

**SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-CS-20190905-01**

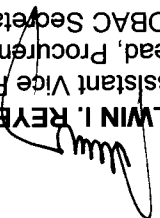
PROJECT	:	Engagement of Production Agency for the LANDBANK Agrow Talks Online Video Series
IMPLEMENTOR	:	Procurement Department
DATE	:	October 4, 2019

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) Item Nos. 2, 4, 5, 7, 9.a to 9.f of the Request for Expression of Interest, list of LANDBANK officers, employees, and consultants (Annex A), ITB Clauses 5, 8.1 & the Technical Criteria (Items a to f) of the Eligibility Data Sheet, Terms of Reference (Section VI), Omnibus Sworn Statement (Form No. 2), and the Checklist of the Bidding Documents (Item No. 3 of the Eligibility & Technical Components and Item Nos. 10 to 15 of the Project Technical Component) have been revised. Please see attached revised Annexes A-1 to A-3 and specified sections of the Bidding Documents.

- 2) The deadline of submission and the schedule of opening of eligibility/technical documents/proposals for the above project is re-scheduled to **October 11, 2019, 10:00 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, CSSP
 Assistant Vice President
 Head, Procurement Department and
 HOBAC Secretariat

10-11-19
 10-11-19
 X-ray



Land Bank of the Philippines

Request for Expression of Interest for

Engagement of a Production Agency for the LANDBANK Agrow Talks Online Video Series

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget approved by the Board of Directors for 2019 intends to apply the sum of Three Million Pesos Only (Php3,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Engagement of a Production Agency for the LANDBANK Agrow Talks Online Video Series / ITB No. LBP-HOBAC-ITB-CS-20190905-01.

Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The LANDBANK now calls for the submission of eligibility documents for Engagement of a Production Agency for the LANDBANK Agrow Talks Online Video Series. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before October 11, 2019, 10:00 AM at 25th Floor, Procurement Department, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

3. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.:
Procurement Department
Land Bank of the Philippines
25th Floor, LANDBANK Plaza
1598 M.H. Del Pilar corner Dr. J. Quintos Streets,
Malate, Manila, 1004
lbphobac@mail.landbank.com

4. A complete set of Bidding Documents may be acquired by interested Bidders on September 12 to October 11, 2019 from the address indicated above and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Five Hundred Pesos Only (Php1,500.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Revised 10.04.19
5. The LANDBANK will hold a Pre-Bid on September 20, 2019, 4:30 PM, at the Bidding Room, 25th Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila which shall be open to prospective bidders.

For new bidders, a briefing on the salient provisions of the 2016 Revised Implementing Rules and Regulations of RA 9184 will be conducted on Sept. 20, 2019, 1:30 PM at the same address above.

Bidders are prohibited from recording (audio and video) the proceedings of the pre-bid conference.

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietors, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

7. Interested consultants must drop three (3) sets of their eligibility & technical and financial components in three (3) separate sealed envelopes at the designated Bid Box located at the Procurement Department, PROPERLY SEALED, MARKED AND TIME STAMPED on or before the 10:00 A.M. deadline on October 11, 2019. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15.1.

Bid opening shall be on October 11, 2019, 10:00 AM at Bidding Room, 25th Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. After the receipt of bids, the Eligibility & Technical Component (First Envelope) shall first be opened and evaluated in the presence of the prospective bidder's representatives who choose to attend at the time, on the date and at the place specified below.

9. The BAC shall draw up the short list of consultants from those who have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of four (4) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are as follows:

Criteria		Required Supporting Documents		Score
a.) Agency must be in active operation for at least five (5) years		Reference Document: Copy of previous PO or contract dating five (5) years back or older.		30 pts.
30 pts.		Established for at least five (5) years as shown in the PO or contract submitted		
20 pt.		Established for at least four (4) years as shown in the PO or contract submitted		
10 pts.		Established for at least three (3) years as shown in the PO or contract submitted		
b.) Must have handled video production projects for universal banks, government agencies, GOCCs, and/or other companies* within the last five years (2014-2018)		Reference Document: Sample works of the same nature completed for universal banks, government agencies, GOCCs and/or private companies*; with corresponding certificates of project completion and satisfactory service from clients. The certificate must be from clients for whom the submitted completed sample work/s was/were undertaken. The certificate must also be issued not earlier than three months prior to the bidding date.		25 pts.
*Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)		Reference Document: List of directors/videographers who may be tapped by the agency to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past clients.		25 pts.
25 pts.		Has submitted five (5) or more completed sample works with corresponding certificate of completion and satisfactory service		
20 pts.		Has submitted four (4) completed sample works with corresponding certificate of completion and satisfactory service		
15 pts.		Has submitted three (3) completed sample works with corresponding certificate of completion and satisfactory service		
10 pts.		Has submitted two (2) completed sample works with corresponding certificate of completion and satisfactory service		
5 pts.		Has submitted one (1) completed sample work with corresponding certificate of completion and satisfactory service		
c.) Must contract the services of directors and videographers who have previously been commissioned to handle projects of LANDBANK, other universal banks, government agencies, GOCCs, and/or other companies*		Reference Document: List of directors/videographers who may be tapped by the agency to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past clients.		25 pts.
*Organizations belonging to the Top 100 Corporations		Submitted at least three (3) names of directors/videographers with profile of past clients and projects		25 pts.
		Submitted at least two (2) names of directors/videographers with profile of past clients and projects		20 pts.
		Submitted at least one (1) name of directors/videographers with profile of past clients and projects		15 pts.

