

**SUPPLEMENTAL/BID BULLETIN NO. 1  
For LBP-HOBAC-ITB-GS-20191030-01**

**PROJECT** : **One (1) Lot Supply and Delivery of 2,180,000 Pieces EMV Cash Card with Personalization**

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

**DATE** : **December 6, 2019**

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This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) The project name was changed from **“One (1) Lot Supply and Delivery of 2,180,000 Pieces EMV Cash Card with Personalization, Kitting Services and Collaterals”** to **“One (1) Lot Supply and Delivery of 2,180,000 Pieces EMV Cash Card with Personalization”**.
- 2) Item Nos. 1 & 2 of the Invitation to Bid, ITB Clauses 1.2 & 2 of the Bid Data Sheet (Section III), Schedule of Requirements (Section VI), Specifications (Section VII), Bid Form (Form No. 1), Schedule of Prices (Form No. 2), Contract Agreement Form, and Checklist of the Bidding Documents (Item Nos. 7 & 8 of the Eligibility & Technical Components and Item Nos. 1 & 2 of the Financial Component) have been revised. Please see attached revised specific sections of the Bidding Documents.



**ALWIN I. REYES, CSSP**  
Assistant Vice President  
Head, Procurement Department and  
HOBAC Secretariat



**Land Bank of the Philippines**

## **Invitation to Bid For**

### **One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization**

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its Corporate Budget for the contract approved by the Board of Directors for 2019 intends to apply the total sum of Seventy One Million Nine Hundred Forty Thousand Pesos Only (P71,940,000.00) being the Approved Budget for the Contract to payments under the contract for the **One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization/ITB No. LBP-HOBAC-ITB-GS-20191030-01**. Bids received in excess of the above ABC shall be automatically rejected at bid opening.
2. The LANDBANK now invites bids for the **One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization**. Delivery period is indicated in Section VI, Schedule of Requirements. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to R.A. 5183.

4. Interested bidders may obtain further information from LANDBANK and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M. to 5:00 P.M.:

Procurement Department  
Land Bank of the Philippines  
25<sup>th</sup> Floor LANDBANK Plaza Building  
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.  
1004 Malate, Manila  
lbphobac@mail.landbank.com

5. A complete set of Bidding Documents may be acquired by interested Bidders on \_\_\_\_\_ from the address indicated above and upon payment of a Bidding Documents Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Thirty Six Thousand Pesos Only (P36,000.00)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding Bidding Documents Fee not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on \_\_\_\_\_, at the Bidding Room, 25th Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila, which shall be open to prospective bidders. Bidders are prohibited from recording (audio or video) the proceedings of the pre-bid conference.

For new bidders, a briefing on the salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A 9184 will be conducted on \_\_\_\_\_ at the same address above.

7. Bids must be dropped at the designated Bid Box located at the LANDBANK Procurement Department PROPERLY SEALED, MARKED AND TIME STAMPED, on or before the **10:00 A.M.** deadline on \_\_\_\_\_ All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 18.

Bid submitted through courier service providers or post office should be duly received by the HOBAC Secretariat at the address above on or before the set deadline. The project name should be indicated in the outer packaging of the parcel with specific instruction to deliver the same directly to the above address on or before the set deadline.

Bid opening shall be on \_\_\_\_\_ at the Bidding Room , 25<sup>th</sup> Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

8. The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

Mr. Alwin I. Reyes, CSSP  
Assistant Vice President  
Head, Procurement Department  
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.  
1004 Malate, Manila  
Tel. (+632) 522-0000 or 551-2200 local 7370  
Fax (+632) 528-8587  
Email lbphobac@mail.landbank.com

SIGNED

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**ALEX A. LORAYES**  
Executive Vice President  
Chairman, Bids and Awards Committee

## Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).
1.2	The lot and reference is:  <b>One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization.</b>  LBP-HOBAC-ITB-GS-20191030-01
2	The Funding Source is:  The Government of the Philippines (GOP) through the Corporate Budget for the contract approved by the LANDBANK Board of Directors for 2019 in the amount Seventy One Million Nine Hundred Forty Thousand Pesos Only (P71,940,000.00).  <b>One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization.</b>
3.1	No further instructions.
5.1	Bidders should have no negative dealing with LANDBANK or its subsidiaries.
5.2	Foreign bidders, falling under ITB Clause 5.2 (b) and/or doing business in the Philippines may participate in this Project provided they meet the requirements under Section 23.4.1.2 of the Revised IRR of RA 9184.
5.4	The Bidder must have completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.  For this purpose, similar contracts shall refer to contracts involving supply and delivery of Debit, Credit or Pre-paid cards for banking transactions.  Bidders must submit proof of their respective Single Largest Completed Contract. Proofs shall be: <ul style="list-style-type: none"> <li>• Copy of the contract or purchase order; or</li> <li>• Copy of official receipt/collection receipt or certificate of satisfactory performance from bidder's client.</li> </ul>
7	No further instructions.

