

**BID BULLETIN NO. 2**  
**For ITB-GS-20170223-01**

**PROJECT** : **One (1) Lot Supply, Delivery and Installation of Two (2) Europay, MasterCard and Visa (EMV) Re-Transfer Card Printers with EMV Personalization Software**

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

**DATE** : **June 22, 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:

- Annex A (Terms of Reference), Section VI (Schedule of Requirements), Section VII (Specifications), and the Checklist of the Bidding Documents (Items 3.f, 3.g, 3.h, 5 & 6) have been revised. Please see attached revised Annexes A-1 to A-3 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 **June 29, 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**  
Assistant Vice President  
Procurement Department and  
HOBAC Secretariat

## Section VI. 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	Quantity	Delivery Period and Destination
One (1) Lot Supply, Delivery and Installation of EMV Re-Transfer Card Printers with EMV Personalization Software	Two (2) Units	<b>Delivery Schedule per Section D of the Revised Terms of Reference</b>  ATM & Cash Management Department (ACMD) 11 <sup>th</sup> Floor LANDBANK Plaza Building, 1598 M.H del Pilar corner Dr. J. Quintos Sts., Malate, Manila, Philippines  Contact Person: Arnold Jose G. Adolfo Department Head, ACMD  Contact Number: 405-7626

**Conforme:**

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

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

\_\_\_\_\_  
Position

# Specifications

<b>Specifications</b>	<b>Statement of Compliance</b>  <b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each specification.</b>  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>One (1) Lot Supply, Delivery and Installation of Two (2) EMV Re-Transfer Card Printers with EMV Personalization Software</p> <p><b>Minimum specifications and other requirements per attached Revised Terms of Reference (Annexes A-1 to A-6)</b></p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ol style="list-style-type: none"><li><b>1. Revised Terms of Reference with signature/initial by the bidder’s authorized signatory/ies on every page.</b></li><li><b>2. Notarized self-certification as required under Section A.1 of the Revised Terms of Reference.</b></li><li><b>3. Certificate of Satisfactory</b></li></ol>	<p><b>Please state here either “Comply” or “Not Comply”</b></p>

<p><b>Performance as required under Section A.2 of the Revised Terms of Reference.</b></p> <ol style="list-style-type: none"><li>4. Copy of current and valid certification of Authorized Distributorship from the manufacturer of the product being offered, both for its software and hardware products stating the validity period.</li><li>5. List of Service Technicians/Engineers with their respective resumes.</li><li>6. Evidences in the form of manufacturer's un-amended sales literature, brochures, catalogues, installation guide, user's guide, unconditional statements of specifications and compliance issued by the manufacturer, samples, independent test data, etc. as appropriate, to support statements of "Comply".</li></ol>	
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**Conforme:**

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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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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.

- 3.f Revised Terms of Reference with signature/initial by the bidder's authorized signatory/ies on every page.**
- 3.g Notarized self-certification as required under Section A.1 of the Revised Terms of Reference.**
- 3.h Certificate of Satisfactory Performance as required under Section A.2 of the Revised Terms of Reference.**
- 3.i Copy of current and valid certification of Authorized Distributorship from the manufacturer of the product being offered, both for its software and hardware products stating the validity period
- 3.j List of Service Technicians/Engineers with their respective resumes.
- 3.k Evidences in the form of manufacturer's un-amended sales literature, brochures, catalogues, installation guide, user's guide, unconditional statements of specifications and compliance issued by the manufacturer, samples, independent test data, etc. as appropriate, to support statements of "Comply".
- 4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
- 5. Revised 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 Electronic Filing and Payments System (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**

**SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF TWO (2)  
EMV RE-TRANSFER CARD PRINTER WITH EMV PERSONALIZATION  
SOFTWARE**

