


**LAND BANK OF THE PHILIPPINES**

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**BID BULLETIN NO. 5  
For ITB No. 2015-3-212**

**PROJECT :** Check Truncation System Project

**IMPLEMENTOR :** Procurement Department

**DATE :** October 28, 2015

This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The modifications, amendments or clarifications are as follows:

- 1) There were changes in the Hardware, Project Scope, Delivery Time and Schedule, Cost Breakdown, Qualification and Other Requirements. Please refer to pages 1 to 7 for the revisions.
- 2) The Terms of Reference has been revised. Please see attached revised TOR (pages 1 to 15 and Annexes A1 to A3).
- 3) Branches with CTS-Ready Machines (existing) and Branches without CTS-Ready Machines Allocations (new units) are listed in the attached Annexes B.1.1 to B.1.5 & Annexes B.2.1 to B.2.10.
- 4) Schedule of Maintenance, Prescribed Form for the List of Authorized Service Personnel to service/maintain the hardware and software on the specified area and Deployment & Installation Schedule per attached Annexes C, D and E.
- 5) The responses to bidders' queries are shown in the attached Annexes F1 to F6.
- 6) On the Single Largest Completed Contract requirement, the definition of similar contracts has been revised as follows:

From	To
For this purpose, similar contracts shall refer to branch automation, checks clearing or electronic payment system of banks whether involving hardware and/or software.	For this purpose, similar contracts shall refer to branch automation, checks clearing or electronic payment system of banks or <b>IT projects</b> whether involving hardware and/or software.

- 7) Volume of Outward and Inward Checks (High & Low) is listed in the attached Annexes G1 to G7.
- 8) ITB Clause 5.4 of the Bid Data Sheet, Section VI (Schedule of Requirements), Section VII (Specifications), Schedule of Prices (Form No. 2) and Checklist of Bidding Documents have been revised. Please see attached revised pages 39, 69, 71, 72, 73, 77, 78, 91 and 92 of the Bid Documents.

- 9) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled from October 29, 2015 to **November 12, 2015, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.



**ALWIN I. REYES**  
Assistant Vice President  
Procurement Department



## **Check Truncation System (CTS) Project**

### **Terms of Reference**

(Procurement of Goods and Services)

**Version Number** : 4.0  
**Final as of** : 27 October 2015  
**Printed on** : 27 October 2015  
**Author** : Technical Working Group  
Local 7729

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**Document Information****Location**

This document is maintained online in the Check Truncation System (CTS) Project TeamRoom, located at the LBP Lotus Notes Server.

**Revision History**

<b>Version Number</b>	<b>Date</b>	<b>Summary of Changes</b>	<b>Revision Marks</b>
1.0	3 August 2015	Terms of Reference (Final)	Yes
2.0	24 August 2015	Solution Provider Qualifications	Yes
3.0	01 October 2015	Revised TOR	Yes
4.0	27 October 2015	Revised TOR	No

**Approvals**

This document has been approved by:

<b>Name</b>	<b>Position/Title</b>	<b>Approval Date</b>	<b>Signature</b>
SVP Julio D. Climaco	Chair, Head Office Bids and Awards Committee (HOBAC)		

**Distribution**

This document has been distributed to:

<b>Name</b>	<b>Position/Title</b>
SVP Julio D. Climaco	Chair, Head Office Bids and Awards Committee (HOBAC)
HOBAC Members	
CTS Project Control Book (PCB)	
CTS Project TeamRoom	

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**1.0 Name and Description of the Project**

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**2.0 Objectives of the Project**

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**3.0 Scope of the Project**

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**4.0 Technical and Other Specifications**

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**5.0 Delivery Time / Completion Schedule**

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**6.0 Cost Analysis Sheet**

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**8.0 Documentary Requirements**

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- 9.1 Discussions/Negotiations
- 9.2 Proposal Preparation
- 9.3 Proposal Submission
- 9.4 Presentation / Product Demonstration
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- 9.6 Contract Contents

