

**BID BULLETIN NO. 1  
For ITB No. 2016-3-125**

**PROJECT** : Supply, Delivery and Installation of 100 Units Thru-The-Wall Type and 100 Units Lobby-Type Automated Telling Machine with One (1) Year Warranty Plus Four (4) Years Service Maintenance Package

**IMPLEMENTOR** : Procurement Department

**DATE** : May 30, 2016

This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The modifications, amendments or clarifications are as follows:

- 1) Changes in the Terms of Reference (TOR) are as follows:

SPECIFICATIONS	FROM	TO
Hardware Features (Item F.4)	Currency Cassettes Validation Upon Loading	Currency Cassettes Validation Upon Loading (Cassette Type/ID)
Delivery and Payment Terms (Item Y.2)	Delivery shall be in three (3) batches with the following quantity: 1 <sup>st</sup> Batch – 50 Units; 2 <sup>nd</sup> & 3 <sup>rd</sup> Batches – 25 Units. Upon receipt of Purchase Order, the first batch shall be ready for delivery within 90 days. Availability for the delivery of succeeding batches shall be determined by DCAMD. Delivery to sites shall be upon notice from DCAMD. Undelivered units shall be safekept at the vendor's warehouse with comprehensive insurance coverage, at no cost to the Bank. Reckoning period is six (6) months after date of first delivery from the last batch. The Procuring Unit shall inform the vendor of delivery schedules and other specific arrangements.	<ul style="list-style-type: none"> <li>• Delivery shall be in four (4) batches, 25 Units for each batch.</li> <li>• The 1st batch shall be ready for delivery within 90 calendar days upon receipt of Notice to Proceed (NTP) from Procurement Department.</li> <li>• The 2nd to 4th batches shall be ready for delivery within 90 calendar days upon receipt of notice from DCAMD.</li> <li>• Upon receipt of Notice to Deliver, the vendor shall deliver the unit(s) as specified or within five (5) banking days if the destination is via land travel only, while fifteen (15) banking days if the destination is via land and sea travel.</li> <li>• Units which remain undelivered after six (6) months reckoned from date of first delivery from the last batch shall be received by</li> </ul>

		DCAMD. The units, however, shall still be safekept at the vendor's warehouse with comprehensive insurance coverage, at no cost to the Bank.
Message To/From Host (C.1.5)	Support remote host downloading of master keys	Support remote host downloading of master keys (Hardware Ready)
Terminal Programming, Screen/ Icon Edit (C.4.1.A)	PCX Paint Brush	JPEG
Electronic Journal (G.1.1)	Capable to log actual number of bills retracted	Capable to log number of bills retracted
Deployment sites/ Summary of ATM Allocation	None.	See attached Annex A-14.

- 2) ITB Clause 12.1.(a)(iv) of the Bid Data Sheet has been revised, as follows:

FROM	TO
The statement of all ongoing government and private contracts (use Form No. 3) and single largest completed contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.	The statement of all ongoing government and private contracts (use Form No. 3) and single largest completed contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids.

- 3) The TOR, ITB Clause 12.1(a)(iv) of the Bid Data Sheet, Section VI (Schedule of Requirements), Section VII (Specifications), Form No. 2 (Schedule of Prices) and Checklist of the Bidding Documents have been revised. Please see attached revised TOR (Annexes A-1 to A-14) and pages 40, 41, 69, 71, 72, 77, 78, 90 and 91 of the Bidding Documents.
- 4) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled from **June 2, 2016 to June 9, 2016, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, Malate, Manila.

  
**ALWIN I. REYES**  
 Assistant Vice President  
 Procurement Department and  
 HOBAC Secretariat

**Land Bank of the Philippines**  
**2016 ATM Minimum Specifications**  
**Cash Dispenser – Lobby Type**

**As of May 20, 2016**

<b>HARDWARE FEATURES</b>	<b>LANDBANK SPECIFICATIONS</b>
<b>A. SECURITY ENCLOSURES</b>	A.1. UL291 COMPLIANT SAFE
<b>B. CABINET FEATURES</b>	B.1. FRONT ACCESS
	B.2. LIGHTED FASCIA
	B.3. ELECTRONIC TRANSMISSION OF OPENING AND CLOSING OF TOP HATCH/DOOR ACTIVITIES TO JOURNAL AND HOST
<b>C. DISPLAY FEATURES</b>	C.1. MINIMUM 15" COLOR DISPLAY
	C.2. XGA, LCD FLAT PANEL
	C.3. PRIVACY SHIELD/FILTER
<b>D. DISPENSERS</b>	D.1. CAN DISPENSE 50 NOTES IN A SINGLE TRANSACTION
	D.2. DISPENSER RETRY FEATURE (CAPABILITY TO PICK-UP BILLS FROM LOADED CASSETTES)
	D.3. CAPABLE TO PERFORM DISPENSE TEST
	D.4. CASH RETRACTION CAPABILITY
	D.5. VANDAL SHIELD/FRAUD PROTECTION (HARDWARE AND SOFTWARE)
	D.6. WITH LOW CASH / OUT-OF-CASH SENSORS
<b>E. SHUTTER SENSOR</b>	E.1. AUTOMATIC DETECTION IF THERE ARE BLOCKAGE IN THE CASH PRESENTER AREA DURING IDLE PERIOD OR ACTUAL TRANSACTION
	E.2. PUT THE MACHINE IN UNAVAILABLE MODE IF BLOCKAGE WERE DETECTED
	E.3. CHECK CASH PRESENTER AREA, IF NO BLOCKAGE WERE DETECTED, PUT THE MACHINE IN ONLINE MODE
<b>F. CURRENCY CASSETTES</b>	F.1. SINGLE KEY LOCK, UNIVERSAL TO ALL CASSETTES OF THE SAME BRAND
	F.2. ALL BRAND NEW: MINIMUM OF FOUR [4] CARTRIDGES WITH KEYLOCK AND KEY + FOUR (4) EXTRA CARTRIDGES TOTAL OF 8 CART PER ATM = (2 CARTS – PHP100 DENOMINATION, 4 CARTS – PHP500 DENOMINATION, 2 CARTS-PHP 1000 DENOMINATION)
	F.3. IN CASE OF LOST KEY OR DEFECTIVE LOCKING SYSTEM, LOCKING SYSTEM IS REPLACEABLE
	F.4. CURRENCY CASSETTES VALIDATION UPON LOADING (CASSETTE TYPE/ID)
	F.5. CAN BE LOADED WITH MINIMUM 2000 BILLS (WHETHER ATM FIT OR UNFIT BILLS)
<b>G. DIVERT CASSETTE</b>	G.1. SEPARATE AND SECURED DIVERT CASSETTE WITH KEYLOCK AND KEY + 1 (ONE) EXTRA DIVERT CASSETTE WITH KEYLOCK AND KEY, TOTAL OF 2 DIVERT CASSETTES WITH KEYLOCK AND KEY PER ATM. (ALL BRAND NEW)
<b>H. CONSUMER INTERFACE KEYPAD</b>	H.1. 13 FULL FUNCTION KEYS PLUS 1 RESERVED KEY/TRIPLE DES ON KEYPAD
	H.2. EPP-PCI AND PCI-PTS CERTIFIED (VALID WHILE THE ATM IS OPERATIONAL/INSTALLED)
<b>I. OPERATION KEYS</b>	I.1. 8-SELECTION KEYS [4 ON EITHER SIDE]
<b>J. PROCESSOR</b>	J.1. MINIMUM i5
<b>K. MEMORY</b>	K.1. MINIMUM OF 4 GIGABYTES
	K.2. ADDITIONAL SLOT FOR MEMORY EXPANSION
<b>L. BUS ARCHITECTURE</b>	L.1. ETHERNET LAN CARD 100/1000 MBPS RJ 45 PORT
<b>M. DVD DRIVE</b>	M.1. DVD+RW / DVD-RW
	M.2. SPEED 20x
<b>N. HARD DISK</b>	N.1. AT LEAST 250 GIGABYTES; 7200 RPM (SATA)
<b>O. ELECTRONICS ENCLOSURE</b>	O.1. SECURED COMPUTER COMPONENTS (METAL CASING)
<b>P. OPERATOR INTERFACE</b>	P.1. FRONT ACCESS
	P.2. MONITOR
	P.3. KEYBOARD
	P.4. MOUSE