Page 7 of 141

<i>*Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)</i>	Total Score	100 pts
---	-------------	---------

Minimum score required – 75%

10. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The weights to be allocated for the Technical and Financial Proposals, and the criteria and rating system for the evaluation of bids shall be as follows:

- a. Technical Criteria
(Raw score is the shortlisting score) – 80%
- b. Financial Criteria – 20%

11. The contract will commence within thirty (30) calendar days after receipt of Notice to Proceed.

12. The LANDBANK reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

13. Bidders should have no negative dealings/transactions with LANDBANK or its subsidiaries.

14. For further information, please refer to:

Mr. Alwin I. Reyes, CSSP
Assistant Vice President
Head, Procurement Department
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.
Malate, Manila, 1004
Tel. (+632) 522-0000 or 551-2200 local 7370
Fax (+632) 528-8587
Email: lbphobac@mail.landbank.com

(Sgd)
ALEX A. LORAYES
Senior Vice President
Chairman, Bids and Awards Committee

Eligibility Data Sheet

ITB Clause	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Proof of satisfactory completion of completed contracts: ▪ Certificate of Satisfactory Completion issued by the clients
4.2	Each Bidder shall submit three (3) sets of Eligibility and Technical Component (First Envelope), Project Technical Component (Second Envelope) and Financial Component (Third Envelope) labeled as "Original Copy 1", "Original Copy 2" and "Original Copy 3". The Eligibility/Technical Documents shall be enclosed in the Eligibility/Technical Component (First Envelope) of the Bid.
4.3 (e)	The Procuring Entity's BAC address is: Land Bank of the Philippines 25th Floor, LADBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila, 1004 Contact Person: Mr. Alwin I. Reyes, CSSP Assistant Vice President Head, Procurement Department 1598 M.H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila, 1004 Fax (02) 528-8587 lbphobac@mail.ladbanc.com
4.3 (f)	Consultancy Services for the: ➤ Engagement of a Production Agency for the LADBANK AGrow Talks Online Video Series ➤ LBP-HOBAC-ITB-CS-20190905-01

5	The address for submission of eligibility document/component is: Procurement Department Land Bank of the Philippines 25th Floor, LADBANK Plaza Building 1598 M. H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila, 1004 The deadline for submission of eligibility document/component is 10:00 A.M. on <u>October 11, 2019</u>.	8.1 The place of opening of eligibility document/component is: Procurement Department Land Bank of the Philippines 25th Floor, LADBANK Plaza Building 1598 M. H. Del Pilar corner Dr. J. Quintos Streets Malate, Manila, 1004 The date and time of opening of eligibility document is 10:00 A.M. on <u>October 11, 2019</u>.	9.1 Similar contracts shall refer to projects involving video production consultancy services.	9.2 Minimum score to be included in the shortlist is seventy five percent (75%). The detailed set of criteria and rating system to be used are shown below.
---	--	---	--	---

Technical Criteria

Criteria		Required Supporting Documents		Score
a.) Agency must be in active operation for at least five (5) years		Reference Document: Copy of previous PO or contract dating five (5) years back or older.		30 pts.
30 pts.		Established for at least five (5) years as shown in the PO or contract submitted		
20 pt.		Established for at least four (4) years as shown in the PO or contract submitted		
10 pts.		Established for at least three (3) years as shown in the PO or contract submitted		
b.) Must have handled video production projects for universal banks, government agencies, GOCs, and/or other companies* within the last five years (2014-2018) <i>*Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)</i>		Reference Document: Sample works of the same nature completed for universal banks, government agencies, GOCs and/or private companies*, with corresponding certificates of project completion and satisfactory service from clients. The certificate must be from clients for whom the submitted completed sample works/were undertaken. The certificate must also be issued not earlier than three months prior to the bidding date.		25 pts.
25 pts.		Has submitted five (5) or more completed sample works with corresponding certificate of completion and satisfactory service		
20 pts.		Has submitted four (4) completed sample works with corresponding certificate of completion and satisfactory service		
15 pts.		Has submitted three (3) completed sample works with corresponding certificate of completion and satisfactory service		
10 pts.		Has submitted two (2) completed sample works with corresponding certificate of completion and satisfactory service		
5 pts.		Has submitted one (1) completed sample work with corresponding certificate of completion and satisfactory service		
c.) Must contract the services of directors and videographers who have previously commissioned to handle projects of LANDBANK, other universal banks, government agencies, GOCs, and/or other companies*		Reference Document: List of directors/videographers who may be tapped by the agency to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past clients.		25 pts.
25 pts.		Submitted at least three (3) names of directors/videographers with profile of past clients and projects		
20 pts.		Submitted at least two (2) names of directors/videographers with profile of past clients and projects		
15 pts.		Submitted at least one (1) name of directors/videographers with profile of past clients and projects		

