



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20201019-01

PROJECT : 500,000 Pieces LANDBANK MasterCard EMV Contactless Card with Personalization and Kitting and Collateral Services

IMPLEMENTOR : Procurement Department

DATE : December 4, 2020

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 prospective bidder/s who will participate in the bidding for the above project are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The detailed procedures in submission and opening of bids (Annex B), Terms of Reference (Annex C), Item No. 7 of the Invitation to Bid, Item No. 5.3 of the Instruction to Bidders (Section II), ITB Clauses 5.3 & 16 of the Bid Data Sheet (Section III), Technical Specifications (Section VII), and Checklist of the Bidding Documents (Item Nos. 8 & 17.1 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes B-1 to B-7, C-1 to C-3, and specific sections of the Bidding Documents.

3) Bidder's Queries/Clarifications	LANDBANK Response/s
<p>The bidder is requesting for clarification/s on the following:</p> <p><u>On ITB Clause 5.3 – Single Largest Completed Contract (SLCC) requirement:</u></p> <ol style="list-style-type: none"> 1) To consider any similar contract involving debit, credit or prepaid cards for banking transaction as required during previous bids for the definition of the SLCC requirement. 2) To allow the aggregation of contracts. 	<p>The SLCC requirement for the project was revised per ITB Clause 5.3 of the attached revised Bid Data Sheet (Section III)</p>

<p><u>On Section VI – Schedule of Requirements:</u></p> <p>1) That the delivery schedule be “within thirty (30) calendar days upon receipt of final hard copy proof layout, sample card (if any) and date of receipt of MasterCard approval, and to end upon the exhaustion of the contract based on the staggered sending of embossing file of LANDBANK.”</p> <p><u>On Item No. 3.5 of Section VII – Technical Specifications:</u></p> <p>Notarized Self-Certification signed by the bidder’s authorized signatory/ies stating that the bidder:</p> <p>1) “3.5.1. has the capacity to accept and personalize the 1st batch of Embossing File (EF) within fifteen (15) calendar days”.</p> <p>1.1. The bidder clarified whether the said fifteen (15) calendar days already include the card proof approval and MasterCard approval of the card proof.</p> <p>1.2. Will sample card be required?</p> <p>1.3. To extend the above period from “fifteen (15) calendar days” to “thirty (30) calendar days”.</p> <p>2) “3.5.2 has the capacity to personalize and kit a minimum of 50,000 EMV Cards and deliver them within the 3rd calendar day upon receipt of EF”:</p>	<p>1. The Bank will maintain its requirement.</p> <p>1.1. The said period already includes the approval from Payment Card Review and Card Design from MasterCard.</p> <p>1.2. Yes, the bidder shall submit five (5) pieces actual, personalized and kitted LANDBANK EMV cards as stated in Item No. 12 of the TOR.</p> <p>1.3. The Bank will maintain its requirement.</p>
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2.1 The bidder clarified whether the winning supplier will be required to deliver the total number of cards depending on the EFs provided to the supplier within the 3 rd calendar day upon receipt of EF.	2.1 Yes.
2.2 To consider a maximum of 20,000 EMV Cards and be delivered within the 3 rd banking day upon receipt of EF.	2.3 The Bank will maintain its requirement.


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



Land Bank of the Philippines

INVITATION TO BID FOR

**LANDBANK Mastercard EMV Contactless Cards with
Personalization and Kitting and Collateral Services**

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its 2020 Corporate Operating Budget approved by the Board of Directors intends to apply the total sum of Thirty Four Million One Hundred Ninety Thousand Pesos Only (Php 34,190,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for LANDBANK Mastercard EMV Contactless Cards with Personalization and Kitting and Collateral Services with Project Identification Number LBP-HOBAC-ITB-GS-20201019-01. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The LANDBANK now invites bids for LANDBANK Mastercard EMV Contactless Cards with Personalization and Kitting and Collateral Services. The contract 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 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 RA No. 5183.
4. Prospective Bidders may obtain further information and/or shortened electronic copy of the Bidding Documents by contacting LANDBANK – Procurement Department at the telephone numbers and email address given below during banking days from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents in electronic format may be acquired by interested Bidders on NOVEMBER 20 TO DECEMBER 11, 2020 from LANDBANK – Procurement Department upon payment of the non-refundable Bidding Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Seventeen Thousand One Hundred Pesos Only (P17,100.00). The Bidding Documents Fee may be paid at any LANDBANK Branch, provided a Payment

Acceptance Order (PAO) is secured first from LANDBANK – Procurement Department.

To obtain a PAO, interested Bidders shall send a request email to lbphobac@mail.landbank.com with subject "PAO - LBP-HOBAC-ITB-GS-20201019-01" as its subject. The specific instructions on how to pay the Bidding Documents Fee and receive the Bidding Documents shall be provided in the reply email of LANDBANK to the interested Bidders.