<b>Q. RETAINED CARD BIN</b>	Q.1. RETAINED CARD CASSETTE [SECURED OR KEYLOCKING]
	Q.2. LOCK KEY SHOULD BE DIFFERENT FROM THE CABINET/FASCIA KEY
<b>R. SECURITY CAMERA</b>	R.1. DIGITAL AND COLORED IMAGE MINIMUM OF ONE (1) MEGAPIXEL RESOLUTION
	R.2. FACE OF THE ATM USER CAN BE VIEWED CLEARLY
	R.3. WIDER RANGE OF CAPTURING IMAGE. THE CAMERA SHOULD BE ANGLED IN SUCH A WAY THE IMAGE OF THE ATM USER (4 to 6 feet in height) WILL BE CAPTURED FROM THE CHEST TO THE WHOLE FACE WHILE TRANSACTING IN A NORMAL POSITION.
	R.4. DOWNLOADABLE TO DVD-R AND CD-R
	R.5. CAN BE DOWNLOADED ANYTIME
	R.6. PROMPT MESSAGE / ERROR WHEN CD IS FULL
	R.7. SYNCHRONIZED TIME BETWEEN ELECTRONIC JOURNAL FILE AND TRANSACTION RECEIPT
	R.8. CAPTURES AT LEAST THREE (3) CLIENT IMAGES (PIN ENTRY, CARD EJECTED AND CASH DISPENSED) IN ALL TYPES OF TRANSACTIONS
	R.9. IMAGES ARE ARCHIVED FOR 30 DAYS IN THE MACHINE
	R.10. FIRST IN, FIRST OUT AUTO DELETION OF PICTURES / IMAGES
	R.11. STORES IMAGES IN JPG FORMAT
	R.12. COMPRESS/ZIP FOLDER AND PROTECTED BY PASSWORD. SHALL INCLUDE PASSWORD MAINTENANCE ( EDIT MODULE)
	R.13. ALERT / WARNING MESSAGES (SOLICITED AND UNSOLICITED) WHEN THE CAMERA MALFUNCTIONS CAN BE SENT/LOGGED AT ATM LEVEL, HOST, ATM MONITORING SCREEN AND ELECTRONIC JOURNAL)
	R.15. SECURITY PASSWORD FOR COPYING AT THE MACHINE AND VIEWING OF PICTURES/IMAGES AT THE BRANCH' PC
<b>S. VAULT SECURITY</b>	S.1. ELECTRONIC LOCK (DIGITAL) - HIGHLY SECURED
	S.2. MINIMUM OF 12 DIGITS COMBINATION (6 DIGITS PER COMBINATION - DUAL CONTROL)
	S.3. MUST NOT DISPLAY NUMERIC COMBINATION
	S.4. ELECTRONIC TRANSMISSION OF OPENING AND CLOSING OF ATM VAULT DOOR ACTIVITIES TO JOURNAL AND HOST
<b>T. CARD READER</b>	T.1. MOTORIZED CARD READER
	T.2. TRACK 1 & 2 - READ ONLY
	T.3. TRACK 3 - READ & WRITE
	T.4. MAGNETIC STRIPE FACING DOWNWARD
	T.5. EMV CERTIFIED. ANY NECESSARY UPDATES ON EMV COMPLIANCE OR REQUIREMENTS WHILE THE ATM IS OPERATIONAL/INSTALLED SHALL BE FOR THE ACCOUNT OF THE VENDOR. THE ATM SHALL ACCEPT BOTH EMV AND MAGNETIC STRIPE CARDS.
	T.6. ELECTRONIC TRANSMISSION OF READ ERRORS TO NETWORK
	T.7. RETURN CARD ON POWER FAILURE
	T.8. ANTI-CARD FRAUD FEATURE (FOR CARD SKIMMING AND LEBANESE LOOP) SOFTWARE AND HARDWARE (ANTI-SKIMMING)
	T.9. AUTOMATIC DETECTION IF THERE ARE BLOCKAGE IN THE CARD READER BEZEL DURING IDLE PERIOD
	T.10. PUT THE MACHINE IN UNAVAILABLE MODE IF BLOCKAGE WERE DETECTED
	T.11. CHECK CARD READER BEZEL, IF NO BLOCKAGE WERE DETECTED, PUT THE MACHINE IN ONLINE MODE
	T.12. WITH ENHANCED CARD READER BEZEL INSTALLED
	T.13. SHALL DETECT SKIMMING DEVICE INSTALLED ON THE CARD READER
	T.14. SHALL RELEASE CARD IMMEDIATELY UPON OCCURRENCE OF POWER FAILURE
<b>U. POWER SUPPLY</b>	U.1. AUTO VOLTAGE CAPABLE - 220 / 110 VAC (VOLT ALTERNATING CURRENT)
	U.2. FREQUENCY: 60 HERTZ
	U.3. SETTINGS BEFORE POWER INTERRUPTION SHOULD BE RETAINED
	U.4. THREE-PRONGED PLUG
<b>V. RECEIPT [CONSUMER PRINTER]</b>	V.1. THERMAL PRINTER
	V.2. SUPPORTS 25 CHARACTERS PER LINE
	V.3. SHALL REFLECT THE PRESCRIBED LBP LOGO
<b>W. OTHERS</b>	W.1. COMMUNICATIONS CABLE (100 PCS OF THREE-METER CAT-5 cable with RJ 45 on both ends)
	W.2. CAPABLE TO RUN VIA TCP-IP

Handwritten signature/initials.



	W.3. PCI (PERIPHERAL COMPONENT INTERCONNECT)
	W.4. CARD RETRIEVE PROMPTER (LIGHT INDICATOR & BEEPER)
	W.5. BUILT-IN SPEAKERS (8 WATTS)
	W.6. ALL WEATHER ATM MODEL
	W.7. USER'S / MANUAL FOR OPERATIONS, MONITORING SYSTEM/TOOL, REMOTE ATM READING SYSTEM AND BROWSER
	W.8. WITH THE FOLLOWING CAPABILITIES:
	W.8.1. ELECTRONIC JOURNAL (EJ) CAN BE EXTRACTED THRU TCP/IP
	W.8.2. FACILITY TO PERFORM REMOTE ATM SELF DIAGNOSTICS
	W.9. UPON PAYMENT OF THE NON-REFUNDABLE BIDDING FEE, BIDDER(S) MAY OPT TO DELIVER A TEST UNIT FOR THE CONDUCT OF CONNECTIVITY TESTING. CONNECTIVITY TEST INCLUDES FIVE (5) BASIC TRANSACTIONS: BALANCE INQUIRY, WITHDRAWAL, FASTCASH, FUND TRANSFER AND PAYMENT. THE ISSUANCE OF A CERTIFICATE OF CONNECTIVITY BY LBP-ACMD SHALL START FROM THE DATE WHEN THE INVITATION TO BID (ITB) IS FIRST PUBLISHED UP TO THE LAST DAY OF POST-QUALIFICATION PERIOD.
	W.10. WITHIN FIVE (5) WORKING DAYS UPON RECEIPT OF NOTIFICATION FROM THE LBP-PROCUREMENT DEPT., THE LOWEST CALCULATED BIDDER (LCB) SHALL BE REQUIRED TO SUBMIT CERTIFICATE OF CONNECTIVITY AS PART OF THE POST-QUALIFICATION DOCUMENT ISSUED BY LBP-ACMD. NON-SUBMISSION WITHIN THE PRESCRIBED PERIOD WILL MEAN POST-DISQUALIFICATION.
	W.11. SHOULD SUBMIT BROCHURES/ PICTURE AND DIMENSION/ WEIGHT OF THE ACTUAL ATM MODEL AS PART OF BID DOCUMENTS.
<b>X. USER ACCEPTANCE TEST</b>	X.1. THE SYSTEM INTEGRATION TESTING (SIT) IF NEEDED, SHALL BE COMPLETED WITHIN 30 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER
	X.2. THE USER ACCEPTANCE TESTING (UAT) AND PROGRAMMING SHOULD BE COMPLETED WITHIN 60 CALENDAR DAYS UPON ISSUANCE OF SIT CERTIFICATE. PENALTY FOR NON-COMPLIANCE WILL BE 1/10 OF 1% OF THE TOTAL ACQUISITION COST (VAT INCLUSIVE)
	X.3. THE WINNING BIDDER SHALL DELIVER ONE (1) TEST UNIT FOR UAT TO LBP-HEAD OFFICE WITHIN 7 CALENDAR DAYS UPON RECEIPT OF P.O.
	X.4. THE WINNING BIDDER SHALL PROVIDE TECHNICAL SUPPORT DURING THE DURATION OF UAT
<b>Y. DELIVERY AND PAYMENT TERMS</b>	Y.1. ATMs SHALL BE DELIVERED AND INSTALLED, IF APPLICABLE, TO SITE AND/OR MOTHER BRANCH
	Y.2. DELIVERY SHALL BE IN FOUR (4) BATCHES, 25 UNITS FOR EACH BATCH <ul style="list-style-type: none"> <li>THE 1ST BATCH SHALL BE READY FOR DELIVERY WITHIN 90 CALENDAR DAYS UPON RECEIPT OF NOTICE TO PROCEED (NTP) FROM PROCUREMENT DEPARTMENT</li> <li>THE 2ND TO 4TH BATCHES SHALL BE READY FOR DELIVERY WITHIN 90 CALENDAR DAYS UPON RECEIPT OF NOTICE FROM DCAMD</li> <li>UPON RECEIPT OF NOTICE TO DELIVER, THE VENDOR SHALL DELIVER THE UNIT(S) AS SPECIFIED OR WITHIN FIVE BANKING DAYS IF THE DESTINATION IS VIA LAND TRAVEL ONLY, WHILE 15 BANKING DAYS IF THE DESTINATION IS VIA LAND AND SEA TRAVEL</li> <li>UNITS WHICH REMAIN UNDELIVERED AFTER SIX MONTHS RECKONED FROM DATE OF FIRST DELIVERY FROM THE LAST BATCH SHALL BE RECEIVED BY DCAMD. THE UNITS, HOWEVER, SHALL STILL BE SAFEKEPT AT THE VENDOR'S WAREHOUSE WITH COMPREHENSIVE INSURANCE COVERAGE, AT NO COST TO THE BANK</li> </ul>
	Y.3. PENALTY FOR NON-COMPLIANCE WILL BE 1/10 OF 1% OF THE TOTAL VALUE OF THE UNDELIVERED ITEM FOR EVERY DAY OF NON-DELIVERY.
	Y.4. PAYMENT TERMS: UNIT COST NET OF P5,000 FOR THE INSTALLATION/ACTIVATION
<b>Z. BENCHMARK</b>	Z.1. SPEED OF NORMAL TRANSACTIONS MUST BE THE FF: (STANDARD LBP NETWORK CONFIGURATION)
	Z.2. 10 SECONDS OR LESS FOR BALANCE INQUIRY (FROM PIN ENTRY TO BALANCE DISPLAY)
	Z.3. 14 SECONDS OR LESS FOR WITHDRAWAL TRANSACTION (FROM PIN ENTRY TO CASH PRESENTMENT)

