

SUPPLEMENTAL/BID BULLETIN NO. 1

PROJECT : One (1) Lot Comprehensive Electrical System Audit Services at the
LANDBANK Plaza Building under Project Identification No. LBP-
GIBAC-ITB-GS-20250829-02

IMPLEMENTOR : Bids and Awards Committee for Goods and Infrastructure (GI-BAC)

DATE : October 16, 2025

This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify specific items in the Bidding Documents. It shall form an integral part of the Bidding Documents.

Modification, amendment and/or clarification:

- The Terms of Reference (Annexes D-1 to D-9), Technical Specifications (Section VII) and Checklist of Bidding Documents (Item No. 12 of Technical Documents and Item 23 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached revised Annexes D-1 to D-9 and specific sections of the Bidding Documents.
- Responses to bidder's queries/clarifications per attached Annex G.


EMMANUEL G. HIO, JR.
Chairperson, GI-BAC

RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

DATE	October 15, 2025
PROEJECT INDENTIFICATION NO.	LBP-GIBAC-ITB-GS-20250829-02
PROJECT NAME	One (1) Lot Comprehensive Electrical System Audit Services at the LANDBANK Plaza Building
PROPONENT UNIT	FMD

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK's RESPONSES
1	Checklist of Requirements - Financial Eligibility Documents	Is the required FS should be dated by 2023-2022? Does the PhilGEPS Certificate must also indicate the 2023-2022 FS and not the latest 2024-2023 file:	Yes. However, if the latest AFS covering 2023-2024 submitted to BIR and as stated in PhilGEPS Certificate of Registration are available, the same must be submitted as part of the bid.
2	Terms of Reference	Can we alternatively send a COSH safety certificate instead of BOSH?	COSH/BOSH certification is acceptable.
3	TB Clause 15 of Bid Data Sheet	Does the Code of our Company (ie Company "XYZ") will be given by LANDBANK upon the receipt of PAO	No. The bidder/s will assign its own short name for use in electronic submission of bids Please refer to ITB Clause 15 of Bid Data Sheet.

ANNEX G

Technical Specifications

Specifications	Statement of Compliance
One (1) Lot Comprehensive Electrical System Audit Services at the LANDBANK Plaza Building Notes: 1. Scope of Works, Technical Specifications and other requirements per attached revised Terms of Reference (TOR) – Annexes D-1 to D-9. 2. The documentary requirements enumerated in Item C. Project Requirements per revised Annexes D-1 and D-2 of the TOR shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements.	Bidders must signify their compliance to the Technical Specifications/Terms of Reference by stating below either “Comply” or “Not Comply” 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. Please state here either “Comply” or “Not Comply”

Non-submission of the above requirements may result to post-disqualification of the bidder.	
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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).

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.

○ **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. 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).

Note: During the opening of the first bid envelope (Eligibility and Technical Component), only the above documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

- **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)].**

14. List of at least five (5) completed projects from years 2020 to 2025, with at least one (1) completed project per year. The list should include the following information:

- a. Name of Project
- b. Location of the Project
- c. Duration of the Project
- d. Contact Person/s and contact numbers

The list must be supported by copy of Purchase Orders, contracts or equivalent supporting documents, as well as the Certificate of Satisfactory Performance issued by the client for each completed project.

15. Certificate of Inspection issued by the FMD

16. Copy of Official Sales Invoice or any equivalent document as proof that the software utilized is authentic and covered by valid license, whichever is available

17. Valid Certificate of Calibration of all testing equipment to be used

For the Electrical Engineer:

- 18. Curriculum Vitae
- 19. Certificate of Employment
- 20. Copy of current and valid Profession Regulation Commission (PRC) Identification Card (ID)
- 21. Copy of the training certificate for completing Electrical Transient Analysis Program (ETAP) training course

For the Safety Officer:

- 22. Curriculum Vitae
- 23. **Basic Occupational Safety and Health (BOSH) / Construction Occupational Safety and Health (COSH) Certification from a training institution accredited by the Department of Labor and Employment (DOLE)**

For the Highly Trained Technicians:

- 24. Curriculum Vitae
- 25. Certificate of Employment
- 26. Certificates of training completed, such as, Building Wiring Installation, Thermography, and other related skills training

- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 1. 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.
 2. Latest Income Tax Return filed manually or through EFPS.
 3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 5. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).

