



BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20180531-01

PROJECT : **50,000 Pieces LANDBANK Europay MasterCard Visa Debit Card with Personalization, Kitting Services and Collaterals**

IMPLEMENTOR : **Procurement Department**

DATE : **June 28, 2018**

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 Terms of Reference (Annexes A-1 to A-3), Section VII (Specification) and the Checklist of the Bidding Documents (Items 3.h & 6) have been revised. Please see attached revised Annexes A-1 to A-3 and the specified sections of the Bidding Documents.


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

Specifications

Specifications	Statement of Compliance
	<p style="text-align: center;">Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</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 ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p>
<p>50,000 Pcs. LANDBANK EMV Debit Card with Personalization, Kitting Services and Collaterals</p> <p>Specifications and other requirements per attached Revised Terms of Reference (Annexes A-1 to A-4).</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ol style="list-style-type: none"> 1. Revised Terms of Reference with signature/initial by the bidder’s authorized signatory/ies on every page. 2. Current and valid accreditation certificate of the bidder issued by VISA and MasterCard for EMV card production and personalization. 3. Certificate of Satisfactory Performance (or equivalent document) issued to the bidder by at least two (2) of its existing Philippine universal/commercial bank clients for card production and personalization. 4. Certificate of Satisfactory Performance from LANDBANK (applicable for those Bidders with existing or previous EMV Card 	<p>Please state here either “Comply” or “Not Comply”</p>

<p>Personalization contract/project with the Bank).</p> <p>5. Notarized Self-Certification signed by the bidder's authorized signatory/ies stating the following:</p> <ul style="list-style-type: none">• The bidder has the capacity to produce and personalize twenty (20) thousand EMV debit cards in ten (10) days;• The Card Production Plant and Card Personalization Bureau of the bidder are located in the Philippines (addresses should be indicated); and• The bidder is Payment Card Industry-Card Production (PCI-CP) compliant.	
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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.

The Technical Component (First Envelope) shall contain the following:

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
 - **Legal Document**
 - 3.a PhilGEPS Certificate of Registration (Platinum Membership). All documents enumerated in its Annex A must be updated; or
 - 3.b Class "A" eligibility documents as follows:
 - 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 permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
 - **Technical / Financial Documents**
 - 3.c 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). The duly signed form shall still be submitted even if the bidder has no on-going contract.

- 3.d Statement of the prospective bidder identifying its single largest completed contract similar to the contract to be bid, equivalent to at least twenty five percent (25%) 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.e 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.f The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.g 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.h Revised Terms of Reference with signature/initial by the bidder's authorized signatory/ies on every page.**
- 3.i Current and valid accreditation certificate of the bidder issued by VISA and MasterCard for EMV card production and personalization.
- 3.j Certificate of Satisfactory Performance (or equivalent document) issued to the bidder by at least two (2) of its existing Philippine universal/commercial bank clients for card production and personalization.
- 3.j Certificate of Satisfactory Performance from LANDBANK (applicable for those Bidders with existing or previous EMV Card Personalization contract/project with the Bank).
- 3.k Notarized Self-Certification signed by the authorized signatory/ies of the bidder stating the following:
- **The bidder has the capacity to produce and personalize twenty (20) thousand EMV debit cards in ten (10) days;**

- The Card Production Plant and Card Personalization Bureau of the bidder are located in the Philippines (addresses should be indicated); and
 - The bidder is Payment Card Industry-Card Production (PCI-CP) compliant.
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
 5. 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 these documents during the bid opening 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 the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS);
 - 7.b Income Tax Return for 2017 filed manually or through EFPS.

The Financial Component (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 DEBIT CARD (OFBANK) WITH PERSONALIZATION AND KITTING SERVICES AND COLLATERALS

1. General Qualification and Documentary Requirements
 - a) The Bidder:
 - Must be accredited by VISA International and MasterCard and must submit current and valid accreditation certificate issued by VISA and MasterCard for EMV Card Production and Personalization.
 - Must submit the following:
 - Certificate of Satisfactory Performance from at least two (2) existing Universal / Commercial Bank in the Philippines for Card Production and Personalization.
 - Certificate of Satisfactory Performance from Landbank (applicable for those Bidder with existing or previous EMV VISA Debit Card with Personalization contract/project with the Bank)
 - Notarized self-certification stating that:
 - **Capacity to produce and personalize twenty thousand (20,000) pieces EMV VISA Debit Cards in ten (10) calendar days.**
 - Card Production and Card Personalization Bureau are located in the
 - PCI-CP Compliant
2. The lowest calculated bidder shall be required to submit twelve (12) sample EMV cards within three (3) calendar days after the bidding. These cards shall be tested by the Bank for its acceptability and functionality on ATMs.