**Land Bank of the Philippines**  
**2016 ATM Minimum Specifications**  
**Cash Dispenser - Through-The-Wall Type**

**As of May 20, 2016**

<b>HARDWARE FEATURES</b>	<b>LANDBANK SPECIFICATIONS</b>
<b>A. SECURITY ENCLOSURES</b>	A.1. UL291 COMPLIANT SAFE
<b>B. CABINET FEATURES</b>	B.1. REAR ACCESS B.2. LIGHTED FASCIA B.3. ELECTRONIC TRANSMISSION OF OPENING AND CLOSING OF TOP HATCH/DOOR ACTIVITIES TO JOURNAL AND HOST
<b>C. DISPLAY FEATURES</b>	C.1. MINIMUM 15" COLOR DISPLAY C.2. XGA, LCD FLAT PANEL C.3. PRIVACY SHIELD/FILTER
<b>D. DISPENSERS</b>	D.1. CAN DISPENSE 50 NOTES IN A SINGLE TRANSACTION D.2. DISPENSER RETRY FEATURE (CAPABILITY TO PICK-UP BILLS FROM LOADED CASSETTES) D.3. CAPABLE TO PERFORM DISPENSE TEST D.4. CASH RETRACTION CAPABILITY D.5. VANDAL SHIELD/FRAUD PROTECTION (HARDWARE AND SOFTWARE) D.6. WITH LOW CASH / OUT-OF-CASH SENSORS
<b>E. SHUTTER SENSOR</b>	E.1. AUTOMATIC DETECTION IF THERE ARE BLOCKAGE IN THE CASH PRESENTER AREA DURING IDLE PERIOD OR ACTUAL TRANSACTION E.2. PUT THE MACHINE IN UNAVAILABLE MODE IF BLOCKAGE WERE DETECTED E.3. CHECK CASH PRESENTER AREA, IF NO BLOCKAGE WERE DETECTED, PUT THE MACHINE IN ONLINE MODE
<b>F. CURRENCY CASSETTES</b>	F.1. SINGLE KEY LOCK, UNIVERSAL TO ALL CASSETTES OF THE SAME BRAND F.2. ALL BRAND NEW: MINIMUM OF FOUR (4) CARTRIDGES WITH KEYLOCK AND KEY + FOUR (4) EXTRA CARTRIDGES TOTAL OF 8 CART PER ATM = (2 CARTS - PHP100 DENOMINATION, 4 CARTS - PHP500 DENOMINATION, 2 CARTS-PHP 1000 DENOMINATION) F.3. IN CASE OF LOST KEY OR DEFECTIVE LOCKING SYSTEM, LOCKING SYSTEM IS REPLACEABLE F.4. CURRENCY CASSETTES VALIDATION UPON LOADING (CASSETTE TYPE/ID) F.5. CAN BE LOADED WITH MINIMUM 2000 BILLS (WHETHER ATM FIT OR UNFIT BILLS)
<b>G. DIVERT CASSETTE</b>	G.1. SEPARATE AND SECURED DIVERT CASSETTE WITH KEYLOCK AND KEY + 1 (ONE) EXTRA DIVERT CASSETTE WITH KEYLOCK AND KEY, TOTAL OF 2 DIVERT CASSETTES WITH KEYLOCK AND KEY PER ATM. (ALL BRAND NEW)
<b>H. CONSUMER INTERFACE KEYPAD</b>	H.1. 13 FULL FUNCTION KEYS PLUS 1 RESERVED KEY/TRIPLE DES ON KEYPAD H.2. EPP-PCI AND PCI-PTS CERTIFIED (VALID WHILE THE ATM IS OPERATIONAL/INSTALLED)
<b>I. OPERATION KEYS</b>	I.1. 8-SELECTION KEYS [4 ON EITHER SIDE]
<b>J. PROCESSOR</b>	J.1. MINIMUM i5
<b>K. MEMORY</b>	K.1. MINIMUM OF 4 GIGABYTES K.2. ADDITIONAL SLOT FOR MEMORY EXPANSION
<b>L. BUS ARCHITECTURE</b>	L.1. ETHERNET LAN CARD 100/1000 MBPS RJ 45 PORT
<b>M. DVD DRIVE</b>	M.1. DVD+RW / DVD-RW M.2. SPEED 20x
<b>N. HARD DISK</b>	N.1. AT LEAST 250 GIGABYTES; 7200 RPM (SATA)
<b>O. ELECTRONICS ENCLOSURE</b>	O.1. SECURED COMPUTER COMPONENTS (METAL CASING)
<b>P. OPERATOR INTERFACE</b>	P.1. REAR ACCESS P.2. MONITOR P.3. KEYBOARD P.4. MOUSE

<b>Q. RETAINED CARD BIN</b>	Q.1. RETAINED CARD CASSETTE [SECURED OR KEYLOCKING]
	Q.2. LOCK KEY SHOULD BE DIFFERENT FROM THE CABINET/FASCIA KEY
<b>R. SECURITY CAMERA</b>	R.1. DIGITAL AND COLORED IMAGE MINIMUM OF ONE (1) MEGAPIXEL RESOLUTION
	R.2. FACE OF THE ATM USER CAN BE VIEWED CLEARLY
	R.3. WIDER RANGE OF CAPTURING IMAGE. THE CAMERA SHOULD BE ANGLED IN SUCH A WAY THE IMAGE OF THE ATM USER (4 to 6 feet in height) WILL BE CAPTURED FROM THE CHEST TO THE WHOLE FACE WHILE TRANSACTING IN A NORMAL POSITION.
	R.4. DOWNLOADABLE TO DVD-R AND CD-R
	R.5. CAN BE DOWNLOADED ANYTIME
	R.6. PROMPT MESSAGE / ERROR WHEN CD IS FULL
	R.7. SYNCHRONIZED TIME BETWEEN ELECTRONIC JOURNAL FILE AND TRANSACTION RECEIPT
	R.8. CAPTURES AT LEAST THREE (3) CLIENT IMAGES (PIN ENTRY, CARD EJECTED AND CASH DISPENSED) IN ALL TYPES OF TRANSACTIONS
	R.9. IMAGES ARE ARCHIVED FOR 30 DAYS IN THE MACHINE
	R.10. FIRST IN, FIRST OUT AUTO DELETION OF PICTURES / IMAGES
	R.11. STORES IMAGES IN JPG FORMAT
	R.12. COMPRESS/ZIP FOLDER AND PROTECTED BY PASSWORD. SHALL INCLUDE PASSWORD MAINTENANCE ( EDIT MODULE)
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	R.14. SECURITY PASSWORD FOR COPYING AT THE MACHINE AND VIEWING OF PICTURES/IMAGES AT THE BRANCH'S PC
<b>S. VAULT SECURITY</b>	S.1. ELECTRONIC LOCK (DIGITAL) - HIGHLY SECURED
	S.2. MINIMUM OF 12 DIGITS COMBINATION (6 DIGITS PER COMBINATION - DUAL CONTROL)
	S.3. MUST NOT DISPLAY NUMERIC COMBINATION
	S.4. ELECTRONIC TRANSMISSION OF OPENING AND CLOSING OF ATM VAULT DOOR ACTIVITIES TO JOURNAL AND HOST
<b>T. CARD READER</b>	T.1. MOTORIZED CARD READER
	T.2. TRACK 1 & 2 - READ ONLY
	T.3. TRACK 3 - READ & WRITE
	T.4. MAGNETIC STRIPE FACING DOWNWARD
	T.5. EMV CERTIFIED. ANY NECESSARY UPDATES ON EMV COMPLIANCE OR REQUIREMENTS WHILE THE ATM IS OPERATIONAL/INSTALLED SHALL BE FOR THE ACCOUNT OF THE VENDOR. THE ATM SHALL ACCEPT BOTH EMV AND MAGNETIC STRIPE CARDS.
	T.6. ELECTRONIC TRANSMISSION OF READ ERRORS TO NETWORK
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<b>U. POWER SUPPLY</b>	U.1. AUTO VOLTAGE CAPABLE - 220 / 110 VAC (VOLT ALTERNATING CURRENT)
	U.2. FREQUENCY: 60 HERTZ
	U.3. SETTINGS BEFORE POWER INTERRUPTION SHOULD BE RETAINED
	U.4. THREE-PRONGED PLUG
<b>V. RECEIPT [CONSUMER PRINTER]</b>	V.1. THERMAL PRINTER
	V.2. SUPPORTS 25 CHARACTERS PER LINE
	V.3. SHALL COMPLY WITH THE BANK'S PRESCRIBED RECEIPT FORMAT
<b>W. OTHERS</b>	W.1. COMMUNICATIONS CABLE (100 PCS OF THREE-METER CAT-5 cable with RJ 45 on both ends)
	W.2. CAPABLE TO RUN VIA TCP-IP
	W.3. PCI (PERIPHERAL COMPONENT INTERCONNECT)