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).

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

TERMS OF REFERENCE

A. Name and Description of Project

One (1) lot comprehensive audit of the electrical system at the Landbank Plaza Building, Malate, Manila.

B. Objective

- To comply with the provision on the Philippine Electrical Code (PEC) and prevent fire incident cause by electrical overloads and other electrical issues
- To determine the status of LBP Plaza's Electrical System integrity
- To comply with the report given by the Professional Electrical Engineer (PEE) Consultant of LBP Plaza
- To comply with the Electrical Division of the Manila City Office of the Building Officials (OBO) requirement relative to *Memorandum Circular No. 2016-23 from Department of the Interior and Local Government (DILG) and Circular No. 2, Series of 2015 of Department of Public Works and Highways (DPWH)*

C. Project Requirements

• Qualification Requirements

Particulars	Documentary Requirements
1. Must have at least five (5) years of experience in Electrical System Study and Assessment, with completed projects involving a minimum of two (2) MVA Electrical Systems.	• List of at least five (5) completed projects from Years 2020 to 2025, with at least one (1) completed project per year. The list should include the following information: a. Name of Project b. Location of Project c. Duration of Project d. Contact Persons and contact numbers • Copy of purchase orders, contracts, or equivalent supporting documents. • Certificate of Satisfactory Performance issued by the client for each completed project.
2. The supplier must conduct a pre-inspection, verification, and overall project assessment within seven (7) calendar days after the Pre-Bid Conference.	• Certificate of Inspection issued by the Facilities Management Department (FMD)
3. The following must be part of the team members to implement the project:	

- One (1) Electrical Engineer (EE) who is a regular employee of the supplier, with a minimum of five years of experience in the industry and had undergone training in ETAP courses. - One (1) Safety Officer (SO) with a minimum of five years of experience in the industry. The SO must have completed a Construction Occupational Safety and Health (COSH) or Basic Occupational Safety and Health (BOSH) training program. - At least two (2) Highly Trained Technicians who are regular employee of the company.	For EE - Curriculum Vitae - Certificate of Employment - Copy of current and valid Professional Regulation Commission (PRC) Identification Card (ID) - Copy of the training certificate for completing ETAP training course For SO - Curriculum Vitae - COSH/BOSH Certification from a training institution accredited by the Department of Labor and Employment (DOLE) For Highly Trained Technicians - Certificate of employment - Curriculum Vitae - Certificates of training completed, such as Building Wiring Installation, Thermography, and other related skills training
4. The software utilized shall be authentic and covered by valid license	Official sales invoice or any equivalent document as evidence of a valid software license.
5. Calibration of all testing equipment to be used	Valid Certificate of calibration

• **Scope of Technical Requirements**

Description	Deliverables
1.) As-built Plan Update	Provide signed and sealed updated Electrical System as-built plan for LBP Plaza
2.) Short Circuit Calculations	ANSI standard Verify Protective Device Breaking and making Capability Calculate the Maximum Fault current at every Panelboard and electrical equipment
3.) Load Flow Calculation	ANSI Standard Calculate the power consumption at all Panelboards. Power flow on every panelboard, transformer and other electrical equipment Determine the maximum voltage drop in all the electrical panelboards Calculate the power loss in each cable to panelboard
4.) Arc Flash Analysis	ANSI standard Determine the Arc Flash Boundaries Determine Incident Energy Type of Personal Protective Equipment for Arc Flash

