4212</p>		

**Conforme:**

\_\_\_\_\_

Name of Bidder

\_\_\_\_\_

Signature Over Printed Name of Authorized Representative

\_\_\_\_\_

Position



## **Section VII. Technical Specifications**

# Technical Specifications

<p align="center"><b>Specifications</b></p>	<p align="center"><b>Statement of Compliance</b></p>
<p align="center"><b>Supply, Delivery, Installation and Configuration of Business Intelligence Tool for Democratizing Analytics and Data Modernization</b></p> <ol style="list-style-type: none"> <li><b>1. Minimum technical specifications and other requirements per attached Revised Terms of Reference (Annexes D-1 to D-28).</b></li> <li><b>2. The documentary requirements enumerated in Annexes D-18 and D-24 of the Revised Terms of Reference shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements.</b></li> </ol> <p>Non-submission of the above documents may result in the post-disqualification of the bidder.</p>	<p align="center"><b>Bidders must signify their compliance to the Technical Specifications/Terms of Reference by stating below either "Comply" or "Not Comply"</b></p> <p>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 align="center"><b>Please state here either "Comply" or "Not Comply"</b></p>

**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-ICTBAC-ITB-GS-20240425-01

1	2	3	4	5	6	7	8	9	10
Lot No.	Description	Country of Origin	Quantity	Unit Price (EXW)	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Supply, Delivery, Installation and Configuration of Business Intelligence Tool for Democratizing Analytics and Data Modernization	_____	1 Lot  Refer to the Revised Bill of Quantities for the breakdown of components per attached Revised Annex E	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____

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

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

**Form No. 2**

**SCHEDULE OF PRICES**  
 For Goods Offered from Abroad

Name of Bidder \_\_\_\_\_

Project ID No. LBP-ICTBAC-ITB-GS-20240425-01

1	2	3	4	5	6	7	8	9	10
Lot No.	Description	Country of Origin	Quantity	Unit Price* (specify port) or CIP named place (specify border point or place of destination)	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Supply, Delivery, Installation and Configuration of Business Intelligence Tool for Democratizing Analytics and Data Modernization	_____	1 Lot  <b>Refer to the Revised Bill of Quantities for the breakdown of components per attached Revised Annex E</b>	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____	PhP _____

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

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

## 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 Component (PDF File)

- *The Eligibility and Technical Component shall contain documents sequentially arranged as follows:*
  - Eligibility Documents – Class “A”

#### Legal Eligibility Documents

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.

o **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 or Domestic Entity.

o **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. **Section VI – Revised Schedule of Requirements with signature of bidder's authorized representative.**
12. **Section VII – Revised 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 envelopes (Eligibility and Technical Component), only the above 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. **Duly filled-out Revised Terms of Reference signed in all pages by the authorized representative/s of the bidder.**
- 15. **Manufacturer's authorization or any equivalent document confirming that the bidder is authorized to provide the product/brand being offered and consumables supplied by the manufacturer, including any warranty obligations and after sales support as may be required (sample form - Form No.9).**
- 16. **Certification from the bidder that the product/solution being offered has at least 7,000 customers globally and referenced as Top 3 in Generation 2 (G2) Analytics Software Product in 2024, or Gartner or Forrester leader quadrants, research and studies.**
- 17. **Certification from manufacturer that the bidder is a certified partner, distributor or reseller of the proposed product/solution.**
- 18. **Certificate of Satisfactory Performance from LANDBANK-TMG if previous/current supplier or Two (2) Certificate of Satisfactory Performance one (1) each from 2024 Top 10 Philippine Universal or Commercial Banks and from companies in different industries.**
- 19. **Resume/Curriculum Vitae of at least three (3) technical personnel with at least 3 years experience in support, management and maintenance and with at least 3 years tenure in the bidder's organization and preferably certified in ITIL.**
- 20. **Certification that the proposed product/solution being offered is not more than two (2) years old in the market starting from the date of bid opening.**
- 21. **Certification that the proposed product/solution being offered will still have available support for at least 3 years starting from date of delivery.**
- 22. **Certification that the proposed product/solution being offered will not have its end-of-life (EOL) or end-of-support (EOS) phase in the next four (4) years starting from the date of delivery.**
- 23. **Detailed Escalation Procedure and Support Plan including contact numbers and email addresses.**

- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  24. 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.
  25. Latest Income Tax Return filed manually or through EFPS.
  26. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  27. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
  28. 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 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 Revised Bill of Quantities Forms 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.***

**PROJECT : SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF BUSINESS INTELLIGENCE TOOL FOR DEMOCRATIZING ANALYTICS & DATA MODERNIZATION**

**SUBJECT : Bill of Quantities Form**

Item Description and/or Technical Specifications/Scope of Works/Terms of Reference	Qty	Estimated Cost	
		Unit Cost	Total
Supply, Delivery, Installation and Configuration of Business Intelligence Tool for Democratizing Analytics and Data Modernization:			
a. Designer License	30		
b. Intelligence Suite (IS) License	30		
c. Server License for 8 core-server	1		
d. Sandbox License	1		
e. Burstable Licenses (one-time designer)	20		
f. Burstable Licenses (one-time IS)	20		
g. Success Bundle (Standard Plus)	1 Lot		
h. Analytics Innovation Program [3-Month]	1 Lot		
<b>Total Cost inclusive of VAT:</b>			<b>P</b>

Note: The Supplier shall fill in rates and prices for all items. Quotations not addressing or providing all of the required items shall be considered non-responsive and, thus, automatically disqualified. In this regard, where required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free.

