



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20210614-01

PROJECT : Lot 1 - Two (2) Units X-Ray Baggage Conveyor
Lot 2 - Three (3) Units Walk-Through Metal Detector with Built-in Thermal Body Temperature Scanner

IMPLEMENTOR : Procurement Department

DATE : August 6, 2021

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) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The schedule for the site inspection at the LANDBANK Plaza shall be coordinated with the Security Department. Prospective bidders may send their formal letter request to **Mr. Jeremy Pedreña** at **lbp-sd@mail.landbank.com** and **jeremypedreña@gmail.com**.

The Bank will only allow a maximum of two (2) representatives per bidder. Submission of a negative result of COVID-19 RT-PCR or Antigen Test is mandatory, which shall not be more than forty eight (48) hours at the time of inspection.

- 3) The Terms of Reference (Annexes D & E), Schedule of Requirements (Section VI), Technical Specifications (Section VII), and Checklist of Bidding Documents (Item Nos. 11 & 12 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes D-1 to D-3, E-1 to E-4 and specific sections of the Bidding Documents.

4)	Bidders' Queries/Clarifications	LANDBANK Responses
	<p>The bidders are requesting for clarification on the following:</p> <ol style="list-style-type: none"> 1) Whether the submission of Certificates of Satisfactory Performance (CSP) from at least two (2) clients should involve contracts related to the project. 2) Whether bidders should have at least five (5) years experience in the Supply, Delivery and Installation of X-Ray Baggage Conveyor and Walk-Through Metal Detector. 	<ol style="list-style-type: none"> 1) Yes, the CSPs should be requested from clients with contracts involving related projects, such as security, visitor control/management, and access control equipment. 2) Yes, bidders should have at least a minimum of five (5) years experience in the Supply, Delivery and Installation of X-Ray Baggage Conveyor and Walk-Through Metal

<p>3) Whether SEC registration, which reflects the line of business and experience of the bidder, will suffice for the requirement mentioned in Item No. 2?</p> <p>4) The specifications required for the X-Ray Baggage Conveyor, such as dimension, tunnel size and steel penetration.</p>	<p>Detector.</p> <p>3) Yes, SEC registration certificate is acceptable as supporting documents for the mentioned project.</p> <p>4) The specifications stated in the TOR are only minimum requirements for the project. Bidders may opt to offer equipment with better technical specifications. Please see Revised Annex E-1 to E-4 for reference.</p>
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ALWIN I. REYES
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

Schedule of Requirements

The delivery schedule/contract period expressed as weeks/months/years stipulates hereafter a delivery/performance period which is the period within which to deliver the goods or perform the services in the project site/s.

Lot No.	Description	Quantity	Delivered, Weeks/Months
1	X-Ray Baggage Conveyor	2 units	Within ninety (90) calendar days upon receipt of Notice to Proceed (NTP) and Advice from Security Department (SD).
2	Walk-Through Metal Detector with Built-In Thermal Body Temperature Scanner	3 units	Within ninety (90) calendar days upon receipt of Notice to Proceed (NTP) and Advice from Security Department (SD).

Lots 1 and 2:

Project Site: LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila

Contact Persons: Mr. Romulo E. Sapitula, Head - Security Department
Mr. Jeremy J. Pedrena