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**Appendix A Business Requirements Document (BRD)**

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**Appendix B Requirements Compliance Form (RCF)**

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## **1.0 Name and Description of the Project**

The Check Truncation System (CTS) is the process of removing the original check from the clearing process and replacing the same with its image and electronic payment information for transmission from the presenting bank to the drawee bank through the Philippine Clearing House Corporation (PCHC). The electronic payment information and image, instead of the physical check, will be transmitted throughout the entire clearing cycle. This will eliminate the need to transport paper checks, and make processing of check payments faster and more efficient.

Under the Check Truncation Process, the electronic image and data of a check will be sufficient basis for clearing and updating of the participating bank's Demand Deposit account with the Bangko Sentral ng Pilipinas (BSP).

The Check Image Clearing System (CICS) under the PCHC Automated Clearing System (PACS) will handle the check truncation and will replace the existing Electronic Check Clearing System (ECCS). The target implementation date of PACS-CICS by PCHC is on March 04, 2016.

## **2.0 Objectives of the Project**

To comply with the Philippine Clearing House Corporation (PCHC) Memorandum Circular No.2807 dated February 6, 2015 on the implementation of the CICS.

## **3.0 Scope of the Project**

The project will cover the processes and components necessary for the successful bank-wide implementation of the CICS, but shall not be limited to the following:

### **OUTWARD**

- ✦ Regular Transactions Processing
- ✦ Returns Transactions Processing
- ✦ Auto segregation of On-Us checks (for CCD) from regular outward clearing (for PCHC)
- ✦ Trail for Outward Rejected Checks
- ✦ Reports and Reconciliation

### **INWARD**

- ✦ Regular Transactions Processing
- ✦ Returns Transactions Processing
- ✦ Auto segregation of ICCs (NOW accounts, ACIC)
- ✦ Positive pay (ACIC updating and matching)
- ✦ Interface with the existing verification system (ASVS)
- ✦ Reports and Reconciliation
- ✦ Merging of images (PCHC, On-Us and OTC) for bank statement
- ✦ Check Archival/ Retrieval (search engine)

- ✦ Express Clearing Facility (except MDS and NOW accounts- Same Day Settlement/ Credit)
- ✦ *\*\*Dollar Clearing Facility*
- ✦ *\*\*Warehouse capability of captured images*

*\*\*Required features already included in the base product - to be implemented when PCHC release the requirement.*

Other requirements not included herewith but are stated in the PCHC PBM Specifications and those which shall be required by PCHC prior to implementation will be included as deliverable for this project.

### Software

- CTS Software with any of the following databases (Oracle Database or Microsoft SQL or IBM-DB2).
  - For CCD (2 active),
    - with at least 14 Data-Entry Correction Balancing (DCB) Facility
  - to be used by 374 Branches nation-wide
  - Head Office (HO) and Disaster Recovery (DR) Site (2)
- PBM License (SQL)
  - For CCD (2 units)

### Hardware

- PBM Server (2 units) – CCD (2 active),
- Hardware Security Module Card (2 units)- (2 active)
- Readers/Scanners- Branches (251 units)
- Personal Computers for CTS:
  - Branches (249 units),
  - CCD (2 units)
- Personal Computers for DCB (14 units)
- Laser Printer (251 units)
- Firewall (2 units)

*Note: See attached Annex A for CTS Hardware and Software Specifications.*

The details and requirements are specified in the attached Business Requirements Document (BRD) version 1.0 dated 28 July 2015.

To ensure the highest degree of compliance of the CTS Project to the Bank's requirements, and to effectively manage change, the project scope likewise covers the following:

- all the requisite software customizations;
- system parameter configuration/setup;
- change management activities like change management planning and communication;
- review of "As Is" processes, business process simplification and improvement;

- documentation and training on the "To Be" processes;
- organizational change assessment and assistance in the implementation of the required organizational and process changes.