The Bidding Documents 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 cost of Bidding Documents not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on NOVEMBER 27, 2020 - 1:30 PM through videoconferencing using Microsoft (MS) Teams Application.

Interested Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (Annex A of the Bidding Documents) to lbphobac@mail.landbank.com on or before 12:00 PM of NOVEMBER 26, 2020. The PBCR Form can also be downloaded from the PhilGEPS website, LANDBANK website (<https://landbank.com/forms>) or requested from Ms. NADIA ILETO at nadiaileto_25@yahoo.com. Interested Bidders shall state "PBCR – LBP-HOBAC-ITB-GS-20201019-01" in their request email as subject. The specific instructions on how to join the Pre-Bid Conference shall be provided by LANDBANK to the interested Bidders through email.

For new bidders, a briefing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bids shall be conducted on NOVEMBER 26, 2020 through videoconferencing using MS Teams application. 2:00 PM

7. All bids shall be submitted electronically on or before the 10:00 A.M. deadline on DECEMBER 11, 2020. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility (SFTF) of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not be accepted. The prescribed procedures in the submission and opening of electronic bids are stated in the Detailed Procedures in Submission and Opening of Electronic Bids (**Revised Annexes B-1 to B-8** of the Bidding Documents). Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on DECEMBER 11, 2020 through videoconferencing using Microsoft (MS) Teams Application. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. 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; (d) declare a failure of bidding; or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Mr. Alwin I. Reyes
Assistant Vice President
Head, Procurement Department
1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.
1004 Malate, Manila
Tel. (+632) 8-522-0000 or 8-551-2200 local 7370
Email lbphobac@mail.landbank.com

(Original Signed

ALEX A. LORAYES

Senior Vice President

Chairman, Bids and Awards Committee

1. Scope of Bid

The Procuring Entity, LANDBANK wishes to receive Bids for the LANDBANK Mastercard EMV Contactless Cards with Personalization and Kitting and Collateral Services with Project Identification Number LBP-HOBAC-ITB-GS-20201019-01.

The Procurement Project (referred to herein as "Project") is composed one (1) lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for 2020 in the amount of Thirty Four Million One Hundred Ninety Thousand Pesos Only (Php 34,190,000.00).
- 2.2. The source of funding is the LANDBANK 2020 Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign bidders may be eligible to participate when any of the following circumstances exist:
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
 - b. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at **least twenty five percent (25%)** of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing using Microsoft (MS) Teams Application as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within (5) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid

evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until one hundred twenty (120) calendar days from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.
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20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Bid Data Sheet

ITB Clause								
5.3	<p>For this purpose, contracts similar to the Project must be at least equivalent to at least twenty percent (25%) of the ABC:</p> <p style="margin-left: 40px;">a. Contracts involving supply and delivery of Debit, Credit or Pre-paid cards for banking transactions; and</p> <p style="margin-left: 40px;">b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>							
7	Subcontracting is not allowed.							
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" data-bbox="432 920 1326 1664"> <thead> <tr> <th data-bbox="432 920 1038 1021">Form of Bid Security</th><th data-bbox="1038 920 1326 1021">Minimum Amount of Bid Security</th></tr> </thead> <tbody> <tr> <td data-bbox="432 1021 1038 1178">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td><td data-bbox="1038 1021 1326 1178" rowspan="2">P683,800.00</td></tr> <tr> <td data-bbox="432 1178 1038 1451">(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 data-bbox="432 1451 1038 1664">(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 data-bbox="1038 1451 1326 1664">P1,709,500.00</td></tr> </tbody> </table> <p>1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch. The bidder shall first secure an electronic PAO from LANDBANK – Procurement Department. The electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing</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;	P683,800.00	(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.	P1,709,500.00
Form of Bid Security	Minimum Amount of Bid Security							
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P683,800.00							
(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.	P1,709,500.00							

	<p>shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.</p> <ol style="list-style-type: none"> 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 Project Title and Project Identification Number are indicated therein. 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: <ol style="list-style-type: none"> (a) CBD 2 - 18th Floor, LANDBANK Plaza Building Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up) (b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building Telephone No. 8-405-7431 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. <p>The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:</p> <ol style="list-style-type: none"> (a) LIBI-Forex 14th Floor, LANDBANK Plaza Building Telephone No. 8-710-7114 (Every Tuesday and Thursday) (b) 12th Floor, SSHG Law Center Bldg. 105 Paseo de Roxas, Legaspi Village Makati City Telephone Nos. 8-812-4911 and 8-867-1064 <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <ol style="list-style-type: none"> (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
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	<p>(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."</p> <p>6. If in the form of Bid Securing Declaration, the attached Form No. 8 of the Bidding Documents must be used.</p> <p>7. A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. In the case of cashier's/manager's check bid security, the physical check must be delivered to and received by LANDBANK-Procurement Department not later than 5:00 P.M. of the following banking day after the opening of bids. In the case of the other forms of bid security, the physical document must be submitted to LANDBANK-Procurement Department during the post-qualification stage.</p>
15	<p>The electronic bid shall consist of two identical copies of archived/compressed files (Copy 1 and Copy 2). The archived/compressed files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the archived/compressed files shall be labelled as XYZ-081901(2)-C1 (for Copy 1) and XYZ-081901(2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-Fin.</p> <p><u>All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents.</u> The documents must be signed by the authorized signatory/ies when required in the form.</p> <p>The archived file and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon</p>

