

**BID BULLETIN NO. 2
For ITB-GS-20170215-01**

PROJECT : **Automated Card Kitting Services for EMV LANDBANK
Visa Debit Card**

IMPLEMENTOR : **Procurement Department**

DATE : **March 30, 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 the Checklist of the Bidding Documents have been revised. Please see attached revised Annex A-1 to A-9 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 6, 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
<p>1</p> <p>2</p>	<p style="text-align: center;">Automated Card Kitting Services for EMV LANDBANK Visa Debit Card</p> <p>2,000,000 pcs.</p> <p>2,000,000 pcs.</p> <p>Minimum specifications and other requirements per Terms of Reference (Annex A-1 to A-9).</p> <p>The following documents shall be submitted inside the eligibility/technical envelope:</p> <ul style="list-style-type: none"> ▪ Current and valid accreditation certificate issued by Visa and Mastercard for EMV Card Production and Personalization ▪ Notarized self-certification of the bidder on the following: <ul style="list-style-type: none"> ➤ The bidder is compliant with Payment Card Industry Data Security Standard for Card 	<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>Production for the current year;</p> <ul style="list-style-type: none">➤ Address/location of Service Provider's production facility/ plant;➤ Compliance to sort and pack cards per LANDBANK's instruction, free of charge;➤ Capacity to produce the required kitting volume of 30,000 cards per day;➤ Adhere to pick-up the personalized EMV LANDBANK Visa Debit Cards on a daily basis using a secured cargo/ shipment from LANDBANK's outsourced Card Manufacturer/ Personalization Bureau at its own cost; and➤ Have at least one (1) satisfactory performance from at least one (1) EMV Card Issuer in the Philippines for EMV card kitting services within the period of 2014 to 2016 <p>▪ Notarized Self-Certification on the existence/availability of Business Continuity Plan to ensure continuity of service provided to LANDBANK.</p>	
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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 fifty (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 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 Notarized self-certification of the bidder on the following:
 - **The bidder is compliant with Payment Card Industry Data Security Standard for Card Production for the current year;**
 - **Address/location of Service Provider's production facility/plant;**
 - **Compliance to sort and pack cards per LANDBANK's instruction, free of charge;**
 - **Capacity to produce the required kitting volume of 30,000 cards per day;**
 - **Adhere to pick-up the personalized EMV LANDBANK Visa Debit Cards on a daily basis using a secured cargo/shipment from**

LANDBANK's outsourced Card Manufacturer/Personalization Bureau at its own cost; and

- **Have at least one (1) satisfactory performance from at least one (1) EMV Card Issuer in the Philippines for EMV card kitting services within the period of 2014 to 2016**

3.i Notarized Self-Certification on the existence/availability of Business Continuity Plan to ensure continuity of service provided to LANDBANK.

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 3rd and 4th 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

**AUTOMATED CARD KITTING SERVICES FOR EMV LANDBANK
VISA DEBIT CARD (LVDC)**

1. Scope of Work:

The **SERVICE PROVIDER** shall:

- 1.1 Have a local EMV Visa and MasterCard Certification for card production, personalization services;
- 1.2 Have a **Payment Card Industry Card Production (PCI CP) Self-Certification for the current year;**
- 1.3 Have a production facility/plant located within Metro Manila;
- 1.4 Sort and pack cards based on LANDBANK’s instruction, free of charge;
- 1.5 Produce 30,000 kitted cards per day;
- 1.6 Pick-up on a daily basis the LANDBANK Visa Debit Cards (LVDCs) from LANDBANK outsourced Card Manufacturer/ Personalization Bureau thru a secured transport at its own cost. The latter will provide the Service Provider with the personalized EMV LANDBANK Visa Debit Cards (LVDCs) and its corresponding Card Carrier File;
- 1.7 Have an automated kitting machine installed at its plant and ready to use within seven (7) banking days after the Notice of Award (NOA);
- 1.8 Complete the kitting of the total daily volume of picked-up cards within the lead time of 1-2 days depending on the number cards taken from the Bank’s outsourced Card Manufacturer/Personalized Bureau;

Please see proposed set-up below:

Day 1		Day 2	Day 3	Day 4
	No. of cards taken daily			
Pick-up from the Bank’s outsourced Card Manufacturer at 6PM or as agreed	1 to 30,000	Perform card kitting service	Card kitting completed. Ready for delivery/pick-up	
	30,001 to 60,000	Perform card kitting service	Perform card kitting service	Card kitting completed. Ready for delivery/pick-up

CLASS D

1.9 Distribution shall be made by the Service Provider on a daily basis based on the agreed volume schedule and in the presence of a Bank Representative.

