

Procedures in Submission and Opening of Electronic Bid

1. Upon submission of a duly filled-up LBP Secure File Transfer Facility (LBP SFTF) User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee to the HOBAC Secretariat, the prospective bidder shall receive an email with log-in credentials to access the LBP SFTF.
2. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility below). Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.
3. The electronic bid consisting of two copies/files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200305-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-030501-C1 and XYZ-030501-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.

Each of the above mentioned archived files shall contain the Technical Component and Financial Component files. The PDF files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively. Thus, using the above example, XYZ-030501-C1 shall contain the PDF files labelled XYZ-030501-C1-Tech and XYZ-030501-C1-Fin while XYZ-030501-C2 shall contain the PDF files labelled XYZ-030501-C2-Tech and XYZ-030501-C2-Fin.

In case of modification of bid, the qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files [e.g. First Modification: XYZ-030501-C1-Mod containing XYZ-030501-C1-Tech-Mod and XYZ-030501-C1-Fin-Mod and Second Modification: XYZ-030501-C2-Mod1, containing XYZ-030501-C2-Tech-Mod1 and XYZ-030501-C2-Fin-Mod1]

All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents. The documents must be signed by the authorized signatory/ies when required in the form.

Each of the archived files and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening.

Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.

4. The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522- 0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.
5. On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. If the bidder has more than one (1) representatives, the said representatives may take turns in using the allowed account/connection.
6. Projects with participating bidders in attendance shall be given priority in the queuing.
7. Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.
8. Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.

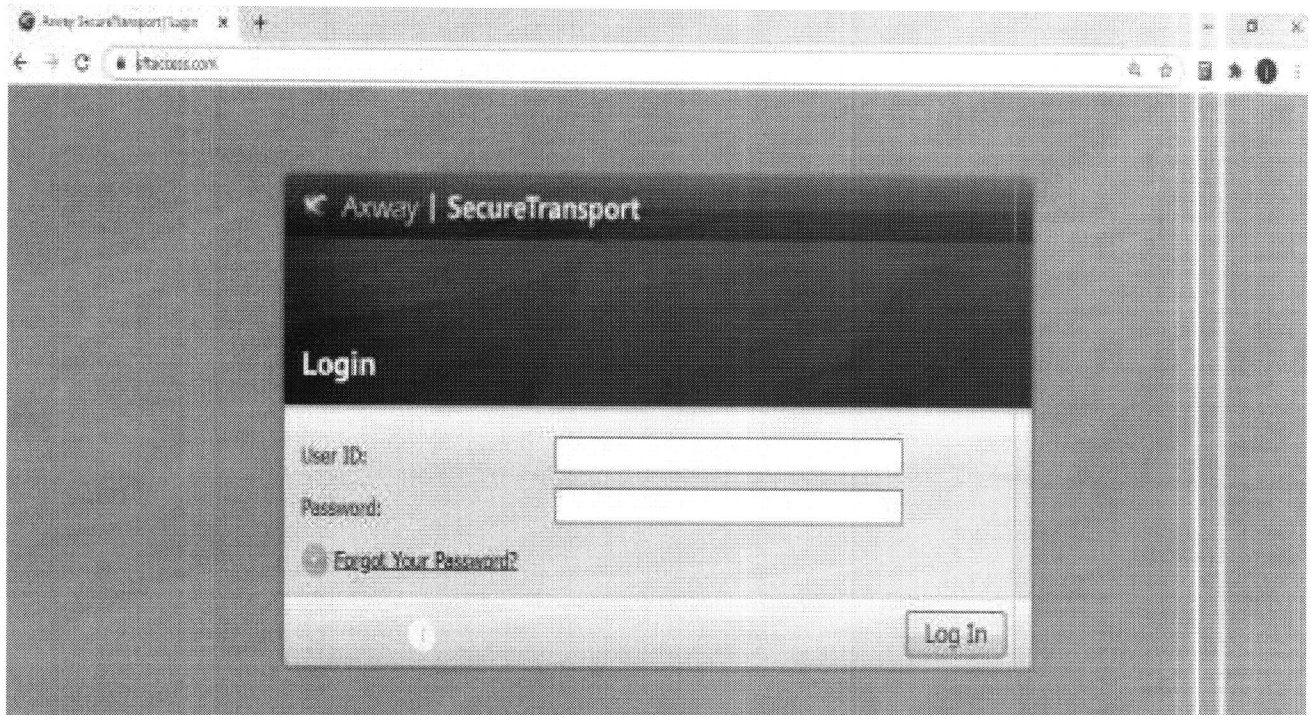
In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts,

the bidder concerned shall be disqualified from further participating in the bidding process.