The Solution Provider must take into account all related implementation activities and processes such as systems integration, project management, system development life cycle, consulting, change management, technology transfer (training and documentation), and maintenance and support. Likewise, the Solution Provider is expected to conduct a post-implementation review three (3) to four (4) months after the system has been implemented in production, to assess the project performance and the effectiveness of the system.

The Project Management Plan to be used should conform to the following required documents:

- Conceptual Systems Document (CSD) or equivalent document
- Technical Requirements Specification (TRS) or equivalent document
- System Integration Testing (SIT) Certificate as required
- Implementation Plans
- Project Status Report
- Technical Implementation Plan
- Issue Form, if necessary
- Change Request Form, if necessary
- Application Maintenance Manual
- User's Manual
- Prototype

The bidders are required to submit a Service Level Agreement.

Reported issues/problems related to the CTS Project developed by the Solution Provider encountered during the first ninety (90) days after pilot implementation shall be addressed by the Solution Provider.

All acceptable bid prices shall not exceed the Approved Budget for the Contract (ABC), and shall cover all project costs, including, but not limited to the following:

- Hardware Cost
- Software License cost
- Services and software costs
- 1 Year warranty on Software and all newly acquired hardware starting from the Production cut-over date
- Four (4) - year maintenance and support for all hardware and software components (services); after the 1 year warranty period (for newly acquired units)
- Four (4) -Year maintenance for the existing units with existing Maintenance Agreement which shall commence upon expiry of the MA with Current Service Provider, and those existing units without MA which shall be covered immediately.
- Semi-Annual Preventive Maintenance:
  - Health Check



- Parts replacement

Note: Payment for Preventive Maintenance must be after the health check and/or parts replacement is completed on a per branches group basis

Total maintenance cost is to be divided equally per branches group and Head Office. (See Annex E for reference)

- Trainor's training should be conducted by the Winning Bidder to LANDBANK Head Office Personnel prior to roll-out.
- Training/briefing should be conducted on a per branch basis upon successful delivery and installation; user's manual shall also be provided;
- Cost of the Software/Intellectual Property Escrow Agreement, if applicable; and
- All applicable taxes.

The following shall be for the account of the Solution Provider:

- Team building
- Out-of-pocket and other expenses, if applicable;

### Other Requirements

- a. The Solution Provider shall deliver and install the hardware components and management software at LANDBANK's Central Clearing Department, DR Site and Branches.
- b. The delivery and installation of all the hardware components and software shall be in accordance with the Delivery Time/Completion Schedule (Item 5.0 below).
- c. The Solution Provider shall provide free on-site support service and training during installation and implementation of the system.
- d. All hardware components must be brand new and can process transactions from all branches simultaneously.
- e. All hardware components must be able to store data for at least 6 months.
- f. All hardware components must be able to process outward and inward transactions simultaneously with an average of 150,000 transactions per day.
- g. Warranty and maintenance package for hardware components and software shall be inclusive of costs for labor, parts and other related costs such as travel and lodging. It also covers the following:
  - Assessment Report to be provided upon maintenance.
  - On-site service for the repair or replacement of unit by Solution Provider's service centers or any accredited service centers.
  - List of Solution Provider's accredited service centers' locations, contact persons and telephone numbers must be submitted.
  - Service for the repair/replacement of parts/units must be accomplished within 48hours upon receipt of notice.
  - Phone call assistance anytime within the day from Mondays to Fridays.
- h. The Solution Provider shall always provide the software for test environment in case of additional enhancement.

- i. Bidders are required to submit a Service Level Agreement for the maintenance and support to all hardware and software components.

#### **4.0 Technical and Other Specifications**

See attached Business Requirements Document (BRD) - Appendix A and Requirements Compliance Form (RCF) - Appendix B.