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	W.4. CARD RETRIEVE PROMPTER (LIGHT INDICATOR & BEEPER)
	W.5. BUILT-IN SPEAKERS (8 WATTS)
	W.6. ALL WEATHER ATM MODEL
	W.7. USER'S MANUAL FOR OPERATIONS, MONITORING SYSTEM/TOOL, REMOTE ATM READING SYSTEM AND BROWSER
	W.8. WITH THE FOLLOWING CAPABILITIES:
	W.8.1. ELECTRONIC JOURNAL (EJ) CAN BE EXTRACTED THRU TCP/IP
	W.8.2. FACILITY TO PERFORM REMOTE ATM SELF DIAGNOSTICS
	W.9. UPON PAYMENT OF THE NON-REFUNDABLE BIDDING FEE, BIDDER(S) MAY OPT TO DELIVER A TEST UNIT FOR THE CONDUCT OF CONNECTIVITY TESTING. CONNECTIVITY TEST INCLUDES FIVE (5) BASIC TRANSACTIONS: BALANCE INQUIRY, WITHDRAWAL, FASTCASH, FUND TRANSFER AND PAYMENT. THE ISSUANCE OF A CERTIFICATE OF CONNECTIVITY BY LBP-ACMD SHALL START FROM THE DATE WHEN THE INVITATION TO BID (ITB) IS FIRST PUBLISHED UP TO THE LAST DAY OF POST-QUALIFICATION PERIOD.
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	W.11. SHOULD SUBMIT BROCHURES/ PICTURE AND DIMENSION/ WEIGHT OF THE ACTUAL ATM MODEL AS PART OF BID DOCUMENTS.
<b>X. SYSTEM INTEGRATION TESTING/USER ACCEPTANCE TEST</b>	X.1. THE SYSTEM INTEGRATION TESTING (SIT) IF NEEDED, SHALL BE COMPLETED WITHIN 30 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER
	X.2. THE USER ACCEPTANCE TESTING (UAT) AND PROGRAMMING SHOULD BE COMPLETED WITHIN 60 CALENDAR DAYS UPON ISSUANCE OF SIT CERTIFICATE. PENALTY FOR NON-COMPLIANCE WILL BE 1/10 OF 1% OF THE TOTAL ACQUISITION COST (VAT INCLUSIVE)
	X.3. THE WINNING BIDDER SHALL DELIVER ONE (1) TEST UNIT FOR UAT TO LBP-HEAD OFFICE WITHIN 7 CALENDAR DAYS UPON RECEIPT OF P.O.
	X.4. THE WINNING BIDDER SHALL PROVIDE TECHNICAL SUPPORT DURING THE DURATION OF UAT
<b>Y. DELIVERY AND PAYMENT TERMS</b>	Y.1. ATMs SHALL BE DELIVERED AND INSTALLED, IF APPLICABLE, TO SITE AND/OR MOTHER BRANCH
	Y.2. DELIVERY SHALL BE IN FOUR (4) BATCHES, 25 UNITS FOR EACH BATCH <ul style="list-style-type: none"> <li>• THE 1ST BATCH SHALL BE READY FOR DELIVERY WITHIN 90 CALENDAR DAYS UPON RECEIPT OF NOTICE TO PROCEED (NTP) FROM PROCUREMENT DEPARTMENT</li> <li>• THE 2ND TO 4TH BATCHES SHALL BE READY FOR DELIVERY WITHIN 90 CALENDAR DAYS UPON RECEIPT OF NOTICE FROM DCAMD</li> <li>• UPON RECEIPT OF NOTICE TO DELIVER, THE VENDOR SHALL DELIVER THE UNIT(S) AS SPECIFIED OR WITHIN FIVE BANKING DAYS IF THE DESTINATION IS VIA LAND TRAVEL ONLY, WHILE 15 BANKING DAYS IF THE DESTINATION IS VIA LAND AND SEA TRAVEL</li> <li>• UNITS WHICH REMAIN UNDELIVERED AFTER SIX MONTHS RECKONED FROM DATE OF FIRST DELIVERY FROM THE LAST BATCH SHALL BE RECEIVED BY DCAMD. THE UNITS, HOWEVER, SHALL STILL BE SAFEKEPT AT THE VENDOR'S WAREHOUSE WITH COMPREHENSIVE INSURANCE COVERAGE, AT NO COST TO THE BANK</li> </ul>
	Y.3. PENALTY FOR NON-COMPLIANCE WILL BE 1/10 OF 1% OF THE TOTAL VALUE OF THE UNDELIVERED ITEM FOR EVERY DAY OF NON-DELIVERY.
	Y.4. PAYMENT TERMS: UNIT COST NET OF P5,000.00 FOR THE INSTALLATION/ACTIVATION
<b>Z. BENCHMARK</b>	Z.1. SPEED OF NORMAL TRANSACTIONS MUST BE THE FF: (STANDARD LBP NETWORK CONFIGURATION)
	Z.2. 10 SECONDS OR LESS FOR BALANCE INQUIRY (FROM PIN ENTRY TO BALANCE DISPLAY)
	Z.3. 14 SECONDS OR LESS FOR WITHDRAWAL TRANSACTION (FROM PIN ENTRY TO CASH PRESENTMENT)

## 2016 LANDBANK ATM Specification:

Software and Components And Settings	MANDATORY	PREFERRED	OPTIONAL	SPECIFICATION DETAILS	
FEATURES				As of May 20, 2016	
A. GENERAL REQUIREMENTS					
A.1. LICENSE & INSTALLATION	X			A.1.1.	ALL SOFTWARE MUST BE LICENSED AND PRELOADED (e.g. OPERATING SYSTEM; DATABASE; APPLICATION SOFTWARE; COMPENSATING CONTROL TOOLS SUCH AS WHITELISTING; SECURITY SOFTWARES AND COMPRESSION UTILITIES)
	X			A.1.2.	ALL APPLICABLE LICENSE RENEWALS MUST BE COVERED BY THE VENDOR
	X			A.1.3.	INSTALLATION SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING : OPERATING SYSTEM; DATABASE; APPLICATION SOFTWARE; COMPENSATING CONTROL TOOLS SUCH AS WHITELISTING; SECURITY SOFTWARES INCLUDING ANTI-SKIMMING SOLUTION AND COMPRESSION UTILITIES
B. SYSTEM SOFTWARE					
B.1. OPERATING SYSTEM	X			B.1.1.	WINDOWS 7 AND ANY HIGHER VERSION. IN CASE OF END OF SUPPORT FROM SOFTWARE PROVIDER, UPGRADE OR CHANGE OF OPERATING SYSTEM SHALL BE FOR THE ACCOUNT OF THE VENDOR, SUBJECT TO LBP APPROVAL. THIS IS APPLICABLE FOR THE DURATION OF THE FIVE-YEAR CONTRACT.
	X			B.1.2.	TIME MUST BE AUTOMATICALLY SYNCHRONIZED WITH HOST TIME AND DATE
	X			B.1.3.	PRELOADED INTEGRATED COMMUNICATIONS SOFTWARE APPLICABLE FOR TCP/IP
	X			B.1.4.	PRELOADED WITH ETHERNET LAN CARD SOFTWARE DRIVERS
C. APPLICATION SOFTWARE					
C.1. MESSAGE TO / FROM HOST	X			C.1.1.	SHALL BE PCI-DSS AND PCI-PA-DSS CERTIFIED
	X			C.1.2.	SHALL BE CAPABLE TO RUN USING DIEBOLD 912 MESSAGE FORMAT
	X			C.1.3.	SEND ATM MESSAGE TO HOST ON VAULT ACTIVITIES
	X			C.1.4.	SEND ATM MESSAGE TO HOST ON HARDWARE RELATED ERRORS
	X			C.1.5.	SUPPORT REMOTE HOST DOWNLOADING OF MASTER KEYS (HARDWARE READY)
	X			C.1.6.	SUPPORT SENDING OF ATM MESSAGE FOR STATUS OF ANTI-SKIMMING DEVICE/MODULE IN CASE OF MALFUNCTION
	X			C.1.7.	SUPPORT SENDING OF ATM MESSAGE FOR STATUS OF CONSUMABLE SUPPLY COUNTERS TO HOST, (RETRIEVE/SET OPERATIONAL COMMAND MESSAGE)
	X			C.1.8.	THE ATM APPLICATION SHOULD ALWAYS BE ACTIVE AND SHOULD AUTO CONNECT TO THE HOST UNTIL ONLINE STATUS
C.2. LOCAL SETTINGS	X			C.2.1.	CUSTOMIZATION IMAGE(CI) RETAINED AFTER POWER INTERRUPTION
	X			C.2.2.	ALL SOFTWARE SETTINGS RETAINED AFTER POWER INTERRUPTION
C.3. DIGITAL IMAGE CAPTURE	X			C.3.1.	CAPTURES AT LEAST THREE (3) CLIENT IMAGES (PIN ENTRY,CARD EJECTED AND CASH DISPENSED) IN ALL TYPES OF TRANSACTIONS
	X			C.3.2.	CAPTURES IMAGES EVERY FIVE (5) MINUTES DURING IDLE PERIOD (NO TRANSACTION
	X			C.3.3.	IMAGES ARE DATE AND TIME STAMPED AND CROSS REFERENCED WITH THE FOLLOWING DETAILS: DATE, TIME, TERMINAL ID, TERMINAL NAME, TRANSACTION TYPE, ACCOUNT TYPE, SEQUENCE NUMBER, TOTAL BALANCE, AVAILABLE BALANCE, AND ERROR
	X			C.3.4.	STORES IMAGES IN JPG FORMAT
	X			C.3.5.	IMAGES ARE ARCHIVED FOR 30 DAYS IN THE MACHINE. AUTO DELETION OF IMAGES BEYOND 30 DAYS
	X			C.3.6.	DIGITAL AND COLORED IMAGE MINIMUM OF ONE( 1) MEGAPIXEL RESOLUTION
	X			C.3.7.	DOWNLOADABLE TO THE DVD-R AND CD-R
	X			C.3.8.	SYNCHRONIZED TIME BETWEEN ELECTRONIC JOURNAL FILE AND TRANSACTION RECEIPT



