



SERVING THE NATION

**SUPPLEMENTAL/BID BULLETIN NO. 1  
For LBP-HOBAC-ITB-GS-20220816-03**

**PROJECT** : **One (1) Year Maintenance Support for DataCard MX2100  
Card Issuance System and Two (2) DataCard DC280P Card  
Personalization Machines**

**IMPLEMENTOR** : **HOBAC Secretariat Unit**

**DATE** : **September 30, 2022**

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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) The Terms of Reference (Annexes D-1 and D-2), and Checklist of Bidding Documents (Item 12 of Technical Documents, and Item 15 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached Annexes E-1 to E-12 and specific sections of the Bidding Documents.



**ATTY. HONORIO T. DIAZ, JR.**  
**Head, HOBAC Secretariat**

# Section VII - Technical Specifications

<b>Specifications</b>	<b>Statement of Compliance</b>
	<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 style="text-align: center;">One (1) Year Maintenance Support for DataCard MX2100 Card Issuance System and Two (2) DataCard DC280P Card Personalization Machines</p> <p><b>1. Minimum technical specifications and other requirements per attached Revised Terms of Reference (Annexes D-1 to D-2).</b></p> <p><b>2. The documentary requirements enumerated in Item Letter E-Qualification and Documentary Requirements (Revised Annex D-1), of the Terms of Reference shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements.</b></p> <p>Non-submission of the above documents may result in the post-disqualification of the bidder.</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

## 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);

#### 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.

○ **Technical Documents**

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

***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 equipment and consumables supplied by the manufacturer, including any warranty obligations and after sales support as may be required.
  15. **Copy of Purchase Order/Maintenance Agreement/Contract or other documents that certifies at least one (1) year maintenance experience on DataCard printer/machines.**
  16. List of authorized and certified service technicians with curriculum vitae and certifications.
  17. Notarized self-certification that the bidder has no unsatisfactory performance related to EMV cards and personalization machine in the banking industry and list of previous clients with complete contact details (contact person and contact numbers).
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  18. 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.
  19. Latest Income Tax Return filed manually or through EFPS.
  20. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  21. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
  22. 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).
3. Duly filled-out Bill of Quantities Forms signed by the Bidder's authorized representative (Annex E).

***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.***

September 23, 2022

## TERMS OF REFERENCE

### **A. Name and Description of the Project**

One (1) Year Maintenance support for Datacard MX2100 Card Issuance System and Two (2) Datacard DC280 Card Personalization Machines

### **B. Project Objective**

To provide Maintenance package and support on hardware and software inclusive of:

- a. Preventive Maintenance on monthly basis
- b. On-site Support Services (checking / repair / standby support) – Mon-Fri, 8AM-5PM\*
- c. Technical and Helpdesk Support (via mobile or hotline) - Mon-Fri, 8AM-5PM\*
- d. Replacement of wearable/defective Machine Parts

### **C. Project Scope**

The Service provider is expected to deliver Hardware and Software Maintenance support with One (1) year coverage upon receipt of the Notice to Proceed (NTP).

### **D. Minimum Specifications**

At least once a month maintenance during Monday – Friday, 8am-5pm, and at the request of the customer based on the specific needs of the machine on repairs, on-site and technical support.

### **E. Qualification and Documentary Requirements**

1. The Service Provider must be certified by Datacard as an authorized provider.  
*Copy of certifications must be provided*
2. The Service Provider must have at least one (1) year maintenance experience on Datacard Printer/Machines. *Provide copy of Purchase Order/Maintenance Agreement/Contract or other documents that certifies the provider's experience*
3. List of authorized and certified service technicians. *Copy of Curriculum Vitae and Certifications must be provided.*
4. The service provider should not have any unsatisfactory performance related to EMV cards and personalization machine from clients in the banking industry. *Notarized Self-Certification must be provided with attached list of previous clients with their complete contact details (contact person and contact numbers) for reference.*

*Neal*



**F. Other Terms and Conditions**

1. The winning Service Provider shall execute a Service and Non-Disclosure Agreement (NDA) and Acceptable Use Policy (AUP) with the Bank after the issuance of the Notice of Award.
2. Preventive Maintenance shall be performed on a monthly basis specifically on the first week of the month. The Service Provider must notify AOSD a day before the actual maintenance schedule.
3. Onsite Support Services from Monday to Friday; Eight (8) hours a day (8:00 AM – 5:00 PM) with Two (2) hours response time from the time that the service call was placed and the time which the technical support personnel arrives at LBP.

\*In case the Bank will render overtime on Saturdays or holidays, the service provider/supplier will be notified a day before to request for a standby Service Technicians.

4. Technical and Helpdesk Support from Monday to Friday; Eight (8) hours a day (8:00 AM – 5:00 PM); with existing Customer Service Support thru mobile or hotline. One (1) hour response time from the time that the service call or message was placed and the time which the technical support answers back.

**G. Penalty Clause**

- a. Monthly Preventive Maintenance – Penalty for non-performance of Preventive Maintenance on the machine will be 50% of the monthly Maintenance Cost (MMC) to be deducted on the payment of the MMC for the reference month.
- b. Onsite / Technical Support Services – Penalty for not meeting response time per incident basis will be Php1,000.00 per hour delay.


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