8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on _____ at Bidding Room, 25 <sup>th</sup> Floor, LANDBANK Plaza Building, 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila.
10.1	<p>The Procuring Entity's address is:</p> <p>Land Bank of the Philippines 25<sup>th</sup> Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila www.landbank.com</p> <p>Contact person :</p> <p>Mr. Alwin I. Reyes, CSSP Assistant Vice President Head, Procurement Department 1598 M.H. Del Pilar cor. Dr. J. Quintos Sts. 1004 Malate, Manila Tel. (+632) 522-0000 or 551-2200 local 7370 Fax (+632) 528-8587 lbphobac@mail.landbank.com</p>
12.1(a)	Bidders may still submit their Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the same IRR, or if already registered in the PhilGEPS under Platinum category, their Certificate of Registration and Membership in lieu of their uploaded file of Class "A" Documents, or a combination thereof. In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.
12.1(a)(ii)	The statement of all ongoing government and private contracts (use Form No. 3) and Single Largest Completed Contract (use Form No. 4) similar to the contract to be bid shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of bids.
13.1	Bidders are required to use the Bid Form provided in Section VIII. Bid Form (use Form Nos.1 and 2).
13.1(b)	No further instructions.
13.1(c)	No further instructions.
13.2	The Approved Budget for the Contract (ABC) is Seventy One Million Nine Hundred Forty Thousand Pesos Only (P71,940,000.00).

	Any bid with a financial component exceeding this amount shall not be accepted.							
15.4(a)(iv)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required.							
15.4(b)	Please refer to Clause 6.2 of the Special Conditions of the Contract for the incidental services required. The price of the Goods shall be quoted DDP specified delivery site/s.							
16.1(b)	The Bid Prices for the Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.							
16.3	Not applicable.							
17.1	Bids will be valid until 120 calendar days from date of opening of bids.							
18.1	<p>The bid security shall be limited to Bid Securing Declaration or any other form in accordance with the following minimum amount:</p> <table border="1" data-bbox="443 902 1391 1568"> <thead> <tr> <th>Form of Bid Security</th> <th>Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank</td> <td rowspan="2">P1,448,800.00</td> </tr> <tr> <td>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td> </tr> <tr> <td>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td>P3,597,000.00</td> </tr> </tbody> </table> <p>1. If bid security is in the form of cash, a bidder is required to secure a Payment Acceptance Order (PAO) from LANDBANK Procurement Department. The PAO shall then be presented to any of the Tellers at the Cash Department (Ground Floor, LANDBANK Plaza Building) together with the corresponding cash. The Cash Department Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security. The original and/or certified true copy of the Official Receipt shall be enclosed in Bid Envelope No. 1 (Eligibility and Technical Proposal/Documents). The original official receipt shall be returned by the BAC Secretariat to the bidder immediately after</p>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank	P1,448,800.00	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and	(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	P3,597,000.00
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(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank	P1,448,800.00							
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the opening of bids.

2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the ITB No. and Name of the Project are indicated.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
  - (a) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Ms. Erlin G. Del Rosario – Account Officer  
Telephone No. 405-7345 local 2117  
(For Assets 1 Billion and up)
  - (b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Mr. Ronaldo Robles – Account Officer  
Telephone No. 405-7431 local 7431  
(For Assets below 1 Billion)
5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

- (a) LIBI-Forex  
14<sup>th</sup> Floor, LANDBANK Plaza Building  
Telephone 710-7114  
(Every Tuesday and Thursday)
- (b) 12<sup>th</sup> Floor, SSHG Law Center Bldg.  
105 Paseo de Roxas, Legaspi Village  
Makati City  
Telephones 812-4911 and 867-1064

Surety bonds with the following or similar conditions/phrases shall not be accepted:

- (a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or
- (b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."



	If in the form of Bid Securing Declaration, the attached form (Form No. 8) must be used.
18.2	The bid security shall be valid until 120 calendar days from date of opening bids.
20.3	Each Bidder shall submit two (2) sets of the Eligibility and Technical Component (First Envelope) and Financial Component (Second Envelope) of its bid labeled as "Original Copy 1" and "Original Copy 2".
21	<p>The address for submission of bids is:</p> <p style="padding-left: 40px;">Procurement Department Land Bank of the Philippines 25<sup>th</sup> Floor, LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p> <p>The deadline for submission of bids is 10:00 A.M., _____</p>
24.1	<p>The place of bid opening is:</p> <p style="padding-left: 40px;">25<sup>th</sup> Floor Bidding Room Procurement Department Land Bank of the Philippines LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets 1004 Malate, Manila</p> <p>The date and time of bid opening is 10:00 A.M., _____</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3	The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.
28.4	No further instructions.
29.2	Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Only tax returns filed manually or through EFPS and taxes paid shall be accepted.
32.4(f)	No additional requirement.
33.2	If in the form of Standby Letter of Credit, it may be secured through

LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:

(a) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Ms. Erlin G. Del Rosario – Account Officer  
Telephone No. 405-7345 local 2117  
(For Assets 1 Billion and up)

(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Mr. Ronaldo Robles – Account Officer  
Telephone No. 405-7431 local 7431  
(For Assets below 1 Billion)

# 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	Delivery Period and Destination
<p><b>One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization</b></p>	<p><b>Delivery Period:</b> Please refer to Annex A-2 (Item No. 22) of the Terms of Reference</p> <p><b>Delivery Site:</b> ATM Operations Support Department, 11th Floor, LANDBANK Plaza Building, 1598 M.H. del Pilar corner Dr. J. Quintos Streets, Malate, Manila</p> <p><b>Contact Person:</b> Ms. Carmen S. Vocal Department Manager ATM Operations Support Department</p> <p><b>Contact No.:</b> 522-0000 loc.2280</p>

**Conforme:**

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

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

\_\_\_\_\_  
Position

# Specifications

<b>Specifications</b>	<b>Statement of Compliance</b>								
<p style="text-align: center;"><b>One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization</b></p> <p>Specifications and Term of Reference per attached Annexes A-1 to A-4</p> <p>For current and past suppliers of EMV Cards for LANDBANK, they must have no delay in the implementation of their ongoing contract as of the date of opening of bids and must have satisfactory performance in their completed contracts starting in November 2018 onwards.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 5px;"><b>Cash Card Specifications</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Card Width:</td> <td style="padding: 5px;">85.6mm +/- 0.1mm</td> </tr> <tr> <td style="padding: 5px;">Card Height:</td> <td style="padding: 5px;">53.98mm +/- 0.1mm</td> </tr> <tr> <td style="padding: 5px;">Card Thickness:</td> <td style="padding: 5px;">0.76mm +/- 0.1mm</td> </tr> </tbody> </table>	<b>Cash Card Specifications</b>		Card Width:	85.6mm +/- 0.1mm	Card Height:	53.98mm +/- 0.1mm	Card Thickness:	0.76mm +/- 0.1mm	<p style="text-align: center;"><b>Bidders must state below either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</b></p> <p>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. 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; margin-top: 20px;"><b>Please state here either “Comply” or “Not Comply”</b></p>
<b>Cash Card Specifications</b>									
Card Width:	85.6mm +/- 0.1mm								
Card Height:	53.98mm +/- 0.1mm								
Card Thickness:	0.76mm +/- 0.1mm								

Radius (all corner):	3.175mm +/- 0.125mm
Material:	PVC as specified in the ISO Standard 7810
Finish:	Matte Metallic
Opacity:	Must meet ISO standard
Chip:	16Kb DDA Java Latest Applet BancNet Specification 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
Personalization:	Thermal or Drop on Demand Printing (Black)

The following documents shall be submitted inside the eligibility/technical envelope:

1. Current and valid accreditation certificate of the bidder issued by VISA and MasterCard for EMV card production and personalization.
2. Certificate of Satisfactory Performance from at least two (2) existing Universal/Commercial Bank clients in the Philippines for Card Production and Personalization.
3. Certificate of Satisfactory Performance/No Delayed Project issued by the Head, ATM Operations Support Department not earlier than 30 calendar days prior to the deadline of submission of bids (applicable only to current and

<p>past suppliers of EMV Cards for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.</p> <p>Note: Certificate of Satisfactory Performance/No Delayed Projects shall be requested in writing from Ms. Carmen C. Vocal of AOSD (Contact No.: 8405-7321) at 11<sup>th</sup> floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.</p> <p>4. Notarized Self-Certification signed by the bidder's authorized signatory/ies stating that the bidder:</p> <ul style="list-style-type: none"><li>• has the capacity to produce, personalize and kit forty thousand (40,000) EMV Cards in one (1) day;</li><li>• has its Card Personalization Bureau located in the Philippines;</li><li>• is Payment Card Industry-Card Production (PCI-CP) compliant;</li></ul> <p>5. Documented Business Continuity Plan and a Business Continuity Site (with contact person/s, number/s and address).</p> <p>Bidders which fail to submit these certifications/documents shall be automatically disqualified.</p> <p>The lowest calculated bidder shall be required to submit twelve (12) samples of EMV cards within (3) banking days after the bidding. These cards shall be tested by the Bank for their acceptability and functionality on ATMs. If all cards are found to be acceptable, the same shall be safekept by the Bank for reference on future card production and delivery.</p> <p>The bidder must allow LANDBANK to conduct site survey during evaluation period of the bid proposal.</p>	
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**Conforme:**