			d.) Must tap the services of make-up artists who have been commissioned to handle projects of LANDBANK, other universal banks, government agencies, GOCCs, and/or companies* <i>*Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)</i>			
5 pts.	Reference Document: List of make-up artists who may be tapped to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past clients.	<table><tr><td>5 pts.</td><td>Submitted at least two (2) names of make-up artists with profile of past clients and projects</td></tr></table>	5 pts.	Submitted at least two (2) names of make-up artists with profile of past clients and projects		
5 pts.	Submitted at least two (2) names of make-up artists with profile of past clients and projects					
5 pts.	Reference Document: List of voice talents who may be tapped to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past projects and demo audio of talent performing a voice-over.	<table><tr><td>5 pts.</td><td>Submitted at least three (3) names of voice talents with profile of past clients and projects</td></tr></table>	5 pts.	Submitted at least three (3) names of voice talents with profile of past clients and projects		
5 pts.	Submitted at least three (3) names of voice talents with profile of past clients and projects					
		e.) Must tap the services of voice talents who have been commissioned to handle projects of LANDBANK, other universal banks, government agencies, GOCCs, and/or companies* <i>*Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)</i>				
5 pts.	Reference Document: List of voice talents who may be tapped to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past projects and demo audio of talent performing a voice-over.	<table><tr><td>5 pts.</td><td>Submitted at least three (3) names of voice talents with profile of past clients and projects</td></tr></table>	5 pts.	Submitted at least three (3) names of voice talents with profile of past clients and projects		
5 pts.	Submitted at least three (3) names of voice talents with profile of past clients and projects					
10 pts.	Reference Document: List of writers who may be tapped to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past projects.	<table><tr><td>10 pts.</td><td>Submitted at least three (3) names of scriptwriters with profile of past clients and projects</td></tr><tr><td>5 pts.</td><td>Submitted at least two (2) names of scriptwriters with profile of past clients and projects</td></tr></table>	10 pts.	Submitted at least three (3) names of scriptwriters with profile of past clients and projects	5 pts.	Submitted at least two (2) names of scriptwriters with profile of past clients and projects
10 pts.	Submitted at least three (3) names of scriptwriters with profile of past clients and projects					
5 pts.	Submitted at least two (2) names of scriptwriters with profile of past clients and projects					

100 pts	agencies, GOCCs, and/or other companies* *Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)
Total Score	

TERMS OF REFERENCE

Engagement of a Production Agency for the LANDBANK AGrow Talks Online Video Series

I. BACKGROUND. LANDBANK is engaging the services of a production agency to conceptualize and produce the Bank's online video series called "AGrow Talks".

LANDBANK AGrow Talks is a series of online videos where a subject matter expert discusses agricultural issues, innovations, trends and how LANDBANK is the best partner that supports countryside development. It will be uploaded in the Bank's social media pages to increase general awareness on the Bank's contributions to the country's agricultural sector.

Possible topics may include but not limited to:

1. State of agriculture in the Philippines (LANDBANK's social mandate)
2. Agrarian Reform Beneficiaries (AFFORD-ARBs)
3. All About Rice (Rice Tariffication Law, RCEF, ERCA)
4. Agricultural Competitiveness (ACEF)
5. Reach to remote sectors/farmers (EMBRACE)
6. Inclusive growth and direct lending programs (Sikat Saka, SIDA, etc.)
7. Agribusiness as social enterprise (featuring millennial agripreneurs/clients)
8. Focus on various crops and innovations on farming

II. SCOPE OF WORK. The services shall include the following:

1. **Production of four (4) full videos/episodes, with edit downs:**
 - **One (1) video/episode per month for four (4) months**
 - Estimated Running Time: three (3) to five (5) minutes per video/episode
 - Total of sixteen (16) days shoot (nationwide)
 - With two (2) to three (3) edit downs of each video/episode for teasers or other digital media

2. Pre-production

- Pre-production meetings, research and coordination with LANDBANK-CAD for line-up and proposed speakers
- Scriptwriting and storyboarding
- Preparation of shot list schedule with setting, talents, and props needed