	<p>the instruction of HOBAC during the actual bid opening. The passwords for Copy 1 and Copy 2 shall be the same.</p> <p>Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.</p> <p>In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. The qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-081901(2)-C1-Mod1 and XYZ-081901(2)-C2-Mod1 containing XYZ-081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1 and b) Second Modification: XYZ-081901(2)-C1-Mod2 and XYZ-081901(2)-C2-Mod2, containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.</p>
16	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on <u>DECEMBER 11, 2020</u>. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Revised Annexes B-1 to B-7. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached Revised Annexes B-4 to B-7).</p> <p><u>Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC.</u> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522-0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.</p>

17	<p>On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meetings.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.</p> <p>In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic bids when required by the HOBAC, the bidder concerned shall be disqualified from further participating in the bidding process.</p> <p>Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.</p> <p>The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his Financial Component.</p> <p>In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts or due to</p>
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	<p>technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>
19.3	<p>The lot and reference is:</p> <p>LANDBANK Mastercard EMV Contactless Cards with Personalization and Kitting and Collateral Services with Project Identification Number LBP-HOBAC-ITB-GS-20201019-01.</p> <p>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.</p>
20	<p>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 2016 Revised IRR of RA 9184, 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.</p> <p>A 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) shall also be submitted. Only tax returns filed manually or through EFPS and taxes paid shall be accepted.</p>

Technical Specifications

Specification	Statement of Compliance
<p>LANDBANK Mastercard EMV Contactless Cards with Personalization and Kitting and Collateral Services</p> <ol style="list-style-type: none"> 1. Terms of Reference per attached Revised Annexes C-1 to C-3 and Specifications per attached Annexes D-1 to D-2. 2. For current and past suppliers of EMV Cards for LANDBANK, they must have satisfactory performance in their dealings with LANDBANK for the past twelve (12) months (reckoned from the date of issuance of the Certificate of Satisfactory Performance). 3. The following documents/requirements shall be included in the Eligibility and Technical Component PDF File: 	<p>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered</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 applicable laws and issuances.</p> <p>Please state here either "Comply" or "Not Comply"</p>

3.1. Current and valid accreditation certificate of the bidder issued by VISA and MasterCard for EMV Card Production and Personalization.

3.2. Certificate of Satisfactory Performance from at least two (2) existing universal/commercial bank clients in the Philippines for Card Production, Personalization and Kitting.

3.3. Certificate of Satisfactory Performance and Certificate of No Delayed Projects issued by the Head, Cards and ATM Management Department (CAMD) not earlier than 10 calendar days prior to the deadline of submission of bids (applicable only for the 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 shall be requested in writing from Ms. Marissa B. Pineda, Head of CAMD (Contact No. 522-0000 loc. 7626) at 28th Floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.

3.4. Certificate that the following are acceptable to the bidder:

3.4.1. allows to safe keep in the vault of the bidder the remaining unused EMV cards up to **two (2) years** at no additional cost to the Bank;

3.4.2. maximum of ten (10) card designs;

3.4.3. maximum of ten (10) card collaterals designs; and

3.4.4. type of card personalization must be drop-on-demand (DOD) or thermal with topcoat printing.

3.5. Notarized Self-Certification signed by the bidder's authorized signatory/ies stating that the bidder:

3.5.1. has the capacity to accept and personalize the first batch of Embossing File (EF) within 15 calendar days;

<p>3.5.2. has the capacity to personalize and kit a minimum of Fifty Thousand (50,000) EMV Cards and deliver them within the third (3rd) calendar days upon receipt of EF;</p> <p>3.5.3. has its Card Personalization Bureau located in the Philippines; and</p> <p>3.5.4. is Payment Card Industry Card Production (PCI CP) compliant;</p> <p>3.6. Documented (updated and detailed) Business Continuity Plan and Business Continuity Site (must be VISA/MasterCard accredited) as required by BSP.</p> <p>3.7. Provide list and contact details of the Key Personnel of the company to be contacted in relation to the project.</p> <p>The lowest calculated bidder shall be required to submit twelve (12) samples of EMV cards for each payment card types within two (2) banking days after the bidding. Submission will be at the Ground Floor/Lobby, LANDBANK Plaza Building during banking days between 8:00 a.m. to 5 p.m. Please coordinate your submission of sample to Card and ATM Management Department personnel at local numbers 7626, 4238, 2637, 2725.</p> <p>Non-submission of the above-mentioned documents/ requirements may result in bidder's disqualification.</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

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Components (PDF File)

- The Eligibility and Technical Component shall contain documents sequentially arranged as follows:
 - Eligibility Documents – Class “A”

Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:
 - Registration Certificate from 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 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 Bureau of Internal Revenue (BIR).