9. The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.
10. The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Component.
11. The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.
12. The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.
13. The access of the bidders to the videoconferencing calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.
14. MS Teams Application shall be used in the conduct of online bidding. In the event that it is not available, other videoconferencing/group calling applications may be used as an alternative in conducting the meeting.

Guide in Accessing LBP Secure File Transfer Facility

1. Open browser and type the url: <https://www.sftaccess.com>



2. Log-in with the credentials provided via email. (Note: Log-in credentials will be received upon submission of a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee)

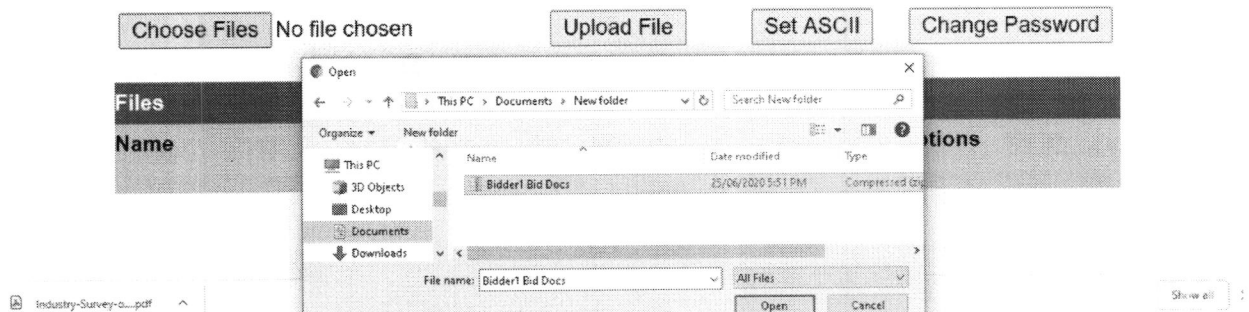
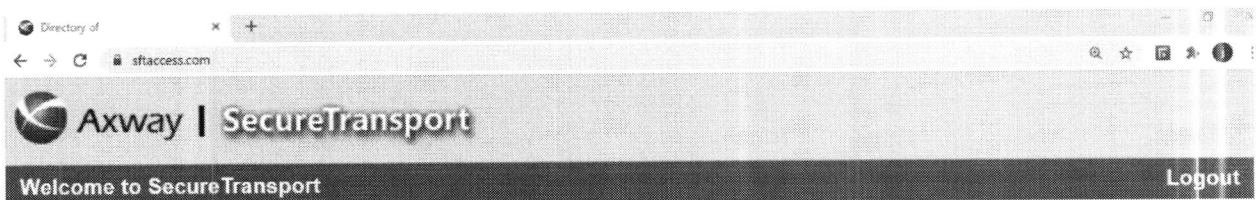
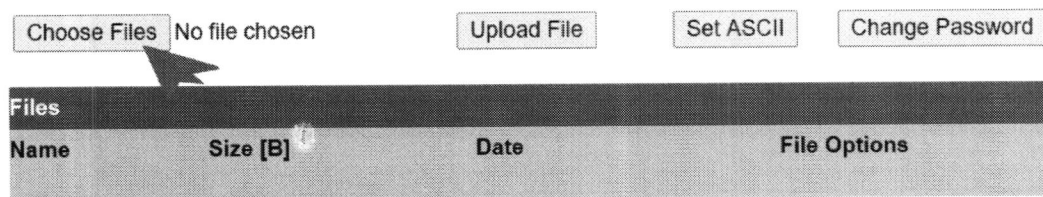
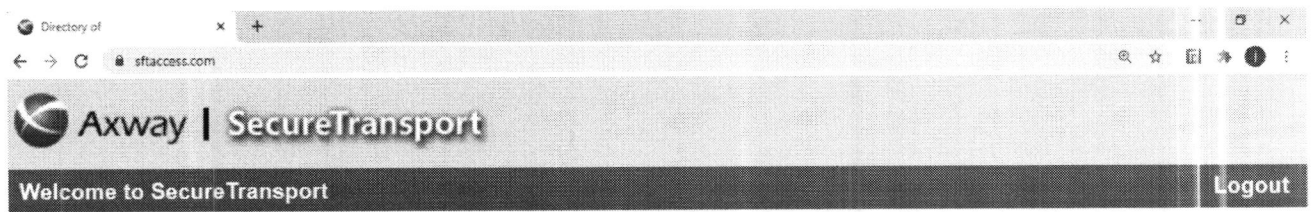
Username: **[E-mail Address] e.g. bidder1@bidder.com**