Manner of distribution:

- Directly to LANDBANK Head Office via secured transport* (for branches in Visayas, Mindanao and island provinces)
* *compliant with the Visa/MasterCard Standards on card delivery*
- Pick up by LANDBANK authorized representative/s at the Service Provider's designated pick-up site/location (for Metro Manila, Luzon and nearby provincial branches)

Note: LANDBANK shall provide one (1) representative at the designated delivery and pick-up site/location as witness during the actual card delivery/pick-up.

1.10 Safe keep all the Bank's collaterals (used and unused including the finished product/kitted cards) in their vault at no cost to the Bank;

1.11 The kitted cards shall remain at all times at the Service Provider's vault while waiting for the delivery/pick-up schedules;

1.12 Devise a Delivery Receipt (DR) as an evidence of the number of cards picked up and delivered duly signed by the concerned parties. The compiled copies of the DR will be provided to the Bank on a weekly basis;

1.13 Submit a weekly and monthly inventory report of processed, spoiled and remaining LANDBANK's collaterals for monitoring purposes; and

1.14 Make available to LANDBANK all the necessary resources for the card kitting services starting the 1st Quarter of 2017.

2. Technical Requirements:

2.1 The automated kitting machine must have the following minimum features:

- **able to read data from magstripe for inline card and document matching before inserting to envelop;**
- able to use Data in the following format xlsx, and csv;
- support A4 and US letter paper format;
- capable different folding options (C, V, Z);
- able to insert multiple sheets (inserts);
- able to detect double sheet and presence of attached cards;
- reject bin to collect reject card; and
- able to provide daily automated report for good and reject statistics.

2.2 The LANDBANK shall provide the card kitting collaterals with 1-3 inserts (please see Annex A, Specifications on the EMV LANDBANK Visa Debit Card Kitting Collaterals for reference).

3. Documentary Requirements:

3.1 The Service Provider must submit the following:

- Current and valid accreditation certificate issued by Visa and MasterCard for EMV Card Production and Personalization;
- Notarized Self-Certification on the following:
 - **Payment Card Industry Card Production (PCI CP) for the current year;**
 - Address/location of Service Provider's production facility/plant;
 - Compliance to sort, pack cards per LANDBANK's instruction free of charge;
 - Capacity to produce the required kitting volume of 30,000 cards per day;
 - Adhere to pick-up the personalized EMV LANDBANK Visa Debit Cards (LVDCs) on a daily basis using a secured cargo/shipment from LANDBANK's outsourced Card Manufacturer/Personalization Bureau at its own cost; and
 - Have at least one (1) satisfactory performance from at least one (1) EMV Card Issuer in the Philippines for EMV card kitting services within the period of 2014 to 2016.

3.2 A duly notarized self-certification on the existence/availability of Business Continuity Plan (BCP) to ensure continuity of service provided to LANDBANK.

4. In the event of an award, the Service Provider must comply with the following:

- 4.1 submit an updated PCI CP Certificate on a yearly basis covering the term of the contract;
- 4.2 submit ten (10) actual kitted card samples within seven (7) banking days or during the post-qualification visit;
- 4.3 authorize to allow LANDBANK designated personnel to conduct post-qualification activity at the production plant within seven (7) banking days from the date of the NOA;
- 4.4 allow LANDBANK to conduct scheduled/surprise plant/site inspection/visit;