Technical Eligibility Documents

2. Original 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 or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. (sample form - Form No. 7).
3. Original duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6)
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 (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, 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. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration
7. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
8. **Revised Section VII –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 in lieu of its NFCC computation.

o **Eligibility Documents – Class "B"**

11. Duly signed 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.
12. For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos, Certification from the relevant government office

of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

13. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Other documentary requirements under RA No. 9184 (as applicable):

- [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

○ **Technical Documents (may include other requirements as stated in the Bidding Documents)**

14. Current and valid accreditation certificate of the bidder issued by VISA and MasterCard for EMV Card Production and Personalization.
15. Certificate of Satisfactory Performance from at least two (2) existing universal/commercial bank clients in the Philippines for Card Production, Personalization and Kitting.
16. Certificate of Satisfactory Performance and Certificate of No Delayed Projects issued by the Head, Cards and ATM Management Department (CAMD) not earlier than 10 calendar days prior to the deadline of submission of bids (applicable only for the 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 shall be requested in writing from Ms. Marissa B. Pineda, Head of CAMD (Contact No. 522-0000 loc. 7626) at 28th Floor, LANDBANK Plaza Building, at least five (5) working days prior to the submission of bid.

17. Certificate that the following are acceptable to the bidder:
 - 17.1. allows to safe keep in the vault of the supplier the remaining unused EMV cards up to **two (2) years** at no additional cost to the Bank;
 - 17.2. maximum of ten (10) card designs;
 - 17.3. maximum of ten (10) card collaterals designs; and
 - 17.4. type of card personalization must be drop-on-demand (DOD) or thermal with topcoat printing
18. Notarized Self-Certification signed by the bidder's authorized signatory/ies stating that the bidder:
 - 18.1. has the capacity to accept and personalize the first batch of Embossing File (EF) within 15 calendar days;

Procedures in Submission and Opening of Electronic Bid

1. Upon submission of a duly filled-up LBP Secure File Transfer Facility (LBP SFTF) User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee to the HOBAC Secretariat, the prospective bidder shall receive an email with log-in credentials to access the LBP SFTF.
2. The electronic bid shall consist of two identical copies of archived/compressed files (Copy 1 and Copy 2). The archived/compressed files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the archived/compressed files shall be labelled as XYZ-081901(2)-C1 (for Copy 1) and XYZ-081901(2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.

The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-Fin.

All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents. The documents must be signed by the authorized signatory/ies when required in the form.

The archived file and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening. The passwords for Copy 1 and Copy 2 shall be the same.

Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.

In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. The qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows:

a) First Modification: XYZ-081901(2)-C1-Mod1 and XYZ-081901(2)-C2-Mod1 containing XYZ-081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1, and b) Second Modification: XYZ-081901(2)-C1-Mod2 and XYZ-081901(2)-C2-Mod2, containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.

3. All bids shall be submitted electronically on or before the 10:00 A.M. deadline. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility below).

Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC. Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.

The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8522-0000 local 2609 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.

4. On the bid opening date, the bidder shall confirm its/his/her participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meetings.
5. Projects with participating bidders in attendance shall be given priority in the queuing.
6. Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.

In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the HOBAC Secretariat to provide the passwords

needed to open its electronic bids when required by the HOBAC, the bidder concerned shall be disqualified from further participating in the bidding process.

7. Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.
8. The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.
9. The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his/her Financial Component.