C.3. DIGITAL IMAGE CAPTURE	X		C.3.9. COMPRESS/ZIP FOLDER AND PROTECTED BY PASSWORD. SHALL INCLUDE PASSWORD MAINTENANCE ( EDIT MODULE)
	X		C.3.10. ALERT / WARNING MESSAGES (SOLICITED AND UNSOLICITED) WHEN THE CAMERA MALFUNCTIONS CAN BE SENT/LOGGED AT ATM LEVEL, HOST, ATM MONITORING SCREEN AND ELECTRONIC JOURNAL)
	X		C.3.11. SECURITY PASSWORD FOR COPYING AT THE MACHINE AND VIEWING OF PICTURES/IMAGES AT THE BRANCH' PC
C.4. TERMINAL PROGRAMMING, SCREEN / ICON EDIT	X		C.4.1. SHALL SUPPORT THE FOLLOWING PICTURE FILE FORMATS:
	X		A. JPEG
	X		B. GIF
	X		C.4.2. SHALL BE ABLE TO CUSTOMIZE SCREENS VIA DVD/CD / AUTOEXEC.BAT AND REMOTE UPDATE
	X		C.4.3. SHALL SUPPORT DISPLAY OF TEXT/INFORMATION FROM THE HOST
	X		C.4.4. SHALL SUPPORT THE FOLLOWING MULTI-MEDIA FILES:
	X		A. MP3
	X		B. AVI
	X		C. MPEG
C.5. EMV REQUIREMENT	X		C.4.5. UTILITY FOR ADDING / MAINTAINING ATM SCREENS
	X		C.5.1. INSTALLATION, ACTIVATION AND ENABLING OF NECESSARY UPDATES ON EMV COMPLIANCE OR REQUIREMENTS WHILE THE ATM IS OPERATIONAL/INSTALLED SHALL BE FOR THE ACCOUNT OF THE VENDOR. INSTALLATION MAY COINCIDE WITH THE PREVENTIVE MAINTENANCE SCHEDULE. THE ATM SHALL ACCEPT BOTH EMV AND MAGNETIC STRIPE CARDS.
<b>D. SECURITY SOFTWARE</b>			
D.1. ENCRYPTION	X		D.1.1. SHALL SUPPORT DES - DATA ENCRYPTION STANDARDS
	X		D.1.2. 3-DES ENCRYPTION COMPLIANT (FOR BOTH HARDWARE AND SOFTWARE)
	X		D.1.3. SHALL SUPPORT MESSAGE AUTHENTICATION CODE (MAC) FUNCTIONALITIES
<b>E. MAINTENANCE</b>			
E.1. ATM MAINTENANCE/ SUPERVISOR FUNCTIONS	X		E.1.1. SHALL CONFORM WITH BASELINE REQUIREMENT FOR ID / PASSWORD HANDLING:
			A. USER ID
	X		1) LBP ASSIGNED ID NUMBER OR AGREED ID CONVENTION/FORMAT FOR SPECIFIC SYSTEM
	X		2) MINIMUM OF 4 AND MAXIMUM OF 16 ALPHANUMERIC (ALPHA, NUMERIC OR COMBINATION OF BOTH) CHARACTERS
	X		3) NOT CASE SENSITIVE
			B. PASSWORD
	X		1) MINIMUM OF 8 ALPHA AND NUMERIC CHARACTERS
	X		2) MUST NOT CONTAIN THREE CONSECUTIVE CHARACTERS
	X		3) CASE SENSITIVE
	X		4) MASKED
	X		5) ADMIN ID CAN ADD, DELETE AND MODIFY OTHER USER IDs
	X		6) ALL USERS MAY CHANGE PASSWORD ANYTIME EXCEPT FOR LOCK OUT
	X		7) SHALL AUTOMATICALLY EXPIRE AFTER NINETY (90) DAYS. THE ATM, THRU ITS MAINTENANCE MENU, SHALL INFORM THE USER AT LEAST 15 DAYS PRIOR TO PASSWORD EXPIRATION. IN THE EVENT THE PASSWORD WAS NOT CHANGED PRIOR TO EXPIRATION, THE MAINTENANCE MENU MAY ONLY BE ACCESSED BY CHANGING THE PASSWORD.
	X		8) MINIMUM OF THREE PREVIOUS PASSWORDS USED
	X		9) AUTOMATIC LOCK/SUSPEND/REVOKE ON MAXIMUM OF THREE UNSUCCESSFUL ATTEMPTS PER DAY AND REVERT THRU ADMIN
	X		10) AUTOMATIC LOCK/LOG-OFF ON A MAXIMUM OF 15 MINUTES OF INACTIVITY

E.1. ATM MAINTENANCE/ SUPERVISOR FUNCTIONS	X			11) DEFAULT PASSWORD SHALL BE CHANGED ON INITIAL LOG-IN
	X			C. USER ID AND PASSWORD DATABASE SHALL BE ENCRYPTED
	X			E.1.2. SHALL INCLUDE PER CASSETTE TOTALS AND TOTAL AMOUNT OF FOUR (4) OR FIVE (5 ) INCLUDING DIVERT CASSETTES IN THE TERMINAL READING RECEIPTS
	X			E.1.3. ALL MAINTENANCE ACTIVITIES SHALL BE LOGGED AT THE ELECTRONIC JOURNAL & HOST
<b>F. ADDITIONAL SYSTEM REQUIREMENTS</b>				
F.1. REMOTE ATM READING SYSTEM AND REMOTE RESTART CAPABILITY	X			F.1.1. THE SERVICE PROVIDER SHALL PROVIDE REMOTE ATM READING SYSTEM WITH REMOTE RESTART FUNCTIONALITY. DELIVERY SHALL BE WITHIN SIX MONTHS AFTER START OF UAT
F.2. SOFTWARE DISTRIBUTION CAPABILITY	X			F.2.1. THE SERVICE PROVIDER SHALL PROVIDE A SOFTWARE DISTRIBUTION APPLICATION THAT WILL ALLOW USER TO REMOTELY DEPLOY AND RUN/EXECUTE SOFTWARE UPDATES TO THE MACHINE
<b>G. UTILITIES SOFTWARE</b>				
G. ELECTRONIC JOURNAL	X			G.1.1. CAPABLE TO LOG NUMBER OF BILLS RETRACTED
	X			G.1.2. SHALL COMPLY WITH THE BANK'S STANDARD RECONCILIATION SYSTEM FORMAT [ANNEX A] (SHALL BE PROVIDED TO THE WINNING BIDDER ONLY)
	X			G.1.3. REFER TO THE ATTACHED MINIMUM REQUIREMENTS (ANNEX B)
	X			G.1.4. LOGGING AND BROWSE FACILITY WITH DATE ENCRYPTION/PROTECTION
	X			G.1.5. CAPABLE TO SEARCH DATE AND TIME FROM THE TRANSACTION LOGS AT THE ATM LEVEL
	X			G.1.6. UPLOAD FACILITY TO HOST VIA TCP-IP
	X			G.1.7. SHALL SUPPORT DOWNLOAD TO DVD-R AND CD-R
	X			G.1.8. ALL UTILITIES MUST BE LICENSED AND PRELOADED

