

SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-ICTBAC- ITB-GS-20240222-02

PROJECT : 445,000 Pieces LANDBANK Scheme EMV Card with Card Personalization, Kitting Services and Collaterals

IMPLEMENTOR : ICT-BAC Secretariat Unit

DATE : 09 May 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. Change in the deadline of submission and opening of bids, as follows:

From	To
10 May 2024 at 10 A.M.	17 May 2024 at 10 A.M.

Please be reminded that **late bids shall not be accepted.**

2. Form No. 6 – Omnibus Sworn Statement under Section VIII. Bidding forms and Checklist of Bidding Documents (Item no. 13) have been revised, Copies of said revised portions of the Bidding Documents are herein attached.
3. The bidder/s is/are encouraged to use the Bid Securing Declaration as Bid Security.



MARILOU L. VILAFRANCA
Vice-Chairperson, ICT-BAC

Form No. 6

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

If a sole proprietorship: The owner or sole proprietor is not related to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) **members of the Bids and Awards Committee for Information and Communications Technology (ICT-BAC)**; 4) **ICT-BAC Secretariat**; 5) members of the Technical Working Group, if applicable; 6) personnel of Procurement Department; 7) personnel of the implementing unit or the end-user unit; and 8) project consultants, if applicable, by consanguinity or affinity up to the third level degree;

If a partnership or cooperative: None of the officers, members, of [Name of Bidder] is related to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) **members of the Bids and Awards Committee for Information and Communications Technology (ICT-BAC)**; 4) **ICT-BAC Secretariat**; 5) members of the Technical Working Group, if applicable; 6) personnel of Procurement Department; 7) personnel of the implementing unit or the end-user unit; and 8) project consultants, if applicable, by consanguinity or affinity up to the third civil degree;'

If a corporation or joint venture: None of the officers, directors, controlling stockholders of [Name of Bidder] is related to the following LANDBANK officers, employees and consultants: 1) members of the Board of Directors; 2) President and CEO; 3) **members of the Bids and Awards Committee for Information and Communications Technology (ICT-BAC)**; 4) **ICT-BAC Secretariat**; 5) members of the Technical Working Group, if applicable; 6) personnel of Procurement Department; 7) personnel of the implementing unit or the end-user unit; and 8) project consultants, if applicable, by consanguinity or affinity up to the third civil degree;'

7. [Name of Bidder] has no unsatisfactory performance with its ongoing projects.
8. [Name of Bidder] complies with existing labor laws and standards; and
9. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
10. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2024 at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____, in _____, Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
S. of _____

'The names of specific LANDBANK officers, employees and consultants being referred to are shown in Annexes E-1 to E-2.

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.
- **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. Section VII – Specifications with response on compliance and signature of bidder's authorized representative.
 13. Duly notarized revised 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.

- o **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)].**
14. Current and valid Accreditation Certificate issued by Visa and MasterCard for EMV Card Production and Personalization or equivalent document.
 15. Certificate of Satisfactory Performance:
 - a. For New Bidder/Bidder without Scheme EMV Contracts with LANDBANK for the last three (3) years:
 - Certificate of Satisfactory Performance from at least two (2) Universal/Commercial Banks in the Philippines for Card Production, Personalization and Kitting Services, or equivalent document involving completed contracts for the last three (3) years
 - b. For Existing Suppliers/Bidder with Scheme EMV Contracts with LANDBANK for the past three (3) years:
 - Certificate of Satisfactory Performance from at least two (2) Universal/Commercial Banks in the Philippines for Card Production, Personalization and Kitting Services, or equivalent document involving completed contracts for the last three (3) years
 - Notarized Self-certification stating that the bidder has no Unsatisfactory Performance with LANDBANK.
 16. Notarized Self-certification attesting the acceptance of the following Terms and Conditions:
 - a) Bidder will deliver the Scheme EMV cards;
 - b) Bidder will produce ten (10) designs;
 - 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;
 - d) Bidder is capable to personalize the details in the face and the chip of the card based on the submitted embossing file and card variables (e.g., QR code);
 - e) Bidder has a Card Personalization Bureau which is located in the Philippines;
 - f) Bidder is compliant with Payment Card Industry – Card Production (PCI-CP); and
 - g) 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.
 17. Documented Business Continuity Plan (BCP) with Visa and MasterCard accredited site.

18. List and contact details of the Key Personnel for Card Production and Personalization.
- o **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 1. 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.
 2. Latest Income Tax Return filed manually or through EFPS.
 3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 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.