Password: **[Landbank-provided password]**

3. Upon successful login, click '**Choose Files**' to upload file/s.

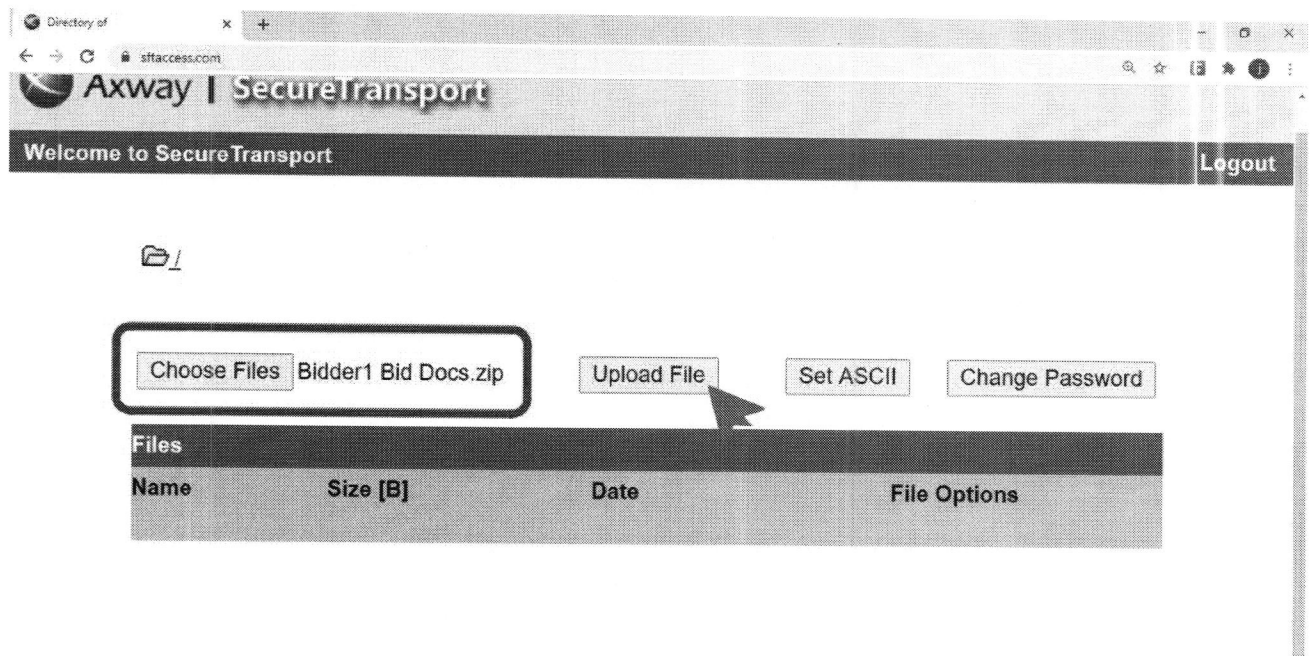
Notes:

- 1. Files should be encrypted/password-protected.*
- 2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.*