# LANDBANK OF THE PHILIPPINES

## ATM MAINTENANCE AGREEMENT COVERAGE

As of April 4, 2016

FEATURES	MINIMUM REQUIREMENTS
<b>A. TERM AND SERVICES</b>	
A.1. AGREEMENT TERM	A.1.1. ONE (1) YEAR WARRANTY ON SOFTWARE (OWNED AND THIRD PARTY), LABOR, PARTS AND INCIDENTAL CHARGES FOR REMEDIAL AND PREVENTIVE SOFTWARE AND HARDWARE MAINTENANCE FROM DATE OF INSTALLATION OR FOUR (4) MONTHS AFTER DELIVERY WHICHEVER COMES FIRST.
	A.1.2. FOUR (4) YEARS SERVICE MAINTENANCE PACKAGE ON LABOR, PARTS AND INCIDENTAL CHARGES FOR REMEDIAL AND PREVENTIVE SOFTWARE AND HARDWARE MAINTENANCE.
	A.1.3. THE VENDOR SHALL PROVIDE MAINTENANCE AGREEMENT CONTRACT SIX MONTHS PRIOR TO HARDWARE WARRANTY EXPIRATION
A.2. TERMINATION	A.2.1. THE AGREEMENT MAY BE PRETERMINATED BEFORE THE EXPIRY DATE BY GIVING A WRITTEN NOTICE AT LEAST THIRTY (30) DAYS PRIOR TO THE TERMINATION DATE.
	A.2.2. THE AGREEMENT MAY BE TERMINATED WHEN:
	A.2.2.1 ONE OF THE PARTIES COMMITS A SUBSTANTIAL BREACH OF ITS OBLIGATION AND SUCH BREACH IS NOT CORRECTED WITHIN THIRTY (30) DAYS FROM THE DATE OF THE RECEIPT OF WRITTEN NOTICE, DULY SERVED, REGARDING SUCH BREACH; AND
	A.2.2.2 THE SERVICE PROVIDER IS UNABLE TO COMPLY/MET THE SPECIFICATIONS IN ACCORDANCE TO THE REQUIREMENTS.
A.3. MAINTENANCE SERVICES	A.3.1. ON-SITE REPAIR / AT THE EXISTING SITES OF INSTALLATION OF THE ATM LOCATED AT THE ADDRESSES PROVIDED BY ACMD.
	A.3.2. ALL REPLACEMENT PARTS MUST BE NEW, ORIGINAL AND AVAILABLE AT ALL TIMES.
	A.3.3. QUARTERLY PREVENTIVE MAINTENANCE (PM) SERVICE SHALL BE DONE ON THE ATMs AT THE START OF THE QUARTER FROM THE DATE OF INSTALLATION OR FOUR (4) MONTHS AFTER DELIVERY WHICHEVER COMES FIRST. PREVENTIVE MAINTENANCE (PM) SHALL BE PERFORMED AT AN INTERVAL NOT EXCEEDING THREE (3) MONTHS AND PM SCHEDULE SHALL BE SUBMITTED TO DCAMD ONE (1) MONTH PRIOR TO PM SCHEDULE.
	A.3.4. REMEDIAL MAINTENANCE AT THE REQUEST OF THE CUSTOMER BASED ON THE SPECIFIC NEEDS OF EACH MACHINE.
	A.3.5. FOR RECURRING ATM SOFTWARE/HARDWARE PROBLEMS OF THE SAME DEVICE (AT LEAST 4 TIMES WITHIN A MONTH), TOTAL OVERHAUL AND COMPLETE REPLACEMENT OF ATM PART(S) SHALL BE DONE ON THE ATM AT NO ADDITIONAL CHARGE.
	A.3.6. EVERY SIX (6) MONTHS RECKONED FROM THE DATE OF INSTALLATION/OPERATIONALIZATION OR AS THE NEED ARISES WHICHEVER COMES FIRST, THE VENDOR SHALL PERFORM THE FOLLOWING:  STAGE 1 - REPLACE ALL CONSUMABLE PARTS (E.G., TAKE-AWAY WHEEL, FEED SHAFT AND STRIPPER WHEEL) STAGE 2 - REPLACE THE PICKER MODULE. STAGE 3 - REPLACE THE STACKER AND PRESENTERE MODULES.
	EXIT CRITERIA: NO DIPENSER-RELATED HARDWARE FAILURE IN THE NEXT 45 DAYS
	A.3.7. MONTHLY ATM AVAILABILITY RATE OF ATM HARDWARE (DISPENSER, CARD READER, EJ, AND OTHER HARDWARE-RELATED) SHOULD NOT FALL BELOW 95%. MONTHLY DISPENSER DOWNTIME SHALL NOT EXCEED 3% OF TOTAL ATM DOWNTIME.
	A.3.8. FOR THE IMMEDIATE REPAIR OF THE MACHINE, THE SERVICE ENGINEER SHOULD BRING WITH HIM REPLACEMENT/SPARE PARTS OF FREQUENTLY MALFUNCTIONING COMPONENTS OF CARD READER, DISPENSER, ELECTRONIC JOURNAL AND RECEIPT PRINTER ON THE LOCATION OF THE ATM BEING SERVICED.
	A.3.9. AN ATM THAT INCURRED THREE (3) CONSECUTIVE RETRIEVAL SHORTAGES REGARDLESS OF AMOUNT OR ANY SHORTAGE MORE THAN P3,500.00 SHALL BE PLACED UNDER CONTROL ENVIRONMENT PROCEDURE.
	A.3.10. TECHNICAL ASSISTANCE ON ANY TERMINAL PROGRAMMING (IF NOT SUPPORTED BY DIEBOLD 912), NEW SCREENS/ICONS INSTALLATION, ATM RELOCATION (DE-INSTALLATION AND RE-INSTALLATION OF ATM FRAME OF THRU-THE -WALL TYPE), MACHINE RECONFIGURATION (CHANGE OF TERMINAL ADDRESS AND ID), CURRENCY CASSETTE RECONFIGURATION (CHANGE OF DENOMINATION), TRIPLE DES AND TCP-IP CONFIGURATION, EMV MIGRATION (SOFTWARE INSTALLATION) OPERATING SYSTEM (OS) UPGRADE, SECURITY SOFTWARE INSTALLATION/UPGRADE AND INSTALLATION AND MAINTENANCE OF REMOTE APPLICATIONS/FACILITIES AT NO ADDITIONAL COST TO THE BANK.

A.3. MAINTENANCE SERVICES	A.3.11 FOR COMPLIANCE REQUIREMENTS TO ALL VISA, EMVCO, BANCNET, BSP ATM/CARD BASED RELATED COMPLIANCES , THE VENDOR MUST PROVIDE PATCHES RELATED TO THESE COMPLIANCES WITHIN THE DURATION OF THE PROJECT
	A.3.12 THE ATM VENDOR SHALL CONDUCT COMPREHENSIVE TRAINING TO BRANCH PERSONNEL DURING ATM ACTIVATION. THESE ACTIVITIES INCLUDE BUT NOT LIMITED TO CHANGE OF VAULT COMBINATION, USER ENROLLMENT (ADD/DELETE), ATM MAINTENANCE PROCEDURES SUCH AS COPY PICTURE/EJ, HARDWARE MODULE DIAGNOSTIC TESTS, PROPER ATM RESET/SHUTDOWN, TERMINAL READING COUNTERS (VIEW/PRINT/CLEAR), SUPPLY REPLENISHMENT (THERMAL RECEIPT/CASH LOADING PROCEDURES)
	A.3.13. ANNUAL TRAINING ON FIRST LEVEL MAINTENANCE (FLM) FOR ONE DAY TO ALL BRANCHES ON A PER REGION/AREA BASIS SHALL BE CONDUCTED BY THE VENDOR, FREE OF CHARGE
<b>B. SERVICE LEVEL COMMITMENTS</b>	
B.1. COVERAGE	B.1.1. NATIONWIDE
	B.1.2. MONDAY TO SUNDAY INCLUDING HOLIDAYS; 12 HOURS A DAY (8:00AM - 8:00PM); WITH EXISTING 24/7 HELP DESK. (PLEASE PROVIDE HOTLINE)
B.2. RESPONSE TIME. This refers to the period between the time that the service call was placed and the time at which the service engineer arrives at the ATM site or provides phone assistance.	B.2.1. WITHIN METRO MANILA, METRO CEBU, METRO DAVAO AND IN THOSE AREAS WHERE THERE ARE ASSIGNED/STATIONED SERVICE ENGINEERS: WITHIN 2 HOURS (LIST OF EXTENSION OFFICES OR BASES AND AREAS WHERE THERE ARE ASSIGNED SERVICE ENGINEERS TO BE SUBMITTED DURING THE PRE-BID)
	B.2.2. OUTSIDE METRO MANILA BUT WITHIN 50-KM RADIUS (RIZAL, LAGUNA, CAVITE, BULACAN): WITHIN 4 HRS BASED ON THE FIRST OR THE FASTEST AVAILABLE MEANS OF TRANSPORTATION TO THE ATM SITE.
	B.2.3. OUTSIDE METRO MANILA (BEYOND 50-KM RADIUS), METRO CEBU AND METRO DAVAO: WITHIN 24 HOURS OR BASED ON THE FIRST OR THE FASTEST AVAILABLE MEANS OF TRANSPORTATION TO THE ATM SITE.
B.3. REPAIR TIME. This refers to the time the service engineer starts the repair works up to the completion of the restoration of the unit to its operational/ usable status.	B.3.1. WITHIN METRO MANILA AND WITHIN THE 50-KM RADIUS FROM MANILA, METRO CEBU AND METRO DAVAO: WITHIN 24 HOURS UPON THE START OF THE REPAIR WORKS.
	B.3.2. OUTSIDE METRO MANILA, METRO CEBU AND METRO DAVAO: WITHIN 24 HOURS UPON THE START OF THE REPAIR WORKS (TIME WHEREIN BRANCH PERSONNEL ARE UNAVAILABLE TO ASSIST THE SERVICE ENGINEER WILL NOT BE COUNTED). IF WITH REPLACEMENT OF PARTS, WITHIN 48 HOURS UPON THE START OF THE REPAIR WORKS.
B.4. PENALTY CLAUSE	B.4.1. NOT MEETING RESPONSE TIME PER INCIDENT BASIS : PHP 100.00 PER HOUR OF DELAY OR A FRACTION THEREOF.
	B.4.2. NOT MEETING REPAIR TIME (INCLUDING REPLACEMENT OF PARTS) ON PER INCIDENT BASIS: PHP 100.00 PER HOUR OF DELAY OR A FRACTION THEREOF.
	B.4.3. NON-PERFORMANCE OF PREVENTIVE MAINTENANCE ON AN ATM, NON PAYMENT OF THE MONTHLY MAINTENANCE AGREEMENT COST (3 MONTHS) COVERING THE REFERENCE QUARTER.
	B.4.4. ATM AVAILABILITY RATE OF HARDWARE BELOW 95% OR DISPENSER DOWNTIME OF MORE THAN 3%, A PENALTY RATE OF 1% OF THE MONTHLY MAINTENANCE COST
B.5. REPORTING OF SERVICE ENGINEER AFTER SERVICING	B.5.1. SERVICE REPORTS SHALL BE SUBMITTED TO THE CONCERNED BRANCH REGULARLY AND IMMEDIATELY AFTER ATM SERVICING. SERVICE REPORTS SHALL BE PROPERLY ACCOMPLISHED BY THE SERVICE ENGINEER AND DULY ACKNOWLEDGED/SIGNED BY THE BRANCH AUTHORIZED ATM PERSONNEL.
	B.5.2. THE SERVICE ENGINEER SHALL IMMEDIATELY REPORT TO THE BANK'S ATM MONITORING UNIT THE COMPLETION OF THE ATM SERVICING OR THE STATUS OF THE SERVICING, IF NOT YET COMPLETED, BEFORE LEAVING THE ATM SITE.
	B.5.3 SUBMISSION OF END OF DAY REPORT ON ALL PENDING AND COMPLETED SERVICES WITH UPDATES ON PARTS REPLACEMENT, RE-SCHEDULED SERVICES, ASSIGNED SERVICE ENGINEER, DETAILS OF SERVICING SUCH AS TIME STARTED AND FINISHED, DESCRIPTION OF WORK PERFORMED ETC.
B.6. PROBLEM MANAGEMENT REPORT (PMR) HANDLING	B.6.1. PROVIDE TECHNICAL SUPPORT/PROBLEM RESOLUTION FOR SOFTWARE RELATED PROBLEM MANAGEMENT REPORT (PMR) INCLUDING THIRD PARTY SOFTWARE INSTALLED IN THE MACHINE. TECHNICAL SUPPORT SHALL INCLUDE PROBLEM INVESTIGATION, DETERMINATION OF FIXES OR WORK-AROUND AND APPLICATION, SYSTEM TESTING AND IMPLEMENTATION SUPPORT FOR FIXES.
	B.6.2. INCIDENTS/PROBLEMS SHALL BE RESPONDED TO WITHIN 24 HRS FROM RECEIPT OF PMR.
	B.6.3. PROBLEM FIXES SHALL BE DELIVERED TO LBP WITHIN THREE (3) MONTHS FROM THE RECEIPT OF PMR.
	B.6.4. PROBLEM FIXES SHALL BE APPLIED WITHIN SIX (6) MONTHS FROM THE RECEIPT OF INSTRUCTION. A REPORT SHALL BE PROVIDED TO DCAMD ON THE MONTHLY STATUS OF DEPLOYMENT.
	B.6.5. FIXES FOR SOFTWARE RELATED INCIDENT THAT CAUSES DOWNTIME AND UNAVAILABILITY OF MACHINE SHALL BE DELIVERED WITHIN ONE (1) MONTH FROM RECEIPT OF PMR.