3. Production Requirements

- Production staff and crew shall include but not limited to: Director, Production Manager, Director of Photography, Audiomann and other staff which may be needed (eg. Gaffer, production assistant, lighting crew, etc.)
- Camera, lighting and audio equipment which may include but not limited to the following:

- Camera equipment and accessories
- Drone/aerial videography equipment
- Lighting equipment and accessories
- Audio recording equipment/Recording studio

- All logistic requirements, props, transportation, meals and accommodation for agency's crew plus one personnel from LANDBANK-CAD shall be to the account of the supplier
- Casting including provision of talents/artists/models and corresponding honoraria, if applicable
- Grooming/make-up services for talents

4. Post-Production

- Transcript of interviews
- Non-linear video editing
- Editing techniques/animation requirements may include any or combination of the following:
 - 2D and/or 3D animation
 - White board animation
 - Infographics/Motion Graphics
 - Kinetic typography and supers
 - Use of music library for scoring
 - Recording/dubbing facilities
 - Voice-over talents
 - Well versed in Tagalog and/or English
 - Supplier will be required to submit audio samples from which LANDBANK-CAD will select

5. Final Output

- AVPs should be submitted in the following file formats:
 - AVI, MP4 and MOV
 - 1920 x 1080, square pixels, 29 fps (frames per second)

Note: Supplier must indicate in their proposal the cost per day of shoot for CAD's reference.

III. PROJECT TIMETABLE. Actual schedule of video projects will be determined by CAD. Each activity will be undertaken within the following estimated number of working days:

Activity	No. of days	Unit responsible
Creative briefing	Day 1	CAD and supplier
Scriptwriting	Day 2-4	Supplier
Presentation of script, revisions (if needed), and approvals	Day 5 – 10	CAD and supplier
Pre-production meetings/ (as required per video)	Day 11	CAD and supplier
Coordination for field work	Day 12 – 17	CAD
Shooting	Day 18 – 22	CAD and supplier
Transcription of interviews and first cut editing of video	Day 22 – 29	CAD and supplier
Submission of first cut, revisions, approvals	Day 30 – 36	CAD and supplier
Preparation of final cut	Day 37 – 40	Supplier
Total no. of working days	40 days	

IV. REVISIONS. Major revisions to the AVP shall be up to a maximum of three (3); Minor revisions shall be as needed, which may include but not limited to: necessary corrections/edits, photo/video retouch, layout, design enhancement, supers, animations, transitions and musical/sound scoring.

V. APPROVED BUDGET. The contract covers the budget for four (4) videos at total cost of P_{hp} 3,000,000.00.

VI. PAYMENT. No down-payment shall be made. Payment shall be made per accomplished video/AVP:

Upon completion/final approval of video 1 [25%]	XXXXXXXXXX
Upon completion/final approval of video 2 [25%]	XXXXXXXXXX
Upon completion/final approval of video 3 [25%]	XXXXXXXXXX
Upon completion/final approval of video 4 [25%]	XXXXXXXXXX
TOTAL	XXXXXXXXXX

VII. PRE-QUALIFICATION REQUIREMENTS. To be eligible to bid, agencies must comply with the following criteria, as evidenced by supporting documents, which must be submitted to LANDBANK for evaluation of its Corporate Affairs Department (CAD).

Criteria	Required Supporting Documents		Score						
a.) Agency must be in active operation for at least five (5) years	Reference Document: Copy of previous PO or contract dating five (5) years back or older. <table><tr><td>30 pts.</td><td>Established for at least five (5) years as shown in the PO or contract submitted</td></tr><tr><td>20 pt.</td><td>Established for at least four (4) years as shown in the PO or contract submitted</td></tr><tr><td>10 pts.</td><td>Established for at least three (3) years as shown in the PO or contract submitted</td></tr></table>		30 pts.	Established for at least five (5) years as shown in the PO or contract submitted	20 pt.	Established for at least four (4) years as shown in the PO or contract submitted	10 pts.	Established for at least three (3) years as shown in the PO or contract submitted	30 pts.
30 pts.	Established for at least five (5) years as shown in the PO or contract submitted								
20 pt.	Established for at least four (4) years as shown in the PO or contract submitted								
10 pts.	Established for at least three (3) years as shown in the PO or contract submitted								
b.) Must have handled video production projects for universal banks, government agencies, GOCs, and/or other companies* within the last five years (2014-2018) *Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)	Reference Document: Sample works of the same nature completed for universal banks, government agencies, GOCs and/or private companies*, with corresponding certificates of project completion and satisfactory service from clients. The certificate must be from clients for whom the submitted completed sample works was/were undertaken. The certificate must also be issued not earlier than three months prior to the bidding date. <table><tr><td>25 pts.</td><td>Has submitted five (5) or more completed sample works with corresponding certificate of completion and satisfactory service</td></tr><tr><td>20 pts.</td><td>Has submitted four (4) completed sample works with corresponding certificate of completion and satisfactory service</td></tr><tr><td>15 pts.</td><td>Has submitted three (3) completed sample works with corresponding certificate of completion and satisfactory service</td></tr></table>		25 pts.	Has submitted five (5) or more completed sample works with corresponding certificate of completion and satisfactory service	20 pts.	Has submitted four (4) completed sample works with corresponding certificate of completion and satisfactory service	15 pts.	Has submitted three (3) completed sample works with corresponding certificate of completion and satisfactory service	25 pts.
25 pts.	Has submitted five (5) or more completed sample works with corresponding certificate of completion and satisfactory service								
20 pts.	Has submitted four (4) completed sample works with corresponding certificate of completion and satisfactory service								
15 pts.	Has submitted three (3) completed sample works with corresponding certificate of completion and satisfactory service								

