



**LANDBANK**

SERVING THE NATION



**BAGONG PILIPINAS**

**SUPPLEMENTAL/BID BULLETIN NO. 1  
For LBP-ICTBAC-ITB-GS-20240111-01**

**PROJECT** : **250,000 Pieces Landbank Scheme EMV Card with Card Personalization, Kitting Services and Collaterals**

**IMPLEMENTOR** : **ICT-BAC Secretariat Unit**

**DATE** : **01 March 2024**

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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 bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
2. Responses to bidder's queries/clarifications per attached Annexes F-1 to F-2.
3. ITB Clause 5.3 of Section III. Bid Data Sheet, Section VI - Schedule of Requirements (Delivery period, Delivery Site and Contact Details), Section VII - Technical Specifications (Revised Terms of Reference per attached Annexes D-1 to D-15), and Checklist of Bidding Documents (Item Nos. 11 and 12 of the Technical Documents) have been revised. Please see attached revised items and specific sections of the Bidding Documents.

  
**EVP LEILA C. MARTIN**  
Chairperson, ICT-BAC



# LANDBANK

SERVING THE NATION



BAGONG PILIPINAS

## CLASS D

<b>DATE:</b>	27 February 2024		
<b>PROJECT IDENTIFICATION NUMBER</b>	ITB-GS-20240111-01 (BBSD)		
<b>PROJECT DESCRIPTION</b>	250,000 Pieces LANDBANK Scheme EMV Card with Card Personalization, Kitting Services, and Collaterals		
<b>PROPONENT UNIT/ TECHNICAL WORKING GROUP (TWG)</b>	Branch Banking Support Department		
<b>ITEM NO.</b>	<b>PORTION OF BIDDING DOCUMENTS</b>	<b>QUERIES AND/ OR SUGGESTIONS</b>	<b>LANDBANK's RESPONSES</b>
1	<p>Bid Data Sheet: Page 22 of 94, ITB Clause 5.3 Letters A and B</p> <p>The Bidder must have completed a contract that is similar to this Project, the value of which, adjusted to current prices using the PSA's CPI must be equivalent to at least twenty-five percent (25%) of the ABC of this Project or The bidder must have completed at least two (2) contracts similar to this Project, the aggregate amount of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least twenty-five percent (25%) of the ABC for this Project, and the largest of these similar contracts must be equivalent to at least twelve and a half percent (12.5%) of the ABC for this Project.</p>	<p>Does this mean that required similar contracts must have Debit, Credit and Prepaid component in each contract or you require either of the cards for each contract? May we humbly request that the required similar contract be either debit, credit or prepaid card</p>	<p>A similar contract is either debit, credit or prepaid card.</p>
2	<p>Terms of Reference: Page 77 of 94, Annex D3, Letter B:</p> <p>"Delivery period must begin within twenty (20) calendar days upon receipt of Notice to Proceed (NTP) and to end upon exhaustion of the contract based on the staggered sending of embossing files of LANDBANK."</p>	<p>This means that the contract has no validity period (Open-Ended). It is dependent upon the availability of the Embossing Files (EF). Meaning it is possible that even after 10 years the contract is still not exhausted, and this will remain an open obligation of the vendor to LBP?</p>	<p>Delivery period must begin within twenty (20) calendar days upon receipt of Notice to Proceed (NTP) and to end after one (1) year or upon the exhaustion of the contract price, whichever comes first, based on the staggered sending of embossing files of LANDBANK</p>

