



SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-GS-20210303-01

PROJECT : **Fifty (50) Units Thermal Card Printer**
IMPLEMENTOR : **Procurement Department**
DATE : **July 16, 2021**

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 bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annex D), Technical Specifications (Section VII), and Checklist of Bidding Documents (Item No. 12 of the Eligibility and Technical Components) have been revised. Please see attached revised Annexes D-1 to D-3 and specific sections of the Bidding Documents.


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

Technical Specifications

Specifications	Statement of Compliance
<p style="text-align: center;">Fifty (50) Units Thermal Card Printer</p> <p>1. Terms of Reference and specifications per attached Revised Annexes D-1 to D-5.</p> <p>2. The following documents shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements:</p> <p>2.1 Certification from at least one (1) commercial bank in the Philippines stating that the bidder is the existing provider of their thermal card printer.</p> <p>2.2 List and location of service center/regional offices in Luzon, Visayas and Mindanao.</p> <p>2.3 List of assigned technical Engineers and their corresponding area of assignment and their contact numbers.</p>	<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 style="text-align: center;">Please state here either "Comply" or "Not Comply"</p>

Non-submission of the above-mentioned documents/requirements may result in bidder's post-disqualification.	
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Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

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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.

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit: Provided, That the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR; 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. 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. 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).
4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

Financial Eligibility Documents

5. 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.
6. 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.

○ **Eligibility Documents – Class "B"**

7. 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.
8. 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.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

○ **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
12. **Revised Section VII – Specifications with response on compliance and signature of bidder's authorized representative.**
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

○ **Post-Qualification Documents – [The bidder may submit the following documents within five (5) calendar days after receipt of Notice of Post-Qualification]:**

14. 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.
15. Latest Income Tax Return filed manually or through EFPS.
16. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
17. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

Financial Component (PDF File)

• ***The Financial Component shall contain documents sequentially arranged as follows:***

1. Duly filled out Bid Form signed by the Bidder's authorized representative (sample form - Form No.1).
2. Duly filled out Schedule of Prices signed by the Bidder's authorized representative (sample form - Form No.2).

TERMS OF REFERENCE
Thermal Card Printer

A. The vendor shall:

1. Have a minimum of **two (2) years** satisfactory experience in providing or managing Thermal Card Printer with the required software program for **at least One (1) commercial bank** in the Philippines. The vendor shall be required to submit certification duly signed by the bank's authorized signatories that they are the existing vendor of the same.
2. Submit list and location of service center/regional offices (Luzon, Visayas, Mindanao) including assigned technical engineers and their corresponding area of assignment and contact numbers.
3. Shoulder the costs that will be incurred in the delivery and installation of appropriate software and hardware at identified LBP branches. No incidental expenses/charges such as transportation, hotels, per diem, board and lodging, etc. of the Technical Engineers can be claimed by the service provider,
4. Conduct free training inclusive of the following:
 - Complete hands-on, coaching/instructing with test data.
 - Conduct technical training during the installation
5. With available stocks for the parts and other consumables i.e. ribbon. It shall be delivered within three (3) working days upon receipt of request from LBP branch.
6. Required to have at least **Three (years) Software and Hardware Warranty** reckoned from project turn-over/acceptance by the LBP-Branches with free quarterly preventive maintenance.
7. Required to have **Two (2) years Service Maintenance Package (after sales support)** which shall start after the **end of the Warranty Period** with the following conditions:
 - Maintenance Cost should not be **more than 15%** of the acquisition cost
 - Costs of all services and spare parts including applicable taxes. No incidental expenses/charges such as transportation, hotels, per diem, board and

lodging, etc. of the Technical Engineers can be claimed by the service provider.

- All replacement parts must be new, original and available locally at all times. All spare parts shall be provided by the vendor to ensure compatibility. In case of unserviceable and inoperable service units of the Customer, Contractor/vendor shall provide a free service unit of the same capacity in the event that shipments of replacement parts or equipment are still in transit.
- Onsite Quarterly Preventive Maintenance.
- Customer Service Support thru hotline or email from 8am to 5pm (Monday to Friday).

B. Service Level Commitments

- **Coverage**

- ✓ Nationwide
- ✓ Monday to Friday; 10 hours a day (8:00AM to 5:00PM)

- **Expected *response time on the delivery of parts and repairs/services:**

- ✓ Metro Manila, Metro Cebu, Metro Davao- within two (2) hours
- ✓ Outside Metro Manila, Metro Cebu and Metro Davao within 24 hours or based on the first or the fastest available means of transportation to the concerned LBP branch.

**This refers to the period between the time that the service call was placed and the time which the technical support personnel arrives at the LBP branch or provides phone assistance.*

- **Expected **repair time on the units**

- ✓ Metro Manila, Metro Cebu, Metro Davao- within 24 hours upon the start of the repair works
- ✓ Outside Metro Manila, Metro Cebu and Metro Davao within 24 hours upon the start of the repair works. If with replacement of parts, within 48 hours upon the start of the repair works.

***This refers to the time the technical support personnel starts the repair works up to the completion of the restoration of the unit to its operational/usable status.*

- As part of the maintenance services, the Contractor/Vendor shall at all times attend to every malfunction.

- **Penalty Clause**

- ✓ **Upon prior notice penalty of P275.00 for every violation of the terms of the agreement except response and repair time.**

- ✓ **Not meeting response time** per incident basis: P100.00 per hour of delay or a fraction thereof.
- ✓ **Not meeting repair time** (including replacement of parts) on per incident basis: 50% of the monthly maintenance cost.
- **Reporting of Service Engineer After Servicing**
 - ✓ Service Reports shall be submitted to the concerned branch after thermal printer servicing. Service reports shall be properly accomplished by the service engineer and duly acknowledged/signed by the branch authorized personnel.

BUGS FIXES, PATCH/UPDATES

- ✓ Service Provider will deliver and install bug fixes, directly to the Servicing Branch.

8. Provide complete User and Installation Guide to LBP.

C. The winning bidder shall:

1. Under Post qualification Test prior to issuance of Notice of Award (NOA). It will involve printing of cards, magnetic stripe data encoding, reading and erasing in all tracks. Failure in said test would mean disqualification.
2. The vendor shall conduct **familiarization seminar/training to orient the end-user o the basic concept, functions, operations and maintenance of the hardware/software installed.**
3. The vendor shall submit schedule of delivered units to LBP Head Office attached with acknowledgement receipts from **LBP Antipolo warehouse personnel**.