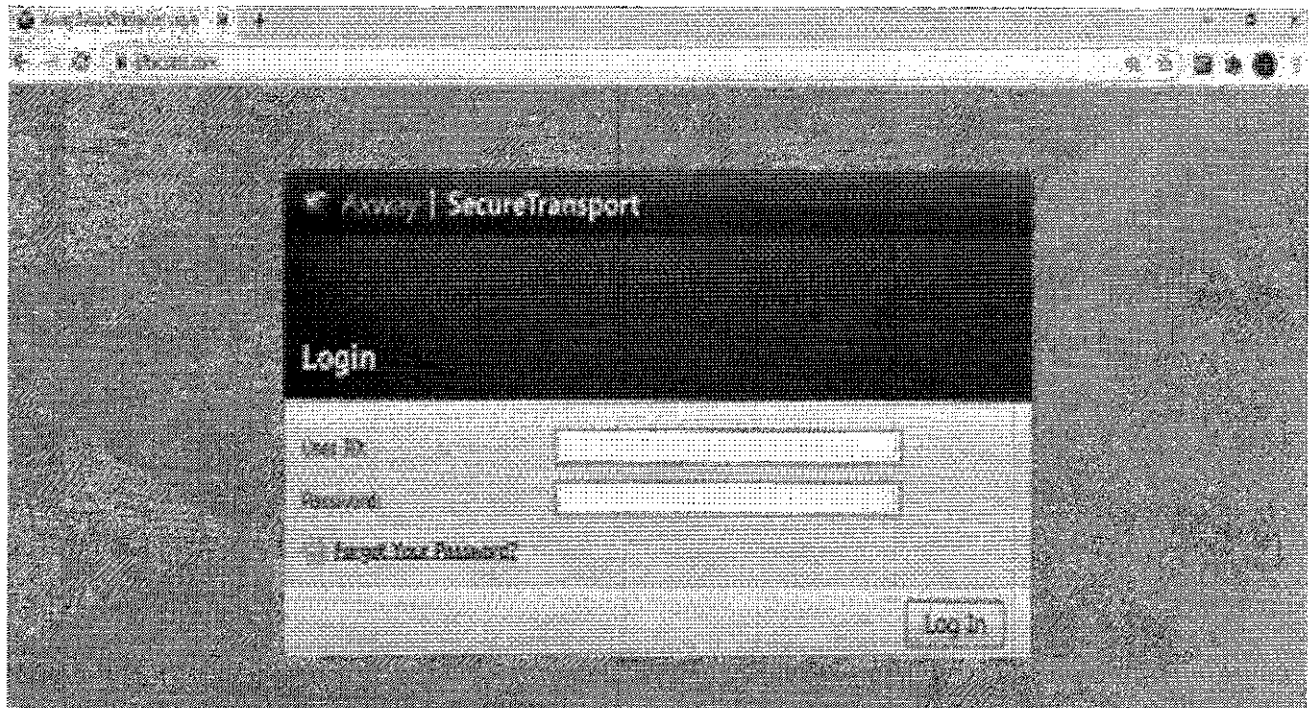
In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts or due to technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.

10. The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.
11. The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.
12. The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.

13. MS Teams Application shall be used in the conduct of online bidding through videoconferencing. In the event that it is not available, other videoconferencing/group calling applications may be used as an alternative in conducting the meeting.

Guide in Accessing LBP Secure File Transfer Facility

1. Open browser and type the url: <https://www.sftaccess.com>



2. Log-in with the credentials provided via email. (Note: Log-in credentials will be received upon submission of a duly filled-up LBP SFTF User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee)

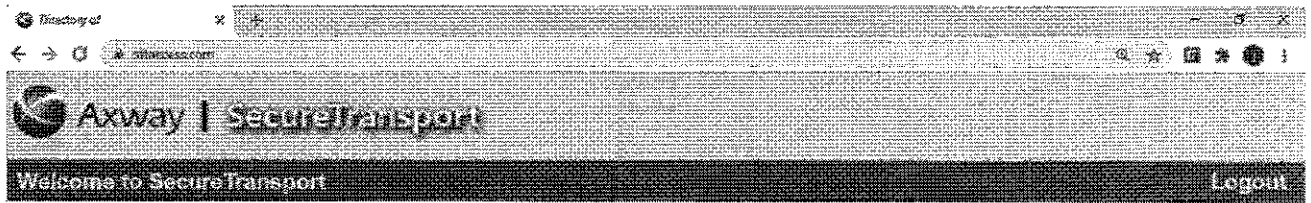
Username: [E-mail Address] e.g. bidder1@bidder.com

Password: [Landbank-provided password]

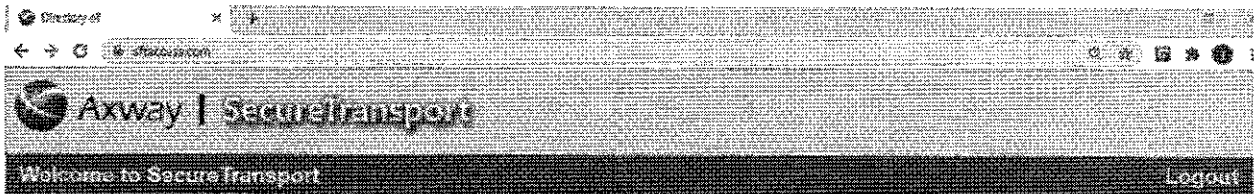
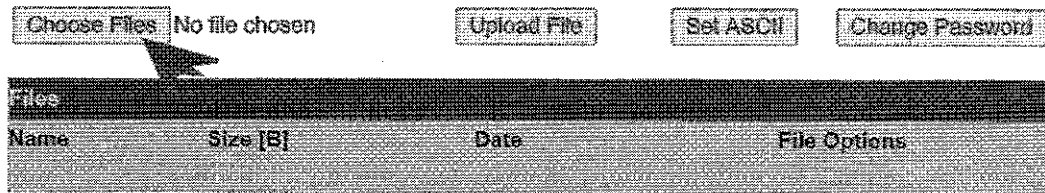
3. Upon successful login, click '**Choose Files**' to upload file/s.