5.) Protective Device Coordination	Determine the protective device to be used for reliability of the system
6.) Harmonic and Grounding System comprehensive assessment	Real time recording of harmonic and grounding condition Testing through Power Quality Analyzer at strategic locations Acquire the System Grounding Resistance
7.) Electrical System Violation Findings	Determine the existing violation in relation to the PEC Provide suggestions/recommendations for the corrective actions National Fire Protection Association (NFPA) 70 and 70B

• **Additional Scope of Works**

- a. Securing permits from Office of the Building Officials (OBO) and other Government organizations.
- b. Mobilization of manpower and equipment / test instruments on site.
- c. Verification of actual connection and layout of the electrical equipment.
- d. Verification and updating of the Circuit Breaker Sizes, Electrical Transformer Capacity, and all other electrical equipment identified.
- e. Upon verification and updating of the electrical equipment and power riser diagram, provide calculation for the following:
 - i. Short Circuit Calculation
 - ii. Load Flow Calculation
 - iii. Arc Flash Analysis
 - iv. Voltage Drop Calculation
 - v. Protective Coordination
 - vi. Electrical System Violation Findings
 - vii. Updating of as-built plan
- f. Calculations must be done in Electrical Transient and Analysis Program (ETAP) software and must be compatible with version 12.6 or higher
- g. Upon submission of the studies, assists in securing the Certificate of Final Electrical Inspection at City Electrical Division of the Manila City OBO.

• **Submittals:**

Documents	Submission Period
Copy of Comprehensive General Liability Insurance (CGLI) and personal insurance covering bodily injury and property damage. Covering the full CGLI coverage for the entire duration of the project.	Upon issuance of Notice to Proceed and prior to actual implementation of project.
GANTT chart showing project schedules	
Detailed drawing/as-built plans	
Clearances/permits as may be required by Government Agencies and Non-Government organizations relative to the project.	On a daily basis until completion of the project.
List of personnel and equipment for the project implementation and electrically-operated tools/equipment with corresponding power rating.	
Activity/Service report	

Eight (8) sets of duly signed and sealed by PPE as-built plan/layout diagram on the entire system (blueprint) and digitized /soft copy in Flash Disk Drive (e.g., CAD, JPEG, PDF)	Upon project turn-over and acceptance
Software simulations and results digital files in external disk drive.	
Five (5) sets of printed in A4 size, ring bound and soft copy of study result which include the following: i. Short Circuit Calculation ii. Load Flow Calculation iii. Arc Flash Analysis iv. Voltage Drop Calculation v. Protective Coordination vi. System analysis critical/marginal reports vii. Warning decals of equipment for arc-flash hazards for each and every panelboard/electrical equipment viii. Test results from harmonics and grounding assessment ix. Recommendations	
The Service Provider warrants that the audit will be carried out with reasonable care, skill, and in line with accepted professional standards. All findings, reports, and recommendations will be based on a thorough and good-faith review of the records, systems, and data available at the time. However, no warranty is given, expressed or implied, regarding the future performance, reliability, or condition of the equipment, system, or operations assessed.	

D. Delivery Schedule

Within ninety (90) calendar days upon receipt of Notice to Proceed (NTP) and advice from LANDBANK FMD.

E. Payment Terms

1. LANDBANK shall pay the Supplier for the item delivered/services rendered subject to accounting and auditing rules of LANDBANK and Commission on Audit.
2. The winning supplier/contractor is required to maintain a deposit account with LANDBANK cash department or any of its branches. This directive is pursuant to Malacañang Executive Order No. 170-Adoption of Digital Payments for Government Disbursement and Collections, directing all government agencies to utilize safe and efficient digital disbursement in the payment of goods, services and other disbursement.
3. Payment shall be through credit to the winning Supplier's deposit account with LANDBANK.
4. The Supplier will be paid within sixty (60) calendar days after the submission of billing and complete documentary requirements.

F. Pre -Termination Clause / Termination of Contract

1. The Bank has the right to terminate the contract in the event of unsatisfactory performance by the winning bidder within the covered period, and may award the same to the second lowest, responsive bidder to complete the contract. Termination of the contract shall be based on the provisions of the contract.
2. The contract may be terminated by either party due to non-compliance with any of its provisions, subject to a thirty (30)-day advance written notice.