<b>C. SERVICE PERSONNEL</b>	
C.1. SERVICE CALL PLACED THRU DISPATCH	C.1.1. IMMEDIATE ASSIGNMENT OF SERVICE CALLS TO ATM SERVICE ENGINEERS.
C.2. SKILLS OF SERVICE ENGINEERS	C.2.1. QUALIFIED, COMPETENT & HIGHLY TRAINED ATM SERVICE ENGINEERS (Pls. provide list & resume)
	• Graduate of Engineering, IT-related or two-year IT-related technical course
	• Underwent at least two months comprehensive training on ATM servicing with Certification
	• With at least six (6) months actual experience on ATM servicing
	• Familiar with all the preloaded software in the machine
	C.2.2. IN CASE THE SERVICE IS OUTSOURCED/SUB-CONTRACTED, THE SERVICE PROVIDER SHALL ACCOMPLISH A CERTIFICATION CONFIRMING THAT ALL OUTSOURCED/SUB-CONTRACTED SERVICE ENGINEERS HAVE MET THE ABOVE REQUIREMENTS
C.3. DEPLOYMENT OF SERVICE ENGINEERS	C.3.1. ON STAND-BY AT STRATEGIC LOCATION NATIONWIDE PROVIDED WITH CELLULAR PHONE/RADIO FOR IMMEDIATE RESPONSE AND CONTACT.
	C.3.2. ACMD SHOULD BE PROVIDED QUARTERLY WITH THE LIST OF THE NAMES OF THE ATM SERVICE ENGINEERS AND THEIR CORRESPONDING AREAS OF ASSIGNMENT AND CONTACT NUMBERS.
	C.3.3. WITH AT LEAST ONE ENGINEER ASSIGNED PER EVERY FIFTEEN (15) LBP ATMs.
<b>D. PRICE</b>	
D.1. CONTRACT PRICE	D.1.1. CONTRACT PRICE SHALL COVER THE COSTS OF ALL DELIVERABLES AND SERVICES, INCLUDING ALL APPLICABLE TAXES, COSTS OF IMPORTATION, INSURANCE, TRANSPORTATION AND DELIVERY AT THE TIME AND LOCATIONS OF THE ATMS. NO ADDITIONAL INCIDENTAL CHARGES SUCH AS TRANSPORTATION, HOTELS, PER DIEM, BOARD AND LODGING, ETC. OF THE SERVICE ENGINEERS CAN BE CLAIMED BY THE SERVICE PROVIDER.
<b>E. PAYMENT</b>	
E.1. PAYMENT OF INVOICES	E.1.1. THE SERVICE PROVIDER SHALL BE PAID QUARTERLY AFTER THE END OF EVERY QUARTER BASED ON THE 4-YEAR ATM MAINTENANCE AGREEMENT COST AND NET OF PENALTIES AND UPON RECEIPT OF THE INVOICE AND COMPLETE PM REPORTS.
E.2. REQUIREMENT FOR PAYMENT	E.2.1. THE SERVICE PROVIDER SHALL ATTACH IN THE INVOICES ORIGINAL COPIES OF THE ATM SERVICE REPORTS AND/OR PREVENTIVE MAINTENANCE REPORTS (DULY ACKNOWLEDGED/ SIGNED BY THE BRANCH AUTHORIZED ATM PERSONNEL) OF SERVICES RENDERED WITHIN THE QUARTER. NO SERVICE/PM, NO PAYMENT.
<b>F. OTHER TERMS AND CONDITIONS</b>	
F.1. ATM MONITORING SOLUTION	F.1.1. THE SERVICE PROVIDER SHALL ALSO PROVIDE ATM MONITORING SERVICES WHICH WILL MONITOR, CORRELATE, IDENTIFY, AND FILTER ATM, ATM HOST AND NETWORK EVENTS.
	F.1.2. THE SERVICE PROVIDER SHALL PROVIDE ATM RELATED REPORTS SUCH AS AVAILABILITY REPORT AND INCIDENT ACTIVITY REPORT
F.2. MAINTENANCE OF NON-FRICTION TYPE ELECTRONIC LOCK	F.2.1. THE BATTERY IN THE ELECTRONIC LOCK SHALL BE REPLACED EVERY OTHER QUARTER OR AS NEEDED WHICHEVER COMES FIRST TO BE DONE BY THE SERVICE ENGINEERS DURING PREVENTIVE MAINTENANCE. THE COST OF THE REPLACEMENT OF BATTERY SHALL BE SHOULDERED BY THE ATM VENDOR / SERVICE PROVIDER
F.3. MAINTENANCE OF THE COMPLEMENTARY METAL OXIDE SEMICONDUCTOR (CMOS) BATTERY OF THE CPU/MOTHER BOARD	F.3.1. THE CMOS BATTERY SHALL BE REPLACED YEARLY OR AS NEEDED WHICH WILL BE DONE BY THE SERVICE ENGINEERS DURING THE CONDUCT OF ATM SERVICING AND PREVENTIVE MAINTENANCE. THE COST OF THE REPLACEMENT BATTERY SHALL BE SHOULDERED BY THE ATM VENDOR / SERVICE PROVIDER
F.4. CONTRACT	F.4.1. THE ATM MAINTENANCE SERVICE AGREEMENT SHOULD BE INDEPENDENT FROM OTHER EXISTING CONTRACTS WITH LAND BANK OF THE PHILIPPINES, INCLUDING MOTHER CONTRACT.
F.5. DETAILED SCOPE OF AGREEMENT	F.5.1. THE DETAILED SCOPE OF AGREEMENT IS SPECIFIED IN THE BANK'S PRO-FORMA ATM SERVICE MAINTENANCE AGREEMENT CONTRACT AND MUST BE AGREED UPON BY ALL PARTIES CONCERNED.



