



**BID BULLETIN NO. 2**  
**For LBP-HOBAC-ITB-GS-20170502-02**

**PROJECT** : **One (1) Year Comprehensive Maintenance Service for CAM 8080 Neopost Card Mailing System**

**IMPLEMENTOR** : **Procurement Department**

**DATE** : **July 13, 2017**

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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 Bidding Documents (Item 6) have been revised. Please see attached revised Annexes A-1 to A-2 and the specified sections of the Bidding Documents.
- 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 20, 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

Quantity	Specifications	Statement of Compliance
		<p><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</b></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>One (1) Year</p>	<p>Comprehensive Maintenance Service for CAM 8080 Neopost Card Mailing System</p> <p><b>Per attached Revised Terms of Reference (Annexes A-1 and A-2).</b></p>	<p><b>Please state here either “Comply” or “Not Comply”</b></p>

**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)
  - **Technical / Financial Documents**
    - 3.b 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.c 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.d The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
    - 3.e 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.

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 through the BIR EFPS; and
  - 7.b 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

### **ONE (1) YEAR COMPREHENSIVE MAINTENANCE SERVICE CONTRACT FOR CAM 8080 NEOPOST CARD 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. **Upgrading/updating the Machine Software based on the latest release of Neopost and Programming options relative to the Bank's requirement.**
5. Preventive Maintenance shall be performed at least twice a month.
6. Remedial / Corrective Maintenance at the request of the customer based on the specific needs of the machine.
7. Technical Support Requirements
  - 7.1 Monday to Friday; Eight (8) hours a day (8:00 AM – 5:00 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.
  - 7.2 Service Technicians must be qualified, competent and highly trained CAM 8080 Neopost Card Mailing System and its Software.
  - 7.3 For the immediate repair of the machine, the Service Technician should bring with him replacement / spare parts of frequently malfunctioning components of the machine.
  - 7.4 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.
  - 7.5 **For major machine repair, the Service Provider will provide back-up machine or accommodate the scheduled card mailing at the Service Provider's plant site, free of charge (consumables of the Bank's existing Card Mailing Machine will be provided to the Service Provider).**

# CLASS D

Note: Major repair means eight (8) hours of machine none-operational.

8. 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.
9. Penalty Clause
  - 9.1 Penalty for not meeting response time per incident basis will be Php1,000.00 per hour delay.
  - 9.2 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.
10. Payment of Invoices / Billing
  - 10.1 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.
  - 10.2 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.
11. The Service Provider shall in no case be allowed to retain any copy (soft and hard) of the Bank's data after machine service. All records or any data submitted by the Bank shall be treated as highly confidential. Further, the Service Provider shall issue a Certification to this effect. The Service Provider 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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