



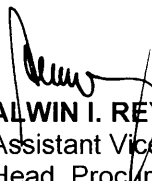
BID BULLETIN NO. 1
For LBP-HOBAC- ITB-GS-20180214-04

PROJECT : **Job Tracking and Mobile Appraisal System Project**
IMPLEMENTOR : **Procurement Department**
DATE : **March 15, 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 form "Requirements Tracking Matrix" (Attachment B) has been replaced with "Requirements Compliance Form". Please see Attachment B for your reference.
- The Terms of Reference (Annex A-1 to A-16), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.I and 6) have been revised. Please see attached Revised Annexes A-1 to A-16 and the specified sections of the Bidding Documents.


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

Specifications

Specifications	Statement of Compliance
	<p style="text-align: center;">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 style="text-align: center;">Job Tracking and Mobile Appraisal System Project</p> <p>Minimum specifications and other requirements per attached Revised Terms of Reference (Revised Annexes A-1 to A-16).</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <p>At least three (3) dully filled-out Customer Satisfaction Survey Forms with “satisfactory” ratings for previous successful engagements (Annex B).</p> <ul style="list-style-type: none"> ▪ Biographical information using the prescribed Project Team Information Sheet template (Annex C). ▪ Executive Summary ▪ Proposed Solution Overview ▪ Detailed point-by-point response to Requirements Compliance Form (Attachment B) ▪ Draft Contract 	<p>Please state here either “Comply” or “Not Comply”</p>

<ul style="list-style-type: none"> ▪ Deliverable Items Summary (e.g., System Development Life Cycle documents) ▪ LBP Responsibilities ▪ Assumptions ▪ Schedules ▪ License, Maintenance, Exchange of Confidential Information, and Other Agreements ▪ Organizational Chart of the Project Team ▪ List of Projects and Project Team Information using the Project Team Information Sheet (Annex C) ▪ Business Continuity Plan (BCP) of Bidder ▪ Brief Company Profile ▪ Analyst reports, articles, brochures, white papers and other relevant materials. ▪ Certificate of satisfactory performance or equivalent document issued by the client with whom the bidder has completed its single largest contract. If the bidder has existing or completed contracts with LANDBANK, a certification of satisfactory performance and no pending project issued by the Head, Property Valuation & Credit Information Department not earlier than 30 calendar days prior to the deadline of submission of bid shall likewise be submitted. 	
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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 At least three (3) dully filled-out Customer Satisfaction Survey Forms with "satisfactory" ratings for previous successful engagements (Annex B)
- 3.i Biographical information using the prescribed Project Team Information Sheet template (Annex C)
- 3.j Executive Summary
- 3.k Proposed Solution Overview
- 3.l Detailed point-by-point response to the Requirements Compliance Form (Attachment B)**
- 3.m Draft Contract
- 3.n Statement of Work
- 3.o Deliverable Items Summary (e.g., System Development Life Cycle documents)
- 3.p LBP Responsibilities
- 3.q Assumptions
- 3.r Schedules
- 3.s License, Maintenance, Exchange of Confidential Information, and Other Agreements
- 3.t Organizational Chart of the Project Team
- 3.u List of Projects and Project Team Information using the Project Team Information Sheet (Annex C)
- 3.v Business Continuity Plan (BCP) of Bidder

3.w Brief Company Profile

3.x Analyst reports, articles, brochures, white papers and other relevant materials.

3.y Certificate of satisfactory performance or equivalent document issued by the client with whom the bidder has completed its single largest contract. If the bidder has existing or completed contracts with LANDBANK, a certification of satisfactory performance and no pending project issued by the Head, Property Valuation & Credit Information Department not earlier than 30 calendar days prior to the deadline of submission of bid shall likewise be submitted.

4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);

5. 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 EFPS; and

7.b Income Tax Return for 2016 filed manually or through the BIR 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)



LAND BANK OF THE PHILIPPINES

CLASS C

**Job Tracking and Mobile Appraisal System (JTMAS)
Project**

Terms Of Reference

Version Number : 3.1
Final as of : 13 March 2018
Printed on : 13 March 2018
Author : Technical Working Group

1.0 Name and Description of the Project

2.0 Objectives of the Project

3.0 Scope of the Project

4.0 Technical and Other Specifications

5.0 Delivery Time / Completion Schedule

6.0 Cost Analysis Sheet

7.0 Qualification Requirements

8.0 Documentary Requirements

9.0 Other Terms and Conditions

- 9.1 Foreign Bidders Eligibility
- 9.2 Discussions/Negotiations
- 9.3 Proposal Preparation
- 9.4 Proposal Submission
- 9.5 Presentation / Product Demonstration
- 9.6 Compliance With Laws, Policies, Processes, Regulations And Standards
- 9.7 Contract Contents

10.0 Short Listing

11.0 Bid Evaluation

12.0 Technical Criteria

Attachment A Business Requirements Document (BRD)

Attachment B Requirements Compliance Form (RCF)

1.0 Name and Description of the Project

The Job Tracking and Mobile Appraisal System (JTMAS) aims to improve services of Property Valuation and Credit Information Department (PVCID) through automated tracking of job orders/requests on a nation-wide scale through web-based solution.

