



**BID BULLETIN NO. 2**  
**For ITB-GS-20170213-01**

**PROJECT** : **Supply and Delivery of 1,099,056 Pieces LANDBANK Europay MasterCard Visa (EMV) Cash Card With and Without Personalization**

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


**DATE** : **April 6, 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 the Checklist of the Bidding Documents have been revised. Please see attached revised Annex 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 **April 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**  
Assistant Vice President  
Procurement Department and  
HOBAC Secretariat

# Specifications

Lot No.	Specifications	Statement of Compliance
1  2	<p>Supply and Delivery of 1,099,056 pcs. LANDBANK EMV Cash Card With and Without Personalization</p> <p>1,071,756 pcs. LANDBANK EMV Cash Card With Personalization</p> <p>27,300 pcs. LANDBANK EMV Cash Card Without Personalization</p> <p><b>Specifications and other requirements per attached Revised Terms of Reference (Annex A-1 to A-4).</b></p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ol style="list-style-type: none"> <li>1. Terms of Reference with signature/initial by the bidder's authorized signatory/ies on every page.</li> <li>2. Current and valid accreditation certificate issued by Visa and Mastercard for EMV Card Production and Personalization</li> </ol>	<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 style="text-align: center;"><b>Please state here either "Comply" or "Not Comply"</b></p>

	<p><b>3. The bidder must submit the following:</b></p> <ul style="list-style-type: none"><li>➤ <b>Certificate of Satisfactory Performance (or equivalent document) from at least two (2) existing Universal/ Commercial Bank in the Philippines for Card Production and Personalization.</b></li><li>➤ <b>Notarized Self-Certification stating that:</b><ul style="list-style-type: none"><li>• <b>The bidder has the capacity to produce and personalize the Bank's EMV card requirement;</b></li><li>• <b>The bidder's Card Production and Card Personalization Bureaus are located in the Philippines.</b></li><li>• <b>The bidder is compliant with Payment Card Industry Card Production for Card Production (PCI CP) for the current year;</b></li></ul></li><li>➤ <b>Documented Business Continuity Plan and Business Continuity Site within the country.</b></li></ul>	
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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 Documents**

- 3.a PhilGEPS Certificate of Registration (Platinum Membership)

For a prospective bidder without PhilGEPS Certificate of Registration (Platinum Membership), the following Class "A" Eligibility Documents must be submitted:

1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration;
2. Mayor's /Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Exclusive Economic Zones or Areas;

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184;

3. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

- **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 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.d 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.e The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
- 3.f 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.g Current and valid accreditation certificate issued by VISA and MasterCard for EMV card production and personalization.
- 3.h **The bidder must submit the following:**
  - **Certificate of Satisfactory Performance (or equivalent document) from at least two (2) existing Universal/Commercial Bank in the Philippines for Card Production and Personalization.**
  - **Notarized Self-Certification stating that:**
    - **The bidder has the capacity to produce and personalize the Bank's EMV card requirement;**

- **The bidder's Card Production and Card Personalization Bureaus are located in the Philippines.**
  - **The bidder is compliant with Payment Card Industry Card Production for Card Production (PCI CP) for the current year;**
- **Documented Business Continuity Plan and Business Continuity Site within the country.**
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 3<sup>rd</sup> and 4<sup>th</sup> Quarters of 2016;
    - 7.b Valid and current PhilGEPS Registration Certificate or PhilGEPS Registration Number [if the bidder will not submit a PhilGEPS Registration certificate (Platinum Membership)]; and
    - 7.c Income Tax Return for 2015

**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 AND WITHOUT CARD PERSONALIZATION

#### 1. 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 or equivalent document 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 within three (3) calendar days after the bidding. These cards shall be tested by the Bank for its acceptability & 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 three (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 calculated 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 five (5) 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 Specifications (Annex A)

## CLASS D

8. The card design 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 shall be submitted by the supplier for approval of LBP authorized representative within three (3) calendar days from receipt of the card design/layout.
10. Upon approval from LBP, supplier shall submit five (5) actual and personalized LANDBANK Cash Cards with design within three (3) calendar days.
11. 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.
12. **The Supplier must shoulder the cost of Chip Card Personalization Validation (CCPV) Testing with FIME until certified.**

**Note: The cost of certification will be deducted to the total payment to the winning supplier.**

13. **The Supplier must provide the LOA, Job Profile, Card KMC, personalization manual and test cards and must shoulder the scripting fee in the amount of Php 336,000.00 (VAT inclusive) on the Bank's EMV Card Personalization Machine.**

**Note: The cost of certification will be deducted to the total payment to the winning supplier.**

14. The card shall have a three (3) year guaranteed life. All invalid and defective cards related to production defects, must be replaced by the supplier free of charge within ten (10) banking 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 weekly report of processed, spoiled and remaining inventory of Cash Cards and allow the Bank to conduct actual/physical count of cards for at least once a month.
17. The supplier must allow the Bank's representative to observe the whole process of card personalization and sign as witness on the certification to be issued by the supplier on the deletion of all data submitted by the Bank.
18. The Supplier must allow the Bank to witness the perforation of spoiled Cash Cards to be scheduled on a monthly basis.
19. Delivery of EMV Cash Cards without the Card Personalization should be made within twenty five (25) calendar days from the date of approval of the card proof and be delivered via armored car directly to LANDBANK.



## CLASS D

20. **The Supplier must deliver the total requested Cash Card Production and Personalization within three (3) calendar days from the receipt of submitted embossing file (see attached projected Cash Card of HDMF per month). Personalized Cash Cards shall be delivered to LANDBANK-ACMD via secured cargo.**
21. LANDBANK will pay the Supplier based on the actual volume of Cash Cards delivered.
22. **The Supplier must submit a documented Business Continuity Plan and a Business Continuity Site within the country 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.

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