	<table><tr><td>10 pts.</td><td>Has submitted two (2) completed sample works with corresponding certificate of completion and satisfactory service</td></tr><tr><td>5 pts.</td><td>Has submitted one (1) completed sample work with corresponding certificate of completion and satisfactory service</td></tr></table>	10 pts.	Has submitted two (2) completed sample works with corresponding certificate of completion and satisfactory service	5 pts.	Has submitted one (1) completed sample work with corresponding certificate of completion and satisfactory service			
10 pts.	Has submitted two (2) completed sample works with corresponding certificate of completion and satisfactory service							
5 pts.	Has submitted one (1) completed sample work with corresponding certificate of completion and satisfactory service							
25 pts.	Reference Document: List of directors/videographers who may be tapped by the agency to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past clients. <table><tr><td>25 pts.</td><td>Submitted at least three (3) names of directors/videographers with profile of past clients and projects</td></tr><tr><td>20 pts.</td><td>Submitted at least two (2) names of directors/videographers with profile of past clients and projects</td></tr><tr><td>15 pts.</td><td>Submitted at least one (1) name of directors/videographers with profile of past clients and projects</td></tr></table>	25 pts.	Submitted at least three (3) names of directors/videographers with profile of past clients and projects	20 pts.	Submitted at least two (2) names of directors/videographers with profile of past clients and projects	15 pts.	Submitted at least one (1) name of directors/videographers with profile of past clients and projects	c.) Must contract the services of directors and videographers who have been previously commissioned to handle projects of LANDBANK, other universal banks, agencies, GOCCs, and/or other companies* <i>*Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)</i>
25 pts.	Submitted at least three (3) names of directors/videographers with profile of past clients and projects							
20 pts.	Submitted at least two (2) names of directors/videographers with profile of past clients and projects							
15 pts.	Submitted at least one (1) name of directors/videographers with profile of past clients and projects							
5 pts.	Reference Document: List of make-up artists who may be tapped to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past clients. <table><tr><td>5 pts.</td><td>Submitted at least two (2) names of make-up artists with profile of past clients and projects</td></tr></table>	5 pts.	Submitted at least two (2) names of make-up artists with profile of past clients and projects	d.) Must tap the services of make-up artists who have been previously commissioned to handle projects of LANDBANK, other universal banks, agencies, GOCCs, and/or other companies* <i>*Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)</i>				
5 pts.	Submitted at least two (2) names of make-up artists with profile of past clients and projects							
5 pts.	Reference Document: List of voice talents who may be tapped to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past projects and demo audio of talent performing a voice-over.	e.) Must tap the services of voice talents who have been previously commissioned to						

100 pts	Total Score		
10 pts.	Reference Document: List of writers who may be tapped to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past projects.	10 pts.	Submitted at least three (3) names of scriptwriters with profile of past clients and projects
		5 pts.	Submitted at least two (2) names of scriptwriters with profile of past clients and projects
		handle projects of LANDBANK, other universal banks, government agencies, GOCCs, and/or other companies* *Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)	
		f.) Must tap the services of scriptwriters who have been previously commissioned to handle projects of LANDBANK, other universal banks, government agencies, GOCCs, and/or other companies* *Organizations belonging to the Top 100 Corporations (based on the most recent Business World Top 1000 Corporations in the Philippines)	

The **Top 4 agencies** that will obtain the **minimum score of 75 points** in the Technical Component shall be shortlisted and ranked using the following criteria:

Criteria	Weight
Technical Component (Raw score is the shortlisting score)	80%
Financial Component Condition Lowest Bid Other Bids $\frac{\text{Raw Score}}{100\%} \times \text{SF}$	SF = 100 x F1/F where: SF = score of bid under consideration F1 = price of lowest bid F = price of bid under consideration
TOTAL	100%

Form No. 2

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder].