Contact Nos.: 8522-0000 local 7320, 2633, 2325

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Technical Specifications

Specifications	Statement of Compliance
<p>Lot 1: Two (2) units X-Ray Baggage Conveyor</p> <p>Lot 2: Three (3) units Walk-Through Metal Detector with Built-In Thermal Body Temperature Scanner</p> <ol style="list-style-type: none"> 1. Specifications and other requirements per attached Revised Terms of Reference. <ol style="list-style-type: none"> 1.1. Lot 1: Annexes D-1 to D-3 1.2. Lot 2: Annexes E-1 to E-4 2. The following documents shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements: <u>For Lots 1 & 2:</u> <ol style="list-style-type: none"> 2.1. Purchase Orders, Contracts or equivalent documents evidencing that the bidder has an experience of at least five (5) years in the supply, delivery and installation of x-ray baggage conveyor (for Lot 1) and walk-through metal detector (for Lot 2). 2.2. Two (2) Certificates of Satisfactory Performance from two (2) previous clients/customers. 2.3. Certificate of Inspection issued by LANDBANK Security Department. 	<p>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered.</p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. 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 applicable laws and issuances.</p> <p style="text-align: center;">Please state here either "Comply" or "Not Comply"</p>

Non-submission of above documents/requirements may result in bidder's post-disqualification.	
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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

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Components (PDF File)

- ***The Eligibility and Technical Component shall contain documents sequentially arranged as follows:***

- **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:

- Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the Bidding Documents;
- Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas;

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR; and

- Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Eligibility Documents

2. 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 or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).

3. 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 last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar 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 sample form (Form No. 4).

Financial Eligibility Documents

5. 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.
6. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

o **Eligibility Documents – Class "B"**

7. Duly signed 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 its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
8. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

- **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. **Revised Section VI – Schedule of Requirements with signature of bidder's authorized representative.**
12. **Revised Section VII – Specifications with response on compliance and signature of bidder's authorized representative.**
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No. 6).

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

14. 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.
15. Latest Income Tax Return filed manually or through EFPS.
16. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
17. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No. 6).

Financial Component (PDF File)

- ***The Financial Component shall contain documents sequentially arranged as follows:***

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)

X-RAY BAGGAGE CONVEYOR TERMS OF REFERENCE (TOR)

I. Project Description :

Supply, Delivery, Installation, Configuration, and Activation of Two (2) X-ray Baggage Conveyors to be installed at the following areas inside LBP Plaza Building:

- ✓ M.H. Del Pilar Main Entrance/Exit Door;
- ✓ Loading Dock area.

II. Objectives :

- ✓ To prevent unauthorized and dangerous items such as: knives, guns, explosives, etc. from entering Land Bank Plaza premises.
- ✓ Further ensure the safety and security of the Bank's clients and employees safe by identifying weapons and other hazards that are not allowed in the Bank's premises.

III. Project Details :

List of equipment/accessories:

Equipment	Quantity
X-ray Baggage Conveyors	2

Scope of the Project:

1. Supply, Delivery, Installation, Configuration, and Activation of X-ray Baggage Conveyors at LBP Plaza.
 - a. Supply and installation of two (2) x-ray baggage conveyor and all of its applicable accessories;
 - b. Checking /testing of its functions and train the operators (LBP-Security Department personnel) on its proper use and first level maintenance;
 - c. Clean-up working areas and ensure compliance with the Bank's environmental and health safety protocols.

Warranty and after sales services:

1. The supplier warrants that the equipment supplied are brand new, unused, of the most recent (not obsolete /discontinued) or current models meeting the minimum technical specification required by the Bank (procuring entity);
2. The supplier further warrants that all equipment supplied have no defect, arising from design, and materials;
3. Equipment supplied must be covered by a minimum of one (1) year warranty for the repair or replacement of defective parts thereof, without cost to the Procuring Entity;
4. The supplier shall include the provision of the following preventive maintenance schedules:
 - one (1) free preventive maintenance for each equipment every six (6) months after installation; and
 - one (1) free preventive maintenance for each equipment every six (6) months for a span of two (2) years after the end of warranty period.
5. The supplier ensures deployment of a qualified and competent Service Technician/s in case of malfunction of the equipment. Response time must be within twenty-four (24) hours upon receipt of notification from the LBP-Security Department.

Delivery Period:

- **Ninety (90)** calendar days upon receipt of the Notice to Proceed (NTP).