BBSD-2024-02-303-ACCIMU



## Bid Data Sheet

ITB Clause								
5.3	<p>In view of the determination by LANDBANK that the imposition of the provisions of Section 23.4.1 of IRR of RA 9184 will likely result to failure of bidding/monopoly that will defeat the purpose of public bidding, the Bidder should comply with the following requirements:</p> <p style="margin-left: 40px;">a. The Bidder must have completed a contract that is similar to this Project, the value of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least twenty five percent (25%) of the ABC of this Project.</p> <p style="text-align: center;">or</p> <p style="margin-left: 40px;">b. The Bidder must have completed at least two (2) contracts similar to this Project, the aggregate amount of which, adjusted to current prices using the PSA's CPI, must be equivalent to at least twenty five percent (25%) of the ABC for this Project, and the largest of these similar contracts must be equivalent to at least twelve and a half percent (12.5%) of the ABC for this Project.</p> <p>A contract shall be considered similar to this Project if it involves <u>Debit, Credit or Prepaid Cards</u>. Moreover, it must have been completed within five (5) years prior to the set 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Form of Bid Security</th> <th style="text-align: center;">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td rowspan="2" style="text-align: center; vertical-align: middle;"><b>₱563,000.00</b></td> </tr> <tr> <td style="padding: 5px;">(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 style="padding: 5px;">(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 style="text-align: center; vertical-align: middle;"><b>₱1,407,500.00</b></td> </tr> </tbody> </table>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	<b>₱563,000.00</b>	(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.	<b>₱1,407,500.00</b>
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(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	<b>₱563,000.00</b>							
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(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.	<b>₱1,407,500.00</b>							

1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal. The bidder shall first secure an electronic PAO from LANDBANK - Procurement Department. If the bidder opts to pay at any LANDBANK Branch, 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 payment of the bid security.  
  
If the bidder opts to pay through the LANDBANK Link.BizPortal, the steps to follow are found in Annex A of the Bidding Documents. The Payment Confirmation shall serve as proof of payment of the cash bid security.
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 that 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:
  - (a) CBD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building  
Telephone No. 8-405-7345 local 2117  
(For Assets 1 Billion and up)
  - (b) SME-MLD 2 - 18<sup>th</sup> 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.  
  
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 No. 8-710-7114  
(Every Tuesday and Thursday)
  - (b) 12<sup>th</sup> Floor, SSHG Law Center Bldg.  
105 Paseo de Roxas, Legaspi Village

	<p>Makati City Telephone Nos. 8-812-4911 and 8-867-1064</p> <p>Surety bonds with the following or similar conditions/phrases shall not be accepted:</p> <p>(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</p> <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 and/or Payment Confirmation 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 six (6) 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 LBP-ICTBAC-ITB-GS-20240111-01 that XYZ Company wants to bid on, the archived/compressed files shall be labelled as XYZ-011101-C1 (for Copy 1) and XYZ-011101-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 six (6) 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-011101-C1 and XYZ-011101-C2 shall both contain the PDF files labelled XYZ-011101-Tech and XYZ-011101-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><u>The archived file and the PDF files shall be assigned with a different password</u> and these passwords shall be disclosed by the bidder only upon the instruction of ICTBAC 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 ICTBAC/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-011101-C1-Mod1 and XYZ-011101-C2-Mod1 containing XYZ-011101-Tech-Mod1 and XYZ-011101-Fin-Mod1, and b) Second Modification: XYZ-011101-C1-Mod2 and XYZ-011101-C2-Mod2, containing XYZ-011101-Tech-Mod2 and XYZ-011101-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 _____. 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 Annexes C-1 to C-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 Annexes C-4 to C-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 ICTBAC.</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</p>

	<p>within one (1) hour after successful uploading, the bidder shall call the ICTBAC Secretariat at (02) 8522-0000 local 2609/7746/2956/2924/2979 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/her participation in the online meeting with the ICTBAC 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 ICTBAC meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meeting.</p> <p>Projects with participating bidders in attendance shall be given priority in the queuing.</p> <p>Upon the instruction of the ICTBAC Chairperson to start the bid opening activity, the ICTBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The ICTBAC 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 ICTBAC 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 ICTBAC Secretariat. If the ICTBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the ICTBAC Secretariat to provide the passwords needed to open its electronic bids when required by the ICTBAC, the bidder concerned shall be disqualified from further participating in the bidding process.</p> <p>Once the connections are in place, the ICTBAC, with the assistance of the ICTBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the ICTBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.</p> <p>The ICTBAC 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 ICTBAC, with the assistance of the ICTBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the ICTBAC, 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 ICTBAC 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.</p> <p>The ICTBAC, with the assistance of the ICTBAC 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 ICTBAC 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>250,000 Pieces LANDBANK Scheme EMV Card with Card Personalization, Kitting Services and Collaterals with Project Identification Number LBP-ICTBAC-ITB-GS-20240111-01.</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>The following documents shall be submitted by the Bidder with the Lowest Calculated Bid:</p> <ul style="list-style-type: none"><li>o Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.</li><li>o Latest Income Tax Return filed manually or through EFPS.</li><li>o Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).</li><li>o Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No. 6).</li><li>o Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).</li></ul>
21	<p>No further instructions.</p>