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

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

\_\_\_\_\_  
Position

**Form No. 1**

**Bid Form**

Date: \_\_\_\_\_

To: Land Bank of the Philippines  
LANDBANK Plaza Building  
1598 M.H. Del Pilar corner Dr. J. Quintos Streets  
1004 Malate, Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers \_\_\_\_\_ *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, deliver and install **One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization** in conformity with the said Bidding Documents for the sum of:

Total Bid Amount in Words (VAT Inclusive)	Total Bid Amount in Figures (VAT Inclusive)

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof, and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder*, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the **One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization** of the LANDBANK is granted full

power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for **One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization** of the LANDBANK.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



**Form No. 2**

**SCHEDULE OF PRICES**

1 Lot No	2 Item Description	3 Country of Origin	4 Quantity	5 Unit price EXW per item	6 Transportati on and Insurance and all other costs incidental to delivery, per item	7 Sales and other taxes payable if Contract is awarded, per item	8 Cost of Incidental Services, if applicable, per item	9 Total Price, per unit (col 5+6+7+8)	10 Total Price delivered Final Destination (col 9) x (col 4)
1	<b>Supply and Delivery of EMV Debit Card Personalization</b>	N/A							
	<b>EMV Debit Card Personalization</b>		<b>2,180,000 pcs.</b>				P _____	P _____	P _____
	<b>Total:</b>		<b>2,180,000 pcs.</b>						P _____

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

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

\_\_\_\_\_  
Position

*Please credit payment to:*

*Account Name:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*LBP Branch:* \_\_\_\_\_

## Contract Agreement Form

**THIS AGREEMENT** made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between LAND BANK OF THE PHILIPPINES of the Philippines (hereinafter called "the Entity") of the one part and \_\_\_\_\_ [name of Supplier] of \_\_\_\_\_ [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

**WHEREAS** the Entity invited Bids for certain goods and ancillary services, viz., **One (1) Lot Supply and Delivery of 2,180,000 pcs. EMV Cash Card with Personalization** has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security; and
  - (g) the Entity's Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

**IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

## **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.**

First Envelope – Eligibility and Technical Components

The First Envelope shall contain the following:

○ **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. PhilGEPS Certificate of Registration under Platinum Membership (all documents enumerated in its Annex A must be updated); or all of the following:
  - 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/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
  - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Eligibility Documents

2. Duly notarized Omnibus Sworn Statement (sample form - Form No.6)
3. 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).
4. 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 last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).

5. 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 sample form (Form No. 4).
6. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet).
7. **Section VI – Revised Schedule of Requirements with signature of bidder's authorized representative.**
8. **Section VII – Revised Specifications with response on compliance and signature of bidder's authorized representative.**

Financial Eligibility Documents

9. 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.
  10. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank.
- **Eligibility Documents – Class "B"**
11. 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 its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
- **Technical Documents**
12. Current and valid accreditation certificate of the bidder issued by VISA and MasterCard for EMV card production and personalization.

13. Certificate of Satisfactory Performance from at least two (2) existing Universal/Commercial Bank clients in the Philippines for Card Production and Personalization.
14. Certificate of Satisfactory Performance/No Delayed Project issued by the Head, ATM Operations Support Department not earlier than 30 calendar days prior to the deadline of submission of bid shall be submitted (applicable only to current and past suppliers of EMV Cards for LANDBANK). The Certificate shall still be subject to verification during post-qualification of bid.

Note: Certificate of Satisfactory Performance/No Delayed Projects shall be requested in writing from Ms. Carmen C. Vocal of AOSD at 11<sup>th</sup> floor, LANDBANK Plaza Building (Contact No.: 8405-7321), at least five (5) working days prior to the submission of bid.

15. Notarized Self-Certification signed by the bidder's authorized signatory/ies stating that the bidder:
  - has the capacity to produce, personalize and kit forty thousand (40,000) EMV Cards in one (1) day;
  - has its Card Personalization Bureau located in the Philippines;
  - is Payment Card Industry-Card Production (PCI-CP) compliant;
16. Documented Business Continuity Plan and Business Continuity Site.
- **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  17. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
  18. Income Tax Return for 2018 filed manually or through EFPS.

### **Second Envelope – Financial Component**

- **The Second Envelope shall contain the following:**
  1. **Duly filled out Revised Bid Form signed by the bidder's authorized representative (sample form - Form No.1)**
  2. **Duly filled out Revised Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2)**