



SUPPLEMENTAL/BID BULLETIN NO. 3
For LBP-HOBAC-ITB-GS-20210317-01

PROJECT : **LANDBANK EMV Contactless Scheme Cards with Personalization, Kitting Services and Collaterals**

IMPLEMENTOR : **Procurement Department**

DATE : **April 23, 2021**

This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Terms of Reference (Annex D), Technical Specifications (Section VII), and Checklist of the Bidding Documents (Item Nos. 12 & 16.1 to 16.9 of the Eligibility and Technical Documents) have been revised. Please see attached revised Annexes D-1 to D-2, D-4 and specific sections of the Bidding Documents.
- 3) The deadline for the submission of electronic bids for the above project is re-scheduled on **April 30, 2021** at **10:00 A.M.** Submission of physical bids (hard copy) shall **not** be accepted.


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

Technical Specifications

Specification	Statement of Compliance
LANDBANK EMV Contactless Scheme Cards with Personalization, Kitting Services and Collaterals Specifications and other terms and conditions per attached Revised Terms of Reference (Annexes D-1 to D-17).	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 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. Please state here either "Comply" or "Not Comply"

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

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

Eligibility and Technical Components (PDF File)

- **The Eligibility and Technical Component shall contain documents sequentially arranged as follows:**

- **Eligibility Documents – Class “A”**

Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); or all of the following:
 - Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the Bidding Documents;
 - Valid and current mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document for Exclusive Economic Zones or Areas; and
 - Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Eligibility Documents

2. 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).
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 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.
16. **Notarized self-certification attesting compliance with the following requirements and/or terms and conditions:**
 - 16.1. **Bidder will safekeep in its vault the remaining unused produced EMV cards based on the card production schedule provided up to three (3) years at no additional cost to the Bank;**
 - 16.2. **Bidder will deliver multiple scheme cards;**
 - 16.3. **Bidder will produce cards with maximum of twenty (20) designs;**
 - 16.4. **Bidder will produce card collaterals with maximum of ten (10) designs;**
 - 16.5. **Bidder has the capacity to accept and personalize the first batch of embossing file within fifteen (15) calendar days after the approval of FIME or from any accredited Card Payment Reviewer and Card design approval of MasterCard or VISA and instruction from the Bank, whichever comes last;**
 - 16.6. **Bidder has the capacity to print PIN using the PIN Offset File in the card carrier (if the card is MasterCard);**
 - 16.7. **Bidder has a Card Personalization Bureau which is located in the Philippines;**
 - 16.8. **Bidder is compliant with Payment Card Industry Card Production (PCI CP); and**
 - 16.9. **Bidder has no unsatisfactory performance in its ongoing contracts in accordance with Section 34.3(b)(iii)(c) of the Implementing Rules and Regulations of R.A. 9184.**
17. Documented Business Continuity Plan with VISA and MasterCard accredited site.
18. List and contact details of the Key Personnel for Card Production, Personalization and Kitting Services.

- **Post-Qualification Documents – [The bidder may submit the following documents 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).

Financial Component (PDF File)

- **The Financial Component shall contain the documents sequentially arranged as follows:**
 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1).
 2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2).

Terms of Reference

A. Name and Description of the Project

LANDBANK EMV Contactless Scheme Cards with Personalization, Kitting Services and Collaterals

B. Objective of the Project

To comply with the card requirement of the PhilSys ID Project (PIP)

C. Scope of the Project

Supply and Delivery of personalized and kitted LANDBANK EMV Contactless Scheme Cards with collaterals

D. Specifications

Annex A – Card Specifications

Annex B – Card Collaterals Specifications

E. Qualifications and Documentary Requirements

Qualification Requirements	Documentary Requirements
1. Must be accredited by Visa and MasterCard	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, Personalization and Kitting Services 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, Personalization and Kitting Services or equivalent document involving completed contracts for the last three (3) years.
<p>3. Notarized self-certification attesting compliance with the following requirements and/or terms and conditions:</p> <p>a. Bidder will safekeep in its vault the remaining unused produced EMV cards based on the card production schedule provided up to three (3) years at no additional cost to the Bank;</p> <p>b. Bidder will deliver multiple scheme cards;</p> <p>c. Bidder will produce cards with</p>	3. Notarized self-certification attesting the acceptance of the cited terms and conditions

