



LAND BANK OF THE PHILIPPINES

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BID BULLETIN NO. 2 For ITB No. 2015-3-293

PROJECT : One (1) Year Comprehensive Maintenance Service for CIM COMBI 1000 Card Personalization and CAM 8080 Neopost PIN Mailing System

IMPLEMENTOR : Procurement Department

DATE : January 21, 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) Terms of Reference has been revised. Please see attached revised Annexes A1 and A2.
- 2) Section VII (Specifications) and Checklist of Bidding Documents have been revised. Please see attached revised pages 67 and 83.


ALWIN I. REYES
Assistant Vice President
Procurement Department

TERMS OF REFERENCE

ONE (1) YEAR COMPREHENSIVE MAINTENANCE SERVICE CONTRACT FOR CIM COMBI 1000 CARD PERSONALIZATION MACHINE AND CAM 8080 NEOPOST PIN MAILING SYSTEM

1. The Contract shall cover a one (1) year service maintenance package on labor, parts and incidental charges for Remedial and Preventive Software and Hardware Maintenance.
2. On-site Repair
3. All replacement parts must be new, original and available at all times.
4. Preventive Maintenance shall be performed at least twice a month.
5. Remedial/Corrective Maintenance at the request of the customer based on the specific needs of the machine.
6. Technical Support Requirements

6.1 Monday to Friday; Eight (8) hours a day (8 AM – 5 PM); with existing Customer Service Support thru hotline.

In case the Bank will render overtime on Saturdays, the service provider/supplier will be notified a day before to request for a standby Service Technicians/Programmer.

6.2 Service Technicians must be qualified, competent and highly trained CIM COMBI 1000 Card Personalization Machine and CAM 8080 Neopost Mailing System and its Software.

6.3 For the immediate repair of the machine, the Service Technician should bring with him replacement/spare parts of frequently malfunctioning components of the machine.

6.4 Service Reports shall be submitted to LBP-ACMD immediately after hardware and software servicing. Service Reports shall be properly accomplished by the Service Technician and duly acknowledged/signed by ACMD authorized personnel.

6.5 For major machine repair, the Service Provider will provide back-up machine or accommodate the scheduled card personalization and mailing, free of charge.

Note: Major repair means eight (8) hours of machine non-operational.

7. Response Time must be within four (4) hours. This refers to the period between the time that the service call was placed and the time which the technical support personnel arrives at LBP.

8. Penalty Clause

8.1 Penalty for not meeting response time per incident basis will be PhP 1000.00 per hour delay.

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Annex A (Revised)

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8.2 Penalty for non-performance of Preventive Maintenance on the machine will be 50% of the Monthly Maintenance Cost (MMC) to be deducted on the payment of the MMC for the reference month.

9. Payment of Invoices/Billing

9.1 The Service Provider shall be paid on a monthly basis within thirty (30) calendar days after the reference month based on the MMC and net of penalties and upon receipt of LBP ACMD of the Invoice/billing statement.

9.2 Original copies of the Service and Preventive Maintenance reports (duly acknowledged/signed by the Authorized ACMD personnel and Service Technician) shall be attached in the Invoice/billing statement.

10. The Contract shall remain in force for one (1) year but automatic cancellation shall be done upon Landbank's EMV implementation.

11. The supplier shall in no case be allowed to retain any copy (soft and hard) of the Bank's embossing data after machine service. All records or any data submitted by the Bank shall be treated as highly confidential. Further, the supplier shall issue a Certification to this effect. The supplier shall also execute a Service and Non-Disclosure Agreement (NDA) and Acceptable Use Policy (AUP) with the Bank after the issuance of the Notice of Award.

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Annex A2 (Revised)

Specifications

Specification	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 Bld. 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 style="text-align: center;">One (1) Year Comprehensive Maintenance Service for CIM COMBI 1000 Card Personalization Machine and CAM 8080 Neopost PIN Mailing System</p> <p>Other requirements:</p> <p>1.) Compliance to the scope of works and other requirements per attached Revised Terms of Reference (Annexes A1 and A2).</p> <p>2.) Submission of names of qualified, competent and highly trained service technicians including their resume inside the eligibility/technical envelope.</p>	<p>Please state here either "Comply" or "Not Comply"</p>

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

- 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 Names of qualified, competent and highly trained service technicians including their resume.
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 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 2nd & 3rd Quarters of 2015;
- 7.b Valid and current PhilGeps Registration Certificate; and
- 7.c Income Tax Return for 2014