The proposed system must satisfy or exceed the project stakeholders' expectations, and the functional and non-functional requirements in order for the proposed system to be considered.

The vendor must respond to each and every section, sub-section or item/requirement in the attached *Requirements Compliance Form (Appendix B)*, and must provide the following information for each requirement:

- Percentage Compliance (e.g. 100% - for full compliance, nn% - for partial compliance)  
     100%   fully compliant, base-product functionality; no customization required  
     nn%    partially compliant; customization required
- Required Customization Effort\* (expressed in man-days);
- Cost of Customization Effort\* (expressed in PHP);
- Explanation to expound on the vendors' response.

\* Budgetary estimation (-10% / +25% accuracy) of the effort and/or cost required to customize the proposed solution to make it fully compliant with the requirement

#### **5.0 Delivery Time / Completion Schedule**

The Solution Provider shall deliver the CTS Software and PBM Hardware and Software to CCD and designated pilot branches prior to PCHC target UAT testing as follows:

- CCD - 1 set (CTS Software)  
     - 1 unit (PBM Hardware and Software)
  - Branches – 50 units of PC, Reader/Scanner and Laser Printer with CTS Software
- |                          |                     |                   |
|--------------------------|---------------------|-------------------|
| • **Manila Branches – 10 | • **North Luzon – 5 | • Catanduanes - 1 |
| • Head Office - 15       | • **South Luzon -5  | • Catarman -1     |
| • **Davao - 5            | • Batanes - 1       | • Coron – 1       |
| • **Cebu – 5             | • Camiguin – 1      |                   |

**\*\* Note:**

- ✓ Identifying the branch locations for UAT as well as the delivery and installation to be done in coordination with Central Clearing Department (CCD).
- ✓ Delivery and installation must be done at least 2 weeks prior to the start of UAT period.

The remaining hardware and software shall be delivered and installed to LANDBANK branches by the Solution Provider per attached Deployment and Installation Schedule

(Annex E). The Deployment Plan will be agreed upon by the Project Team and the Solution Provider.

- CCD – 1 set (CTS Software)
- Branches - 201 (new PC, Reader/Scanner and Laser Printer with CTS Software)  
- 166 (CTS software) – for existing units (ensure that the system will run in the existing units)

*Note: Partial payment for the complete delivery and installation of hardware and software is allowed upon submission of certificate of acceptance from at least 150 branches and for every 50 succeeding units delivered and installed thereafter.*

If the hardware delivered does not comply with LANDBANK's specifications, the Bank shall impose penalty equivalent to 3/10 of 1% of the total value of the undelivered item per day of non-delivery or until the delivery of the hardware with correct specifications.

*Note:*

*Non-compliant hardware is deemed undelivered.*

#### **Timeline:**

On Software: The vanilla version (PCHC compliant) (with 1 CTS software and 1 PBM Hardware and Software, and 7 units of PC) must be delivered 15 days after contract signing.

The customized system development must be completed within 3 months from contract signing. The project must be completed within six (6) months from contract signing.

On Hardware: Units must be delivered on dates agreed upon by both contracting parties, but not exceeding six (6) months from contract signing.

Penalty for non-compliance will be 3/10 of 1% of the total value of the undelivered item for every day of non-delivery.

## **6.0 Cost Analysis Sheet**

### **6.1 Cost Breakdown (inclusive of 1-year warranty for both Hardware and Software components)**

Cost Component	Qty	Cost (PHP)	
Software		Unit Cost	Total Cost
CTS Application Software / License/ Hub with any of the following databases (Oracle Database or Microsoft SQL or IBM-DB2). <i>*For Head Office and all LBP Branches (Enterprise License)</i>	1	xxx,xxx,xxx.xx	
PBM License (SQL) with File Transfer Component	2	xx,xxx,xxx.xx	xxx,xxx,xxx.xx
Hardware			
PBM Server	2	xxx,xxx,xxx.xx	
Hardware Security Module (HSM) Card	2	xxx,xxx,xxx.xx	