3. In case of bankruptcy or cessation of business operations of the winning bidder as ordered by the court, the second lowest bidder may assume the contract of the winning bidder, provided that said bidder is found qualified in the post-Qualification process.

G. Updated Tax Clearance

Updated Tax Clearance shall be presented by the supplier/contractor in accordance with Executive Order No. 398, Series of 2005 and BIR Regulations No.17-2024 prior to final settlement of government contracts.

H. Liquidated Damages

If the winning bidder fails to deliver any or all of the goods and/or services within the period/s specified in this Contract, the Bank shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent (0.001) of the price of the unperformed portion of the goods and/or services for each day of delay based on the approved contract. LANDBANK need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to Supplier. In case the total sum of liquidated damages reached ten percent (10%) of the total contract price, LANDBANK may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

I. Other Terms and Condition

The winning bidder shall:

- a. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured to FMD prior to any mobilization.
- b. Deploy competent technicians/workers with vast experience and expertise in the entire undertaking and implementation of the project.
- c. Provide its workers with the required personal protective equipment and appropriate tools in the implementation of the project. In compliance with the requirement of Environmental Management Program in accordance with ISO 14001 standards.
- d. 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 in 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.
- e. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project.
- f. Be bounded by and shall strictly observe the Bank's existing rules and regulations with regards to the standard security policies and procedures while in the premises.
- g. The winning bidder shall undergo annual performance assessment to ensure the completeness, responsiveness of issues and other concerns that may be encountered after the delivery of services (annex A).

THIRD-PARTY SERVICE PROVIDER PERFORMANCE ASSESSMENT REPORT

(REGULAR AND RECURRING SERVICES)

Name of Service Provider		PIN No.			
Project Description		Date of Evaluation			
Notes: - Under the REMARKS column, indicate results, observations and/or justification as applicable. - General or additional remarks may be indicated in the REMARKS section at the last page, as deemed necessary, to state any issues, exceptions or recommendations. - An adjectival rating of "Needs Improvement" and "Poor" shall warrant further assessment by the Implementing Unit noted by the Group Head concerned.					
WEIGHT	EVALUATION CRITERIA	PERFORMANCE STANDARDS	RATING	WEIGHTED RATING	REMARKS
25%	Conformity to the Technical Requirements	Able to deliver complete/accurate service per contract 4- Above 90% of the contracted service were delivered complete/accurate 3- At least 80% of the contracted service were delivered complete/accurate 2- At least 50% of the contracted service were delivered complete/accurate 1- Below 50% of the contracted service were delivered complete/accurate			
25%	Timeliness in the Delivery of Services	Able to provide the services within the agreed timeline 4- Above 90% of the total deliverables were provided within the agreed timeline 3- At least 80% of the deliverables were provided within the agreed timeline 2- At least 50% of the deliverables were provided within the agreed timeline 1- Below 50% of the deliverables were provided within the agreed timeline and/or no negative publicity was encountered by the Bank due to service delivery failure			

CLASS D

WEIGHT	EVALUATION CRITERIA	PERFORMANCE STANDARDS	RATING	WEIGHTED RATING	REMARKS
15%	Behavior of Personnel (Courteous, Professional, Knowledgeable)	Able to provide personnel who are courteous, professional, and knowledgeable 4- Always polite, respectful, and considerate; professional; above 90% of staff assigned are skilled and highly trained 3- Often polite, respectful, and considerate; professional; at least 80% of staff assigned are skilled and highly trained 2- Seldom polite, respectful, and considerate; professional; at least 50% of staff assigned are skilled and highly trained 1- Never polite, respectful, and considerate; professional; below 50% of staff assigned are skilled and highly trained			
15%	Response to Complaints	Able to respond to complaints or resolve any errors within the agreed timeline 4- Above 90% of the total complaints/errors reported were resolved 3- At least 80% of the total complaints/errors reported were resolved 2- At least 50% of the total complaints/errors reported were resolved 1- Below 50% of the total complaints/errors reported were resolved			
10%	Compliance with set Bank policies for such services	Able to comply with the set office policies of such services 4- Complied the set office policies of such services 1- Non-compliance to the set office policies of such services			