REVISED ANNEX D-1

IV. Supplier Qualification Requirements:

QUALIFICATION	DOCUMENTARY REQUIREMENTS
1. Must have experience of at least five (5) years in the supply, delivery and installation of x-ray baggage conveyors.	Valid SEC Registration Certificate, Purchase Order, Contracts or equivalent documents acceptable to LBP Head Office Bids and Awards Committee
2. Must be satisfactorily rated by at least two (2) previous clients /customers (subject to validation).	Two (2) Certificates of Satisfactory Performance
3. Must conduct pre-inspection, verification and overall project assessment. Only two (2) representatives per company shall be allowed entry for the conduct of inspection. Negative COVID-19 test result - Antigen or RT-PCR is required. Date of test result must not be more than 48 hours at the time of inspection.	Certificate of Inspection issued by LANDBANK- Security Department

V. Other Terms and Conditions:

1. The winning contractor/supplier/service provider shall :
 - a. Coordinate with Security Department for schedules and project briefing. Work authorization permit must be secured from the LBP-Facilities Management Department (LBP-FMD) and LBP-SD prior to any mobilization. Work schedule is from 6:00 PM onwards during weekdays and 8:00 AM to 5:00 PM on weekends, provided it will not cause any disruption in the operation of the Bank, otherwise, adjustments in schedules shall be made accordingly.
 - b. Provide its workers with the required personal protective equipment (PPE) and appropriate tools in the implementation of the project in compliance with the requirements of Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) in line with the implementation of health safety protocols and the Bank's Environmental Management Program in accordance with ISO 14001 standard.
 - c. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew /workers or any other person during the implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
 - d. In compliance with the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB), the supplier shall always maintain cleanliness at all times. It shall also be responsible for the collection and its proper disposal outside of the Bank premises of all waste materials resulting from any activity related to the implementation of the project.
 - e. Be bounded by and shall strictly observe the Bank's existing rules and regulations with regard to the standard security and safety policies, systems, and procedures while in the premises.
 - f. Submit the names of the company's technicians, together with their training certificates issued by the equipment manufacturer, who are authorized to maintain/repair the installed equipment.

REVISED ANNEX D-2

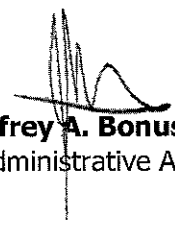
VI. Minimum Technical Specifications


PHYSICAL SPECIFICATIONS	Dimensions	Length: 2,082 mm (82.0 in.) Width: 840 mm (33.1 in.) Height: 1,382 mm (54.4 in.)
	Tunnel Size	620 mm (W) x 420 mm (H) (24.4 x 16.5 in.)
	Conveyor Speed	0.20 m/s (39.4 ft./min)
	Conveyor Height	803 mm (31.6 in.)
	Conveyor Load	165Kg (364 lbs)
	System Power	115/230 VAC ± 10%, 60/50Hz
X-RAY GENERATOR AND IMAGE PERFORMANCE	Steel Penetration	35 mm guaranteed; 40 mm typical
	Wire Resolution	38 AWG guaranteed; 40 AWG typical
	Generator Cooling	Sealed oil bath with forced air
	Anode Voltage	Operating at 160kV
	Tube Current	1.0 mA
	Orientation	Vertically Upward
OPERATING ENVIRONMENT	Storage Temperature	Up to 50 degree Celsius
	Operating Temperature	Up to 40 degree Celsius
	Humidity	Up to 95% non-condensing
HEALTH AND SAFETY	The equipment shall be manufactured in an ISO 9001 (Quality Management System) certified facility	
	An emergency STOP BUTTON to turn off power of the x-ray generator	
	The equipment shall be compliant with US FDA x-ray radiation safety performance standard CFR 1020.40), CFR Part 1010., and passed the applicable standards for international health and safety and Electromagnetic Compatibility (EMC) for cabinet x-ray system	
Note: That the above-mentioned specifications are minimum requirements. The supplier may opt to propose equipment of better technical specifications. Physical and Operating Environment Specifications variation of 5% is allowable.		