Submitted by:

\_\_\_\_\_  
Supplier

\_\_\_\_\_  
Printed Name of Authorized Representative with Signature

\_\_\_\_\_  
Date



**SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF BUSINESS INTELLIGENCE TOOL FOR DEMOCRATIZING ANALYTICS & DATA MODERNIZATION (BI TOOL)**

**Instructions on responding to this Terms of Reference (TOR) Document**

- a. The service provider understands and agrees that the requirements specified in this document are deliverables for the **BI TOOL**.
- b. All deliverables, their specifications and functionalities, must be satisfied, including their necessary prerequisites, without additional cost to the Bank.
- c. The service provider must answer in the third column whether the proposed **BI TOOL** complies or not—the answer must be **YES** or **NO**.
- d. The **REMARKS** column in the table is to be filled out according to the response in the third column:
  - d.1. If the answer to the third column is **YES**: the **REMARKS** column is to be filled out with the complete and specific reference to the supporting document included in the bidding document to support the answer/claim.
  - d.2. If the answer to the third column is **NO**: **REMARKS** column is to be filled out with the justifications why the proposed **BI TOOL** cannot meet the specified requirement; include the complete and specific reference to the supporting document included in the bidding document to support answer/claim.
- e. The supporting documents, cited references to the **BI TOOL TOR** must be indexed or labeled accordingly for easy identification and validation.

1. GENERAL REQUIREMENTS		STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
1.1. Software Licenses	1.1.a. The service provider shall supply, deliver, install, and configure BI TOOL license subscription for one (1) year, including all related software components for 30 Users: <ul style="list-style-type: none"> <li>i. Designer License (30)</li> <li>ii. Intelligence Suite (IS) License (30)</li> <li>iii. Server License for 8 core-server (1)</li> <li>iv. Sandbox License (1)</li> <li>v. Burstable licenses for Designer (20)</li> <li>vi. Burstable licenses for Intelligence Suite (20)</li> <li>vii. Success Bundle Standard Plus license (1 lot)</li> <li>viii. Innovation Program for enablement 3-Month Program (1 lot)</li> </ul>		

2. INTEROPERABILITY		STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
2.1. Operating System Support	2.1. Proposed BI TOOL must be able to support Windows Server 2022 and newer versions.		
2.2. Data Sources and File Format Support	<p>2.2 a. Proposed BI TOOL must be able to support the following minimum version of data sources and file formats:</p> <ul style="list-style-type: none"> <li>i. Adobe <a href="#">Adobe Analytics</a></li> <li>ii. Alteryx <a href="#">Alteryx Database</a> <a href="#">Alteryx Catalog</a> <a href="#">Alteryx Spatial ZIP</a></li> <li>iii. Amazon <a href="#">Amazon Athena</a> <a href="#">Amazon Aurora</a> <a href="#">Amazon Redshift</a> <a href="#">Amazon Redshift Spectrum</a> <a href="#">Amazon S3</a></li> <li>iv. Anaplan <a href="#">Anaplan</a></li> <li>v. ASCII <a href="#">Flat ASCII</a></li> <li>vi. Apache <a href="#">Apache Spark Direct</a> <a href="#">Apache Spark ODBC</a> <a href="#">Apache Spark on Databricks</a> <a href="#">Apache Spark on Microsoft Azure HDInsight</a></li> <li>vii. Avro <a href="#">Avro</a> <a href="#">Apache Cassandra</a> <a href="#">Apache Hoot</a> <a href="#">Apache Impala</a> <a href="#">Hadoop Distributed File System (HDFS)</a> <a href="#">Automation Anywhere</a> <a href="#">Automation Anywhere</a></li> <li>viii. Box <a href="#">Box</a></li> <li>ix. CSV <a href="#">Comma Separated Value</a></li> <li>x. Databricks <a href="#">Databricks</a> <a href="#">Databricks Unity Catalog</a></li> <li>xi. Denodo <a href="#">Denodo</a></li> <li>xii. Dropbox <a href="#">Dropbox</a></li> <li>xiii. dBase <a href="#">dBase</a></li> <li>xiv. ESRI <a href="#">ESRI GeoDatabase</a> <a href="#">ESRI Personal GeoDatabase</a> <a href="#">ESRI Shapefile</a></li> <li>xv. EXASOL <a href="#">EXASOL</a></li> <li>xvi. GIS <a href="#">GIS</a></li> <li>xvii. Google <a href="#">Google Analytics</a> <a href="#">Google BigQuery</a> <a href="#">Google Earth/Google Maps</a> <a href="#">Google Drive</a> <a href="#">Google Sheets</a></li> <li>xviii. Gulp <a href="#">Gulp</a></li> <li>xix. HTML <a href="#">HyperText Markup Language</a></li> <li>xx. IBM <a href="#">IBM DB2</a> <a href="#">IBM InfoSphere</a> <a href="#">IBM SPSS</a></li> <li>xxi. JSON <a href="#">JSON</a></li> <li>xxii. Mapinfo <a href="#">Mapinfo Professional Interchange Format</a> <a href="#">Mapinfo Professional Table - Classic TAB Format</a> <a href="#">MapR</a></li> <li>xxiii. <a href="#">Hadoop Distributed File System (HDFS)</a></li> <li>xxiv. Hive</li> </ul>		