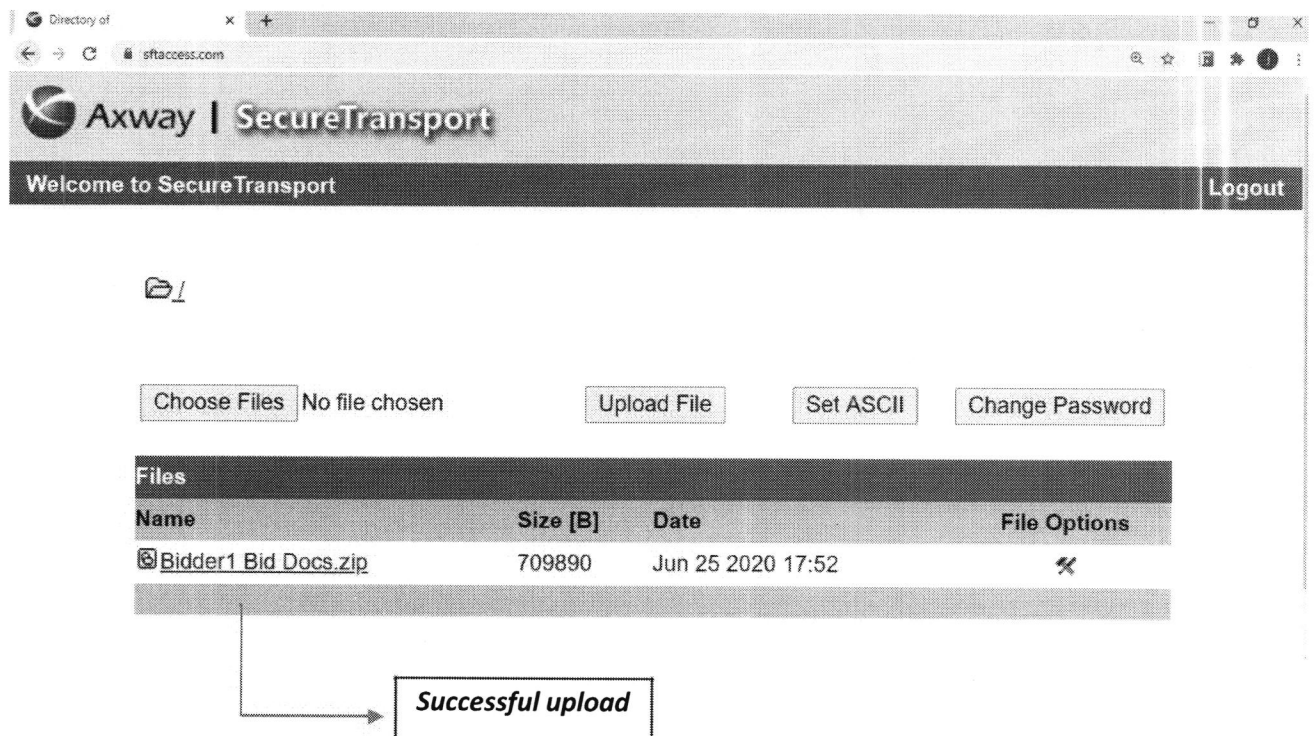


ANNEX B5

4. Click '**Upload File**' to upload the selected file/s.



5. Once a successful upload is completed, the files cannot be deleted anymore. The bidder will also receive a system-generated acknowledgement receipt in its registered e-mail address. A screenshot of the uploaded Bid/s should be taken by the bidder for record purposes.



File Repository of Bid Documents

All uploaded bid documents will be stored in the dedicated SFTF directory of a particular bidder and will be accessible by the assigned ProcD personnel.

LBP SECURE FILE TRANSFER FACILITY REGISTRATION FORM

Name of Participating Bidder/"Company"		
Complete Address of the Company:		Contact Number/s:
AUTHORIZED LBP SECURE FILE TRANSFER USER/S:		
Name of Authorized Representative:	Official Email Address:	Contact Number/s:
TERMS AND CONDITIONS:		
<p>The Company, through its Authorized User/s, shall:</p> <ol style="list-style-type: none"> 1. Use LBP's Secure File Transfer Facility to securely transmit files to LBP Procurement Department only for the purpose of online submission of bidding documents. 2. Be responsible for the confidentiality of its assigned log-in credentials. (i.e. assigned user ID) 3. Only upload agreed upon file formats and shall not upload any file/s containing inappropriate content, material that violates or infringes in any manner on the intellectual or proprietary rights of others, and any malwares, software virus, "Trojan Horse" program, "worm" or other harmful or damaging software or software component. 4. Agree and ensure that the computing devices to be used for LBP's Secure File Transfer Facility have the updated anti-virus software and operating system security patches, as minimum requirements in order to establish connectivity, to maintain and ensure the security, integrity and availability of the LBP Secure File Transfer Facility. 5. Agree not to use a public wi-fi/hotspot such as but not limited to those offered in coffee shops, malls, restaurant or hotels to access into the LBP Secure File Transfer Facility. 6. Agree that LANDBANK may revoke, block, or permanently disallow the use of this facility without prior notice due to reasons that may compromise the Bank's security. 		
AGREEMENT:		
<p>As an Authorized User, I hereby agree:</p> <p>To the above terms and conditions Not to disclose any confidential information regarding the LBP Secure File Transfer Facility. To avoid using unauthorized users/computers to input credentials; and That unauthorized dissemination of information about the LBP Secure File transfer Facility shall be considered a security breach and is ground for the immediate termination of the account.</p>		
Authorized User (Signature over Printed Name)		