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder].

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or representative/authorized signatory of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the Land Bank of the Philippines, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the Land Bank of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the President and CEO of Land Bank of the Philippines or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor and his/her representative(s)/authorized signatory(ies) are not related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;

If a partnership or cooperative: None of the officers, members, and representative(s)/authorized signatory(ies) or [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee

(HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;

If a corporation or joint venture: None of the officers, directors, controlling stockholders and representative(s)/authorized signatory(ies) of [Name of Bidder] are related, by consanguinity or affinity up to the third civil degree, to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) members of the Head Office Bids and Awards Committee (HOBAC); 4) members of the Technical Working Group, if applicable; 5) personnel of Procurement Department; 6) personnel of the implementing unit or the end-user unit; and 7) project consultants, if applicable;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available & needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project];
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of _____, in _____, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at ____.

Witness my hand and seal this ____ day of [month] [year].

Notary Public

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
S. of _____

Checklist of Bidding Documents for Procurement of Consulting Services

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

First Envelope - Eligibility and Technical Components

- The First Envelope shall contain the following:

○ Eligibility Documents – Class “A”

Legal Eligibility Documents

1. Eligibility Documents Submission Form
2. PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or

- 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 Eligibility Documents

3. **Duly notarized Revised Omnibus Sworn Statement (sample form - Form No.2)**

4. 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.3).

5. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDS prescribed by the GPPB. (sample form - Form No. 1). The duly signed form shall still be submitted even if the bidder has no on-going contract. Copy of Certificate of Satisfactory Performance issued by the Client must also be submitted as proof of satisfactory completion of completed contracts.

6. Bid security in the prescribed form, amount and validity period (ITB Clause 15.1 of the Bid Data Sheet)

7. Form No. 5 – Statement of Consultant's Nationality

Financial Eligibility Documents

8. 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.

○ **Eligibility Documents – Class "B"**

9. 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.

- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

10. 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.
11. Income Tax Return for 2018 filed manually or through EFPS.

Second Envelope - Project Technical Component

- **The Second Envelope shall contain the following:**

1. TPF 1 – Technical Proposal Submission Form
2. TPF 2 – Experience of the Firm/Consultant References
3. TPF 3 – Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
4. TPF 4 – Description of the Methodology and Work Plan for Performing the Project
5. TPF 5 – Team Composition and Task

6. TPF 6 – Curricula Vitae for Proposed Professional Staff and Statement of Technical Competence of all Project Team Members as proof of compliance with the minimum requirements set under Section G of the Terms of Reference
7. TPF 7 – Time Schedule for Professional Personnel
8. TPF 8 – Activity (Work) Schedule
9. Form No. 6 – Deliverable Items Summary
10. Copy of previous PO or contract dating five (5) years back or older as proof that the bidder is in active operation for at least five (5) years.
11. Sample works of the same nature completed for universal banks, government agencies, GOCCs and/or private companies belonging to the Top 100 Corporations (based on BusinessWorld Top 1000 Corporations in the Philippines) in the past five (5) years (2014-2018) as proof that the bidder have handled video production projects for universal banks, government agencies, GOCCs and/or private companies.
- Corresponding certificate of project completion and satisfactory service from clients must be submitted. The certificate must be from clients for whom the submitted sample work/s was/were undertaken. The certificate must also be issued not earlier than three months prior to the bidding date.
12. List of directors/videographers who may be tapped by the agency to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past clients.
13. List of make-up artists who will be tapped to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past clients.
14. List of voice talents who will be tapped to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past projects. Sample audio of talent performing a voice-over.
15. List of writers who may be tapped by the agency to handle LANDBANK requirements, with their brief profiles and portfolios, indicating their past clients.
16. Certificate of Satisfactory Performance/No Delayed Project issued by the Head, Corporate Affairs Department (CAD) not earlier than thirty (30) calendar days prior to the deadline of submission of bid (applicable only to current and past suppliers of Video Production Consultancy Services). The Certificate shall still be subject to verification during post-qualification of bid.