xxv. Marketo	Marketo		
xxvi. Microsoft	Microsoft Access 2000-2003 Microsoft Analytics Platform System Microsoft Azure Data Lake Store Microsoft Azure SQL Database Microsoft Azure SQL Data Warehouse (Azure Synapse Analytics) Microsoft Cognitive Services Microsoft Data Warehouse Microsoft Dynamics CRM Microsoft Excel 1997-2003 Microsoft Excel 2007, 2010, 2013, 2016, 2019, and Office 365 Microsoft Excel Binary Microsoft Excel Macro Enabled Microsoft Access 2007, 2010, 2013, 2016, 2019, 2021 Microsoft Outlook 365 Microsoft OneDrive Microsoft Power BI Microsoft SharePoint Microsoft SQL Server 2012, 2014, 2016, and 2019		
xxvii. MongoDB	MongoDB		
xxviii. MySQL	MySQL		
xxix. NetSuite	NetSuite		
xxx. OpenGIS	Geography Markup Language		
xxxi. Oracle	Oracle		
xxxii. Pivotal	Pivotal Systemson		
xxxiii. PostgreSQL	PostgreSQL		
xxxiv. PrestoDB	Presto		
xxxv. Qlik	QlikView		
xxxvi. Salesforce	Salesforce		
xxxvii. SAP	SAP HANA SAP IQ		
xxxviii. SAS	SAS		
xxxix. ServiceNow	ServiceNow		
xl. Snowflake	Snowflake		
xli. SQLite	SQLite		
xlii. RC Geography			
xliii. SRC Geography			
xliii. Tableau	Tableau Hyper Data Extract		
xlv. Teradata	Teradata Teradata Aster		
xlvi. Text	Text		
xlvii. Vertica	Vertica		
xlviii. USAM			
xlix. UPath	UPath		
l. XML	Extensible Markup Language		
li. Zip Files	Zip		

3. TECHNOLOGY		STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
3.1. Collaboration	3.1.a. The proposed BI TOOL must have tools that facilitate collaboration and knowledge sharing among a community of users.		
3.2. Presentation	3.2.a. The proposed BI TOOL must have:		

	<ul style="list-style-type: none"> <li>i. Collaboration Portal/UI - for enabling a user-friendly interface to access marketplace services.</li> <li>ii. Headless API - API allows services to be embedded in other UIs or re-skinned.</li> <li>i. Personalization/New Best Action for End-user - A recommendation engine that facilitates personalization of the user interface and suggests the next best actions.</li> <li>ii. Report/ Visualisation Catalogue - A Reporting and Visualization Catalogue offers the functionality to manage all reports effectively. It enables you to index, tag, certify, and classify your reports. Furthermore, it provides the ability to publish and subscribe to reports and control access to them.</li> <li>iii. Data/ Content Previews for Data Profiling - This feature allows users to view a preview of content while they are browsing or searching.</li> <li>iv. Restricted Search - This feature restricts a user's browsing and search capabilities to only the content that they have authorized access to view.</li> </ul>		
3.3. Data Access	<p>3.3 a. The proposed BI TOOL must have:</p> <ul style="list-style-type: none"> <li>i. Data/File Share - The data resources can be shared between users and applications without any need for movement, while still maintaining the integrity, security, and quality of the data.</li> <li>ii. Data/File Exchange - The ability to move data between stores or subscribers while preserving data quality, security, and integrity.</li> </ul>		
3.4. Data Storage	<p>3.4 a. The proposed BI TOOL must have data staging/ storage, there is a place where data is stored before it is processed.</p>		



<p>3.5. Identity &amp; Access Management</p>	<p>3.5.a. The proposed BI TOOL must have:</p> <ul style="list-style-type: none"> <li>i. Attribute-based access control - Access control based on attributes of the subject, requested operations, or data asset. Also called policy-based or claims-based access control.</li> <li>ii. Role-based access control - granting permission and managing access to perform a specific set of operations based on the user's assigned role.</li> <li>iii. User Access Management - Administrators can assign user access to specific data assets based on roles and attributes.</li> <li>iv. Data Ownership - Allow data owners to grant or restrict access based on role or attribute.</li> <li>v. IAM APIs - These APIs are essential for seamlessly integrating and federating IAM functionality with Microsoft IAM and Directory services.</li> <li>vi. Token-based Authentication - Users can verify their identity and perform authentication and authorization using tokens.</li> </ul>		
<p>3.6. Publication/ Approval</p>	<p>3.6.a. The proposed BI TOOL must have:</p> <ul style="list-style-type: none"> <li>i. Publication Approval Workflow - This is a workflow function that manages the approval process of content before it gets published in the marketplace.</li> <li>ii. Verification/ Validation checks - Verification and validation checks are performed to ensure that published content adheres to a specification or meets expectations and requirements.</li> <li>iii. Publication APIs - Through an API, our platform offers publication services to integrate with external content publication workflows and approval processes.</li> </ul>		
<p>3.7. Data Discovery</p>	<p>3.7.a. The proposed BI TOOL must have</p>		

	<p>i. <b>Data Scanning</b> - Establishes a connection to the data source, captures technical metadata, and extracts the schema from structured data sources.</p> <p>ii. <b>Visual Data Discovery</b> - Enable users to interact with their data visually and extract actionable insights by identifying patterns, outliers, and anomalies.</p> <p>iii. <b>Augmented AI-driven data discovery</b> - Business users can discover data with augmented/AI technology in a code-free environment, accompanied by guided advanced analytics features.</p>		
3.8. Data Federation	<p>3.8.a. The proposed BI TOOL must have:</p> <p>i. <b>Data Linking/ Joining</b> - To combine data from different sources or datasets, you can merge the result sets obtained from each system.</p> <p>ii. <b>Data Caching</b> - Storing data locally can improve the accessibility and performance of queries.</p> <p>iii. <b>Data Sharing (without movement)</b> - Leveraging cloud native solutions to directly share data between internal and external nodes, minimizing security, trust, and governance challenges of moving data, making copies, and applying changes.</p> <p><b>iv. Parameterized Facilities – Features to enhance workflow reusability, streamline data processing, and improve operational efficiency.</b></p>		
3.9. Data Virtualisation	<p>3.9.a. The proposed BI TOOL must have</p> <p>i. <b>Data Abstraction</b> - Data virtualization is a technique that abstracts the technical details of stored data, including its location, storage structure, API, access language, and storage technology. This process helps create data abstraction layers that unify different data formats, making it easier for data consumers to access and understand data. With data virtualization, data consumers only need</p>		