# CLASS C

Reader / Scanner	251	xxx,xxx,xxx.xx	
Personal Computer	251	xxx,xxx,xxx.xx	
Personal Computer for DCB	14	xxx,xxx,xxx.xx	
Laser Printer	251	xxx,xxx,xxx.xx	
FireWall	2	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx
<b>Subtotal</b>			xxx,xxx,xxx.xx
<b>Maintenance (for 4 yrs)</b>			
20% of License Fee (4 yrs.) - maximum	1	xxx,xxx,xxx.xx	
18% of the PBM Server Cost – maximum	2	xxx,xxx,xxx.xx	
20% of the HSM Cost - maximum	2	xxx,xxx,xxx.xx	
4- year maintenance		xxx,xxx,xxx.xx	
PC	265		
Reader/Scanner	251		
Laser Printer	251		
4-Year Maintenance for existing 166 Units (PC, Reader /Scanner, Laser Printer)	166	xxx,xxx,xxx.xx	xxx,xxx,xxx.xx
<b>Subtotal</b>			xxx,xxx,xxx.xx
<b>GRAND TOTAL</b>			xxx,xxx,xxx.xx

Note:

- ✓ The proposal should not exceed the following sub-limits for software, hardware, and maintenance:
  - Hardware and Software- P77,295,319.51
  - Maintenance- P48,902,820.16
- ✓ 1<sup>st</sup> year of new units to be acquired is under warranty (See Annex C)
- ✓ 1st and 2nd year must not be higher than the 3rd and 4th year.

## 6.2 Payment Milestone

Payment Milestone	Amount Due (PHP)
15% Upon Acceptance of Conceptual System Design or equivalent document	XXX,XXX,XXX.XX
10% Upon Acceptance of Technical Requirements Specifications or equivalent document	XXX,XXX,XXX.XX
15% Upon Delivery and installation of Hardware, Server, and Software components for User Acceptance Testing (UAT)	XXX,XXX,XXX.XX
20% Upon UAT certification	XXX,XXX,XXX.XX
30% Upon Delivery of Hardware, Server, and Software components for implementation to branches	XXX,XXX,XXX.XX
10% Production cut-over	XXX,XXX,XXX.XX
Maintenance:	
On Hardware	
2 <sup>nd</sup> Year (After 1 yr warranty)	xxx,xxx,xxx.xx
3 <sup>rd</sup> Year	xxx,xxx,xxx.xx
4 <sup>th</sup> Year	xxx,xxx,xxx.xx
5 <sup>th</sup> Year	xxx,xxx,xxx.xx
On Software (4 Years)	
2 <sup>nd</sup> Year (After 1 yr warranty)	xxx,xxx,xxx.xx
3 <sup>rd</sup> Year	xxx,xxx,xxx.xx
4 <sup>th</sup> Year	xxx,xxx,xxx.xx
5 <sup>th</sup> Year	xxx,xxx,xxx.xx
<b>TOTAL PROJECT COST (VAT Inclusive)</b>	<b>XXX,XXX,XXX.XX</b>

\*Ten percent (10%) retention fee for every payment milestone, or a special bank guarantee.

