

SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-ICTBAC- ITB-GS-20240207-02

PROJECT : **Supply and Delivery of Re-Transfer ID Card Printer with Software License and Consumables**


IMPLEMENTOR : **ICT-BAC Secretariat Unit**

DATE : **15 March 2024**

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 is/are encouraged to use the Bid Securing Declaration as Bid Security.
2. Section V. Special Conditions of Contract (Pages 33 thru 37), Section VII. Technical Specifications (Pages 41 and 42), Section VIII. Bidding Forms (Pages 63 thru 66), and Terms of Reference (Revised Annexes D-1 and D-2). Please see attached revised items and specific sections of the Bidding Documents.
3. Responses to bidder's query/clarifications per attached Annex G-1.



SVP Marlon L. Villafranca
Vice-Chairperson ICT-BAC

Special Conditions of Contract

SCC Clause

1

Delivery and Documents –

The procurement of Supply and Delivery of Re-Transfer ID Card Printer with Software License and Consumables was acquired through public bidding with approved Purchase Order No. _____ dated _____, with the Notice of Award and Notice to Proceed issued by LANDBANK's authorized signatory.

For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:

For Goods supplied from abroad: The delivery terms applicable to the Contract are DDP delivered in the address/es indicated in Section VI. Schedule of Requirements. In accordance with INCOTERMS.

For Goods supplied from within the Philippines: The delivery terms applicable to this Contract are delivered in the address/es indicated in Section VI. Schedule of Requirements. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).

For purposes of this Clause the Procuring Entity's Representative/s at the Project Site/s is/are indicated in Section VI. Schedule of Requirements.

The supplier shall deliver the Re-Transfer ID Card Printer with the following inclusions:

Description	Quantity
Printer	1 unit
Software License (Perpetual)	1 license
Color Ribbon Kit with Ultraviolet (UV) technology	printing good for 13,000 dual-sided RFID cards
Re-transfer Films	printing good for 13,000 dual-sided RFID cards
Blank RFID Cards	13,000 pieces

Incidental Services –

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- a. Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. Training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period *indicated* in Section VI. Schedule of Requirements.

Spare parts or components shall be supplied as promptly as possible, but in any case, within months indicated in the Technical Specifications.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier
Contract Description
Final Destination
Gross weight
Any special lifting instructions
Any special handling instructions
Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF,

CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.

Intellectual Property Rights –

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

2.2

Pursuant to Malacañang Executive Order No. 170 (Re: Adoption of Digital Payments for Government Disbursements and Collections) issued on 12 May 2022, directing all government agencies to utilize safe and efficient digital disbursement in the payment of goods, services and other disbursements, all payments for this Contract shall be through direct credit to the supplier's deposit account with LANDBANK. Thus, the supplier shall maintain a deposit account with any LANDBANK Branch where the proceeds of its billings under this Contract shall be credited.

The following documentary requirements for payment shall be submitted:

- Sales Invoice/Billing Statement/Statement of Account.

	<ul style="list-style-type: none"> • Delivery Receipt with printed name and signature of LANDBANK employee who received the delivery and actual date of receipt of items. • Warranty Certificate specifying the period covered by the warranty. <p>The Supplier shall be paid within sixty (60) calendar days after submission of sales invoice or claim and complete documentary requirements.</p> <p>Supplier shall pay taxes in full and on time.</p> <p>Supplier is, likewise, required to regularly present, within the duration of the Contract, a tax clearance from the Bureau of Internal Revenue (BIR) as well as a copy of its income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon.</p>
4	Maintain the GCC Clause.
5	<p>Printer - Two (2) years warranty on parts and services – no additional cost on Landbank if parts used for replacement are higher in specs.</p> <p>Print Head - Lifetime</p>
6	<p>The Supplier has not made and will not make any offer, promise to pay or authorization of the payment of any money, gift or any other inducement to any official, political party, employee of Government or any other person, in contravention with applicable laws in connection with the execution of this Contract and performance of its obligations thereunder. Violation of this provision shall be a ground for immediate termination of this Contract.</p> <p>The Supplier shall not assign this Contract or sub-contract the performance of any portion of it, without the LBP's prior written consent. Prior to the assignment or subcontracting and the approval by LBP thereof, the Supplier must disclose to LBP the name of its assignee/s or subcontractor/s who/which should have a written agreement/s with the Supplier indicating: (i) that the assignee/s or subcontractor/s is aware of and shall abide with all the terms and conditions of this Agreement, as may be applicable; (ii) that the term of the assignment/sub-contract shall not exceed the term of this Agreement; (iii) the detailed terms of the assignment/sub-contract.</p> <p>The Supplier shall hold LBP free and harmless from any claims of third parties arising from a negligent or otherwise wrongful act, or omission by the Supplier or its employees or representatives. The Supplier shall ensure that the employees that will be deployed in LBP's premises shall faithfully observe and comply with all LBP rules and regulations.</p>

Technical Specifications

Specifications	Statement of Compliance
<p>Supply and Delivery of Re-Transfer ID Card Printer with Software License and Consumables</p> <ol style="list-style-type: none"> 1. Minimum revised technical specifications and other requirements per attached Technical Specifications (Revised Annexes D-1 to D-2) 2. The documentary requirements enumerated in Revised Annex D-2 of the Technical Specifications shall be submitted in Eligibility and Technical Component to support the compliance of the Bid to the technical specifications and other requirements. <p>Non-submission of the above documents may result in the post-disqualification of</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>Please state here either "Comply" or "Not Comply"</p>

the bidder.