## Schedule of Requirements

The delivery schedule/contract period expressed as weeks/months/years stipulates hereafter a delivery/performance period which is the period within which to deliver the goods or perform the services in the project site/s.

Description	Quantity	Delivery Period
LANDBANK Scheme EMV Card with Card Personalization, Kitting Services and Collaterals	250,000 Pieces	<b>See Item F. Delivery Schedule (Annexes D-2 &amp; D-3) of the revised Terms of Reference</b>
<b>Delivery Site and Contact Details:</b>  <b>See Item G. Delivery Site and Contact Persons (Annex D-3) of the revised Terms of Reference</b>		

**Conforme:**

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

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

\_\_\_\_\_  
Position

## Technical Specifications

Specifications	Statement of Compliance
<p>250,000 Pieces LANDBANK Scheme EMV Card with Card Personalization, Kitting Services and Collaterals</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"><li>1. <b>Revised Terms of Reference per attached Annexes D-1 to D-15.</b></li><li>2. The qualifications and documentary requirements enumerated under Item E of the <b>revised TOR</b> shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements.</li></ol> <p>Non-submission of the above requirements may result in the post-disqualification of the bidder.</p>	<p><b>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.</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 applicable laws and issuances.</p> <p><b>Please state here either "Comply" or "Not Comply"</b></p>

**Conforme:**

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Name of Bidder

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Signature over Printed Name of  
Authorized Representative

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Position

**Terms of Reference****A. Name and Description of the Project**

LANDBANK Scheme EMV Cards with Personalization, Kitting Services and Collaterals

**B. Objectives of the Project**

To issue LANDBANK Scheme EMV Cards to branches/clients

**C. Scope of the Project**

Supply and Delivery of personalized LANDBANK Scheme EMV Cards with collaterals

**D. Specifications**

Annex A – Card Specifications

Annex B – Card Collaterals Specifications

**E. Qualifications and Documentary Requirements**

<b>Qualification Requirements</b>	<b>Documentary Requirements</b>
1. Must be accredited by Visa and Mastercard for EMV Card Production and Personalization	1. Current and valid accreditation certificate issued by Visa and Mastercard for EMV Card Production and Personalization or equivalent document
2. Must have Certificate of Satisfactory Performance from at least two (2) Universal/ Commercial Banks in the Philippines for Card Production and Personalization involving completed contracts for the last three (3) years.	2. Certificate of Satisfactory Performance from at least two (2) Universal/ Commercial Banks in the Philippines for Card Production and Personalization or equivalent document involving completed contracts for the last three (3) years.
3. Bidder has no unsatisfactory performance with LANDBANK for the last three (3) years in supplying Scheme EMV Cards for the criteria but shall not be limited to, the following: <ol style="list-style-type: none"> <li>a. Delivery of non-compliant/defective cards;</li> <li>b. Non-submission of accurate/correct billing invoices;</li> <li>c. Non-conformity of the Terms of Reference of the contract;</li> <li>d. Delayed delivery which are not attributed by the Bank.</li> </ol>	3. Notarized Self-certification stating that No Unsatisfactory performance with LANDBANK.