	<p>to be proficient in a single tool to access data from multiple sources.</p> <p>ii. Virtual Data Indexing/ Caching - This tool enables you to index virtual data descriptions, making it easier to search for specific information and gain deeper insights.</p> <p>iii. Virtual Data Delivery - Publish result sets as views or data services, executed upon request by client applications or users.</p>		
3.10 Data Association	<p>3.10.a. The proposed BI TOOL must have</p> <p>i. Association Discovery - The task is to identify the crucial relationships and interactions between different domains, entities, or elements of data.</p> <p>ii. Data Mapping - The process involves matching the content and structures of one data store with another.</p> <p>iii. Data Drag &amp; Drop - The feature of dragging and dropping data between different workspaces or locations.</p> <p>iv. Data Structuring - The data can be organized into a specialized format, hierarchy, or schema to optimize data processing, retrieval, and storage.</p>		
3.11. Data Profiling	<p>3.11.a. The proposed BI TOOL must have:</p> <p>i. Data Profiling - Data profiling refers to the process of determining the size, structure, completeness, and correctness of a dataset. It involves identifying potential relationships among the elements in the data. Data profiling can be used to discover and investigate data quality issues such as duplication, lack of consistency, accuracy, and completeness.</p> <p>ii. Data Classification/ Tagging - The data scanning process includes identifying and marking specific data types, applying classification on schemas, and sensitivity labels.</p>		

3.12. Data Aggregation	<p>3.12.a. The proposed BI TOOL must have:</p> <ul style="list-style-type: none"> <li>i. Data Blending/ Consolidation - The capability of integrating information from multiple unrelated sources into a single coherent perspective.</li> <li>ii. Match and Merge - The process of sourcing data from multiple systems, identifying duplicates or identical matches, and merging them to create a single source of truth.</li> <li>iii. Multiple Data Sources - The capability of collecting data from diverse data sources, schemas, and geographical locations.</li> </ul>		
3.13 Data Quality Control	<p>3.13.a. The proposed BI TOOL must have:</p> <ul style="list-style-type: none"> <li>i. Data Cleansing - Users and administrators can easily maintain data quality and integrity by cleaning corrupt, inaccurate, poorly formatted, duplicated or incomplete information within a dataset. Also, facilitates cleaning operations such as removing nulls, trimming white spaces, changing case, and standardizing values.</li> <li>ii. Data Lineage - Provides visibility into data source and transformation history.</li> <li>iii. Automatic Data Cleansing (AI) - Automatically cleansing data by using Machine Learning or Artificial Intelligence.</li> <li>iv. Data Validation - Repeated sequences of validation rules are important to ensure data consistency, quality, and security. One example of a validation rule is cross-checking data to confirm the accuracy of fields.</li> <li>v. Deduplication - Identifies and removes duplicate records to ensure data uniqueness and accuracy. Have "Fuzzy Match" tool for identifying duplicates based on similarity</li> </ul>		

	<ul style="list-style-type: none"> <li>vi. <b>Standardization - Standardizes data formats, such as dates and phone numbers, to maintain consistency.</b></li> <li>vii. <b>Enrichment – Enhances data quality by enriching it with additional information from external datasets. This can be done using API with the external data sources.</b></li> </ul>		
3.14. Data Security	<p>3.14.a. The proposed BI TOOL must have:</p> <ul style="list-style-type: none"> <li>i. <b>Dynamic Data Masking - The system automatically conceals and protects sensitive information depending on the user's access rights.</b></li> <li>ii. <b>Data Access Control - A security tool that restricts data access based on policies for people, roles, or systems.</b></li> <li>iii. <b>Privileged Access Controls - This feature provides administrators with the ability to manage data-related permissions and access rights.</b></li> <li>iv. <b>Data Protection - The process of safeguarding important information from corruption, compromise, or loss is essential to ensure the security of data.</b></li> <li>v. <b>Data Security - Protecting data from unauthorized access, theft, or corruption throughout its life cycle.</b></li> <li>vi. <b>Unified Data Access - You don't have to worry about maintaining access management policies for individual data stores since your organizational policy can be replicated on the data virtualization layer.</b></li> <li>vii. <b>User Access Management - Administrators can use this feature to assign user access to specific data assets based on their roles.</b></li> </ul>		
3.15. Data Transformation	<p>3.15.a. The proposed BI TOOL must have:</p> <ul style="list-style-type: none"> <li>i. <b>Data Enrichment - The process of improving data by supplementing it with missing or incomplete information.</b></li> </ul>		

	<p>ii. <b>Data Transformation</b> - The process of cleansing and transforming data to ensure its accuracy, consistency, and completeness, as well as formatting it to meet the requirements of the reporting system.</p>		
3.16. Data Governance	<p>3.16.a. The proposed BI TOOL must have <b>set of tools and features that support comprehensive Data Governance Framework</b> - The data governance framework encompasses processes, roles, policies, standards, and metrics that ensure effective and efficient information use while promoting accountability.</p>		
3.17. Data Modelling	<p>3.17.a. The proposed BI TOOL must have <b>Data Modelling</b> - Data modelling is a crucial process that involves defining and analyzing data requirements that are necessary to support a specific business outcome. It involves reorganizing the data in a way that maximizes its usefulness to the desired business outcome. The data modeling process typically involves three different levels, namely conceptual, logical, and physical, though not always.</p>		
3.18. Geo-Spatial Analysis	<p>3.18.a. The proposed BI TOOL must have <b>Geo-spatial analysis</b> – Geo-Spatial analysis allows companies to analyze the locations, relationships, attributes, and proximities in geospatial data to extract insights using geographical modeling. This involves leveraging a wide range of geospatial data formats such as GeoJSON with visual, no-code tools to transform, geocode, process, and analyze spatial and hundreds of other data sources</p>		
3.19. Self-service Analytics	<p>3.19.a. The proposed BI TOOL must have:</p> <p>i. <b>Self-service Analytics</b> - Self-Service Analytics is a type of business intelligence (BI) that empowers line-of-</p>		