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) sample EMV cards within (3) calendar days after notice for re-testing on ATM 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) sample EMV cards for testing / post qualification.
3. The bidder must allow LBP to do site survey during the evaluation period of the bid document.
4. The Notice of Award (NOA) shall be given to the lowest bidder after passing the post-qualification tests.
5. The supplier must perform SFTP (Secured File Transfer Protocol) set up and test connectivity with LANDBANK within three (3) calendar days upon receipt of NOA and must submit certificate of connectivity.
6. The Embossing File Format, Templates and Card Layout shall be provided by LANDBANK to the supplier within two (2) calendar days from receipt of NOA.
7. The supplier must conform to the LANDBANK EMV VISA Debit Cards Specifications (Annex A) and Kitting Collaterals Specifications (Annex B).
8. The card and kitting collaterals design in Adobe Illustrator (AI) file shall be provided to the supplier within two (2) calendar days from receipt of NOA.

CLASS D

9. The actual card proof shall be submitted by the supplier for approval of LBP and VISA Brand Management Approval System (BMAS) authorized representative within three (3) calendar days from receipt of the card design/layout.
10. Upon approval from LBP and VISA BMAS, supplier shall submit five (5) actual and personalized LANDBANK VISA Debit Cards with design within three (3) calendar days.
11. The Supplier must shoulder the cost of White Plastic Card Review until certified.
12. The actual card kitting collaterals shall be submitted by the supplier for approval of LBP representative within three (3) calendar days from receipt of card kitting collaterals design.
13. The EMV chip must be valid for at least two (2) years from time of delivery (submit LOA). Supplier must submit self-certification regarding the date of card production and date of chip expiration for every delivery.
14. The card shall have a five (5) year guaranteed life. All invalid and defective cards related to production defects, must be replaced by the supplier free of charge within ten (10) calendar days if returned within the guarantee period.
15. The Supplier's Personalization Bureau will safe keep the blank EMV VISA Debit 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.
16. The security and cost related to keys/key exchange shall be the responsibility and covered by the vendor. Moreover, security of customer information shall be the responsibility of the supplier.
17. 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.
18. The supplier shall have a monthly report of processed, spoiled and remaining inventory of EMV VISA Debit Cards.
19. The supplier must allow the Bank's representative to observe one complete process of card personalization and perform random checking of 50 pieces personalized cash cards.
20. 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.
21. Packaging of personalized EMV VISA Debit Cards must be segregated per Destination Branch (with label: Branch Name, Branch Code, Count and Transaction Date) on a secured envelope/box, sealed and intact. Supplier shall provide sample packaging of envelope/box for comment/approval.
22. The supplier must sort the cards with the following manner:
 - a) Destination Branch Code
 - b) Cardholder's Name
 - c) Card Number (masked)
23. The supplier must provide CD (transmittal) per Branch containing the following details:
 - a) Card Number (masked)
 - b) Cardholder's Name
 - c) Destination Branch Code

REVISED ANNEX A-2

CLASS D

24. The supplier must allow the Bank to witness the perforation of spoiled EMV VISA Debit Cards to be scheduled on a monthly basis.
25. The supplier must deliver the total requested EMV VISA Debit Card production and Personalization within three (3) calendar days from the receipt of submitted embossing file. Personalized EMV VISA Debit Cards shall be delivered to LBP-AOSD via secured cargo as required by PCIDSS.
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 duly supported by a one-time notarized certification (for the whole project). 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 for failure of the contractor/vendor to perform its obligations.
31. **LANDBANK will pay the supplier based on the actual volume of personalized EMV Cards delivered.**