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<p>4. Notarized Self-certification attesting compliance with the following requirements and/or terms and conditions:</p> <ol style="list-style-type: none"> <li>a. Bidder will deliver Scheme EMV cards;</li> <li>b. Bidder will produce six (6) designs;</li> <li>c. Bidder has the capacity to accept and personalize the first batch of the embossing file within twenty (20) calendar days after the approval of CCPV Reviewer and card design approval of the Bank and Mastercard/Visa, whichever comes last;</li> <li>d. Bidder has a Card Personalization Bureau which is located in the Philippines;</li> <li>e. Bidder is compliant with Payment Card Industry – Card Production (PCI-CP); and</li> <li>f. Bidder will safekeep in its vault the remaining unused EMV card body with LANDBANK design based on the card production schedule provided by the Bank up to three (3) years and ensure the cards are properly insured at no additional cost to the Bank.</li> </ol>	<p>4. Notarized Self-certification attesting the acceptance of the cited terms and conditions</p>
<p>5. Must have an updated and detailed Business Continuity Plan (BCP) and a Business Continuity Site which is a Visa and Mastercard accredited, as required by BSP</p>	<p>5. Documented BCP with Visa and Mastercard accredited site</p>
<p>6. Must provide the list and contact details of the Key Personnel of the company involved in the engagement</p>	<p>6. List and contact details of the Key Personnel for Card Production and Personalization.</p>

### F. Delivery Schedule

- a. Program Development and CPV certification must be completed within two (2) weeks upon receipt of NTP.

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- b. Delivery period must begin within twenty (20) calendar days upon receipt of Notice to Proceed (NTP) and to end after one (1) year or upon the exhaustion of the contract price based on the staggered sending of embossing files of LANDBANK.
- c. The supplier must deliver the total requested personalized EMV Cards within three (3) banking days from the receipt of submitted embossing file (maximum of 40,000 records). Personalized EMV cards shall be delivered to LBP Head Office via secured cargo or pick-up by the Bank's Courier Service partner to the supplier's personalization bureau.
- d. Liquidated damages for delayed delivery shall be 1/10 of 1% of the value of undelivered cards for every day of non-delivery.

### G. Delivery Site and Contact Persons

Branch Banking Support Department (BBSD), LANDBANK Plaza, 1598 M. H. Del Pilar St., Malate Manila

Name	Position	Unit/eMail Address	Contact Number
Gerard D.L. Santiago	Payment Cards Management Officer	BBSD-ACCIMU/ gsantiago@mail.landbank.com	(02) 8405-7182
Rico S. Agapito	Administrative Specialist III	BBSD-ACCIMU/ ragapito@mail.landbank.com	(02) 8522-0000 local 4069
Johnny Anthony M. Reyes	Payment Cards Management Specialist III	BBSD-ACCIMU/ jreyes@mail.landbank.com	(02) 8522-0000 local 4211
Lloyd Edward B. Pascual	Payment Cards Management Specialist I	BBSD-ACCIMU/ lbpascual@mail.landbank.com	(02) 8522-0000 local 4173
Gerlina Jan J. Madarang	Payment Cards Management Analyst	BBSD-ACCIMU/ gmararang@mail.landbank.com	(02) 8522-0000 local 4211
Clifford Grant A. Garde	Administrative Assistant	BBSD-ACCIMU/ cgarde@mail.landbank.com	(02) 8522-0000 local 4069
Marie Liza P. Velasco	Administrative Assistant	BBSD-ACCIMU/ accimu@mail.landbank.com	(02) 8522-0000 local 4069

**H. Manner of Payment**

LANDBANK will pay the supplier based on the actual volume of personalized Cards delivered based on the submitted EF.

However, in the event of partial delivery, schedule of payment shall be made in the following manner:

- a. First Payment – EMV Card body with LANDBANK design card cost based on the schedule provided by the Bank for card production (subject to inspection)
- b. Succeeding Payment – Cost of the card personalization based on the actual volume of personalized cards delivered.