The winning supplier must affix sticker/tag/label for the unit with company name and after-sales contact number(s) or equivalent form of marking on the equipment.

Bidder with Lowest Calculated Bid must provide one (1) demo unit within five (5) calendar days after the date of opening of bids for evaluation. Delivery will be at the Ground Floor/Lobby, LANDBANK Plaza Building during banking days from 8:00 A.M. to 5:00 P.M. Please coordinate your delivery with Mr. Michael Angelo A. Dellova of the Personnel Administration Department at 8522-0000 local 4110.

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 Component (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)

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.

o **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 – Revised Schedule of Requirements with signature of bidder's authorized representative.
12. **Section VII – Revised 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 envelopes (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.

- **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]**
 - 14. Manufacturer's authorization (sample form - Form No. 9) or its equivalent document, confirming that the bidder is authorized to provide the brand being offered and consumables supplied by the manufacturer, including any warranty obligations and after sales support as may be required.
 - 15. Brochures or other official documents from the manufacturer indicating the complete specifications of the product and brand being offered.
 - 16. List of service centers or service technicians and authorized resellers of consumables with complete address, contact person and contact details in Metro Manila area.
 - 17. List of local parts center/depot where the spare parts will be available with complete address, contact person and contact details.
 - 18. Certificate of Satisfactory Performance from at least three (3) previous clients of the same product and brand being offered.
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 - 19. 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.
 - 20. Latest Income Tax Return filed manually or through EFPS.
 - 21. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).

22. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
23. 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.

TERMS OF REFERENCE

I. Project

One (1) Lot of Supply, Delivery and Installation of Re-transfer ID Card Printer inclusive of the following:

- **13,000 Pieces Blank RFID Cards**
- Color Ribbon Kit with Ultraviolet (UV) technology
- Re-transfer Films

Purpose: Replacement of Old ID Printer and for the new design of LBP ID with signature of LBP President & CEO Lynette V. Ortiz

II. Technical Specifications

Particular	Minimum Specifications
Print Technology	<ul style="list-style-type: none"> • Dye Sublimation Re-transfer • Dual-sided
Resolution	<ul style="list-style-type: none"> • 300 dpi
Printable Area	<ul style="list-style-type: none"> • Over-the-Edge
Capacity	<ul style="list-style-type: none"> • Input Feeder: 100 cards • Output Feeder: 100 cards
Print Speed	<ul style="list-style-type: none"> • 100 cards per hour (minimum)
Connectivity	<ul style="list-style-type: none"> • USB 2.0 connectivity • Ethernet 10/100 Base-T
Display	<ul style="list-style-type: none"> • LCD display and LED status indicator • Printer graphical notifications: empty input hopper, empty/low level ribbon alert
Power	<ul style="list-style-type: none"> • 220-240V
Software	<ul style="list-style-type: none"> • Perpetual License • Compatible with Windows 10 and 11 • User-friendly interface • Must be able to upload ID information/data in excel file
Warranty	<ul style="list-style-type: none"> • Printer – Two (2) years • Print head – lifetime
Consumables	<p>The following must be provided by the supplier:</p> <ul style="list-style-type: none"> • Color Ribbon Kit with Ultraviolet (UV Technology) • Re-transfer Film <p>Consumables must be good for printing of 13,000 dual-sided RFID cards (full color - front and back, dual-sided UV, single pass)</p>
Blank RFID Card	<ul style="list-style-type: none"> • Size: 3.375 inches x 2.125 inches (ISO CR80) (85.6mm x 54mm) • Thickness: 0.88 mm • Card type: Dye-Sub Card; print directly to the front/back of the card

- **Color: Glossy White**
- **Without/No printed Card Number**
- **Strong, flexible and resistant to cracking and breaking**
- **Compatible with Biometric Device**
- **Quantity: 13,000 Pieces (200 - 500 pcs./pack)**

III. Terms and Conditions

1. The Supplier must conduct a demo of the offered brand and model unit/ID Card Printer within five (5) days after receipt of Notice of Post-Qualification.
2. The Supplier, during the 2-year warranty shall provide the following:
 - Quarterly preventive maintenance;
 - Repair/replacement of parts:
 - ✓ Onsite – Response time is within 48 hours upon receipt of notice through email and/or telephone call from PAD-SRD
 - ✓ Offsite – A temporary replacement printer with the same brand and model must be provided while the said Retransfer ID Card Printer is being repaired.