Please print N/A in blank spaces



TECHNICAL SPECIFICATIONS

Equipment: Laptop Computer – 1TB (Non-Standard)	Code:
Date Prepared: Aug. 20, 2020	

Processor	Intel Core i5 10 th Gen Processor (4 Cores, up to 3.4GHz) or better
Cache	6MB Smart Cache
Memory	8GB or better
Memory Type	DDR4 2133MHz
Hard Disk	1TB 7200 RPM SATA or better
Optical Drive	Built-in or External DVD Super Multi Drive
Display	Minimum 14-inch Full HD anti-glare display at 1920x1080 native resolution
Graphics	Intel HD Graphics 620 or better
Pointing Device	Touchpad with Multi-gesture support, Tile Keyboard (Accupoint plus Clickpad)
Security	Easy Guard Technology, Own Developed BIOS, Trusted Platform Module 2.0, Touch-Style Fingerprint reader, Slot for security lock
Interfaces	3 USB 3.0, HDMI, Headphone/Microphone combo, SD Card Reader
Audio / Multimedia	Stereo speaker with DTS Studio Sound
Camera	Built-in HD Web Camera with Dual Microphone
Communications	Intel Dual Band Wireless-AC 8265 or equivalent, Bluetooth
Network	Integrated Intel Gigabit 100/1000 Mbps or provide adapter
Operating System	Windows 10 Pro (64-bit) English
Anti-Virus	AV System with Latest Edition (1 Year) (e.g. Norton, Symantec, Trend Micro, Sophos, nod32, Kaspersky, McAfee)
Battery	3-cell, 48 WHr Lithium-Ion or 4-cell, 45 WHr Lithium-Ion or better
Weight	Not more than 1.9kg (w/o ODD), 2.0kg (w/ODD)
Others	Kensington Lock or equivalent
Warranty	3 year on parts and labor
	1 year on battery cell

Additional Requirement:
a. Laptop being offered must belong to Top 5 Laptop Computers based in latest IDC Report, verifiable through web
b. Vendor must provide Manufacturer's Authorization Certificate
c. Vendor or Principal must have at least 1 Service Center in Metro Manila, Visayas, and Mindanao preferably in key major cities.
d. With carrying case (bag/sleeve)



TECHNICAL SPECIFICATIONS

Equipment: Laptop Computer (Standard)	Code:
Date Prepared: August 1, 2020	TS-0403-17

Processor	Intel Core i5 10 th Gen Processor (4 Cores, up to 3.4GHz) or better
Cache	6MB Smart Cache
Memory	8GB or better
Memory Type	DDR4 2133MHz
Hard Disk	500GB 7200 RPM SATA or better
Optical Drive	Built-in or External DVD Super Multi Drive
Display	Minimum 14-inch Full HD anti-glare display at 1920x1080 native resolution
Graphics	Intel HD Graphics 620 or better
Pointing Device	Touchpad with Multi-gesture support, Tile Keyboard (Accupoint plus Clickpad)
Security	Easy Guard Technology, Own Developed BIOS, Trusted Platform Module 2.0, Touch-Style Fingerprint reader, Slot for security lock
Interfaces	3 USB 3.0, HDMI, Headphone/Microphone combo, SD Card Reader
Audio / Multimedia	Stereo speaker with DTS Studio Sound
Camera	Built-in HD Web Camera with Dual Microphone
Communications	Intel Dual Band Wireless-AC 8265 or equivalent, Bluetooth
Network	Integrated Intel Gigabit 100/1000 Mbps or provide adapter
Operating System	Windows 10 Pro (64-bit) English
Anti-Virus	AV System with Latest Edition (1 Year) (e.g. Norton, Symantec, Trend Micro, Sophos, nod32, Kaspersky, McAfee)
Battery	3-cell, 48 WHr Lithium-Ion or 4-cell, 45 WHr Lithium-Ion or better
Weight	Not more than 1.9kg (w/o ODD), 2.0kg (w/ODD)
Others	Kensington Lock or equivalent
Warranty	3 year on parts and labor
	1 year on battery cell

Additional Requirement:
a. Laptop being offered must belong to Top 5 Laptop Computers based in latest IDC Report, verifiable through web
b. Vendor must provide Manufacturer's Authorization Certificate
c. Vendor or Principal must have at least 1 Service Center in Metro Manila, Visayas, and Mindanao preferably in key major cities.
d. With carrying case (bag/sleeve)