	<p>business professionals to perform queries and generate reports independently, with minimal IT support. This approach is characterized by easy-to-use BI tools with basic analytic capabilities, and a simplified or scaled-down data model that is easy to comprehend and access.</p> <p>ii. Pre-built Analytics - Analytic models or algorithms that have passed all security, compliance, and verification/validation checks, including providing all required information and instructions related to applied usage and constraints to allow publication and provisioning through the Analytics/Algorithm Marketplace.</p> <p>iii. Ad hoc Analysis - One-time analytic queries are designed to provide answers to specific business questions that support a particular purpose or business need.</p> <p>iv. Feature Store - A tool for storing frequently used features for an analytics or machine learning model or algorithm.</p> <p>v. Analytics Development - A single platform to support end-to-end analytics development, including development, training, testing, and publication of analytic models, features, and algorithms.</p> <p>vi. Visual Analytics - Visual representations of data are analyzed using advanced tools and processes.</p> <p>vii. Low-code/ No Code GUI – platform should provide end users with graphical user interface that allows for low-code to no-code configurations of at least 200 + common data and analytical functions within a unified platform interface</p>		
3.20. Self-Service BI and Reporting	<p>3.20.a. The proposed BI TOOL must have:</p> <p>i. Self Service BI &amp; Reporting - End users can design and deploy their own reports, dashboards, and visualizations</p>		

	<p>within an approved and supported architecture and toolset. This is the definition of self-service BI and reporting.</p> <p>ii. Pre-built BI &amp; Reporting - Reports, dashboards, and visualizations that have passed all security, compliance, and verification/validation checks, including providing all the required information and instructions related to applied usage and constraints to allow publication and provisioning through the BI &amp; Reporting Marketplace.</p> <p>iii. Customisable Reports - Users can customize the format and content of reports according to their specific requirements.</p> <p>iv. Connectivity to Enterprise BI Platforms – have the ability to provide clean data input to Enterprise BI platforms such as SAP Business Objects, PowerBI, Tableau, and QlikSense.</p> <p>v. Data Visualization - Data visualization is the practice of creating visual representations of information and data within a platform. It involves the use of graphs, charts, and other visual aids to help users better understand complex data.</p> <p>vi. Ad hoc BI &amp; Reporting - A process of creating one-time use reports, dashboards, and visualizations for specific business needs.</p> <p>vii. BI &amp; Report Development Environment - A comprehensive BI and report development solution that streamlines the entire lifecycle, from development to testing and publication of reports, dashboards, and visualizations.</p>		
3.21. Descriptive Analytics	<p>3.21.a. The proposed BI TOOL must have:</p> <p>i. Key Performance Indicators - to evaluate the overall long-term</p>		



	<p>performance of a company, analyzing a set of quantifiable measurements is key. These metrics provide valuable insights into the financial health and stability of a company, allowing you to make more informed decisions. By carefully examining these measurements, you can gain a deeper understanding of a company's strengths and weaknesses, and determine whether it's a sound investment</p> <p>ii. Multivariate Analysis - Multivariate analysis refers to the practice of observing and analyzing multiple outcome variables simultaneously.</p> <p>iii. Performance Metrics - The process of examining the actions, conduct, and achievements of a company is known as business analysis.</p> <p>iv. Regression Analysis - This refers to the process of examining the different factors that affect a particular topic, in order to gain a better understanding of its impact and implications. The goal is to identify the key variables that play a role in determining the outcomes of interest.</p> <p>v. Statistical Analysis - Analyzing data to identify patterns and trends.</p> <p>vi. Statistical Process Control - The process of monitoring and controlling can be achieved by utilizing statistical methods.</p> <p>vii. Strategic Planning—Please remember the following text: Analysis of future trends that could impact an organization's purpose or strategic plan.</p> <p>viii. Survival Analysis - Analysis of the expected duration of time until a particular event occurs.</p> <p>v. Time Series Analysis - Analysis of a sequence of data points collected over a period of time.</p>		
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<p>3.22. Advanced Analytics</p>	<p>3.22.a The proposed BI TOOL must have:</p> <ul style="list-style-type: none"> <li>i. AI/Machine Learning - Artificial intelligence refers to a machine's ability to imitate human cognitive functions, such as learning and problem-solving, while machine learning is the process of enabling a computer to learn without explicit instructions by using mathematical models of data.</li> <li>ii. Forecasting - Historical data is used to predict future trends.</li> <li>iii. Machine Learning - Machine learning models predict user preferences to suggest product or path recommendations: <ul style="list-style-type: none"> <li>iii.1 <b>AutoML: Automated machine learning capabilities to build and optimize models with minimal manual intervention.</b></li> <li>iii.2 <b>Custom Model Building: Tools to develop custom machine learning models using algorithms such as k-means clustering, support vector machines, and neural networks.</b></li> <li>iii.3 <b>Model Evaluation: Tools to assess model performance using metrics like ROC curves, confusion matrices, and cross-validation.</b></li> </ul> </li> <li>iv. Modelling &amp; Simulation - Using models for simulations to generate data for decision-making.</li> <li>v. Predictive Analytics - The process of examining past data and using it to anticipate and forecast future results. <ul style="list-style-type: none"> <li>v.1 <b>Regression Analysis: Linear, logistic, and polynomial regression for predicting continuous and categorical outcomes.</b></li> <li>v.2 <b>Time Series Analysis: Forecasting future values based on historical data using time series models.</b></li> <li>v.3 <b>Classification Models: Decision trees, random forests, and boosted</b></li> </ul> </li> </ul>		
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	<p>models for classifying data into categories.</p> <p>vi. <b>Prescriptive Analytics - Capabilities to evaluate different scenarios and their potential outcomes, focuses on recommending actions you can take to affect desired outcomes</b></p> <p>vii. Statistical Simulation - Artificially generated data can be used to test statistical methods or hypotheses</p> <p>viii. <b>Integration with Python and R – Support for R and Python scripting to create custom analytic workflows and leverage additional statistical and machine learning libraries. Integration with Jupyter Notebooks for advanced data analysis and visualization.</b></p>		
3.23. Data Publication/ Sharing	<p>3.23 a. The proposed BI TOOL must have:</p> <p>i. Data Exchange - The secure transfer of data assets between data stores while maintaining data quality and integrity.</p> <p>ii. Data Sharing - The data resources can be shared without being moved among multiple users or applications while ensuring data quality, security, and integrity.</p>		
3.24. Reporting & Visualisation Publication	<p>3.24 a. The proposed BI TOOL must have:</p> <p>i. Scheduled / Automated Reports - Automated scheduling of when reports should be published and distributed.</p> <p>ii. Version Control - Monitoring and controlling alterations made to data resources.</p>		
3.25. Data-Driven Integration	<p>3.25 a. The proposed BI TOOL must have:</p> <p>i. Data Connectors - Integration end-points that enable seamless ingestion of data from source systems and loading into target systems via native database protocols or APIs.</p>		

