



LANDBANK

BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20180313-03

PROJECT : **One (1) Lot Services of a Certifying Body for LANDBANK's ISO 9001:2015 and ISO 14001:2015 Certifications under the Integrated Management System Framework**

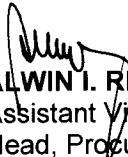
IMPLEMENTOR : **Procurement Department**

DATE : **April 26, 2018**

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:

- The Terms of Reference (Annex A), Firm Track Record (Annex B), Section VI (Schedule of Requirements), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.j, 3.l, 5 & 6) have been revised. Please see attached revised Annexes A-1 to A-5, B and the specified sections of the Bidding Documents.


ALWIN I. REYES, CSSP
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Quantity	Item Description	Delivery Period and Destination
One (1) Lot	Services of a Certifying Body for LANDBANK's ISO 9001:2015 and ISO 14001:2015 Certifications under the Integrated Management System Framework	Delivery Period: Per attached Revised Terms of Reference (TOR) Annexes A-1 to A-5. Delivery Site: 32nd Floor, Quality Management Department, LANDBANK Plaza Bldg., 1598 M.H. del Pilar corner Dr. J. Quintos Sts., Malate, Manila 1004 Contact Details: Ms. Sandra May C. Daraman Head, QMD 522-0000 local 7206 / 7104

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Specifications

Quantity	Specifications	Statement of Compliance
One (1) Lot	<p>Services of a Certifying Body for LANDBANK's ISO 9001:2015 and ISO 14001:2015 Certifications under the Integrated Management System Framework</p> <p>Per attached Revised Terms of Reference – Annexes A-1 to A-5.</p> <p>The following documents must be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> a) Philippine Accreditation Bureau or Department of Trade and Industry Accreditation b) Duly filled-out Firm Track Record per attached Revised Annex B. c) Duly filled-out Team's Capability per attached Annexes C-1 to C-3. d) Self-certification that the bidder can comply with the Scope of Works and Schedule of Deliverables. 	<p>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each specification.</p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid. 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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p> <p>Please state here either "Comply" or "Not Comply"</p>

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.

The Technical Component (First Envelope) shall contain the following:

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form - Form No.7).
2. Duly notarized Omnibus sworn statement (sample form - Form No.6).
3. Eligibility requirements
 - **Legal Document**
 - 3.a PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or
 - 3.b Class "A" eligibility documents as follows:
 - Registration Certificate from SEC, Department of Trade and Industry (DTI) for Sole Proprietorship, or CDA for Cooperatives, or any proof of such registration as stated in the Bidding Documents;
 - Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
 - **Technical / Financial Documents**
 - 3.c 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 relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). The duly signed form shall still be submitted even if the bidder has no on-going contract.

- 3.d Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 4).
- 3.e 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.
- 3.f The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.g Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
- 3.h Philippine Accreditation Bureau or Department of Trade and Industry Accreditation.
- 3.i Department of Trade and Industry Registration or Securities and Exchange Commission Certificate of Incorporation.
- 3.j Duly filled-out Firm Track Record per attached Revised Annex B.**
- 3.k Duly filled-out Team's Capability per attached Annexes C-1 to C-3.
- 3.l Self-certification that the bidder can comply with the Scope of Works and Schedule of Deliverables.**
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
- 5. Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**
- 6. Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**

7. Post-Qualification Documents – (Non-submission of these documents during the bid opening shall not be a ground for the disqualification of the bidder):
 - 7.a 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 the BIR Electronic Filing and Payment System (EFPS);
 - 7.b Income Tax Return for 2016 filed manually or through EFPS.

The Financial Component (Second Envelope) shall contain the following:

1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)
2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)

*Terms of Reference for the Hiring of a Certifying Body for LBP's Certification to ISO 9001:2015 and ISO 14001:2015 under the Integrated Management System Framework***A. Name and Description of the Project**

One (1) Lot - Procurement of Services of a Certifying Body (CB) for LBP's ISO 9001:2015 and ISO 14001:2015 Certifications under the Integrated Management System framework

B. Objectives of the Project

To hire the services of a Certifying Body (CB) to audit and certify the Bank's ISO 9001:2015 and ISO 14001:2015 implementation.