Notes:

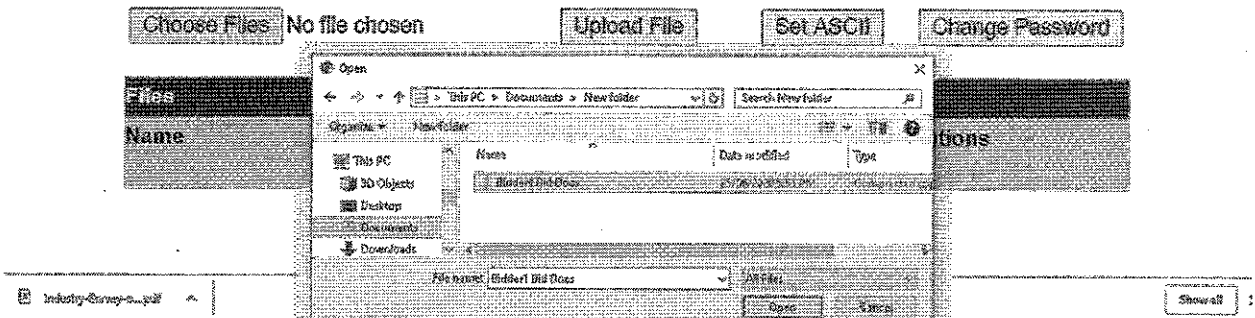
1. Files should be encrypted/password-protected.
2. Please follow the instructions in Item 2 of the above Procedures in Submission and Opening of Electronic Bids.