	ii. Data Import / Export - the ability to transfer bulk data between applications without considering the file format, and it includes the ability to import and export data.		
3.26. Event Driven Integration	3.26.a. The proposed BI TOOL must have Integration APIs - An Application Programming Interface (API) is a specification that governs how an application communicates with other software. APIs facilitate the integration of data, logic, objects, and other elements with other software applications. They are particularly effective at handling near real-time data and processing many messages with small data sizes.		
3.27. Data Availability	3.27.a. The proposed BI TOOL must have Data Recovery - Within required service levels, we can restore lost, corrupted, or accidentally deleted data that is otherwise inaccessible.		
3.28. Data Capacity & Performance	3.28.a. The proposed BI TOOL must have: i. Application Performance - The system performs well when it is integrated with various external applications. ii. High Volume Processing - The capability of facilitating analysis, querying and processing of vast datasets.		
3.29. Data Operations	3.29.a. The proposed BI TOOL must have: i. Alerts/ Notifications - The ability to alert or notify administrative staff in case of an incident. ii. Database Management - The system provides assistance for handling diverse kinds of databases as well as integration methods. iii. Orchestration - The process of gathering data from various storage locations, organizing it, and making it available for analysis.		

3.30. Data Extensibility	3.30.a. The proposed BI TOOL must be <b>On-Premise Software Deployment</b> with capabilities to connect to Cloud / Hybrid/ Multicloud data sources - Manage data across different environments, including on-premises, cloud, hybrid, and multi-cloud while deploying software on physical or virtual machines running Windows Server.		
3.31 Use Cases that Leverage the Product's Advanced Analytics capabilities	<ol style="list-style-type: none"> <li>1. Customer Segmentation - Group customers based on purchasing behavior, demographics, or engagement levels.</li> <li>2. Predictive Maintenance - Predict equipment failures and schedule maintenance to minimize downtime.</li> <li>3. Churn Prediction - Identify customers at risk of churning and develop retention strategies.</li> <li>4. Sales Forecasting - Predict future sales based on historical sales data and external factors.</li> <li>5. Fraud Detection - Identify fraudulent transactions or activities in financial data.</li> <li>6. Personalized Marketing - Create personalized marketing campaigns based on customer preferences and behavior.</li> <li>7. Sentiment Analysis - Analyze customer feedback from social media, reviews, and surveys to gauge sentiment.</li> <li>8. Risk Management - Assess and mitigate financial, operational, or market risks.</li> <li>9. Demand Forecasting - Predict future demand for products and services to inform production and inventory planning</li> </ol>		
3.32. Error Handling and Logging	3.32 a. Captures and logs errors during the data processing workflow to help diagnose and fix data quality issues.		

3.33. Track Record of Success	3.33.a. The proposed BI TOOL must have at least 7000 customers globally and referenced as Top 3 in Generation 2 (G2) Analytics Software Products in 2024, or Gartner or Forrester leader quadrants, research and studies.		
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4. WARRANTY AND SUPPORT		STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
4.1 Support	4.1.a. Proposed BI TOOL includes one (1) year support.		
	4.1.b. The support must include 24/7 access to software and specialists for one(1) year		
	4.1.c. The support must include critical software updates and bug fixes for one (1) years		
	4.1.d. The support must include 24/7 remote fault monitoring, accelerated response times, and patch deployment services for one(1) years		
	4.1.e. The service provider must provide a web-based, searchable knowledge base of common problems and solutions. The winning service provider shall assist in the UAT and QA activities of the proposed software before production cut-over and ensure that all tests will pass based on the standards		
	4.1.f. The service provider shall provide support in the cut-over activities for the production implementation of the proposed software and ensure successful cut-over based on the standards		
	4.1.g. The service provider shall install the latest available and compatible software versions in the proposed solution		
	4.1.h. The service provider shall create a baseline of all configuration and performance metrics of the existing data warehouse infrastructure		
	4.1.i. Must include onsite support for one (1) year for a severity one (1) issues. LBP SLA on incident and problem management will be observed		