**I. Other Terms and Conditions****a. Post Qualification Requirement**

- i. The Lowest Calculated Bidder shall be required to submit twelve (12) sample EMV cards 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 4PM and look for Branch Banking Support Department Personnel with local numbers 7182, 4211, 4173 and 4069. These cards shall be tested by the Bank for their acceptability in ATMs.
- ii. The supplier must perform SFTP (Secured File Transfer Protocol) set up and test connectivity with LANDBANK within two (2) banking days upon receipt of NTP and must submit certificate of connectivity
- iii. The supplier shall execute and submit a Service and Non-Disclosure Agreement (Annex B) and Acceptable Use Policy (Annex C) to the Bank after the issuance of the Notice of Award
- iv. The Embossing File Format and Templates, shall be provided by LANDBANK to the supplier within two (2) banking days from receipt of NTP, NDA and AUP.
- v. The supplier must provide the documents needed for the IPK certification within three (3) banking days upon receipt of the files stated in Item iv.
- vi. The card designs in Photoshop file (PDF) or Adobe Illustrator (AI) shall be provided to the supplier within seven (7) banking days from receipt of NTP.
- vii. The card proofs shall be submitted by the supplier for approval of LBP authorized representatives within three (3) banking days from receipt of the card design/layout.
- viii. Upon approval from LBP, supplier shall submit two (2) actual and personalized LANDBANK EMV cards with design within three (3) banking days for another approval from LBP.

**b. Other Requirement**

- i. The Notice of Award (NOA) shall be given to the lowest bidder after passing the post-qualification tests.
- ii. The supplier must use the latest LOA and CA Public Keys/IPKs for BN which



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will expire not earlier 2031 upon project implementation.

- iii. The Supplier must shoulder the cost of CPV review for EMV cards until certified.
- iv. The card shall have a five (5) year guaranteed life. All invalid and defective cards related to production defects, must be replaced by the supplier free of charge within three (3) banking days if returned within the guarantee period.
- v. The security and cost related to keys/key exchange shall be the responsibility and shall be shouldered by the supplier. Moreover, security of customer information shall be the responsibility of the supplier.
- vi. 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.
- vii. The supplier shall have a monthly report of processed, spoiled and remaining inventory of EMV Cards.
- viii. The supplier must ensure that data on the face of the card, EMV Chip, and Magnetic stripe 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.
- ix. The supplier must inform LBP whenever they will update the programming and card personalization scripts.
- x. The supplier must sort the cards by destination branch (subject to change).
- xi. The supplier shall insert the packed personalized cards in the Bank's official Courier Services pouch with label. (Pouch to be provided by the Bank and the label/sticker format will be provided for Card Vendors layout.
- xii. The supplier must provide transmittal (CD if the record per branch is more than 50 accounts; hard copy transmittal if below than 50 accounts) and soft copy to BBSD per delivered EMV Cards containing the following details (format to be provided; subject to change of details based on the project requirement):
  - a) Branch, Branch Code or Agency
  - b) Date of Embossing File
  - c) Number of Accounts
  - d) Cardholder's Name
  - e) Account number or masked card number
- xiii. The supplier shall submit daily the Authorization to Deliver thru email with the following details:
  - a) Purchase Order

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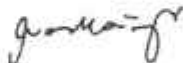
- b) Embossing File Name
  - c) Quantity of Cards to be delivered
  - d) Name of Representative/s (Delivery Rep and Driver) with ID and Signature
  - e) Vehicle Details (Maker and Plate Number)
  - f) Signature of the Card Personalization Bureau Authorized Signatory
  - g) Result of EMV Validation Tool for the 1<sup>st</sup> card to be delivered
- xiv. 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) including the process and manner of deletion both for the Bank's data in soft and hard copy. All records or any data submitted by the Bank shall be treated as highly confidential.
- xv. LANDBANK shall conduct quarterly assessment or evaluation of the performance of the supplier based on the set performance criteria (Annex E)

Prepared by:

Checked by:

Approved by:

  
**JOHNNY ANTHONY M. REYES**  
PCMS III

  
**GERARD D.L. SANTIAGO**  
PCMO

  
**ELENITA C. RAPANUT**  
VP, BBSD

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## ANNEX A

### GENERAL CARD SPECIFICATIONS

Card Width	85.6mm +/- 0.1mm
Card Height	53.98mm +/- 0.1mm
Card Thickness	0.76mm +/- 0.1mm
Radius (All Corners)	3.175mm +/- 0.125mm
Material	PVC as specified in the ISO Standard 7810.
Opacity	Must meet ISO standard
Finish	Matte Metallic
Personalization	DOD Printing
Chip	Dual Interface
	16KB
	DDA
	Java
	Latest Applet
	6 PIN module
Scheme Card	Palladium
Front Card	Yes
Back Card	DOD Printing/Full printing
	DOD Printing/Full printing
	ISO HICO Mastripe
	Scheme logo
	LANDBANK logo

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## ANNEX B

### LANDBANK EMV CARD KITTING COLLATERALS

#### Printing Specifications

<b>Item 1 of 2: LANDBANK EMV CARD ENVELOPE</b>	
Style	Commercial Style
Size	(Spread/Flat) 9" x 10.5" (Folded) 4 1/8" x 9 1/2"
Process / Printing	Offset
Color	4/0
Stock / Material	Book #80
Others	Diecutting Seal Gumming With Plastic Window
General Requirements	<ul style="list-style-type: none"><li>• Envelopes to be good quality machine-fill envelope. Dimensions and quality to be consistent across manufactured batches.</li><li>• Windows to be securely affixed to within 1.5mm of top and side edges. Top edge to be flat and free from puckering.</li><li>• Side seams to be securely glued up to top of seam.</li><li>• Pre-scored flap crease to enable the envelope flap to open flat.</li><li>• No twisting, curling or distortion evident.</li><li>• No glue seepage on interior or exterior of envelope.</li></ul>

<b>Item 2 of 2: LANDBANK EMV CARD WELCOME LETTER</b>	
Size	A4 (8 1/4" x 11 3/4")
Process / Printing	Offset
Color	4/0
Stock / Material	Book #80

**NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT**

In the course of Supply and Delivery of LANDBANK Scheme EMV Cards with Personalization, Kitting Services and Collaterals to Land Bank of the Philippines (LANDBANK), \_\_\_\_\_ will have access to, and/or will be in possession of, Confidential Information. "Confidential Information" shall mean information disclosed by LANDBANK in any manner, whether orally, visually, or in tangible form (including without limitation, data, documents, devices and computer readable media) and all copies thereof, which are regarded by LANDBANK as confidential.

Such information includes, but not limited to information relating to the past, present or future research, development or business affairs of LANDBANK, her affiliates, subsidiaries, customers, and any other companies incorporated by LANDBANK. The term "Confidential Information" also includes, but is not limited to information on the strategies, business operations, financial statements, statistics, marketing plans, plans regarding equipment, facilities, operating procedures, organizations, employees, and officers of any of the aforementioned companies.

Under this confidentiality agreement, \_\_\_\_\_ agrees that any such information will be treated with the utmost confidentiality, and that \_\_\_\_\_ will use reasonable efforts to protect such information in their possession. \_\_\_\_\_ agrees that such information shall not be disclosed to third parties without the prior written consent of LANDBANK, and that \_\_\_\_\_ will exercise the same degree of care as it applies to protect its own Confidential Information of similar nature that it does not desire to publish, disclose, or disseminate. Moreover, disclosures of such information shall be restricted to those individuals who are directly participating in the Supply and Delivery of LANDBANK Proprietary EMV Cards with Personalization to Land Bank of the Philippines (LANDBANK). In case of breach by \_\_\_\_\_ of the provisions in this agreement, the Bank reserves the right to avail of any or all legal remedies available to it.

This agreement shall remain in effect and shall apply to all proprietary or confidential information unless the information has been made available to the general public without restrictions by the Land Bank of the Philippines.

*Conforme:*

\_\_\_\_\_  
Signature over Printed Name

Date Signed:

*Acceptable Use Policy  
Compliance Commitment  
Certificate*

I received, read and understood the Acceptable Use Policy (AUP) of the Land Bank of the Philippines.

I agree to abide by its terms and will immediately report any violation of the policy.