TECHNICAL SPECIFICATIONS

Equipment: Laptop Computer (High-End)	Code:
Date Prepared: August 2, 2020	<i>TS-0402-18c</i>

Processor	Intel Core i7 10 th Gen Processor (At Least Turbo Frequency of 4.5GHz)
Cache	8MB Smart Cache
Memory	16GB or better
Memory Type	DDR4 or better
Hard Disk	512GB SSD or better
Optical Drive	External DVD Drive
Display	13.3-inch Full HD widescreen anti-glare display at 1920x1080 native resolution
Graphics	Intel UHD Graphics 620 or better
Pointing Device	Backlit Tiled Keyboard with Precision Touchpad or equivalent
Security	Trusted Platform Module 2.0, Power-on password, HD password Cable Lock port
Interfaces	HDMI, USB 3.0, 2 x USB Type-C (supports data transfer, power delivery, display, and thunderbolt 3) Headphone/Microphone combo, MicroSD Card Reader
Audio / Multimedia	Harman/Kardon/JBL/Bang & Olufsen Stereo speaker with DTS Studio Sound
Camera	HD720p Web Camera with Dual Array Microphone, IR Camera, fixed focus
Communications	Intel Dual Band Wireless-AC 8265 or equivalent, Bluetooth
Network	Integrated Intel Gigabit 100/1000 Mbps or provide adapter
Operating System	Windows 10 Pro (64-bit) English
Anti-Virus	AV System with Latest Edition (1 Year) (e.g. Norton, Symantec, Trend Micro, Sophos, nod32, Kaspersky, McAfee)
Battery	At least 48 WHr Li-Ion Polymer or Up to 17 Hours battery life or better
Weight	1.3kg or lighter
Others	Kensington Lock or equivalent
Warranty	3 year on parts and labor
	1 year on battery cell

Additional Requirement:
a. Laptop being offered must belong to Top 5 Laptop Computers based in latest IDC Report, verifiable through web
b. Vendor must provide Manufacturer's Authorization Certificate
c. Vendor or Principal must have Service Centers in key major cities (Manila, Cebu, Davao)
d. With carrying case (bag/sleeve)



TECHNICAL SPECIFICATIONS

Equipment: Laptop Computer (High End - Touchscreen)	Code:
Date Prepared: August 2, 2020	<i>TS-0402-22b</i>

Processor	Intel Core i7 10 th Gen Quad Processor (At Least Turbo Frequency of 3.9GHz)
Cache	8MB Smart Cache or higher
Memory	16GB or better
Memory Type	LPDDR4 or better
Hard Disk	512GB SSD or better
Optical Drive	External DVD Drive
Display	13.4-inch FHD (1920x1080) Touchscreen, Anti-Glare (16:10 aspect ratio), LED Backlight, 10-finger gesture support, Corning Gorilla Glass 6
Graphics	Intel FHD Graphics 620 or better
Pointing Device	Backlit Tiled Keyboard with SecurePad or equivalent, Multi Touch
Security	Trusted Platform Module 2.0, Touch-Style Fingerprint sensor, Cable Lock port
Interfaces	USB Type-C (Supporting Power Delivery, Display, and Thunderbolt 3) Headphone/Microphone combo, MicroSD Card Reader
Audio / Multimedia	Harman/Kardon/JBL/Bang & Olufsen Stereo speaker
Camera	HD720p Web Camera with Dual Array Microphone
Communications	Intel Dual Band Wireless-AC 8265 or equivalent, Bluetooth 5.0
Network	Integrated Intel Gigabit 100/1000 Mbps or provide adapter
Operating System	Windows 10 Pro (64-bit) English
Anti-Virus	AV System with Latest Edition (1 Year) (e.g. Norton, Symantec, Trend Micro, Sophos, nod32, Kaspersky, McAfee)
Battery	At least 44 WHr Li-Ion Polymer or Up to 16 Hours battery life
Weight	1.35kg or lighter
Others	Kensington Lock or equivalent
Warranty	3 years on parts and labor
	3 years on battery cell

Additional Requirement:
a. Laptop being offered must belong to Top 5 Laptop Computers based in latest IDC Report, verifiable through web
b. Vendor must provide Manufacturer's Authorization Certificate
c. Vendor or Principal must have Service Centers in key major cities (Manila, Cebu, Davao)
d. With carrying case (bag/sleeve)