The Mobile Appraisal System (MAS) is one component of the project, in which it will automate the department's appraisal process from its acceptance of the job orders/requests from Lending Units (LUs), to assigning of job to appraisers, until submission by the appraisers of their final appraisal report to the LUs.

2.0 Objectives of the Project

The project's objectives are specified as follows:

- To fully automate the tracking of the job orders/requests and appraisal process on a nationwide scale through web-based technology.
- To improve the following appraisal process:
 1. Turn-around time by 30%
 2. Reduce delay from 77% to 21%; and
 3. Increase productivity by 65%

3.0 Scope of the Project

Bidder is expected to deliver an end-to-end (front-middle-back offices) fully integrated/seamless Job Tracking and Mobile Appraisal System (JTMAS) application software inclusive of 3-years annual maintenance.

The details and requirements are specified in the attached Business Requirements Document (BRD) – Appendix A.

To ensure the highest degree of compliance of the JTMAS Project to the Bank's requirements, and to effectively manage change, the project scope likewise covers all the requisite software customizations, system parameter configuration/setup, as well as change management planning and communication, the review of "As Is" processes, business process simplification and improvement, the documentation and training on the "To Be" processes, organizational change assessment, and assistance in the implementation of the required organizational and process changes.

The project must take into account all related implementation activities and processes such as 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 within three (3) months after the system has been implemented in Production, to assess the project performance and the effectiveness of the system.

The Training Requirements of the Project include:

- "Train The Trainors" Training (Users' Training - video/CD of the training conduct shall be provided by the solution provider);
- Technical Training;
- Knowledge Transfer and Handover workshops; and

- Other system-related training activities.

The Approved Budget for the Contract (ABC) shall be the upper limit or ceiling for acceptable bid prices, and shall cover all project costs, including, but not limited to the following:

- Enterprise software licenses*
- Ninety (90) day Warranty starting from the Production cut-over date;
- Annual maintenance and support
 - Three (3)-year maintenance and support for all software components will commence after the end of the 90-day Warranty period;
 - system security troubleshooting
 - system application maintenance and troubleshooting
 - on-site and off-site technical support
 - consultancy service
 - The winning bidder shall ensure that the Bank will be provided with adequate support. LBP shall allocate at least 15% of the software licenses cost for the annual maintenance support. The Bank shall pay the annual maintenance fee at the start of the maintenance period.
 - After the 3-year maintenance period, price escalation shall be limited to a maximum of 5% of the annual maintenance fee stated in the TOR (i.e. at least 15% of the software licenses cost), subject to the Bank's further evaluation of the vendor's request.
- Training and team building;
- Out-of-pocket expenses; and
- All applicable taxes.

* Unlimited users, perpetual license and customized version exclusive for LBP only

Other Requirements

Attendance of the awarded bidder's Business Analyst (BA) during requirements verification and development of the Conceptual System Design or equivalent document is mandatory. Otherwise, any delay in the project arising from the absence of the BA shall be chargeable to the awarded bidder.

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

Should there be system errors or bugs encountered upon production and within 90 days therefrom which are attributable to the software component delivered to LBP by the awarded bidder and which errors or bugs have not occurred during the Users Acceptance Testing Phase of the Project resulting to LBP incurring losses of whatever nature, the awarded bidder shall be held liable for the cost of such losses.

4.0 Technical and Other Specifications

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

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

CLASS C

The solution provider must respond to each Requirements Number in the attached *Requirements Compliance Form (Attachment B)*, and must provide the following information for each requirement:

- Percentage Compliance (i.e 100% - for full compliance, nn% - for partial compliance)
100% Fully compliant, base-product functionality; no customization required
nn% Partially compliant; customization required (state percentage of compliance)
- Required Customization Effort* (expressed in man-days);
- Explanation to expound on the bidders' response.