I understand that the violation of the AUP's provisions may be subject to sanctions under the law and the rules and regulations of the Bank.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

**NOTED BY:**

\_\_\_\_\_  
Name and Position  
(Head of Unit/Proponent Unit)

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

*(To be printed at the back of the certificate)*

Acceptable Use Policy Commitment

1. I understand that:
  - a. electronic files created, sent, received or stored on devices owned/leased/ administered or otherwise under the custody and control of the Bank shall be the property of the Bank. My use of these files shall neither be treated as personal nor private;
  - b. all Bank-owned IT systems shall be equipped with Bank's licensed software only, including anti-virus and TMG-approved open-source software or freeware;
  - c. only Bank employees and designated authorized users from proponent units/third-party service providers deployed in the Bank shall be allowed to use Bank-owned IT systems as supported by a user request; and
  - d. all devices to be connected to the network shall require prior approval from unit concerned thru a memo or job order request.
  
2. As Information Resource Users, I shall –
  - a. be responsible for use of own ID/s and password/s in IT systems;
  - b. keep the confidentiality of account(s), passwords, Personal Identification Numbers (PIN) or similar information on devices used for identification and authorization purposes;
  - c. protect mobile device with password;
  - d. ensure that the assigned personal computers and laptops are secured by automatic activation of lock feature when not in use for more than fifteen (15) minutes, or by logging off when it shall be left unattended;
  - e. ensure that remote access technologies are activated only when needed and immediately deactivated after specified time of use;
  - f. access data, documents, e-mail correspondence and programs contained on Bank's IT systems for which I have authorization and not obtain extra resources beyond those allocated;
  - g. access, create, store or transmit material that is only legal according to law so as not to degrade the performance of information resources;
  - h. report immediately to the concerned Helpdesk any weaknesses (e.g., unexpected software, system behavior, virus infection) in Bank's IT system security which may result to unintentional disclosure of information or exposure to security threats;
  - i. observe compliance with the existing policies on handling of information to prevent unauthorized access to Bank's information i.e., saving of files in the present form of medium available (e.g., compact disc or diskette) and/or safekeeping of files in a secured area;
  - j. consult supervisor if there is any uncertainty on the use of IT systems; and
  - k. be aware that the data created, sent, received and stored on Bank's IT systems remain the property of the Bank.
  
3. I understand that the following activities are strictly prohibited:
  - a. make unauthorized copies of copyrighted or Bank-owned software/s;
  - b. download any file or software from sites or sources which are not familiar or hyperlinks sent by strangers, which may expose the IT system to a computer virus and could hi-jack Bank information, password or PIN;
  - c. download, install, run security programs or utilities (e.g., password cracking programs, packet sniffers, port scanners), or circumvent IT system security measures (e.g., port scanning or security scanning) that shall reveal or exploit weaknesses in the security of the information assets, unless properly approved by the Bank's Chief Information Officer;
  - d. divulge to anyone the access points to Bank's information resources without proper authorization;
  - e. disclose information which might be used for personal benefit, political activity, unsolicited advertising, unauthorized fund raising, or for the solicitation or performance of any unlawful activity;
  - f. make fraudulent or unofficial offers of products, items or services using the Bank's information resources;
  - g. effect security breaches or disruptions of network communications, such as, but not limited to, network sniffing, ping floods, packet spoofing, denial of service and forged routing information for malicious purposes;
  - h. provide critical information on the Bank and its employees (e.g., software inventory, list of personnel) to parties outside the Bank without proper authorization;
  - i. make unauthorized disclosure of confidential data (e.g., on depositors/investors/borrower's accounts); and
  - j. copy, move, and store cardholder data, including personal, sensitive personal, and privileged information, onto local hard drives and removable electronic media, unless explicitly authorized and approved to perform a business function and/or need.