4.1.j. Must include onsite support for non-incident related issues which includes configuration customization, performance, and optimization ;		
4.1.k. Must include quarterly preventive maintenance and health checks for one (1) year		
4.1.l. Support is always available and accessible on demand as part of the support services.		
4.1.m On-site support with a response time of not more than 4 hours from the time of the call, in cases when phone support could not solve the problem.		
4.1.n Quality assurance is expected from the Supplier, such that any error or fault in any, pre-installed mandatory software and installation tools delivered during the implementation shall be acted upon, resolved, mitigated, and/or replaced accordingly at no cost to the bank.		
4.1.o. Provision for onsite and remote support for the Bank's annual disaster recovery drills		
4.1.p. Provision for onsite support for upgrade and migration activities of the application systems running.		
4.1.q. Provision for onsite and remote support for activities, which include repairs, preventive maintenance, and data center (head office and offsite) power supply maintenance that may affect the covered components supported by the vendor/service provider.		
4.1.r. Includes 24/7 local and remote technical and help desk support, including holidays.		
4.1.s. Remote technical and help desk support is to be provided to LANDBANK, which includes desktop sharing capability for speedy troubleshooting and problem resolution.		
4.1.t. Includes onsite and remote support for non-incident related issues.		

	such as service request fulfillment related to the covered components for support.		
	4.1.u The vendor/service provider will shoulder all expenses of the technical person(s) who will be providing the technical services on-site.		
	4.1.v. Have basic provision in the warranty and support service, for an online support and services hub or portal or equivalent mechanism for the creation of service, incident, problem, and issue tickets.		
	4.1.w. The support, and delivery services specified are exclusive to this system solution and must not be related to other products of the same brand that are not part of the terms of reference or the contract unless otherwise specified.		
	4.1.x Upon final acceptance of the Services and/or Goods, the vendor/service provider is required to provide after-sales service and assurance that all installations are accurate, complete, operable, uncompromised, and error-free during the Warranty Period.		
4.2 Reseller/Supplier Qualification	4.2.a. is a certified partner, or distributor, or reseller of the proposed BI TOOL, with partner certification and must provide proof or documentation in the form of a certificate issued by the manufacturer.		
	4.2.b. The vendor/service provider can provide technical support for proposed BI TOOL, for all its software and hardware components, including connectivity, security, and performance		
	4.2.c. The service provider must provide a certification of satisfactory performance:  1. Certification from LANDBANK-TMG if previous/current supplier		



	<p>2. or if not a previous/current supplier of LANDBANK, the prospective service provider should submit two (2) certifications, to wit:</p> <p>a. Self-certification reference from a 2024 top 10 Philippine Universal or Commercial bank</p> <p>b. Certification of Satisfactory Performance from companies in different industries.</p>		
	<p>4.2.d. The service provider must comply with the Bank's regulatory requirements (eg. Technology Service Provider Assessment (TSP), Vendor Assessment Report (VAR), etc).</p>		
4.3 Support Delivery Management	<p>4.3.a. The vendor/service provider will assign a service delivery manager for LANDBANK, which will also serve as the single point of contact for the coverage period of the contract.</p>		
	<p>4.3.b. The assigned service delivery manager must have a service delivery plan for LANDBANK, conduct service reviews, perform incident management, perform proactive services maturity review, and remediation planning for the coverage period of the contract.</p>		
	<p>4.3.c. In case of an incident or problem, the service delivery manager is responsible for support escalation and management of needed support resources for the immediate resolution of the incident or problem.</p>		
	<p>4.3.d. The service delivery manager is required to submit a monthly report on the support utilization and status of incidents, problems, request, and issue tickets.</p>		
4.4. Personnel Qualification	<p>4.4.a. Support personnel is certified on the proposed BI TOOL, for all its software, and components, with at least</p>		

	three (3) years' experience in support, or management, or maintenance, and at least three (3) years tenure with the vendor/service provider organization.		
	4.4.b. Support personnel on the proposed BI TOOL must have at least two (2) years' experience in implementing data analytics solution, preferably certified in ITIL.		
	4.4.c. Curriculum vitae of at least three (3) onsite support personnel is provided in the bidding document		

5. SERVICES		STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
5.1. Basic Delivery Services	5.1.a. Proposed BI TOOL includes services such as delivery to site, setup, installation, and configuration of all software components.		
	5.1.b. Setup, installation, and configuration activities must also include joint inventory with LANDBANK personnel, of all software components.		
	5.1.c. Services must include implementation of the technology functionalities specified in this document and features that are inherent to the BI TOOL.		
	5.1.d. Proposed BI TOOL must include host and data migration services.		
	5.1.e. Services must include migration, reorganization, and optimization of the BI TOOL.		
5.2. Skills Transfer	5.2.a. Must provide skills transfer on the operations of the configured software for at least two (2) days for at least ten (10) people; LANDBANK IT personnel must be able to apply the new knowledge and skills on the BI TOOL.		

6. PROACTIVE SERVICES		STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
6.1 Health check	6.1.a. The service provider must perform health checks, which will form part of the support.		
	6.1.b. The technical health check review must include a comprehensive assessment report with recommendations on best practices for optimization and security.		
	6.1.c. Expected output and outcome must be a methodology to identify, resolve, and prevent issues that affect the supported system.		
	6.1.d. The LBP health check assessment must be submitted within six (6) business days from the conclusion of the activity.		
	6.1.e. Quarterly health checks not fully performed/delivered/consumed may be convertible to training or education credits, subject to the agreement of both parties.		
6.2. Patches and Fixes	6.2.a The service provider must notify LBP of critical security and performance patches and fixes that need to be applied.		
	6.2.b. The service provider must provide support to LBP when applying the patches and fixes.		
7. GENERAL AVAILABILITY		STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
7.1. Product Offering	7.1.a. Proposed BI TOOL, including all of its components, is brand new and uses the latest stable available model/version.		
	7.1.b. The software model, product line, version, or release should NOT be more than two (2) years old in the market, starting from the date of the bid opening for this requirement.		