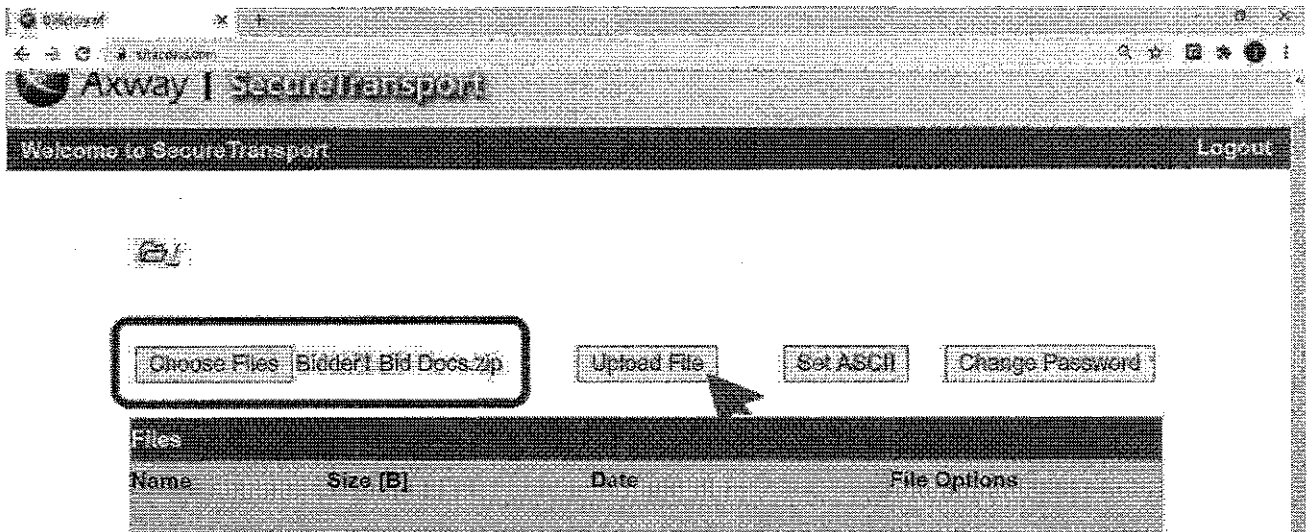
B/



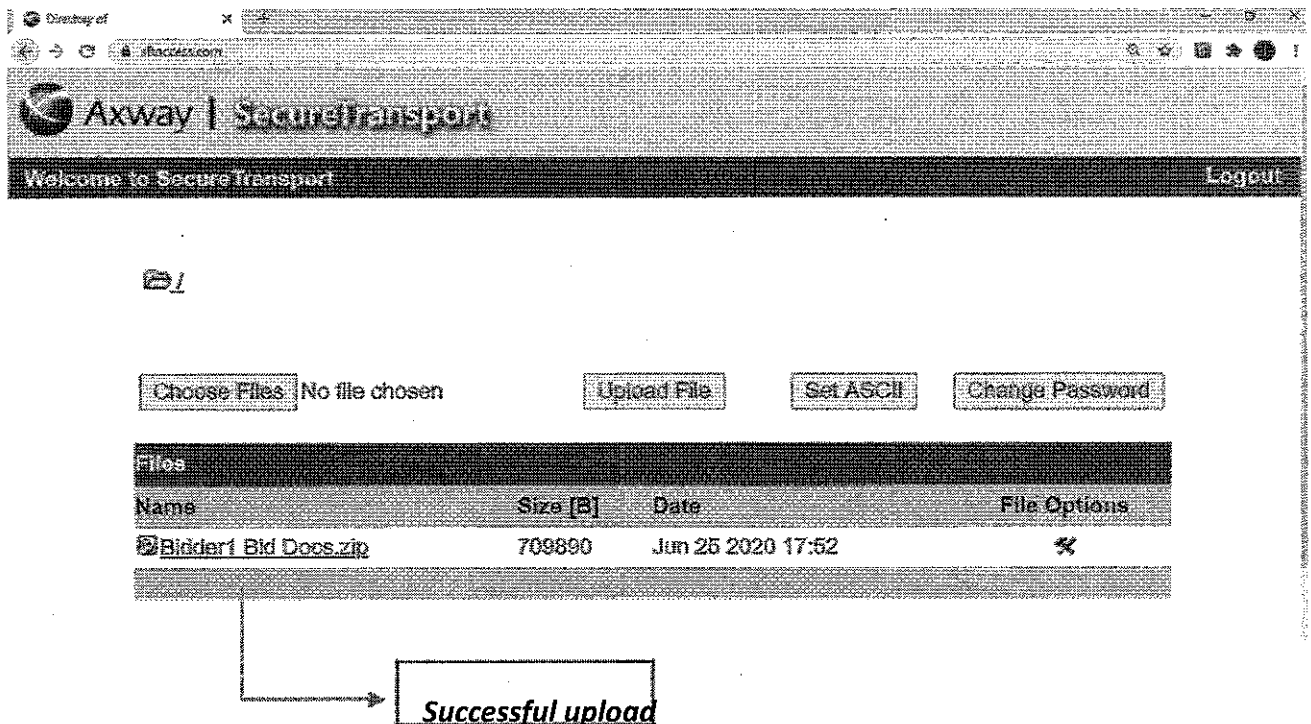
B/



- Click 'Upload File' to upload the selected file/s.



- Once a successful upload is completed, the files cannot be deleted anymore. The bidder will also receive a system-generated acknowledgement receipt in its registered e-mail address. A screenshot of the uploaded Bid/s should be taken by the bidder for record purposes.



File Repository of Bid Documents

All uploaded bid documents will be stored in the dedicated SFTF directory of a particular bidder and will be accessible by the assigned ProcD personnel.

Revised Annex B-7

No revisions as of November 5, 2020

CLASS D

TERMS OF REFERENCE

LANDBANK MASTERCARD EMV CONTACTLESS CARDS WITH PERSONALIZATION AND KITTING SERVICES WITH COLLATERALS

General Qualification and Documentary Requirements

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 from at least two (2) existing Universal / Commercial Bank in the Philippines for Card Production, Personalization and Kitting Services.
 - For current suppliers of LANDBANK, Certificate of Satisfactory Performance (for completed contracts) and Certificate of No Delay Projects (for ongoing contracts) issued by the Head, LANDBANK-CAMD not earlier than 10 calendar days prior to the deadline of submission of bid.
 - Certificate that accepts the following details
 - Allows to safe keep in their vault the remaining unused EMV cards up to two (2) years at no additional cost on the Bank
 - Maximum of ten (10) Card Designs
 - Maximum of ten (10) Card Collaterals Designs
 - Type of card personalization must be DOD or Thermal with Topcoat printing
 - Notarized self-certification stating that:
 - Capacity to accept and personalize the first batch of Embossing File within 15 calendar days.¹
 - Capacity to personalize and kit a minimum of Fifty Thousand (50,000) EMV Cards and deliver them within the third (3rd) calendar day upon receipt of EF (if the 3rd day falls on a weekend/holiday; cards must be delivered the following working day)
 - Card Personalization Bureau is located in the Philippines
 - PCI-CP Compliant
 - Documented (updated and detailed) Business Continuity Plan and a Business Continuity Site (must be VISA/MasterCard accredited) as required by BSP.
 - Provide list and contact details of the Key Personnel of the company to be contacted in relation of the project.
2. The lowest calculated bidder shall be required to submit twelve (12) sample EMV cards for each payment card types within two (2) banking days after the bidding. Samples shall be submitted at the Ground Floor, LANDBANK Plaza 1598 MH del Pilar corner Dr Quintos Streets, Malate Manila from 8AM to 5PM and look for Card and ATM Management Department Personnel with local numbers 7626, 4238, 2637, 2725.
3. These cards shall be tested by the Bank for its acceptability on LBP and BN ATMs.
4. The Notice of Award (NOA) shall be given to the lowest bidder after passing the post-qualification tests.