## 7.0 Qualification Requirements

Evaluation Criteria	Minimum Required Performance Standards
<p><b>A. Solution Provider Qualifications</b></p> <p>This criterion assesses the service experience and business capability of the Solution Provider to deliver the proposed solution.</p> <p><u>Qualification Standards:</u></p> <ul style="list-style-type: none"> <li>▪ Must have similar contracts in the Philippines or abroad (as principal or with foreign partner) for the last five (5) years.</li> <li>▪ With profitable operations for the past three (3) years</li> <li>▪ Principal/Dealer must have at least one (1) service personnel to service/maintain the hardware and software (within 24hours upon receipt of complaint or within the next available flight or boat ride whichever comes first) for the following branch locations:             <ol style="list-style-type: none"> <li>1. Northern and Central Luzon</li> <li>2. NCR</li> <li>3. Southern Luzon and Bicol</li> <li>4. East Visayas</li> <li>5. West Visayas</li> <li>6. East Mindanao</li> <li>7. West Mindanao</li> </ol> </li> </ul>	<p><u>Documentary Requirements:</u></p> <ul style="list-style-type: none"> <li>▪ Certifications, at least two (2), issued by the Solution Provider's previous clients on the satisfactory performance of its product and on the after sales services (i.e. warranty and maintenance)</li> <li>▪ Audited Financial Statements duly received by BIR for the last three (3) years.</li> <li>▪ Solution Provider must be included in the list of vendors that have complied/conformed with the standard Image Cash Letter (ICL) Format per PCHC MC 2921 dated 19 August 2015 re: Result of ICL File Validation.</li> <li>▪ List of Authorized Service Personnel to service/maintain the hardware and software on the specified branch locations.</li> </ul> <p>(See attached Annex D)</p>
<p><b>B. Personnel Qualifications</b></p> <p>This criterion assesses the relevant work experience and educational attainment of the Solution Provider key personnel (i.e., Project Manager, Technical Lead, Business Lead and Change Management Team Leads) identified to implement the proposed system.</p>	<p>1. Qualification Standards for Dedicated Project Resource/Team Leads:</p> <ul style="list-style-type: none"> <li>✓ Project Manager:             <ul style="list-style-type: none"> <li>▪ At least five (5) years of experience in IT as Project Manager;</li> <li>▪ At least Three (3) years exposure in banking/finance</li> </ul> </li> <li>✓ Business Team Lead:             <ul style="list-style-type: none"> <li>▪ At least Five (5) years exposure in banks/non-bank financial institutions</li> <li>▪ At least Three (3) years exposure in banking/finance</li> </ul> </li> <li>✓ Technical Team Lead:             <ul style="list-style-type: none"> <li>▪ At least Three (3) years of</li> </ul> </li> </ul>

	<p>experience as Technical Team Lead</p> <p>✓ Technical Support Staff :</p> <ul style="list-style-type: none"> <li>At least (2) years exposure in banking/finance</li> </ul> <p>2. Must submit resume or CV of Project Resources.</p> <p><i>Note: Any changes in personnel/project resources should be higher or equal to the qualifications of the previously submitted CV, subject to LANDBANK Approval.</i></p>
<p><b>2. Project Schedule</b></p> <p>This criterion assesses Solution Provider's timetable in delivering the proposed system within the required timeframe set by the Bank taking into account all customization workaround needed to be done on the base software.</p>	<p>Timeline:</p> <p>✓ Not more than six (6) months from contract signing</p>

## 8.0 Documentary Requirements

The technical proposal must include the following required information/documents:

- Executive Summary
- Proposed Solution Overview
  - ✓ Architecture (Technical Architecture Components, Technical Architecture Diagram),
  - ✓ Solution components (hardware, software, services), and
  - ✓ Methodology.
- Detailed, Point-by-Point Response to the Requirements Compliance Form (Appendix B)
- Draft Contract
- Statement of Work
  - ✓ Detailed description of all major tasks,
  - ✓ Deliverable items, if any, for each of the major tasks, and
  - ✓ Completion criteria for each of the major tasks.
- Deliverable Items Summary
  - ✓ Description, quantity, delivery media and other details of the deliverables
- LBP Responsibilities
  - ✓ Specific responsibilities relating to resources, skills, infrastructure, documentations, processes, etc., that LBP must satisfy
- Assumptions
  - ✓ Constraints, dependencies
- Schedules
  - ✓ Major milestones,
  - ✓ Delivery schedule, and
  - ✓ Project schedule (major tasks, durations, start and end dates, Gantt chart).
- License, Maintenance, Exchange of Confidential Information, Software/Intellectual Property Escrow, and Other Agreements, if applicable
- Organizational Chart
- List of Projects and Project Team Information using the Project Team Information

- Brief Company Profile
- Analyst reports, articles, brochures, white papers and other relevant materials.
- Service Level Agreement for the maintenance and support to all hardware and software components.