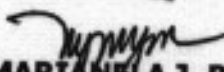
IV. Documentary Requirements

1. Brochures or other official documents coming from the manufacturer indicating the complete specifications of the offered product/brand.
2. Manufacturer's authorization or back-to-back certification stating that the bidder is an authorized dealer of the product/brand being offered.
3. List of service centers or service technicians, and authorized resellers of consumables (with complete addresses, contact persons and contact details) in Metro Manila area.
4. List of local parts center/depot where the spare parts will be available (with complete addresses, contact persons and contact details).
5. Certificate of Satisfactory Performance from at least three (3) previous clients that the bidder has supplied with the same offered product/brand being offered.


V. Delivery

The Re-transfer ID card printer and its consumables shall be delivered within 30 to 45 working days after receipt of Notice to Proceed at the 23/F, LANDBANK Plaza, 1598 M.H. del Pilar corner Dr. J. Quintos Sts., Malate, Manila. Supplier may coordinate with Ms. Marianela J. Puzon or Mr. Michael Angelo A. Dellova of LANDBANK Personnel Administration Department at telephone no. 522-0000 locals 2275, 2698, 2368, 2355 or 4110

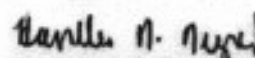
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LANDBANK

SERVING THE NATION



BAGONG PILIPINAS

DATE:	March 13, 2024
PROJECT IDENTIFICATION NUMBER	LBP-ICTBAC-ITB-GS-20240207-02
PROJECT DESCRIPTION	SUPPLY AND DELIVERY OF RE-TRANSFER ID CARD PRINTER WITH SOFTWARE LICENSE AND CONSUMABLES
PROPOSER UNIT/ TECHNICAL WORKING GROUP (TWG)	PERSONNEL ADMINISTRATION DEPARTMENT (PAD)

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/ OR SUGGESTIONS	LANDBANK's RESPONSES						
1	<p>Page 33 of 66, SCC Clause 1 Delivery and Documents:</p> <ul style="list-style-type: none">The supplier shall deliver the Re-Transfer ID Card Printer with the following inclusions: <table><tr><th>Description</th><th>Quantity</th></tr><tr><td>Color Ribbon Kit with Ultraviolet (UV) technology</td><td>32 rolls (good for 16,000 images)</td></tr><tr><td>Re-transfer films</td><td>32 rolls (good for 16,000 images)</td></tr></table>	Description	Quantity	Color Ribbon Kit with Ultraviolet (UV) technology	32 rolls (good for 16,000 images)	Re-transfer films	32 rolls (good for 16,000 images)	<p>Regardless of the number of rolls of color ribbons and re-transfer films, the requirement is to satisfy the 16,000 images with full color - front and back and dual-sided UV. Is this correct?</p>	<p>No. Our requirement is to be able to produce for 16,000 IDs colored with UV (double sided). The number of rolls of color ribbons and re-transfer films must satisfy the production of 16,000 IDs and not 16,000 images. The production of 16,000 IDs will require 26,000 images of consumables both Color Ribbon Kits with UV and Re-transfer films. Thus, color ribbons and re-transfer films for 16,000 <u>images</u> only will not satisfy our requirement.</p> <p><i>Note: There's a revised TOR of which is the change on the required quantity from 16,000 to 13,000 IDs and on the type of card to be used - from PVC to RFID Card.</i></p>
Description	Quantity								
Color Ribbon Kit with Ultraviolet (UV) technology	32 rolls (good for 16,000 images)								
Re-transfer films	32 rolls (good for 16,000 images)								
2	<p>Page 42 of 66 Technical Specifications:</p> <p>Bidder with Lowest Calculated Bid must provide one (1) demo unit within five (5) calendar days after the date of opening of bids for evaluation. Delivery will be at the Ground Floor/Lobby, LANDBANK Plaza Building during banking days from 8:00 A.M. to 5:00 P.M. Please coordinate your delivery with Mr. Michael Angelo A. Dellova of the Personnel Administration Department at 8522-0000 local 4110.</p>	<ul style="list-style-type: none">Would it be okay to extend the provision of one (1) demo unit to within 5 to 10 days after the date of opening of bids for evaluation? The Color Ribbon with UV technology is a special item and our partner abroad would require this lead time to deliver.	<p>No, we retain the five (5) calendar days for them to provide demo of offered of brand and model as stated on our Terms of Reference.</p>						

Prepared by:

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Acting HR Management Analyst, PAD

Reviewed by:

Maricela J. Puzon
BEO, PAD-SRD

Approved by:

TERESITA C. RODIS
ADM, PAD

Annex 6-1