CLASS D

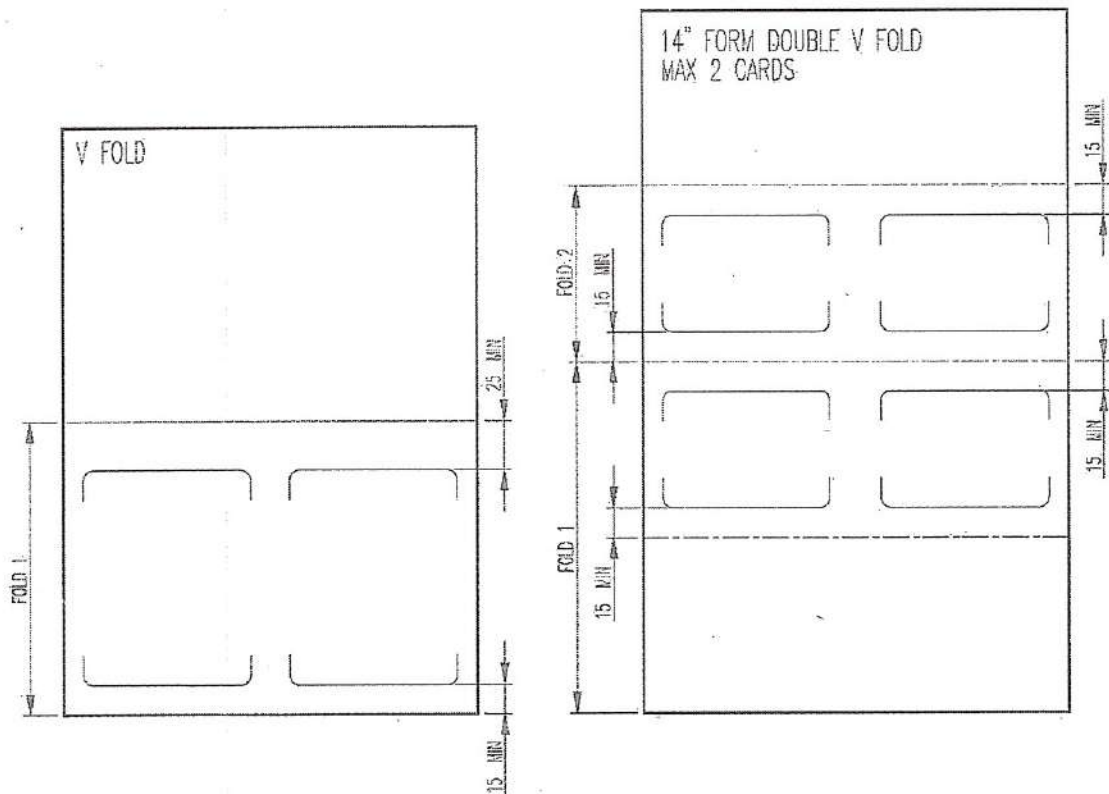
- 4.5 allow one (1) Bank Representative at the designated delivery/pick-up site/location as witness during the actual card pick-up/delivery;
- 4.6 LANDBANK reserves the right to conduct onsite inspection (expenses to be shouldered by LANDBANK) of the Production Facilities of the bidder;
- 4.7 In the event of loss or damage on the physical EMV cards during shipment, the Service Provider shall assume all the entailed costs until resolved;
- 4.8 In the event that an ATM card is found to have been compromised at the Service Provider's possession either during shipment or at hand, the Service Provider shall pay all related costs for any fraudulent utilization of the card; and
- 4.9 The Service Provider shall comply with LANDBANK's Service Level Agreement, Non-Disclosure Agreement (NDA) and Acceptable Use Policy (AUP).

5. Service Penalties:

- 5.1 In case the Service Provider fails to deliver based on the proposed set-up presented in Item No. 1.8, LANDBANK will charge the following:
 - 5.1.1 a penalty rate of 1/10 of 1% of total monthly charges of the services rendered or penalty equivalent to the monthly charges if the Service Provider was not able to deliver or provide the service entirely; and
 - 5.1.2 total amount of the financial penalty imposed by *Bangko Sentral ng Pilipinas* (BSP) to the Bank due to the delay in compliance with the BSP deadline of full EMV conversion.

6. Payment:

- 6.1 The monthly service fee shall be invoiced monthly not later than first week after the end of every month. The correctness of the invoice shall be subject to review within seven (7) banking days after receipt of the invoice;
- 6.2 The Service Provider shall attach in the invoices original copies of proof of services (i.e., Delivery Receipt) rendered. No payment shall be made without the attached proof of services rendered. The Bank may require additional documents to support the claim, if necessary; and
- 6.3 LANDBANK will pay the Service Provider based on the actual volume of kitted EMV cards delivered.



