

INVITATION TO BID FOR

PROCUREMENT OF FINANCIAL SERVICE PROVIDER FOR THE MANUAL DISTRIBUTION OF CASH ASSISTANCE TO BENEFICIARIES OF DSWD's AICS PROGRAM

- The **Land Bank of the Philippines (LANDBANK)**, through the newly signed Supplemental Memorandum of Agreement (MOA) for DSWD Programs and Projects dated 09 January 2025 between DSWD and LANDBANK for DSWD's Assistance to Individuals in Crisis Situation (AICS) Program intends to apply the sum of *Thirty-Nine Million and Six Hundred Thousand Pesos Only (Php39,600,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Procurement of Financial Service Provider for the Manual Distribution of Cash Assistance to Beneficiaries of DSWD's AICS Program in Region XI* with Project Identification Number *LBP-RBAC11-ITB-GS-20250303-02*, as follows:

Region XI	Number of Beneficiaries (GIDA)	Service Cost/Fee per Transaction	ABC (in Php)
AICS	60,000	120.00	7,200,000.00

Region XI	Number of Beneficiaries (Non-GIDA)	Service Cost/Fee per Transaction	ABC (in Php)
AICS	540,000	60.00	32,400,000.00
	TOTAL Approved Budget for the Contract		P39,600,000.00

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

- The LANDBANK now invites bids for the above Procurement Project. Delivery of the Service shall conform on the agreed payout schedule (e.g., date, time and venue) effective for a period of one (1) year from receipt by the winning bidder of the Notice to Proceed.

Bidders should be a Financial Service Provider (FSP) accredited and/or licensed by the BSP to act as a conduit in the payment of money for AICS beneficiaries. The Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

- Bidding will be conducted through open competitive bidding procedures using a non-discretionary *"pass/fail"* criterion as specified in the 2016 revised Implementing

Rules

and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from LANDBANK Regional Bids and Awards Committee (RBAC) XI Secretariat and inspect the Bidding Documents at the address given below during banking days from 9:00 AM to 4:00 PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **March 12, 2025 until March 31, 2025** from LANDBANK RBAC XI Secretariat upon payment of the non-refundable Bidding Document Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty-Five Thousand Pesos Only (Php25,000.00)**. The Bidding Documents Fee may be paid at any LANDBANK Branch provided a Payment Acceptance Order (PAO) is secured first.

To obtain a PAO, interested Bidders shall send a request email to lbprbac11@gmail.com with subject "PAO-LBP-RBAC11-ITB-GS-20250303-02". The specific instructions on how to pay the Bidding Documents Fee and receive the Bidding Documents shall be provided in the reply email of LANDBANK to the interested Bidders.

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website (<https://landbank.com/forms>), provided that Bidders shall pay the corresponding cost of Bidding Documents not later than the submission of their bids.

6. The Schedule of Bidding Activities shall be as follows:

Activities	Time	Place
1. Sale and Issuance/Downloading of Bidding Documents	March 12, 2025 up to March 31, 2025 9:00 AM to 4:00 PM Mondays to Fridays except holidays	LANDBANK RBAC XI Secretariat /FSSC XI Lower Ground LANDBANK Corporate Center, #7 Palm Drive, Bajada, Davao City
2. Pre-Bid Conference	March 20, 2025, (Thursday) 9:00 AM	4 th Floor PAGASA Hall, LANDBANK Corporate Center, #7 Palm Drive, Bajada, Davao City
3. Submission of Bids	April 02, 2025 9:00 A.M. (Wednesday)	4 th Floor PAGASA Hall, LANDBANK Corporate Center, #7 Palm Drive, Bajada, Davao City

4. Opening of Bids/Bid Evaluation	April 02, 2025 9:30 A.M. (Wednesday)	4 th Floor PAGASA Hall, LANDBANK Corporate Center, #7 Palm Drive, Bajada, Davao City
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7. Interested Bidders who would like to participate in the face to face Pre-Bid Conference must send a duly filled-up *Pre-Bid Conference Registration (PBCR) Form* (Annex A of the Bidding Documents) to lbprbac11@gmail.com on or before **12:00 noon of March 19, 2025**. The specific instructions on how to join the Pre-Bid Conference shall be provided by LANDBANK to the interested Bidders through email.
8. Bids must be duly received by the LANDBANK RBAC XI Secretariat through **manual submission** at the office address indicated below on or before **9:00 a.m. deadline on April 02, 2025**.

Only one (1) set of original copy of physical bid submitted in **sealed envelope** on or before the deadline shall be accepted. Unsealed or unmarked bid envelopes shall be rejected. Submission of online/electronic bids shall not be accepted. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security. The bidders are encouraged to submit a **Bid Securing Declaration** as Bid Security, using the attached Form No. 9 of the Bidding Documents as stated in ITB Clause 14.
10. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity on **April 02, 2025 (Wednesday); 9:30 AM** at the given address below.
11. The **LANDBANK** reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank; (d) declare a failure of bidding; or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

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(signed)
EUNICE C. SUMATRA
Assistant Vice President

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