WEIGHT	EVALUATION CRITERIA	PERFORMANCE STANDARDS	RATING	WEIGHTED RATING	REMARKS										
5%	Financial Condition/ Capacity	Able to pass at least three (3) of the <i>minimum criteria based on the latest</i> (not more than 2 years) Audited Financial Statements <table><tr><th>INDICATOR</th><th>MINIMUM CRITERIA</th></tr><tr><td>Profitability (Net Income)</td><td>Must be positive</td></tr><tr><td>Current Ratio [Current Assets (A) over Current Liabilities (L)]</td><td>1:1 $A \geq L$</td></tr><tr><td>Debt/Equity Ratio [Liabilities (L) over Equity E]</td><td>35:65 $L \leq 35$ $E \geq 65$</td></tr><tr><td>Net worth (Total Assets less Total Liabilities)</td><td>Must be positive</td></tr></table> 4- All minimum criteria were met 3- Three (3) of the minimum criteria were met 2- One (1) to two (2) of the minimum criteria were met 1- All minimum criteria were not met	INDICATOR	MINIMUM CRITERIA	Profitability (Net Income)	Must be positive	Current Ratio [Current Assets (A) over Current Liabilities (L)]	1:1 $A \geq L$	Debt/Equity Ratio [Liabilities (L) over Equity E]	35:65 $L \leq 35$ $E \geq 65$	Net worth (Total Assets less Total Liabilities)	Must be positive			
INDICATOR	MINIMUM CRITERIA														
Profitability (Net Income)	Must be positive														
Current Ratio [Current Assets (A) over Current Liabilities (L)]	1:1 $A \geq L$														
Debt/Equity Ratio [Liabilities (L) over Equity E]	35:65 $L \leq 35$ $E \geq 65$														
Net worth (Total Assets less Total Liabilities)	Must be positive														
5%	Business Continuity Plan (BCP)	Able to provide a copy of the BCP or document/report/ certification on the (a) availability of BCP/contingency measures for continued delivery of service to the Bank in case of adverse events and conduct of annual testing and review (to be validated during audit); or (b) information needed to be integrated in the Unit's/Bank's BCP 4- Provided a copy of the document/ report/ certification on the availability of BCP/ contingency measures and conduct of annual testing and review or on the information needed to be integrated in the Unit's/Bank's BCP with passed results 1- Does not provide a copy of the BCP or document/ report/ certification on the availability of BCP/contingency measures and conduct of annual testing and review and on the information needed to be integrated in the Unit's/Bank's BCP													

CLASS D

TOTAL RATING	
AVERAGE RATING	
ADJECTIVAL RATING	

Average Numerical Rating	Adjectival Rating	Remarks
3.6 - 4.0	Outstanding	Exceeds expectations/deliveries
3.2 ≤ 3.59	Satisfactory	Meets deliverable
2.0 ≤ 3.19	Needs Improvement	Tighter Controls, Management intervention required
1.0 ≤ 1.99	Poor	Discontinue

Prepared by:

Reviewed by:

Noted by:

Designated Personnel

Head, Proponent Unit/
Implementing Unit

Group Head Concerned

Date:

Date:

Date:

Note: The Proponent Unit/Implementing Unit may include up to three (3) additional criteria, if deemed necessary. However, the minimum weight for the mandatory criteria shall be as follows:

- 20% Conformity to the Technical Requirements
- 20% Timeliness in the Delivery of Services
- 10% Behavior of Personnel (Courteous, Professional, Knowledgeable)
- 5% Response to Complaints
- 5% Compliance with set Bank policies for such services