



BID BULLETIN NO. 3
For LBP-HOBAC-ITB-GS-20170822-02

PROJECT : **Supply and Delivery of 400,000 Pieces LANDBANK Europay MasterCard Visa (EMV) Cash Card with Personalization and Kitting Service with Collaterals**

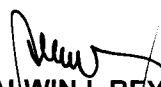
IMPLEMENTOR : **Procurement Department**

DATE : **December 7, 2017**

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:

- The Terms of Reference (Annex A), Section VII (Specifications) and Checklist of the Bidding Documents (Items 3.a, 3.b, 3.e, 3.h & 6) have been revised. Please see attached revised Annexes A-1 to A-3 and the specified sections of the Bidding Documents.
- The printing specifications for the EMV Cash Card envelope and welcome letter (Annex B) has been added. Please see attached Annex B.
- The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled to **December 14, 2017, 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>Supply and Delivery of 400,000 pcs. LANDBANK EMV Cash Card with Personalization and Kitting Service with Collaterals</p> <p>Specifications and other requirements per attached Revised Terms of Reference (Annexes A-1 to A-3 and Annex B).</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 issued to the bidder by at least two (2) of its existing Philippine universal/commercial bank clients for card production and personalization. 	<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 style="text-align: center;">Please state here either "Comply" or "Not Comply"</p>

<p>4. 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 the Bank's EMV card requirement;• 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 issued to the bidder by at least two (2) of its existing Philippine universal/commercial bank clients for card production and personalization.
- 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 the Bank's EMV card requirement;
 - 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;
 - 7.c Income Tax Return for 2016

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 CASH CARD WITH CARD PERSONALIZATION WITH KITTING

1. General Qualification and Documentary Requirements

1.1 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.
 - Notarized self-certification stating that:
 - Capacity to produce and personalized the Bank's EMV card requirement.
 - Card Production and Card Personalization Bureau are located in the Philippines
 - PCI-CP Compliant

2. The lowest calculated bidder shall be required to submit twelve (12) sample EMV cards (ACMD will provide test data) 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 Cash Card (Annex A) and kitting collaterals Specifications (Annex B).
8. The card design and kitting collaterals in Adobe Illustrator (AI) file shall be provided to the supplier within two (2) calendar days from receipt of NOA.
9. The actual card proof and kitting collaterals shall be submitted by the supplier for approval of LBP authorized representative within three (3) calendar days from receipt of the card/kitting design/layout.
10. Upon approval from LBP, supplier shall submit five (5) actual and personalized LANDBANK Cash Cards and kitting collaterals with design within three (3) calendar days.

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11. The Supplier must shoulder the cost of Chip Card Personalization Validation (CCPV) Testing with FIME until certified.
- 12. The Card Production and Personalization with kitting will start on First Quarter of 2018.**
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 Cash 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 supplier shall have a daily and monthly report of processed, spoiled and remaining inventory of Cash Cards and kitting collaterals.
17. 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.
18. Packaging of personalized Cash Cards with kitting must be segregated per 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.
19. The supplier must allow the Bank to witness the perforation of spoiled Cash Cards to be scheduled on a monthly basis.
20. The supplier must deliver the total requested Cash Card production and Personalization with kitting within three (3) calendar days from the receipt of submitted embossing file. Personalized Cash Cards shall be delivered to LANDBANK-ACMD via secured cargo.
21. LANDBANK will pay the Supplier every month based on the actual volume of personalized Cash Cards with kitting delivered.
22. The supplier must submit a documented Business Continuity Plan and a Business Continuity Site as required by BSP.
23. Liquidated damages for delayed delivery shall be 1/10 of 1% of the value of undelivered cards for every day of non-delivery.
24. The supplier shall in no case retain any copy (soft and hard) of the Bank's embossing file after card personalization duly supported by a notarized certification. All records or any data submitted by the Bank shall be treated as highly confidential.
25. 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.

Prepared by:


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Acting Assistant DC

Approved by:


ARNOLD JOSE G. ADOLFO
DM/Head, ACMD

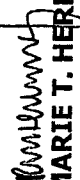
Landbank EMV Cash Card

General Card Specifications	
LANDBANK Requirement	EMV Card
Width	85.6mm +/- 0.1mm
Height	53.98mm +/- 0.1mm
Thickness	0.76mm +/- 0.1mm
Radius (all corners)	3.175mm +/- 0.125mm
Material	PVC as specified in the ISO Standard 7810
Opacity	Must meet ISO standard
Finish	Matte Metallic
Chip	16 kB
	DDA
	Java
	Latest Applet
	BancNet Specifications
	6 PIN Module
	Silver Colored
Front Card	Full Color Offset
Back Card	Full Color Offset
	ISO HICO Magnetic Stripe
	Signature Panel
	Landbank Logo
	BancNet Logo

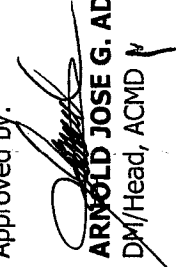
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Checked by:


ROSE MARIE T. HERNANDEZ
DC, CPAD

Approved by:


ARNOLD JOSE G. ADOLFO
DM/Head, ACMD

LANDBANK EMV-enabled ATM Card Kit

Printing Specifications:

Item 1 of 2: LANDBANK EMV-ENABLED CASH CARD ENVELOPE	
Size	(Folded) 228 mm x 112 mm
Quantity	400,000 pieces
Process	C2P OFFSET PRINTING
Color	4C/0
Stock	100 gsm
Window Film	<ul style="list-style-type: none"> • 38-40 micron • To be securely affixed to within 1.5mm of top and side edges • Top edge to be flat and free from puckering
Others	Diecutting Seal gumming With plastic window
General requirements	<ul style="list-style-type: none"> • Envelopes to be good quality machine-fill envelope. Dimensions and quality to be consistent across manufactured batches. • Side seams to be securely glued up to top of seam • Envelope shall be packed with its flap folded/closed • Pre-scored flap crease to enable the envelope flap to open flat • No twisting, curling or distortion evident • No glue seepage on interior or exterior of envelope

Item 2 of 2: LANDBANK EMV-ENABLED CASH CARD – WELCOME LETTER	
Size	A4 (20.99 x 29.7 cm)
Quantity	400,000 pieces
Process	C2P OFFSET PRINTING
Color	4C/0
Stock	100 gsm