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

5.0 Delivery Time / Completion Schedule

Timeline: Pilot implementation of the system is fourteen (14) months from the contract signing inclusive of LANDBANK's User Acceptance Testing (UAT).

6.0 Cost Analysis Sheet**Cost Breakdown**

Cost Component	Cost (PHP)
Software Cost	
Software Application and Licenses	999,999,999.99
Other Software Components	999,999,999.99
Implementation Cost (project management, consulting, requirements validation, design and development, customization, training, integration and user acceptance testing, production deployment, system integration, change management, etc.)	999,999,999.99
Others (out-of-pocket expenses, etc.)	999,999,999.99
Maintenance and Support Cost (including cost of upgrades)	
1 st Year	999,999,999.99
2 nd Year	999,999,999.99
3 rd Year	999,999,999.99
TOTAL INVESTMENT COST	999,999,999.99

Payment Milestone

Payment Milestone	Amount Due (PHP)
15% of software, implementation and other costs upon signing of contract, delivery of license, and installation of base solution	999,999,999.99
15% of software, implementation and other costs upon acceptance of Conceptual Systems Design (CSD Sign-off)	999,999,999.99
15% of software, implementation and other costs upon acceptance of Technical Requirements Specifications (TRS Sign-off)	999,999,999.99
15% of software, implementation and other costs upon issuance of Unit and Integration Testing (UIT) Certificate	999,999,999.99
25% of software, implementation and other costs upon UAT completion (UAT Sign-off)	999,999,999.99
15% of software, implementation and other costs upon completion of warranty period	999,999,999.99
Total Software, Implementation and Other Costs	999,999,999.99
1 st Year Maintenance and Support Cost	999,999,999.99
2 nd Year Maintenance and Support Cost	999,999,999.99
3 rd Year Maintenance and Support Cost	999,999,999.99
TOTAL PROJECT COST	999,999,999.99

TOTAL PROJECT COST (in words):

7.0 Qualification Requirements

Evaluation Criteria	Minimum Required Standards
<p>A. Fit to Functional Requirements</p> <p>This criterion assesses the proposed solution against the user requirements that it must satisfy and the functions that it should perform, to support the system owner's business needs and objectives.</p>	<ul style="list-style-type: none"> ✓ The Mobile Appraisal component of the software solution should be 100% compliant to the <i>Mandatory</i> Functional requirements* with maximum 30% for customization. ✓ The Job Tracking and other components of the software solution should be 100% compliant to the <i>Mandatory</i> Functional requirements*. ✓ The software solution should be at least 60% compliant to <i>Recommended</i> Functional requirements* <p>* Based on the solution provider's accomplished Requirements Compliance Form (RCF).</p>
<p>B. Fit to Non-Functional Requirements</p> <p>This criterion considers the proposed solution's fit to the non-functional requirements, i.e., the constraints on various attributes of the system and the development process relating to the functional requirements</p>	<ul style="list-style-type: none"> ✓ The software solution should be 100% compliant to the <i>Mandatory</i> Non-Functional requirements* with maximum 30% for customization ✓ The software solution should be at least 60% compliant to the <i>Recommended</i> Non-Functional requirements* <p>*Based on the solution provider's accomplished Requirements Compliance Form (RCF).</p>
<p>C. Implementation Methodology</p> <p>This criterion evaluates the proposed implementation approach with regards to the logical and systematic sequencing of activities, realistic estimation of work effort and duration, timely and quality delivery of work products, management of project schedule, scope and resources, and the overall soundness of the implementation methodology.</p>	<ul style="list-style-type: none"> ✓ Bidder's proposed solution must clearly discuss the following: <ul style="list-style-type: none"> ○ Proposed architecture ○ Implementation and project management methodology which shall be handled by the product owner. ○ Scope of work and deliverables ○ Major milestones and activities with their estimated durations, start and completion dates ✓ Subscription-based implementation strategy is not allowed.
<p>D. Firm Credentials (Experience, Expertise and Capability)</p> <p>This criterion evaluates the solution provider's and/or system developer's / licensor's experience, expertise and capability to deliver the proposed solution, as well as the results of satisfaction ratings of previous engagements, are considered.</p>	<p>Bidders must:</p> <ul style="list-style-type: none"> ✓ Have at least three (3) years of relevant experience in successfully implementing proposed solution. ✓ Submit at least three (3) fully filled-out Customer Satisfaction Survey Forms with "satisfactory" ratings for previous successful engagements. ✓ With local or regional implementation of the proposed solution. ✓ Developed and implemented a mobile appraisal solution for: <ul style="list-style-type: none"> ○ At least one (1) universal / commercial