Prepared by:

Reviewed by:

Approved by:


Jeffrey A. Bonus, CSP
Administrative Analyst


Jeremy J. Pedreña
Acting Head, ATU-SD


VP Romulo E. Sapitula, CSP
Head- Security Department &
Bank Chief Security Officer

REVISED APPENDIX D-3

TERMS OF REFERENCE

WALK-THROUGH METAL DETECTOR WITH THERMAL BODY TEMPERATURE SCANNER

I. Project Description:

Supply, Delivery, Installation, Configuration, and Activation of Walk-Through Metal Detectors at the LBP Plaza Building.

II. Objectives:

To further enhance the implementation of security and safety measures at the LBP Plaza Building by providing a Walk-through Metal Detector with Thermal Body Temperature Scanner necessary to detect with precision the body (fever) temperature, and metals for the efficient operations related to safety and security of all clients, guests, officers and employees of the Bank.

III. Supplier Qualification Requirements:

Qualification	Documentary Requirement
1. Must have a n experience of at least five (5) years in the supply, delivery and installation of Walk-Through Metal Detector	Valid SEC Registration Certificate, Purchase order, Contracts or equivalent documents acceptable to LBP Head Office Bids and Awards Committee
2. Must be satisfactorily rated by at least two (2) previous clients /customers. (subject to validation)	Two (2) Certificates of Satisfactory Performance
3. Must conduct pre-inspection, verification and overall project assessment. Only two (2) representatives per company shall be allowed entry for the conduct of inspection. Negative COVID-19 test result - Antigen or RT-PCR is required. Date of test result must not be more than 48 hours at the time of inspection.	Certificate of Inspection issued by LANDBANK- Security Department

IV. Minimum Technical Specifications

Thermal Imaging	Sensor	Vanadium oxide uncooled sensor
	Max. Resolution	160× 120
	Pixel Interval	17 μ m
	Response Waveband	8 to 14μm
	NETD	≤ 40mk(@25°C,F#=1.0)
	Lens (Focal Length)	3mm
	MRAD	9.44
	Field of View	50° × 37.2°
	Min. Focusing Distance	0.5m
	Aperture	1.1
	Pseudo Color	15, white heat, black heat, fusion1, rainbow, fusion2, iron oxide red1, iron oxide red2, puce, color1, color2, ice & fire, rain, red heat, green heat, and dark blue

Visible Light	Sensor	4 MP 1/2.7" Progressive Scan CMOS
	Resolution	2688 × 1520@25fps
	Min. illuminance	0.0018Lux @(F1.6,AGC ON) ,0 Lux with IR
	Shutter speed	1/3s to 1/100,000s
	Focal length	4mm
	Field angle	84.0° × 44.8°
	Day/Night switch	ICR
	WDR range	120dB
	IR distance	Max. 15 m

Image frame	Thermal imaging and visible light	Thermal imaging integrated with visible light frame
	Picture in picture	Supports visible light and thermal imaging frame over lay
	Smart information overlay	Supports (only temperature measurement rule and temperature are supported)

Smart function	Linkage alarm	Linkage of strobe light and audible alarm
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Temperature measurement	Temperature exception detection	Expert mode: 10 pints, 10 frame, 21 rules on each line
	Body temperature measurement	AI face detection, multi-target detection
	Measurement range	30 to 45°C
	Temperature Alarm	Alarm triggered when the temperature is over the threshold
	Measurement accuracy	No black body: ±0.5°C With black body: ±0.3°C

Compression	Video compression	H.265/H.264/MJPEG
	H265:	Main Profile
	H264:	Baseline Profile / Main Profile / High Profile
	Video bit rate	32 Kbps to 8Mbps
	Video standard	G.711/G.722.1/G.726/MP2L2/PCM
	Audio bit rate	64Kbps(G.711) / 16Kbps(G.722.1) / 16Kbps(G.726) / 32-192Kbps(MP2L2)