3.2 Insert Sizes - Single Hopper (where applicable)

Depth:	76mm (3") min. for module 1 89mm (3½") min. for following modules 152mm (6") max.
Width:	210mm (8¼") min. 241mm (9½") max.
Thickness:	60 gsm (16lbs bond) min. 4mm (5/32") booklets max.

Notes: Inserts must be flexible enough to suit path constraints.
Some inserts may require special feed tyres.

Hopper capacity:	Up to 300 reply-paid envelopes or 150 x 2mm booklets
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3.3 Insert Sizes - Tower Feeder & M.R. Feeder (where applicable)

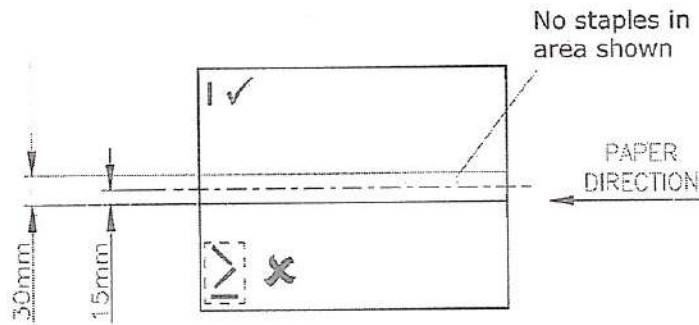
Depth:	76mm (3") min. for module 1 (either or both hoppers, & OMR) 89mm (3½") min. for following modules 152mm (6") max.
Width:	210mm (8¼") min. 241mm (9½") max.
Thickness:	60 gsm (16lbs bond) min. 2mm (5/64") booklets max. (top tray) 4mm (5/32") booklets max. (lower tray)
Notes:	Inserts must be flexible enough to suit path constraints. Some inserts may require special feed tyres.
Hopper capacity:	Up to 200 reply-paid envelopes or 100 2mm booklets.

3.4 Insert Sizes - Feeder Folder

Depth:	140mm (5½") min. 406mm (16") max.
Width:	210mm (8¼") min. 229mm (9") max.
Thickness:	60gsm (16lbs bond) min. 70gsm (18lbs bond) min. for OMR/Barcode paper 120gsm (32lbs bond) max.
Depth of output doc:	89mm (3½") min. 152mm (6") max.
Hopper capacity:	Up to 500 sheets of 80gsm (20lbs bond)

Daily Post:

Up to 3 sheets (C or Z fold) or 5 sheets (V fold) of 80gsm (20lbs bond). May be stapled or not, but staples on 'Z' fold only. Max. thickness of staple 2mm. Allowable staple positions shown below. **Note:** all daily post forms must be the same length.



3.5 Pack thickness for insertion

Maximum: 6mm (1/4") max.

