



**SUPPLEMENTAL/BID BULLETIN NO. 1**  
**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 :** June 27, 2019

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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:

- The Terms of Reference (Annex A), Sections VI (Schedule of Requirements), VII (Specifications) and Checklist of the Bidding Documents (Item No. 7, 8 & 16 of the Eligibility and Technical Component) have been revised. Please see attached revised Annexes A-1 to A-5 and specified sections of the Bidding Documents.

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

## 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.

Item Description	Delivery Period and Destination
550,000 Pieces LANDBANK Visa Paywave Debit Card with Welcome Letter and Kitting Services	<p><b><u>Delivery Period:</u></b> <b><i>Please refer to No. 24 of the Revised Terms of Reference</i></b></p> <p><b><u>Delivery Site:</u></b> ATM Operations Support Department, 11<sup>th</sup> Floor, LANDBANK Plaza Building, 1598 M.H. del Pilar corner Dr. J. Quintos Streets, Malate, Manila</p> <p><b><u>Contact Person:</u></b> Ms. Carmen S. Vocal Acting Department Manager ATM Operations Support Department</p> <p><b><u>Contact No.:</u></b> 522-0000 loc.2280</p>

**Conforme:**

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

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

\_\_\_\_\_  
Position

# Specifications

Specifications	Statement of Compliance
<p>550,000 Pieces LANDBANK Visa Paywave Debit Card with Welcome Letter and Kitting Services</p> <p><b>Specifications and other requirements per attached Revised Terms of Reference (Annexes A-1 to A-7).</b></p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ol style="list-style-type: none"> <li>1. Current and valid accreditation certificate of the bidder issued by VISA and MasterCard for EMV card production and personalization.</li> <li>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.</li> <li>3. For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts</li> </ol>	<p><b>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.</b></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 <b>ITB Clause 3.1(a)(ii)</b> and/or <b>GCC Clause 2.1(a)(ii)</b></p> <p><b>Please state here either “Comply” or “Not Comply”</b></p>

for the last five [5] years) or Certificate of No Delayed Projects (for on-going contracts) issued by the Head, ATM Operations Support Department not earlier than 30 calendar days prior to the deadline of submission of bid.

4. 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.

Bidders which fail to submit these certifications/documents shall be automatically disqualified.

**The Lowest Calculated Bidder shall also be required to submit twelve (12) samples of EMV Visa PayWave Debit Cards within three (3) banking days after the bidding.**

**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 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. Actual samples of EMV Visa PayWave Debit Card.**

- **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)

**TERMS OF REFERENCE****LANDBANK EMV VISA PAYWAVE DEBIT CARD WITH PERSONALIZATION AND KITTING****1. General Qualification and Documentary Requirements****1.1 The Bidder:**

- Must be accredited by VISA International and must submit current and valid accreditation certificate issued by VISA for EMV Card Production and Personalization (contact and contactless).
- Must submit the following:
  - Certificate of Satisfactory Performance from at least two (2) existing Universal/ Commercial Bank in the Philippines for Card Production, Personalization and Kitting.
  - For current suppliers of LANDBANK, Certification issued by the LANDBANK ATM Operations Support Department (AOSD) Head not earlier than 30 calendar days prior to the deadline of submission of bid:
    - Satisfactory Performance (for completed contracts); **or**
    - Certificate of No Delay Projects (for on-going contracts)
  - Notarized self-certification stating the following:
    - Capacity to produce, personalize, and kit 550,000 EMV Visa payWave Debit Cards;
    - Card Personalization Bureau are located in the Philippines;
    - Payment Card Industry Card Production (PCI CP) Compliant;
    - Have at least one (1) automated kitting machine installed at its plant with the following minimum features:
      - a) able to read data from EMV chip for inline card and document matching before inserting to envelop;
      - b) able to use Data in the following format xlsx, and csv;
      - c) support A4 and US letter paper format;
      - d) capable different folding options (C, V, Z);
      - e) able to insert multiple sheets (inserts);
      - f) able to detect double sheet and presence of attached cards;
      - g) with reject bin to collect reject card; and
      - h) able to provide daily automated report for good and reject statistics.