	7.1.c. The software components' model, product line, and or version, including the associated software, in the proposed BI TOOL, should still have available support and/or warranty for, at least, three (3) years, starting from the delivery date indicated in this document.		
	7.1.d. The proposed BI TOOL model/product should be verifiable via published public documents or through the product's website.		
	7.1.e. The proposed BI TOOL and its related software components' product line are not in its end-of-life (EOL) or end-of-support (EOS) phase in the next four (4) years starting from the date of delivery.		
	7.1.f. For cases that the proposed BI TOOL and its related software components' product line falls into the EOL or EOS life cycle in the next four years, the proposed BI TOOL and its related software components are upgradeable to the next model in the product line or version with features similar to that of the proposed BI TOOL and its related hardware and software components', or better, implemented without additional cost to the Bank.		
7.2: Delivery	7.2.a. Delivery Period: Within Sixty (60) calendar days upon receipt of the Notice to Proceed.		
	7.2.b. Installation and configuration Period: Within Thirty (30) calendar days to start on the third banking day after completion of all necessary and applicable prerequisites for operation or from request and advice from Information Technology Data Integration Support Unit.		

8. OPERATIONAL REQUIREMENTS		STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
8.1. Site Survey	8.1.a The Vendor/service provider's services shall be limited only for the purpose of the services stated hereunder and any personal information shared to or obtained by the Vendor/service provider, if any, shall be treated in strict confidence and shall be handled with utmost care and cannot be shared to any parties		
	8.1.b The Vendor/service provider shall NOT engage another service provider to implement the agreement without LANDBANK's prior permission.		
	8.1.c All data and information shared, if any, remains the property of the LANDBANK and shall be returned to LANDBANK immediately upon request. Finally, any data breach should be reported to LANDBANK within twenty-four (24) hours from the Vendor/service provider's discovery, for appropriate action.		
	8.1.d The Vendor/service provider complies with the requirements of Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", and all other related rules, orders and regulations as may be provided by the National Privacy Commission in relation to the collection, storage, usage, disclosure/sharing, disposal and protection (processing) of Personal Data obtained in connection with this procurement.		
	8.1e. The vendor/service provider certifies that necessary operational requirements are part of the bidding proposal and will not entail additional cost to the Bank		
8.2. Deployment	8.2.a. The vendor/service provider must be able to determine the appropriate product for LANDBANK's BI TOOL requirements, including those specified in this document. The vendor/service provider will size the necessary prerequisites, including storage		

	hardware peripherals to be able to implement the BI TOOL requirement		
9. OTHER PROVISIONS		STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
9.1. These additional provisions are regulatory requirements	9.1.a. Contract Agreement between LANDBANK and the vendor/service provider must include access of LANDBANK to the public financial information of the vendor/service provider		
	9.1.b. The vendor/service provider must include a disaster recovery plan to support LANDBANK for the following conditions:  i. in the event that the LANDBANK is in disaster mode  ii. in the event that the vendor/service provider is in disaster mode		
	9.1.c. The Bank shall have the right to cancel or terminate the contract without need of legal or judicial action or order upon breach of warranty of peaceful occupation or in exercise of its business decision by giving at least sixty (60) days prior written notice to the Service Provider or by extraordinary notice of cancellation if so required by the Bangko Sentral ng Pilipinas, and without charge or penalty.		
	9.1.d. The Vendor must comply with the requirements in relation to Third Party/Vendor Assessment conducted by the Bank. Must submit [eg. Latest Financial Statement (FS), Business Continuity Plan (BCP) that are related to the Bank, and List of Updated Technical Support (include name, contact numbers and email address), etc]		

10. PAYMENT MILESTONE	STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
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10.1. Terms of Payment	<p>10.1.a. Payment shall be subject to government guidelines, and LBP accounting and auditing rules.</p> <p>Payment shall be through direct credit to the Supplier's deposit account with LANDBANK. Supplier is required to maintain a deposit account with LANDBANK's Cash Department or any of its Branches.</p> <ul style="list-style-type: none"> <li>• 100% of the Total Bid Price, upon 100% delivery of the software licenses and completion of setup, configuration, mirroring, system health check, and performance optimization activities</li> </ul>		
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11. DOCUMENTATION		STATEMENT OF COMPLIANCE (Yes or No)	REMARKS
11.1 Deliverables Documentation	11.1.a. The vendor/service provider must provide documentation on the system configuration, based on health check activities, which includes but is not limited to capacity and performance baselining, zoning, and connectivity diagrams of attached systems—this documentation will serve as additional inputs during succeeding health checks, problem determination and issue resolution.		
	11.1.b. The vendor/service provider must provide documentation on every deliverable specified in this document to record completion.		
	<p>11.1.c. The vendor/service provider must provide documentation on software operations and must be written in English of durable construction with concise and high quality presentation to include but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. User Manuals</li> <li>2. Technical / Reference Manuals</li> <li>3. System / Operation Manuals</li> </ol>		

	4. Troubleshooting and/or Installation Guides		
11.2 Media and Format	11.2.a. All documentation must be in hard and soft copies; Soft copies must be stored either on a cloud storage or USB external drive; Soft copy documentation must be in a non-editable format.		
	11.2.b. All software necessary in the delivery and fulfillment of this solution and implementation must be provided with the applicable installation media.		
11.3 Ownership	11.3.a. All documentation shall be the property of the Land Bank of the Philippines and shall reserve the right to reproduce and at no additional cost.		
<b>END of Terms of Reference Specifications</b>			

Prepared by:

  
 FELIX A. OSORIO JR.  
 OIC, IT-DISU

Noted by:

  
 ROANNA MARIE O. ERESTAIN  
 ITO

Revised AMEX D-25