## **9.0 Other Terms and Conditions**

### **9.1 Discussions/Negotiations**

Although the Solution Provider's proposal may be accepted and a contract may be awarded without discussion, LBP may initiate discussions with Solution Provider as it deems necessary. The Solution Provider should be prepared to send qualified personnel to the LBP office to discuss the technical, commercial and other contractual aspects of its proposal.

### **9.2 Proposal Preparation**

To be eligible for consideration, Solution Provider must meet the intent of at least 80% of the mandatory requirements. Each mandatory requirement with less than 100% compliance must have a work-around for customization to make it 100% compliant.

For recommended requirements, Solution Provider must meet the intent of at least 70% of the recommended requirements. Each recommended requirement with less than 100% compliance must have a work-around for customization to make it 100% compliant.

Compliance with the intent of all the requirements will be determined by the LBP HOBAC.

#### **9.2.1 Point-by-point Response**

Solution Provider must submit a point-by-point response to all numbered sections, subsections, appendices, annexes and attachments of this TOR. If no exception, explanation, or clarification is required from Solution Provider' response to a specific item, Solution Provider shall indicate so in the point-by-point response with the following:

**"Solution Provider understands and will comply."**

Solution Provider must organize its proposal into sections following the format of this TOR, with tabs separating each section.

In case Solution Provider's proposal does not comply with the specified proposal format, or is difficult to understand, read or lacks any of the requested information, the proposal will be returned for immediate revision.

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

### **9.3 Proposal Submission**

Solution Provider must submit:

- Three (3) sets (one original and two true copies) of their technical and financial proposals
- Their proposal to the LBP HOBAC on or before the deadline specified.

Facsimile or electronic submissions are not acceptable.

#### **9.4 Presentations / Product Demonstrations**

Solution Provider may be required to make presentations and product demonstrations to clarify its responses.

The Solution Provider will be notified within five (5) days after the Lowest Calculated Bidder has been determined.

The POC must be conducted within ten (10) days after receipt of notification from HOBAC.

POC shall include the following:

1. Branch set-up
  - Capturing of check images, deposit slips and other documents based on the following BRD requirements:
    - CTS4141-003
  - Transmission to HO via LBP intranet facility
  - Guest User
2. HO set-up
  - DCB
  - Transmission to PBM
  - Downloading of ICL
  - Technical verification of ICL
  - Generation of required reports
    - Outward/inward per branch
    - Technical verification reports
    - ICL file for batch processing
    - ICL file for on-us processing
    - Inward Return Document
    - Return Check Advice

#### **9.5 Compliance with Laws, Policies, Processes, Regulations and Standards**

Solution Provider must, in performance of work under this contract, fully comply with all applicable national or local laws and executive orders, and LBP Project Management and System Development Life Cycle standards.

#### **9.6 Contract Contents**

This TOR and any addenda, Solution Provider' responses including any amendments, any best and final offers, and any negotiations shall be included in any resulting contract. *Section 8 – Documentary Requirements*, enumerates all the required information and documents that Solution Provider must submit as part of its proposal to qualify for further consideration, and will serve as basis for any contract between LBP and Solution Provider.

#### **THE TECHNICAL WORKING GROUP:**

Renan A. Lagunzad, ITPMO

Roger O. Panaguiton, ITPMO



## CLASS C

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Sylvester D. Alba, ITPMO  
Reynaldo C. Capa, CCD  
Milagrose P. Maguigad, BBSD  
Divine Grace B. Kuan, RBSD  
Reymond C. Santos, SID  
Atty. Joseph Dennis C. Castro, LSG

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