



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Metro Manila Courier Service
Reference No. : PB-GS-27-2018
ABC : PhP 2,150,000.00
Date : 17 October 2018

This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

- I. **Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by this Supplemental/Bid Bulletin No. 1 after considering inputs from End-User, BAC Members and prospective bidders during the pre-bid conference on 17 October 2018.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.


IMELDA M. PANOLONG
BAC Chairperson

Technical Specifications

Metro Manila Courier Services

I.	BACKGROUND The Department of Foreign Affairs intends to procure a Courier Service, for the period of one (1) year, to ensure continuous and regular deliveries of documents and parcels from the Department of Foreign Affairs Main Building to different offices, establishments and other locations within Metro Manila.					
II.	OBJECTIVE To procure door-to-door pick-up courier service for the delivery of the Department's documents and parcels to different offices, establishments and other locations within Metro Manila.					
III.	SCOPE OF WORK	STATEMENT OF COMPLIANCE				
	<p>1. The Contractor shall pick-up the documents and parcels from the Pouch Section of the Office of Asset Management and Support Services – Information Technology, Communications and Records Division (OAMSS – ITCRD) Mondays to Fridays; and ensure the delivery of documents/parcels to the consignee within Metro Manila follows following the schedule below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Time of Pick-up from Pouch Section</th> <th style="text-align: center;">Time of Delivery</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Between 03:00 – 05:00 P.M</td> <td style="text-align: center;">Before the end of the following business day.</td> </tr> </tbody> </table>	Time of Pick-up from Pouch Section	Time of Delivery	Between 03:00 – 05:00 P.M	Before the end of the following business day.	
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Between 03:00 – 05:00 P.M	Before the end of the following business day.					
	<p>2. The Contractor shall submit to the OAMSS – Pouch Section a consolidated monthly report, within the first week of the following month, detailing the status of delivered documents and parcels.</p>					
	<p>3. The Contractor shall assign an on-site representative and ensure that the representative is accessible through mobile and telephone system during office hours.</p> <p>The Contractor shall ensure that the representative is provided with the necessary office equipment and supplies such as but not limited to printers and computers.</p>					
IV.	CONTRACTOR'S RESPONSIBILITY					
	<p>1. The Contractor shall immediately report any irregularity or breach in security of the documents/parcels such as damaged or broken flyers, incomplete piece count, etc., to the Head of</p>					

	the Pouch Section for appropriate information/action by the Department.	
	<p>2. The Contractor shall be liable for all the damages, liquidated or otherwise, that the Department may sustain for any loss, damage or delay in the delivery of documents and parcels.</p> <p>The Contractor shall pay the Department, as liquidated damages, the amount of one-tenth (1/10) of one percent (1%) of the parcel cost per working day in the delay or default of its services.</p>	
V.	CONFIDENTIALITY CLAUSE	
	<p>1. The Contractor shall not disclose any information accessed, through the use of its services, in relation to the official functions or operations of the Department or personal information of Departmental personnel without prior consent from the Department through OAMSS-ITCRD.</p> <p>2. The Contractor shall immediately inform the OAMSS-ITCRD of breaches or other form of cyber threats/activities that may contribute to disclosure of any confidential information.</p> <p>3. Failure to comply with the confidentiality clause shall be subject to penalties provision of Republic Act No. 10173 – Data Privacy Act of 2012 and all other relevant existing rules and regulations.</p>	
VI.	DURATION	
	<p>1. The duration of the contract shall commence on January 2019 to 31 December 2019.</p> <p>2. The Department shall have the option to extend the contract for a period not exceeding one (1) year.</p>	
VII.	MISCELLANEOUS	
	The financial component of the Bid shall be in Philippine Peso and shall clearly indicate the price per kilogram in accordance with the Bid Rate Sheet in Annex A.	
VIII.	PAYMENT	
	<p>1. The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, complete with summary of airway bills and other supporting documents examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>Any penalties and damages, liquidated or otherwise, shall be treated as a deduction or disallowance and included in the</p>	

	computation of monthly payments upon certified endorsement of OAMSS Pouch Section for deliveries delayed, mishandled or lost during the month.	
	2. All payments shall be inclusive of all applicable taxes and other lawful charges.	
	3. The Contractor shall allow the Department to offset documents and parcels of over-utilized against under-utilized days.	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter if the equipment 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 of supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

Conformé:

[Signature/s]
 [Name of Bidder’s Authorized Representative]
 [Position]
 [Date]

Annex A
Metro Manila Courier Service
Bid Rate Sheet

Description		Estimated Shipment per Day	Rate per kg	Rate per day (a)	Estimated Total Number of days per year (b)	Estimated Cost per Year (a x b)	
Express door-to-door service fee	Small Pouch/Flyer	0.5 kg - 1.0 kg	50		260		
	Large Pouch/Flyer	1.0 kg - 3.0 kg	70		260		
						Subtotal	
	Easy Box		Estimated Shipment per Month	Rate per kg	Rate per Month (c)	Number of Months (d)	Estimated Cost per Year (c x d)
		5.0 kgs	2			12	
		10.0 kgs	1			12	
						Subtotal	
					TOTAL		