CLASS D

<p>maximum of twenty (20) designs;</p> <p>d. Bidder will produce card collaterals with maximum of ten (10) designs;</p> <p>e. Bidder has the capacity to accept and personalize the first batch of embossing file within fifteen (15) calendar days after the approval of FIME or from any accredited Card Payment Reviewer and Card design approval of MasterCard or VISA and instruction from the Bank, whichever comes last;</p> <p>f. Bidder has the capacity to print PIN using the PIN Offset File in the card carrier (if the card is MasterCard);</p> <p>g. Bidder has a Card Personalization Bureau which is located in the Philippines;</p> <p>h. Bidder is compliant with Payment Card Industry Card Production (PCICP); and</p> <p>i. Bidder has no unsatisfactory performance in its ongoing contracts in accordance with Section 34.3(b)(iii)(c) of the Implementing Rules and Regulations of R.A. 9184.</p>	
<p>4. 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>4. Documented BCP with Visa and MasterCard accredited site</p>
<p>5. Must provide the list and contact details of the Key Personnel of the company involved in the Engagement</p>	<p>5. List and contact details of the Key Personnel for Card Production, Personalization and Kitting Services</p>

H. Manner of Payment

LANDBANK will pay the supplier based on the actual volume of personalized EMV Cards delivered (please refer to Item I.b.6 for details).

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

- i. **The Lowest Calculated Bidder (LCB) shall have no unsatisfactory performance in its ongoing contracts in accordance with Section 34.3(b)(iii)(c) of the IRR of RA 9184.**
- ii. The LCB shall be required to submit twelve (12) sample EMV cards for each payment card types (MasterCard and Visa) within two (2) banking days after the bidding. Samples shall be submitted at the Ground Floor, LANDBANK Plaza 1598 MH del Pilar corner Dr. Quintos Streets, Malate Manila from 8AM to 5PM and look for Card and ATM Management Department Personnel with local numbers 7182, 4211, 4173 and 4069. These cards shall be tested by the Bank for their acceptability in LBP and BNATMs.
- iii. The supplier must perform SFTP (Secured File Transfer Protocol) set up and test connectivity with LANDBANK within three (3) banking days upon receipt of NTP and must submit certificate of connectivity
- iv. The supplier shall execute and submit a Service and Non-Disclosure Agreement (Annex C) and Acceptable Use Policy (Annex D) to the Bank after the issuance of the Notice of Award
- v. The Embossing File Format, Templates, Test Keys, sample PIN Offset File, Card and Kitting Collaterals layout shall be provided by LANDBANK to the supplier within two (2) banking days from receipt of NTP.
- vi. 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.
- vii. The card designs and kitting collaterals in Adobe Illustrator (AI) file shall be provided to the supplier within two (2) banking days from receipt of NTP.
- viii. The card proofs and sample kitting collaterals shall be submitted by the supplier for approval of LBP and MasterCard/VISA authorized representatives within three (3) banking days from receipt of the card design/layout. Paper samples of the kitting collaterals shall be submitted at the Ground Floor, LANDBANK Plaza 1598 MH del Pilar corner Dr Quintos Streets, Malate Manila from 8AM to 5PM and look for Card and ATM Management Department Personnel with local numbers 7182, 4211, 4069 and 4173.
- ix. Upon approval from LBP and MasterCard/VISA, supplier shall submit five (5) actual, personalized and kitted 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 both for VISA and MasterCard which is not lower than seven (7) years upon project implementation until the total number of cards is fully consumed. Thus, supplier must provide and use new LOA and CA Public Keys/IPKs for the remaining unused contract to comply the 7-year EF expiry date.