¹ Already with approved Plastic Review from FIME or from any other accredited Card Payment Reviewer and Card Design from MasterCard

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5. The supplier must perform SFTP (Secured File Transfer Protocol) set up and test connectivity with LANDBANK within three (3) banking days upon receipt of NOA and must submit certificate of connectivity.
6. The Embossing File Format, Templates, Test Keys, Card and Kitting Collaterals layout shall be provided by LANDBANK to the supplier within two (2) banking days from receipt of NOA.
7. The supplier must provide the documents needed for the IPK certification within three (3) banking days upon receipt of the files stated in Item no. 6.
8. The supplier must conform to the LANDBANK EMV Card (Annex A) and Kitting Collaterals Specifications (Annex B).
9. Delivery period must be within thirty (30) calendar days upon receipt of Notice to Proceed (NTP) or upon advise of CAMD whichever comes first and to end upon the exhaustion of the contract based on the staggered sending of embossing file of LANDBANK
10. The card designs² and kitting collaterals² in Adobe Illustrator (AI) file shall be provided to the supplier within two (2) banking days from receipt of NOA.
11. The card proofs and sample kitting collaterals³ shall be submitted by the supplier for approval of LBP and MasterCard authorized representatives within three (3) banking days from receipt of the card design/layout. Paper samples of the kitting collaterals shall be submitted at the Ground Floor, LANDBANK Plaza 1598 MH del Pilar corner Dr Quintos Streets, Malate Manila from 8AM to 5PM and look for Card and ATM Management Department Personnel with local numbers 7626, 4238, 2637, 2725.
12. Upon approval from LBP and MasterCard, supplier shall submit five (5) actual, personalized and kitted LANDBANK EMV Cards with design within three (3) banking days for another approval from LBP
13. The supplier must have finished the Program Development with two (2) weeks.
14. The Supplier must shoulder the cost of White Plastic Review/CCPV until certified.
15. The EMV chip must be valid for at least two (2) years from time of delivery (submit LOA and letter of approved renewal for less than 2 years of validity).
16. The card shall have a five (5) year guaranteed life. All invalid and defective cards related to production defects³ must be replaced by the supplier free of charge within three (3) banking days if returned within the guarantee period.
17. The Supplier's Personalization Bureau will safe keep the EMV Cards in their vault 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.
18. The security and cost related to keys/key exchange shall be the responsibility and covered by the vendor. Moreover, security of customer information shall be the responsibility of the supplier.
19. All keys generated for the card personalization by the Supplier shall be turned over to LANDBANK at no cost to the Bank during Key Exchange Ceremony.
20. The supplier shall have a monthly report of processed, spoiled and remaining inventory of EMV Cards and kitting collaterals.

² Maximum of five (5) of card designs

³ Card Collaterals to be approved by LBP only.

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21. The supplier must ensure that data in face of the card, EMV Chip, Magnetic stripe and kitting are of the same person before delivery to LANDBANK. Card replacement cost and other financial losses that may arise from inconsistent data shall be for the account of the Supplier.
22. The supplier must sort the cards with the following manner:
 - a) Destination Branch Code
 - b) Cardholder's Name
 - c) Card Number (masked)
23. The supplier shall segregate the envelope/box intended to the specific LBP Branch per LBP Mode of Card Transmittal (Pick-up and Courier)
24. The supplier shall insert the envelope for courier in the Bank's official Courier Services pouch with label. (Pouch to be provided by the Bank and the label/sticker format will be given for Card Vendors layout)
25. The supplier must provide transmittal per delivered EMV Cards containing the following details (format to be provided):
 - a) Card Number (masked)
 - b) Cardholder's Name
 - c) Date of Embossing File
26. The supplier must deliver the total requested personalized EMV Cards within three (3) banking days from the receipt of submitted embossing file (maximum of 50,000 records before 10 AM). Personalized EMV Cards shall be delivered to LBP Head Office via secured cargo.
27. The supplier shall submit daily for the Authorization to Deliver thru email with the following details:
 - a) Purchase Order
 - b) Embossing File Name
 - c) Quantity of Cards to be delivered
 - d) Name of Representative/s (Delivery Boy and Driver) with ID and Signature
 - e) Vehicle Details (Maker and Plate Number)
 - f) Signature of the Card Personalization Bureau Authorized Signatory
28. LANDBANK will pay the supplier based on the actual volume of personalized EMV Cards delivered.
29. Liquidated damages for delayed delivery shall be 1/10 of 1% of the value of undelivered cards for every day of non-delivery.
30. The supplier shall in no case retain any copy (soft and hard) of the Bank's embossing file, reports and bad/spoiled cards after card personalization duly supported by a one-time notarized certification (for the whole project). All records or any data submitted by the Bank shall be treated as highly confidential.
31. The supplier shall execute a Service and Non-Disclosure Agreement (NDA), Acceptable Use Policy (AUP) and Data Security Agreement (DSA) with the Bank after the issuance of the Notice of Award.
32. LANDBANK shall conduct quarterly assessment or evaluation of the performance of the supplier based on the set performance criteria.