



LANDBANK

**SUPPLEMENTAL/BID BULLETIN NO. 2
For LBP-HOBAC-ITB-GS-20190408-02**

PROJECT : **550, 000 Pieces LANDBANK Visa payWave Debit Card with Welcome Letter and Kitting Services**

IMPLEMENTOR : **Procurement Department**

DATE : **July 3, 2019**

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

Modifications, amendments and/or clarifications:

- 1) Section VII (Specifications) and Checklist of the Bidding Documents (Item No. 16 of the Eligibility and Technical Component) have been revised. Please see attached revised specific sections of the Bidding Documents.
- 2) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **July 11, 2019, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.


ALWIN I. REYES, CSSP
Assistant Vice President
Head, Procurement Department and
HOBAC Secretariat

Specifications

Specifications	Statement of Compliance
<p>550,000 Pieces LANDBANK Visa Paywave Debit Card with Welcome Letter and Kitting Services</p> <p>Specifications and other requirements per attached Revised Terms of Reference (Annexes A-1 to A-7).</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ol style="list-style-type: none">1. Current and valid accreditation certificate of the bidder issued by Visa and MasterCard for EMV card production and personalization.2. Certificate of Satisfactory Performance from at least two (2) existing Universal/Commercial Bank clients in the Philippines for Card Production and Personalization and Kitting.3. For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts for the last five [5] years) or Certificate of No Delayed Projects (for on-going contracts) issued	<p>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).</p> <p>Please state here either “Comply” or “Not Comply”</p>

<p>by the Head, ATM Operations Support Department not earlier than thirty (30) calendar days prior to the deadline of submission of bid.</p> <p>4. Notarized Self-Certification signed by the bidder's authorized signatory/ies stating that the bidder:</p> <ul style="list-style-type: none"> • has the capacity to produce, personalize and do kitting services for 550,000 pieces EMV Visa payWave Debit Card; • has its Card Personalization Bureau is located in the Philippines; • is Payment Card Industry-Card Production (PCI-CP) compliant; • has at least one (1) automated kitting machine installed at its plant with the following minimum features: <ul style="list-style-type: none"> ✓ able to read data from EMV chip for online card and document matching before inserting to envelope; ✓ able to use data in xlsx and csv format; ✓ able to support A4 and/or US letter paper format; ✓ capable of different folding options (C, V, Z); ✓ able to insert multiple sheets (inserts); ✓ able to detect double sheets and presence of attached cards; ✓ with reject bin to collect reject cards; and ✓ able to provide daily automated report for good and reject statistics. <p>5. Documented Business Continuity Plan and a Business Continuity Site (with contact person/s, number/s and address).</p> <p>Bidders which fail to submit these certifications/documents shall be automatically disqualified.</p> <p>The Lowest Calculated Bidder must submit twelve (12) samples of EMV Visa payWave Debit Cards within three (3) banking days after the bidding.</p>	
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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

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

First Envelope – Eligibility and Technical Components

The First Envelope shall contain the following:

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

Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
 - 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;
 - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Eligibility Documents

2. Duly notarized Omnibus Sworn Statement (sample form - Form No.6)
3. 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).
4. 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).
5. 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 sample form (Form No. 4).

6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. Revised Section VI - Schedule of Requirements with signature of bidder's authorized representative.
8. Revised Section VII - Specifications with response on compliance and signature of bidder's authorized representative.

Financial Eligibility Documents

9. 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.
10. 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.

○ **Eligibility Documents – Class "B"**

11. 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.

○ **Technical Documents**

12. Current and valid accreditation certificate of the bidder issued by Visa and MasterCard for EMV card production and personalization.
13. Certificate of Satisfactory Performance from at least two (2) existing Universal/Commercial Bank clients in the Philippines for Card Production and Personalization and Kitting.

14. For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts for the last five [5] years) or Certificate of No Delayed Projects (for on-going contracts) issued by the Head, AOSD not earlier than thirty (30) calendar days prior to the deadline of submission of bid.
15. Notarized Self-Certification signed by the bidder's authorized signatory/ies stating that the bidder:
 - has the capacity to produce, personalize and do kitting services for 550,000 pieces EMV Visa payWave Debit Card;
 - has its Card Personalization Bureau is located in the Philippines;
 - is Payment Card Industry-Card Production (PCI-CP) compliant;
 - has at least one (1) automated kitting machine installed at its plant with the following minimum features:
 - ✓ able to read data from EMV chip for online card and document matching before inserting to envelope;
 - ✓ able to use data in xlsx and csv format;
 - ✓ able to support A4 and/or US letter paper format;
 - ✓ capable of different folding options (C, V, Z);
 - ✓ able to insert multiple sheets (inserts);
 - ✓ able to detect double sheets and presence of attached cards;
 - ✓ with reject bin to collect reject cards; and
 - able to provide daily automated report for good and reject statistics.
16. **Documented Business Continuity Plan and a Business Continuity Site (with contact person/s, number/s and address).**
 - **Post-Qualification Documents – (Non-submission of the following documents may result in bidder's post-disqualification):**
 17. 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.
 18. Income Tax Return for 2018 filed manually or through EFPS.

Second Envelope – Financial Component

- **The Second Envelope shall contain the following:**
 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)