3.6 Min. Insert pack clearance

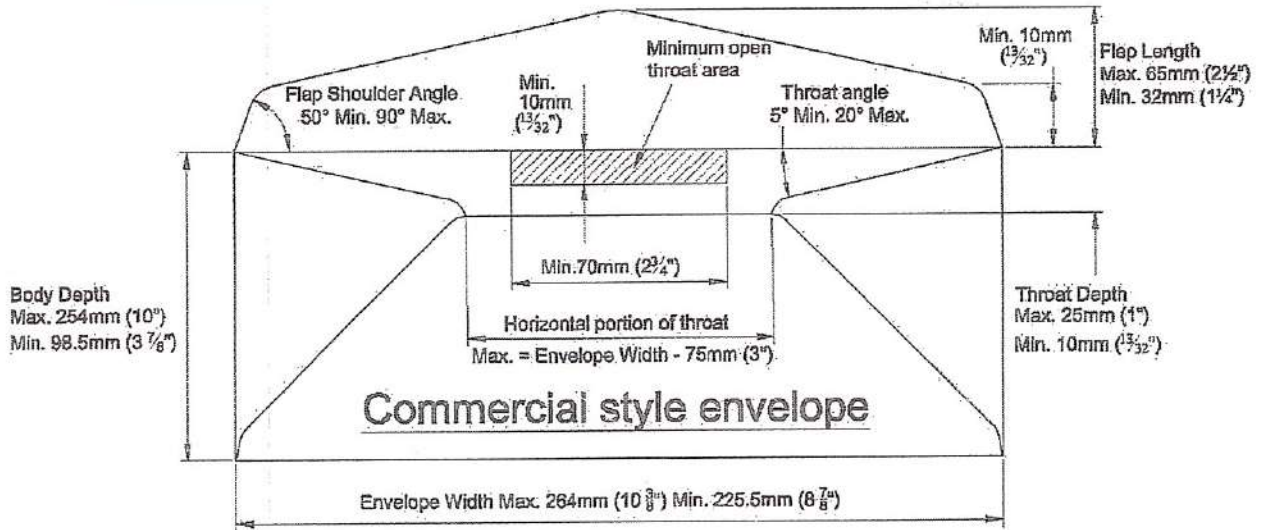
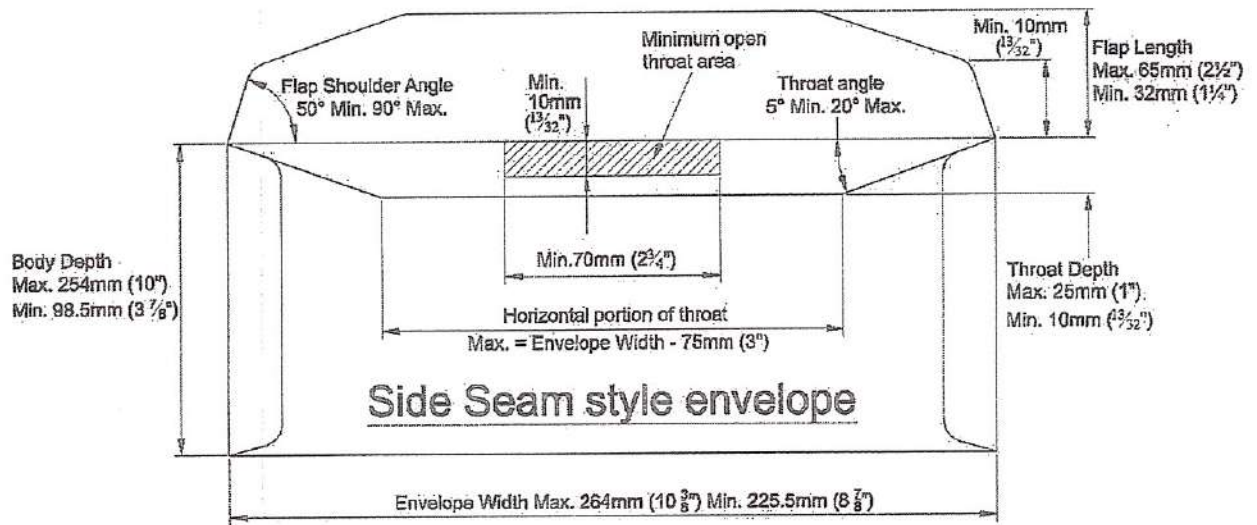
Up to 3mm

thick pack: Depth 6mm (1/4")
Width 14mm (9/16")

3-6mm

thick pack: Depth 10mm (3/8")
Width 19mm (3/4")

3.7 Envelope Specification



Envelope Weight: 70gsm (18lbs bond) min., 100gsm (26lbs bond) max.

Hopper Capacity: Up to 400 of 80gsm (20lbs bond) envelopes.

General Requirements

Envelopes to be good quality machine-fill envelope. Dimensions and quality to be consistent across manufactured batches.

Windows to be securely affixed to within 1.5mm (1/16") of top and side edges. Top edge to be flat and free from puckering.

Side seams to be securely glued up to top of seam.

Position of internal side seams to give a minimum 5mm (3/16") clearance or overlap to the edge of any insert.

Pre-scored flap crease to enable the envelope flap to open flat.

cont.

Envelope requirements (cont.)

No twisting, curling or distortion evident.

No glue seepage on interior or exterior of envelope.

Paper smoothness: 100-200 Sheffield units.

Large printed areas require approval from the Technical Support Dept.

Envelopes not meeting the above requirements may be acceptable, subject to testing and approval by Technical Support Dept. Envelopes not meeting the above requirements may affect machine performance.