## LAND BANK OF THE PHILIPPINES

As of April 21, 2016

	OTHER REQUIREMENTS
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|  | <ol style="list-style-type: none"><li>1. FOR THRU-THE-WALL ATMs, 50% OF THE QUANTITY SHALL BE TOUCH SCREEN.</li><li>2. SCHEDULE OF FLM ANNUAL TRAINING TO ALL BRANCHES/EOS</li><li>3. THE VENDOR SHOULD OBTAIN AN AVERAGE RATING OF AT LEAST SATISFACTORY PERFORMANCE FROM LBP BRANCHES (TO BE ISSUED BY THE HEAD-DCAMD) COVERING BOTH HARDWARE AND AFTER SALES SERVICE OR SUBMIT A CERTIFICATE OF SATISFACTORY PERFORMANCE FROM AT LEAST THREE (3) OF EXISTING LOCAL COMMERCIAL BANK CLIENTS</li><li>4. THE QUALIFIED BIDDER SHALL DELIVER ONE (1) UNIT AT LBP-HEAD OFFICE WITHIN 7 CALENDAR DAYS UPON RECEIPT OF NOTICE FROM DCAMD FOR POST-QUALIFICATION EVALUATION</li></ol> |
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### Summary of ATM Allocation

Political Region	Quantity		
	Thru-the-Wall	Lobby	Total Quantity
NCR	8	17	25
CAR	3	1	4
Region I	8	7	15
Region II	8	1	9
Region III	9	8	17
Region IV-A	8	10	18
Region IV-B	6	5	11
Region V	7	10	17
Region VI	4	3	7
Negros Island Region	3	4	7
Region VII	8	6	14
Region VIII	5	2	7
Region IX	5	8	13
Region X	3	3	6
Region XI	5	8	13
Region XII	5	3	8
Region XIII	3	2	5
ARMM	2	2	4
<b>TOTAL</b>	100	100	200

	<p>the ABC.</p> <p>For this purpose, similar contracts shall refer to contracts involving supply and delivery of automated tellering machines.</p> <p>Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be:</p> <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or certificate of satisfactory performance from bidder's client.</li> </ul>
7	No further instructions.
8.1	Subcontractors must comply with the eligibility criteria and the documentary requirements applicable to the Bidder.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on _____ at Bidding Room, 25 <sup>th</sup> Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila.
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines 25<sup>th</sup> Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila www.landbank.com</p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes Assistant Vice President Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 522-0000 or 551-2200 local 7370 Fax (+632) 528-8587 Email lbphobac@mail.landbank.com</p>
12.1(a)	No further instructions.
12.1(a)(i)	No other acceptable proof of registration is recognized.
12.1(a)(iv)	The statement of all ongoing government and private contracts (use Form No. 3) and single largest completed contract (use Form No. 4) similar to the contract to be bid shall include all such

	contracts within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids.									
13.1	Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos.1 and 2).									
13.1(b)	No further instructions.									
13.2	<p>The Approved Budget for the Contract (ABC) is One Hundred Twenty Nine Million One Hundred Sixty Five Thousand Pesos Only (P129,165,000.00), broken down as follows:</p> <table><tr><th>Lot No.</th><th>Item Description</th><th>Total ABC</th></tr><tr><td>1</td><td>Supply, Delivery and Installation of 100 Units Thru-The-Wall-Type Automated Teller Machine with One (1) Year Warranty Plus Four (4) Years Service Maintenance Package</td><td>P67,160,000.00</td></tr><tr><td>2</td><td>Supply, Delivery and Installation of 100 Units Lobby-Type Automated Teller Machine with One (1) Year Warranty Plus Four (4) Years Service Maintenance Package</td><td>P62,005,000.00</td></tr></table> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>	Lot No.	Item Description	Total ABC	1	Supply, Delivery and Installation of 100 Units Thru-The-Wall-Type Automated Teller Machine with One (1) Year Warranty Plus Four (4) Years Service Maintenance Package	P67,160,000.00	2	Supply, Delivery and Installation of 100 Units Lobby-Type Automated Teller Machine with One (1) Year Warranty Plus Four (4) Years Service Maintenance Package	P62,005,000.00
Lot No.	Item Description	Total ABC								
1	Supply, Delivery and Installation of 100 Units Thru-The-Wall-Type Automated Teller Machine with One (1) Year Warranty Plus Four (4) Years Service Maintenance Package	P67,160,000.00								
2	Supply, Delivery and Installation of 100 Units Lobby-Type Automated Teller Machine with One (1) Year Warranty Plus Four (4) Years Service Maintenance Package	P62,005,000.00								
15.4(a)(iii)	Please refer to Clause 6.2 of the Special Conditions of the Contract.									
15.4(b)	Not applicable.									
16.1(b)	The bid prices for goods supplied from outside the Philippines shall be quoted in Philippine Pesos.									
16.3	No further instructions.									
17.1	Bids will be valid until 120 calendar days from date of opening of bids.									

## Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Item Description	Quantity	Delivery Schedules
	Supply, Delivery and Installation of the following Automated Telling Machine with One (1) Year Warranty Plus Four (4) Years Service Maintenance Package:		Delivery shall be at the site and/or mother branch upon receipt of instruction from Debit Cards & ATM Management Department (DCAMD)  Contact Details: Ms. Marissa B. Pineda / 522-0000 local 2127
1	Thru-The-Wall-Type	100 Units	<ul style="list-style-type: none"> <li>• Delivery shall be in four (4) batches, 25 Units for each batch.</li> <li>• The 1st batch shall be ready for delivery within 90 calendar days upon receipt of Notice to Proceed (NTP) from Procurement Department.</li> </ul>
2	Lobby-Type	100 Units	<ul style="list-style-type: none"> <li>• The 2nd to 4th batches shall be ready for delivery within 90 calendar days upon receipt of notice from DCAMD.</li> <li>• Upon receipt of Notice to Deliver, the vendor shall deliver the unit(s) as specified or within five (5) banking days if the destination is via land travel only, while fifteen (15) banking days if the destination is via land and sea travel.</li> <li>• Units which remain undelivered after six (6) months reckoned from date of first delivery from the last batch shall be received by DCAMD. The units, however, shall still be safekept at the vendor's warehouse with comprehensive insurance coverage, at no cost to the Bank.</li> </ul>

**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position



# Specifications

Lot No.		<p><b>Statement of Compliance</b></p> <p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid. 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 provisions of <b>ITB</b> Clause 3.1(a)(ii) and/or <b>GCC</b> Clause 2.1(a)(ii)</p>
<p>1</p> <p>2</p>	<p>Supply, Delivery and Installation of the following Automated Telling Machine with One (1) Year Warranty Plus Four (4) Years Service Maintenance Package:</p> <p>100 Units Thru-The-Wall-Type</p> <p>100 Units Lobby-Type</p> <p><b>Revised Hardware and software technical specifications and other requirements per Annexes (A-1 to A-14).</b></p> <p>Upon payment of the non-refundable bidding fee, bidder(s) may opt to deliver a test unit for the conduct of connectivity testing. Connectivity includes five (5) basic transactions: balance inquiry, withdrawal, fastcash,</p>	<p>Please state here either “Comply” or “Not Comply”</p>

<p>fund transfer and payment. After successful connectivity test, a certification will be issued by the LANDBANK Technical Working Group, thru LANDBANK ATM &amp; Cash Management Department (ACMD). ACMD will only issue certificate of connectivity starting from the date when the Invitation to Bid (ITB) is first published up to the last day of post-qualification period.</p> <p>Within five (5) working days upon receipt of notification from the LANDBANK-Procurement Department, the Lowest Calculated Bidder (LCB) shall be required to submit certificate of connectivity issued by ACMD as part of the post-qualification document. Non-submission within the prescribed period will mean post-disqualification.</p> <p>Submission of the following documents inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> <li>• Brochures or any other document indicating the complete technical specifications of the offered brand/model.</li> <li>• Manufacturer's Authorization or any other documents to show that the bidder is an authorized dealer/distributor of the offered brand/model in the Philippines.</li> <li>• List of ATM Service Engineers with their resumes.</li> </ul>	<p>Please state here either "Comply" or "Not Comply"</p>
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**Conforme:**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Position

Form No. 2

SCHEDULE OF PRICES

1 Lot No.	2 Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Cost of local labor, raw material and component	7 Total price EXW per item (cols. 4 x 5)	8 Unit prices per item final destination and unit price of other incidental services	9 Sales and other taxes payable per item if Contract is awarded	10 Total Price delivered Final Destination (cols. 8 + 9) x 4
1	Supply, Delivery and Installation of the following Automated Telling Machine with One (1) Year Warranty Plus Four (4) Years Service Maintenance Package:								
1	Thru-The-Wall-Type Four (4) Years Maintenance Package		100 Units	N/A	N/A	N/A			
	Delivery Cost:								
	National Capital Region	8							
	Cordillera Administrative Region	3							
	Region I	8							
	Region II	8							
	Region III	9							
	Region IV-A	8							
	Region IV-B	6							
	Region V	7							
	Region VI	4							
	Negros Island Region	3							
	Region VII	8							
	Region VIII	5							
	Region IX	5							
	Region X	3							
	Region XI	5							
	Region XII	5							
	Region XIII	3							
	ARMM	2							

[illegible]

Name of Bidder

Signature over Printed Name of  
Authorized Representative

Position

## **Checklist of Bidding Documents for Procurement of Goods and Services**

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

**The FIRST ENVELOPE shall contain the following technical information/documents (Section 25.2):**

1. 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.7).
2. Duly notarized Omnibus sworn statement (sample form - Form No.6).
3. Eligibility requirements (Section 23.1)

- **Legal Documents**

- 3.a 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.
- 3.b Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
- 3.c Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **Technical / Financial Documents**

- 3.d 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 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. 3). This form may no longer be submitted if bidder has no on-going contracts.
- 3.e Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with contract/purchase order, end-user's acceptance or official receipt(s) issued for the contract, 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. 4).
- 3.f 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.

- 3.g The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.h 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.
- 3.i Brochures or any other document indicating the complete technical specifications of the offered brand/model.
- 3.j Manufacturer's Authorization or any other documents to show that the bidder is an authorized dealer/distributor of the offered brand/model in the Philippines.
- 3.k List of ATM Service Engineers with their resumes.
- 4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
- 5. Revised Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.**
- 6. Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.**
- 7. Post-Qualification Documents – (Non-submission of the following documents during the bidding date shall not be a ground for the disqualification of the bidder):
  - 7.a Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550 Q) VAT or Percentage Tax Returns for 4<sup>th</sup> Quarter of 2015 and 1<sup>st</sup> Quarter of 2016 ;
  - 7.b Valid and current PhilGEPS Registration Certificate; and
  - 7.c Income Tax Return for 2015.

**The SECOND ENVELOPE shall contain the following (Section 25.3):**

- 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1)
- 2. **Duly filled out Revised Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)**