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<b>Vendor Assessment</b>		<i>Annex E</i>
<b>Evaluation Criteria</b>	<b>Performance Standards</b>	<b>Rating</b>
A. Conform to the LANDBANK EMV Card Specifications (Design and Personalization)	<p>Able to deliver the EMV Cards following the LANDBANK Specifications.</p> <p>4 – Excellent No findings/error on the delivered LANDBANK EMV Cards</p> <p>3 – Good Less than 10 cards of the total card delivered have errors/findings.</p> <p>2 – Needs Improvement More than 10 but Less than 20 cards of the total card delivered have errors/findings.</p> <p>1 – Poor More than 20 cards of the total card delivered have errors/findings.</p>	
B. Submission of Monthly Card Report (Processed, Spoiled and Remaining Inventory)	<p>Able to submit the required Card Reports on time</p> <p>4 – Excellent Submitted reports timely and regularly</p> <p>1 – Poor Failed to submit the reports on a timely manner/regularly</p>	



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<p>C. Packaging of cards must be segregated per Branch</p>	<p>Able to pack in the Bank's official courier pouch/box and deliver EMV Cards via its Destination Branch.</p> <p>4 – Excellent</p> <p>No findings/error on the delivered LANDBANK EMV Cards</p> <p>3 – Good</p> <p>Less than 10 cards are not packed and segregated per Branch</p> <p>2 – Needs Improvement</p> <p>More than 10 but Less than 20 cards are not packed and segregated per Branch</p> <p>1 – Poor</p> <p>More than 20 cards are not packed and segregated per Branch</p>	
<p>D. Sorting of EMV Cards and transmittals</p>	<p>Able to sort the EMV Cards and transmittals as required manner</p> <p>4 – Excellent</p> <p>No findings/error on the sorting of delivered LANDBANK EMV Cards and transmittals</p> <p>3 – Good</p> <p>Less than 10 cards and transmittals are not sorted properly</p> <p>2 – Needs Improvement</p> <p>More than 10 but Less than 20 cards and transmittals are not are not sorted properly</p> <p>1 – Poor</p> <p>More than 20 cards and transmittals are not are not sorted properly</p>	

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E. Delivery of EMV Cards	<p>Able to deliver the total requested EMV Cards within three (3) banking days from the receipt of the submitted embossing file and card variables.</p> <p>4 – Excellent</p> <p>EMV Cards were delivered on or before the 3<sup>rd</sup> Banking Days</p> <p>1 – Poor</p> <p>EMV Cards were delivered beyond the 3<sup>rd</sup> Banking Days.</p>	
F. Business Continuity Plan/Site Available	<p>Vendor can provide contingency measures for continued delivery of services to the bank in case of adverse events and these must be stated in the maintenance agreement, annual report or any form of certification.</p> <p>4 – Excellent</p> <p>Vendor has a Business Continuity Plan/Site to provide contingency measures specific to the bank.</p> <p>3 – Good</p> <p>Vendor has a Business Continuity Plan/Site to provide contingency measures, in general, to its clients.</p> <p>2 – Needs Improvement</p> <p>Vendor has a Business Continuity Plan/Site to provide contingency measures but on a limited basis only.</p> <p>1 – Poor</p> <p>Vendor has no Business Continuity/Site to provide contingency measures to its clients.</p>	

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G. Support assistance from the Vendor	<p>Able to provide continuous assistance from the Sales and technical Team/Manager for any concern related to the project.</p> <p>4 – Excellent</p> <p>More than 80% of the total concerns reported related to the project were provided with assistance and resolution.</p> <p>3 – Good</p> <p>60% - 79% of the total concerns reported related to the project were provided with assistance and resolution.</p> <p>2 – Needs Improvement</p> <p>40% - 59% of the total concerns reported related to the project were provided with assistance and resolution.</p> <p>1 – Poor</p> <p>Below 40% of the total concerns reported related to the project were provided with assistance and resolution.</p>	
Total Point Score		
Average Score		
Equivalent Adj. Rating		

Reference Range	Adjectival Score
4.0 – 3.4	Excellent
3.3 – 2.3	Good
2.2 – 1.7	Needs Improvement
1.6 – 1.0	Poor

## 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:*

#### o Eligibility Documents – Class “A”

##### Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).

##### 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.

o **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.

o **Technical Documents**

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. **Revised 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).

**Note:** During the opening of the first bid envelope (Eligibility and Technical Component), only the above documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
5. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).

### **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).

***Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.***