A. Documentary Requirements

1. Notarized self-certification stating the following:
  - a. The bidder is a Philippine-based company with at least one (1) year experience in providing or managing **EMV Card Printer** with the required EMV Personalization Software.
  - b. The bidder's Re-transfer card printer has the capacity to personalize at least forty (40) eCards per hour. Throughput shall include dual side re-transfer printing, magnetic stripe and chip encoding.
  - c. The bidder's Re-transfer card printer and EMV Personalization Software can perform the existing procedure of the Bank's onsite and offsite card production.
  - d. The bidder has a Service Center in the Philippines. (The address/location of the Service Center in the Philippines should be within Metro Manila and must be included in the Self Certification)
2. Certificate of satisfactory performance from one (1) of the top twenty **commercial / universal** (20) banks in the Philippines for contract(s) involving a contract for supply, delivery, installation and maintenance of **EMV Card Printer**.
3. Copy of current certificate of Authorized Distributorship from the manufacturer of the product being offered, both for its software and hardware products stating validity period.
4. List of Service Technicians/Engineers and their respective resumes and competencies.
5. Brochures, catalogs, installation and user's guide of the EMV Re-transfer Card Printer and EMV software.

B. Technical Specifications

1. EMV Re-transfer Card Printer Specifications (Annex A)
2. EMV Card Personalization Software Specifications (Annex B)



## CLASS D

### C. Printer Evaluation

1. Printer evaluation shall cover the specifications and functionalities of EMV Re-transfer Printer and EMV Software based on brochures and compliance letter submitted by supplier.

### D. Delivery Period

1. The actual new EMV Re-transfer Card Printer and EMV Personalization Software must be delivered at Landbank Head Office – ATM and Cash Management Department (ACMD) within thirty (30) calendar days after receipt of Notice to Proceed (NTP). The delivery should be coordinated with ACMD not later than seven (7) calendar days in advance.

#### 2. User Acceptance Testing

- a. The User Acceptance Testing (UAT) including programming and connectivity must be completed within fifteen (15) banking days upon delivery of EMV Re-transfer Card Printer and EMV Personalization Software **and must be able to personalize twenty (20) actual EMV cards.**

**Note: Supplier must provide blank cards same with the bank's existing version of chip cards for testing purposes.**

- b. The supplier must provide comprehensive training and seminars on the EMV Re-transfer Card Printer and EMV Software operation, troubleshooting and maintenance to LBP authorized personnel.

#### 3. Other Deliverables

The vendor shall provide LBP the following for free:

- a. layout eight (8) profiles and scripts.
- b. a chip reader for chip testing.
- c. EMV Personalization Validation Tool/Tester with corresponding licensed software with three (3) years warranty.
- d. all required EMV Re-transfer Card Printer consumables good for 20,000 EMV eCards.
- e. a standby (onsite) technical engineer for first three (3) months of implementation.

**E. Service Level Commitments**

**1. Technical Support**

- a. Monday to Saturday; Eight (8) hours a day (8 A.M. – 5 P.M.); with existing Customer Service Support thru hotline.
- b. Response Time must be within two (2) 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.
- c. Penalty clause for not meeting response time per incident basis will be PHP 1000.00 per hour delay.
- d. Service Reports shall be submitted to LBP-ACMD immediately after hardware or software servicing. Service Reports shall be properly accomplished by the Service Technician and duly acknowledged / signed by ACMD authorized personnel.


**2. Confidentiality Clause**

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

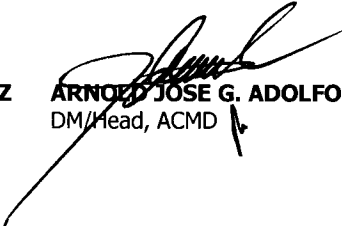
Prepared by:

  
**GIAN ANGELO M. LAXAMANA**  
ATM Management Specialist I

Checked by:

  
**ROSE MARIE T. HERNANDEZ**  
DC, CPAD

Approved by:

  
**ARNOLD JOSE G. ADOLFO**  
DM/Head, ACMD