Third Envelope - Financial Component

• **The Third Envelope shall contain the following:**

The following must be duly filled out and signed by the bidder's authorized representative:

1. FPF 1 – Financial Proposal submission Form
2. FPF 2 – Summary of Costs
3. FPF 3 – Breakdown of Price per Activity
4. FPF 4 – Breakdown of Remuneration per Activity
5. FPF 5 – Travel Expenses, Office Rent, Accommodation and Clerical Assistance per Activity per Activity
6. FPF 6 – Miscellaneous Expenses

List of LANDBANK Officers, Employees and Consultant(s)

A. Board of Directors

Ex-Officio Chairman:	Sec. Carlos G. Dominguez, Department of Finance
Vice Chairperson:	Ms. Cecilia C. Borromeo, President and CEO
Members:	Sec. William D. Dar, Department of Agriculture Sec. Silvestre H. Bello III, Department of Labor and Employment Sec. John R. Castriiones, Department of Agrarian Reform Mr. Virgilio DV. Robes, Representative - Agrarian Reform Beneficiaries Sector Mr. Jaime Llaneta Miralles, Representative - Agrarian Reform Beneficiaries Sector Mr. Jesus V. Hinio, Jr., Representative - Private Sector Mr. Nancy Irlanda Tanjuatco, Representative - Private Sector

B. President and CEO: Ms. Cecilia C. Borromeo

C. Bids and Awards Committee (HOBAC)

Chairman:	Mr. Alex A. Lorayes, Senior Vice President – Agrarian Service Group
Vice Chairman:	Ms. Ma. Elizabeth L. Gener, First Vice President – Financial Management Group
Regular Members:	Ms. Elenita C. Rapanut, Vice President – Branch Banking Services Department Mr. Reynaldo C. Capa, Vice President – Banking Services Group Mr. Emmanuel G. Hio, Jr., Vice President – Organizational Development Department Ms. Esperanza N. Martinez, Vice President – Public Sector Department Ms. Dina Melanie R. Madrid, Vice President - Facilities and Procurement Services Group
Provisional Member:	Atty. Joseph Dennis C. Castro, Legal Manager - Legal Services Group

D. Procurement Department

Head:	Mr. Alwin I. Reyes, Asst. Vice President
Officers and Staff:	Ms. Ma. Victoria C. Viray, Asst. Dept. Manager - Purchasing Administration Unit Ms. Rosemarie S.J. Miranda, Asst. Dept. Manager - Contracts Administration Unit Engr. Elmer M. Abuso, Asst. Dept. Manager

Ms. Remedios S. Lacaden, Senior Management Associate

Ms. Helen S. Purificacion, Chief of Division
Ms. Kristi Ann P. Rutab, Chief of Division
Ms. Leonor F. Santos, Assistant Chief of Division
Mr. Joel R. Perez, Assistant Chief of Division
Mr. Ruel V. Marca, Procurement Specialist II
Mr. Rosalino V. Cruz, Procurement Specialist II
Ms. Ruby S. Cortez, ASO V
Mr. Rommel C. Pasqua, ASO V
Mr. Nestor C. Pineda, Procurement Specialist I
Ms. Lubelle B. Lumabas, Procurement Specialist I
Ms. Nadia G. Iletto, Procurement Analyst
Ms. Clarissa M. Piogo, Procurement Analyst
Ms. Hazel S. Arche, Procurement Assistant
Ms. Ma. Angela Q. Emeterio, Procurement Assistant
Ms. Jeramae T. Fabella, Procurement Assistant
Ms. Kimberly Joy D. Angeles, Procurement Assistant
Mr. Jollianz Jenkin G. Dy, Procurement Assistant
Mr. Mark Anthony C. Pantalla, Procurement Assistant
Ms. Charmaine S. Florido, Procurement Assistant

Ms. Ma. Theresa N. Cruz, Secretary III

Ms. Ruthcelyn U. Francisco, ASO I

Mr. Roman R. Eala, ASO I

Ms. Jeah Crysel L. Escalona, ASO I

Ms. Jenica V. De Vicente, ASO I

E. Technical Working Group	Head:	Ms. Catherine Rowena B. Villanueva, First Vice President – Corporate Affairs
	Officers and Staff:	Ms. Catherine Rowena B. Villanueva, First Vice President – Corporate Affairs Department Ms. Judy O. Kis-Ing, Department Manager Ms. Katrina Abella, CCA Mr. Arnold O. Aldaba, IO/Regular Ms. Jennelyn S. Algorido, CCA Ms. Marjorie Ann Alcid Apostol, CCA Ms. Miranda Ariston, CCA Mr. Dennis Avila, CCS II Ms. Darlene T. Barceon, JMA Ms. Emelita Barrios, Senior Tel. Operator Mr. Leopoldo T. Belinario, IO/Regular Ms. April Joy Asirit Bernabe, CCA Ms. Jill Karen M. Cacanindin, CCA Ms. Melissa B. Calimag, CAO/ Unit Head Mr. Norman Dalton A. Catolos, Tel. Operator Ms. Melanie Cidro Celada, CCA Ms. Minalyn B. Cocoba, IO/Contractual Ms. Suzette J. Dalumpines, IO/Contractual Ms. Diane Margaret Dante, CCA Mr. Delio Narciso Daoang, CCA Mr. Mark Querube Daquer, CCS I Ms. Ma. Angeline S. Dela Cruz, IO/Contractual Mr. Rommel Dimacuha, CCS II Mr. Dean Edward A. Dimaguila, CCA Ms. Judithlyn Pechon Dioso, CCA Ms. Aleeza Mariel De Castro Elevado, CCA Mr. Jose Ephraim, CCA Ms. Jessica M. Evangelista, Information Officer Mr. Chris Daniel Francisco, IO/Contractual Ms. Rowena F. Ferrer, CCA Mr. Francisco C. Floresca, Jr., IO/Contractual Mr. Maria Katrina Frias, JMA Ms. Ma. Lilibeth Fronda, CCS II Mr. Kennet Magnaye Gilliada, CSA Ms. Mary Joshias Guan, CCA Ms. Marilyn G. Isidro, CCA Ms. Rochell Anne P. Jimenez, ASO I Mr. Lester Louise Labrador, CCS I Ms. Genie C. Liman, CCA Ms. Carolina T. Lino, CCS III Ms. Arvin John Lopez, CCA
F. Implementing & End-User Unit	Head:	Ms. Catherine Rowena B. Villanueva, First Vice President – Corporate Affairs
	Officers and Staff:	Ms. Catherine Rowena B. Villanueva, First Vice President – Corporate Affairs Department Mr. Gaudioso Carlos Garcia IV Ms. Melissa Calimag Ms. Julienne Picato