Storage	SD card storage	Micro SD/Micro SDHC/Micro SDXC card (128GB or 256GB)
	NVR storage	Supports live view/playback, rule display, alarm report, and remote configuration

Network	Main stream	Visible light: 50Hz: 25fps (1920 × 1080), 25fps (1280 × 960), 25fps (1280 × 720) Visible light: 60Hz: 30fps (1920 × 1080), 30fps (1280 × 960), 30fps (1280 × 720) Thermal Imaging: 25fps (160 × 120 (output 320 × 240))
	Sub stream	Visible light: 50Hz: 25fps (704 × 576), 25fps (640 × 480) Visible light: 60Hz: 30fps (704 × 480), 30fps (640 × 480) Thermal Imaging: 25fps (160 × 120 (output 320 × 240))
	Network protocol	IPv4/IPv6,HTTP,HTTPS,802.1x,Qos,FTP,SMTP,UPnP,SNMP,DNS,DDNS,NTP,RTSP,RTCP,RTP,TCP,UDP,IGMP,ICMP,DHCP,PPoE,Bonjour
	Interface protocol	ONVIF(PROFILE S,PROFILE G),ISAPI,SDK,Ehome,GB28181
	Max. live view channel	20
	User	Three level: administrator, operator, general user
	Safety strategy	User and password authentication, HTTPS encryption, IEEE 802.1x control, IP address filtering

V. Delivery Schedule

- a. **Ninety (90)** calendar days upon receipt of the Notice to Proceed (NTP);

VI. Warranty and After Sales Services

- a. The supplier warrants that the equipment supplied are brand new, unused, of the most recent (not obsolete /discontinued) or current models meeting the minimum technical specification required by the Bank (procuring entity);
- b. The supplier further warrants that all equipment supplied have no defect, arising from design, and materials;
- c. Equipment supplied must be covered by a minimum of one (1) year warranty for the repair or replacement of defective parts thereof, without cost to the Procuring Entity;
- d. The supplier shall include the provision of two (2) free preventive maintenance every six (6) months after the installation of the equipment;
- e. The supplier ensures deployment of a qualified and competent Service Technician/s in case of malfunction of the equipment. Response time must be within twenty-four (24) hours upon receipt of notification from the LBP-Security Department.

VII. Inspection and Acceptance

- a. The LBP shall have the right to reject and return the unit(s) and cancel the corresponding Contract if units delivered are defective, incomplete or non-compliant with the specifications herein specified.


VIII. Other Terms and Conditions

The winning contractor/supplier/service provider shall:


- a. Coordinate with Security Department for schedules and project briefing. Work authorization permit must be secured from the LBP-Facilities Management Department (LBP-FMD) and LBP-SD prior to any mobilization. Work schedule is from 6:00 PM onwards during weekdays and 8:00 AM to 5:00 PM on weekends, provided it will not cause any disruption in the operation of the Bank, otherwise, adjustments in schedules shall be made accordingly.
- b. Provide its workers with the required personal protective equipment (PPE) and appropriate tools in the implementation of the project in compliance with the requirements of Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) in line with the implementation of health safety protocols and the Bank's Environmental Management Program in accordance with ISO 14001 standard.
- c. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew /workers or any other person during the implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.

- d. In compliance with the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB), the supplier shall always maintain cleanliness at all times. It shall also be responsible for the collection and its proper disposal outside of the Bank premises of all waste materials resulting from any activity related to the implementation of the project.
- e. Be bounded by and shall strictly observe the Bank's existing rules and regulations with regard to the standard security and safety policies, systems, and procedures while in the premises.

Prepared by:


Ernesto C. Lagasca
Acting Admin. Specialist III
ATU-SD

Reviewed by:


Jeremy J. Pedreña
Acting Head, ATU-SD

Approved by:


VP Romulo E. Sapitula , CSP
Head- Security Department &
Bank Chief Security Officer