C. Scope of the Project and Delivery Time/Completion Schedule

Provision of Branch Banking Operations, Lending Operations, Agrarian Operations, Trust Operations, Treasury Operations and Support Functions

ISO 9001:2015	ISO 14001:2015
LBP Head Office and 379 field units	LBP Head Office and 39 Field Units

The CB is expected to provide the following services:

1. Certification Audit (3rd Quarter 2018)
 - a. Prepare and submit certification audit plan
 - b. Conduct Certification Audit
 - c. Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001-2015 and ISO 14001:2015 standards within five (5) working days after the conduct of the on-site audit.
2. Issuance of ISO 9001:2015 and ISO 14001:2015 Certificates valid for three (3) years upon LBP's compliance with certification requirements;
3. 1st Surveillance Audit (2019)
 - a. Prepare and submit surveillance audit plan
 - b. Conduct Surveillance Audit
 - c. Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001-2015 and ISO 14001:2015 standards within five (5) working days after the conduct of the on-site audit.

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4. 2nd Surveillance Audit (2020)

- a. Prepare and submit surveillance audit plan
- b. Conduct Surveillance Audit
- c. Prepare and submit audit report detailing observations, opportunities for improvement and any non-conformity to ISO 9001:2015 and ISO 14001:2015 standards within five (5) working days after the conduct of the on-site audit.

5. The CB shall determine the required number of man-days to accomplish/deliver the abovementioned tasks. The list of units covered is attached as "Annex C"

6. The contents and format of all deliverables shall be agreed by LBP and Certifying Body

D. Qualification, Experience, Expertise Required/Certification Team and Documentary Requirements

Qualification Requirements	Documentary Requirements
<p>1. The CB shall be accredited for both ISO 9001:2015 and ISO 14001:2015 certification activities by the Philippine Accreditation Bureau of the Department of Trade and Industry for financial intermediation and must have at least ten (10) years experience as ISO certifying body.</p>	<ul style="list-style-type: none"> • PAB/DTI Accreditation • DTI Registration/SEC Certificate of Incorporation • Copy of Purchase Order or Contract of Completed Projects for the last 10 years
<p>2. The certification body audit teams, including surveillance, shall:</p> <ul style="list-style-type: none"> a. Include financial and banking experts of good standing and reputation; b. Provide a team of registered, experienced and competent ISO 9001 and 14001 certified auditors representing different fields of expertise; c. No member of the audit team shall have provided consultancy for the organization in the past two years prior to the audit; d. Prospective members of the Audit Team must not include persons involved with LBP QMS and EMS preparatory activities; e. At least one auditor of the initial audit 	<ul style="list-style-type: none"> • Please see attached "Annex B"- Team's Capability"

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team should participate in all audits of the three-year audit cycle. For each subsequent cycle, different auditors should be used.	
3. The CB shall provide LBP with its company profile highlighting related projects, scope of work and implementation methodology. Curriculum vitae of the proposed certification team shall also be submitted to LBP. Replacement of any audit team member shall require prior written approval from LBP.	<ul style="list-style-type: none"> • Please see attached "Annex A"- Firm Track Record
4. The CB shall submit the required eligibility documents pursuant to Republic Act 9184 Government Procurement Reform Act.	<ul style="list-style-type: none"> • Documents as required by RA 9184
5. Submission of a certification from the CB that they are capable to comply with the Scope of Works and Schedule of Deliverables.	<ul style="list-style-type: none"> • Certification from CB

E. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is P10,000,000.00 inclusive of all applicable taxes

F. Payment Milestones

1. Cost of engagement of the certifying body shall be based on the agreed contract between the two parties. Payments shall be based on the completion of the following activities as evidenced by the submission and acceptance of the required deliverables:

Activities	Payments
Certification Audit Report	40%
Issuance of ISO 9001:2015 and ISO 14001:2015 certificate (valid for three 3 years)	
1 st -year Surveillance Audit Report	30%
2 nd -year Surveillance Audit Report	30%
TOTAL	100%

2. The certifying body shall include a breakdown of its proposed engagement fee for every activity mentioned above, inclusive of VAT and other taxes/charges that may be applicable.
3. Travel expenses such as meals, airfare, terminal fee, fuel cost and toll fees for land trips and inland transportation to and within place of destination and vice versa shall be for the account of LBP and shall be excluded in the financial proposal of the CB. Accommodations

Terms of Reference for the Hiring of a Certifying Body for LBP's Certification to ISO 9001:2015 and ISO 14001:2015 under the Integrated Management System Framework

and other incidental expenses shall be within the existing Bank policies and procedures. Original copies of receipts shall be submitted to LBP within five (5) working days after the completed audit (please refer to Section C, Items 1, 3 and 4).

G. Performance Bond

The Performance Bond shall be available to the vendor after the Bank has completed the certification stage.

H. Other Information

1. Background

In line with its strategic objective of developing world class operations, LANDBANK Management adopted an integrated approach - Quality Management System (**QMS**) and Environmental Management System (**EMS**) into INTEGRATED MANAGEMENT SYSTEM (**IMS**).

IMS integrates all of the organization's systems and processes in one complete framework, enabling the organization to work as a single unit with unified objectives.

Gearing towards this mandate, the Bank will obtain the services of a Certifying Body that will deliver a consistently reliable and impartial service which meets the appropriate and internationally-recognized standard.

2. Responsibilities of the Certifying Body

- a. The CB shall undertake the following and other requirements indicated in this Terms of Reference (TOR):
 - Certification Audit
 - Issuance of ISO 9001:2015 and ISO 14001:2015 certificates (valid for three 3 years)
 - 1st-year Surveillance Audit
 - 2nd-year Surveillance Audit
- b. The CB shall undertake to perform its audit services with the highest standards of professional and ethical competence and integrity.
- c. The CB shall treat with utmost confidentiality any proprietary or confidential information relating to this engagement or the Client's business operations.

CLASS D

Terms of Reference for the Hiring of a Certifying Body for LBP's Certification to ISO 9001:2015 and ISO 14001:2015 under the Integrated Management System Framework

- d. The CB audit team shall abide with the auditing principles, terminologies and guidelines as specified in the ISO 19011:2011 - Guidelines for auditing management systems.
- e. The CB shall include in their audit activities a procedure for client appeals. If resolutions on good terms for disputes between LBP and the certification body cannot be made, LBP shall be afforded right to lodge appeals about the decision of the audit team to an independent arbitrator. Independently from this, the legal path is open to both parties.
- f. The CB audit team shall provide a full report on the operations audited consistent with the content of the approved scope of work / deliverables to LBP within five (5) working days of each initial, surveillance, and re-certification audit unless otherwise agreed by LBP.
- g. The CB shall adhere to the agreed scope of work/ deliverables that were approved by LBP's selection committee.


3. Responsibilities of LBP

- a. Responsible for securing all logistical requirements for the conduct of the audit;
- b. Shoulders the associated costs, such as travel expenses and hotel accommodations, if needed;

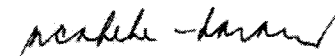
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Annex B

Firm Track Record

Please indicate the number of years that your firm has been providing services for ISO 9001 and ISO 14001 Certification. For each year, please enumerate your clients whom you have delivered ISO 9001 and ISO 14001 certification projects for the last three (3) years with comparable size and complexity as that which you are proposing for LANDBANK.

Year	Client	Client Industry	Location	Project Length (in months)	Project Cost	Contact Info (name, email address, tel no.)

(Additional rows may be provided to accommodate all projects handled by the Bidder)