Ms. Cloie L. Villanueva, ASO I

Ms. Darryl D. Jaravata, ASO I

Ms. Princess Joy V. Dalida, ASO I

Ms. Mia Jenina B. Patricio, ASO I

Ms. Arvie B. Estrella, ASO I

Mr. Aaron V. Sedanto, ASO I

Mr. Angel P. Moron, Office Aide

Mr. Ryan Macatangay, CCS I
 Ms. Angelica Macuha, CCA
 Ms. Ma. Luisa P. Magsakay, Corp. Affairs Specialist
 Ms. Ma. Angelica S. Malantic, CCA
 Ms. Marie Phanuel B. Manansala, Corp. Affairs Analyst
 Ms. Regina Diana L. Marasigan, CCA
 Ms. Hernalyn H. Marayag, IO/Contractual
 Ms. Marlin Martiag, CSS III
 Ms. Hannah Gladysz Martir, Corp. Affairs Analyst
 Ms. Pamela Mendoza, CSS III
 Ms. Aiza Manilyn U. Miclat, CCA
 Mr. Jericho Von I. Miranda, SCAS
 Ms. Liezel Veniegas Misagal, Mng. Asst.
 Ms. Joseph Cuevas Montano, CCA
 Mr. Jericho B. Montellano, Information Officer
 Ms. Charlene F. Montesa, CCA
 Mr. Christian Ray A. Nadal, CCA
 Mr. Eric Navora, SMA
 Mr. Lester S. Niere, Corp. Affairs Analyst
 Ms. Catherine E. Orbien, IO/Regular
 Ms. Jernalyn R. Ordinario, Corp. Affairs Specialist
 Ms. Abigail C. Pabustan, CCA
 Ms. Charmaine Moneva Padia, CCA
 Ms. Venus Cabungcag Pangadio, CCA
 Mr. Christian Pavia, Tel. Operator
 Mr. Dee Jay Pega Perea, CCA
 Ms. Julienne B. Picato, Corp. Affairs Officer
 Mr. Dale Aldrin M. Punzalan, CCA
 Ms. Niña Donessa D. Rabe, CCA
 Mr. Joselito G. Ramos, Corp. Affairs Specialist II
 Ms. Katherine Anne T. Ramos, CCA
 Ms. Grace B. Redito, SCAS
 Mr. Francis Ribbleza, JMA
 Mr. Edsel C. Sabio, Corp. Affairs Specialist II
 Ms. Marie Ariannette M. Salanga, CCA
 Mr. Ronaldo F. San Juan, CCS II
 Mr. Eleanor V. Satuito, Corp. Affairs Specialist II
 Ms. Marmi Silava, CCS II
 Ms. Lovely Lorraine Aquino Solis, CCA
 Mr. Stewart Galzote, CCA
 Ms. Jonahilz Valeros Simando, CSA
 Mr. Dominic F. Tajudar, JMA
 Mr. Leonardo C. Tolention Jr., CCS II
 Ms. Guia Jeddah Baldeo Umbal, CCA
 Mr. Juanito U. Urolza Jr., CCS III
 Ms. Sheila Toling Veloria, CCA
 Mr. Roumel Pedro Verian, CCS II
 Mr. Marlon Vidamo, CCS I
 Ms. Marjorie C. Villalobos, CCS
 Ms. Vanieia Kim R. Yap, CCA
 Ms. Christelle Inna O. Zambona, Tel. Operator
 Ms. Ma. Bernadette D. Zamora, Corp. Affairs Analyst