**2. Kitting shall include the following:**

- Consumables which includes printing of welcome letter/card carrier and window envelope; and
- Kitting services

**Note:** LANDBANK shall provide the content of the welcome letter and details that will appear in the window envelopes

**3. The lowest calculated bidder shall be required to submit twelve (12) samples of EMV Visa payWave Debit Cards within three (3) banking days after the bidding. These cards shall be tested by the Bank for its acceptability and functionality on ATM and POS.**

If all cards were found to be acceptable, same shall be safe kept by the Bank for reference on future card production and delivery.

If the cards were found to be unacceptable, the lowest calculated bidder shall submit another set of twelve (12) samples of EMV Visa payWave Debit Cards within (3) banking days after notice for re-testing on ATM and POS acceptability and functionality. Failure in said tests would mean disqualification. Thus, the second lowest calculated bidder shall be notified to submit his set of twelve (12) samples of EMV Visa payWave Debit Cards for testing / post qualification.



## CLASS D

4. The bidder must allow LBP to do site survey during the evaluation period of the bid document.
5. The Notice of Award (NOA) shall be given to the lowest bidder after passing the post-qualification tests.
6. The supplier must perform SFTP (Secured File Transfer Protocol) set up and test connectivity with LANDBANK within three (3) banking days upon receipt of NOA and must submit certificate of connectivity.
7. The Embossing File Format, Templates and Card Layout and card design in Adobe Illustrator (AI) file shall be provided by LANDBANK to the supplier within two (2) banking days from receipt of NOA.
8. The digital files for Card Carrier/Welcome Letter and Envelope shall be provided to the supplier within two (2) banking days from receipt of NOA.
9. The supplier must comply with the required Visa Template from LANDBANK within twenty (20) banking days upon receipt of the embossing file with the following activities:
  - Key Exchange Ceremony
  - Conduct joint testing with LANDBANK for EMV Card Personalization
  - Personalization of test cards with kitting
  - Submission of sample packaging of envelope/box for approval following the requirements in Item No. 23
10. The supplier must conform to the LANDBANK EMV Visa payWave Debit Card (Annex A) and Card Carrier/Welcome Letter and Envelope Specifications (Annex B)
11. The supplier shall submit the actual card proof and digital proofing and mock-up using actual size and materials of Card Carrier/Welcome Letter and Envelope for approval of LBP authorized representative within two (2) banking days from receipt of the card design/layout and digital files.
12. Upon approval from LBP, supplier shall submit the actual card proof to Visa. The Supplier must pass the Visa Brand Management Approval and must submit the Visa email confirmation.
13. Upon approval of Visa, supplier shall submit five (5) actual and kitted personalized LANDBANK EMV Visa payWave Debit Cards with design within two (2) banking days to the Bank.
14. The Supplier must shoulder the cost of White Plastic Review with Visa, including courier fee, until certified.
15. The EMV chip (contact and contactless) must be valid for at least five (5) years from time of delivery. Supplier must submit Visa Letter of Approval (LOA).
16. The card shall have a five (5) year guaranteed life reckoned from the delivery date. All invalid and defective cards related to production defects, must be replaced by the supplier free of charge within five (5) banking days if returned within the guarantee period.
17. The supplier's Personalization Bureau will safe keep the blank EMV Visa payWave Cards in their vault (maximum of 2 years) at no cost to the Bank, and retrieval of which shall only be allowed upon receipt of request for card personalization from LANDBANK authorized personnel.
18. The security and cost related to keys/key exchange shall be the responsibility and covered by the supplier. Moreover, security of customer information shall be the responsibility of the supplier.
19. Issuer Public Key (IPK) and all other keys generated by the Supplier shall be turned over to LANDBANK at no cost to the Bank during Key Exchange Ceremony.

## CLASS D

20. The supplier shall have a monthly report of processed, and remaining inventory of EMV Visa payWave Cards using the required templates (Annex C) to be submitted within 3 banking days after end of reference month.
21. The supplier must ensure that data in face of the card, EMV Chip and magnetic stripe are of the same person before delivery to LANDBANK. Card replacement cost and other financial losses that may arise from inconsistent data shall be for the account of the Supplier.
22. The supplier must allow the Bank's representatives to observe one complete process of card personalization and kitting during post-qualification phase. The Bank may also perform random/surprise plant visit as necessary.
23. Packaging of kitted personalized EMV Visa payWave Debit Cards to be delivered by supplier must be segregated per Destination Branch (with label: Branch Name, Branch Code, Count and Transaction Date) on a secured envelope/box, sealed and intact.
  - a. The packaged kitted personalized EMV Visa payWave Debit Cards for delivery must be sorted according to the following manner:
    - 1) Destination Branch Code
    - 2) Cardholder's Name
    - 3) Card Number
  - b. A transmittal report (Annex D) per Branch shall be provided containing the following details:
    - 1) Cardholder's Name
    - 2) Card Number (masked)
    - 3) Account Number
- 24. The supplier must deliver the total requested card production and personalization within three (3) banking days from the receipt of submitted embossing file with a maximum volume of 40,000 cards per day. Kitted personalized EMV Visa payWave Cards shall be delivered to LANDBANK-AOSD via secured cargo in accordance with PCIDSS.**
25. LANDBANK will pay the supplier based on the actual volume of EMV Visa payWave Cards delivered and billing shall be made on a monthly basis.
26. The supplier must submit a documented Business Continuity Plan and a Business Continuity Site as required by BSP.
27. Liquidated damages for delayed delivery shall be 1/10 of 1% of the value of undelivered cards for every day of non-delivery.
28. The supplier shall in no case retain any copy (soft and hard) of the Bank's embossing file, reports and bad/spoiled cards after card personalization as stated in the Service and Non-Disclosure Agreement (NDA). All records or any data submitted by the Bank shall be treated as highly confidential.
29. The supplier shall execute a Service and Non-Disclosure Agreement (NDA) and Acceptable Use Policy (AUP) with the Bank after the issuance of the Notice of Award.
30. LANDBANK shall conduct assessment or evaluation of the performance of the supplier based on the set performance criteria. The BANK based on its assessment may terminate the contract after giving written notice failure of the supplier to perform its obligations.

**GENERAL CARD SPECIFICATIONS****LANDBANK EMV VISA PAYWAVE DEBIT CARD**

CARD WIDTH	-	85.6mm +/- 0.1mm
CARD HEIGHT	-	53.98mm +/- 0.1mm
CARD THICKNESS	-	0.76mm +/- 0.1mm
RADIUS (all corners)	-	3.175mm +/- 0.125mm
MATERIAL	-	PVC as specified in the ISO Standard 7810
		Matte Metallic
OPACITY	-	Must meet ISO standard
TOLERANCES	-	All measures have a tolerance of +/- 0.1mm
CHIP	-	16Kb
	-	DDA
	-	Java
	-	Latest VSDC Applet
	-	6 PIN Module
	-	Silver colored

**Contact and contactless**

FRONT CARD	-	Full Color Offset
	-	VISA Brand Mark
	-	Ultraviolet element
BACK CARD	-	Full Color Offset
	-	VISA Hologram
	-	ISO HICO Magnetic Stripe
	-	VISA Signature Panel
	-	LANDBANK logo
	-	BancNet Logo
	-	Plus Symbol
	-	CVV Box (Standard White area to the right of the Signature Panel)

**Card Carrier and Envelope Specifications:**

<b>Item 1 of 2: LANDBANK EMV-ENABLED ATM CARD SIDE SEAM STYLE ENVELOPE</b>	
Size	(Folded) 22.70cm x 11cm (Spread/Flat) 26.83 cm x 24 cm
Process	C2P OFFSET PRINTING
Color	4C/0
Stock	Book 80#
Others	Diecutting Seal gumming With plastic window
General requirements	<ul style="list-style-type: none"><li>• Envelopes to be good quality machine-fill envelope. Dimensions and quality to be consistent across manufactured batches.</li><li>• Windows to be securely affixed to within 1.5mm of top and side edges. Top edge to be flat and free from puckering.</li><li>• Side seams to be securely glued up to top of seam</li><li>• Pre-scored flap crease to enable the envelope flap to open flat</li><li>• No twisting, curling or distortion evident</li><li>• No glue seepage on interior or exterior of envelope</li></ul>

<b>Item 2 of 2: LANDBANK EMV-ENABLED ATM CARD – WELCOME LETTER</b>	
Size	A4 (20.99 x 29.7 cm)
Process	C2P OFFSET PRINTING
Color	4C/0
Stock	Book 80#