



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE  
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**SUPPLEMENTAL / BID BULLETIN No. 1**

Project : Procurement of Local Pouch Postage and Courier Services for the  
Department of Foreign Affairs  
Reference : PB-GS-OCA-05-2020  
ABC : PhP 14,000,000.00  
Date : 27 November 2020

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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 III. A Scope of Work** – The following are the revisions made under this section:

- (2) "...the Contractor shall relocate its services to the alternative pickup points and locations assigned by the Department."
- (3) "Provide courier services for outbound letter post items, endorsed and picked up at DFA-ASEANA Building OCA-COCD..."
- (6) "Likewise, the Contractor shall provide the necessary repair/replacement for the defective carts that may arise for the duration of the contract."
- (8) "Submit an electronically signed formal written report, sent through the official email of COCD at oca.cocd@dfa.gov.ph, in case of damaged or lost items for shipment, including, but not limited to: damage to package box, broken seals, incomplete pouch contents, incomplete pouch count, misrouted pouch, tampering of seals of the packages, within three (3) calendar days from the discovery of the incident.

However, for the loss of any passport, the Contractor shall immediately report the incident within 24 hours to OCA-COCD."

- (9) "...the passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations..."
- (12) "and specific labels (see annex C) such as "DFA Official Pouch," "Do not delay," and "Penalties for tampering and unauthorized opening."
- (13) "...or as deemed necessary and upon the request of the Department..."



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- (14) “Indicate the price in accordance with the area and modality of transportation and estimated weight requirements under the rate of local passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations in Annex B.”
- (14) (15) Clause 15 have been revised accordingly, following the new inclusion and revision of Annex B. The terminology “pouch” has been replaced with the items requiring courier services (passport packages, official documents, parcels, equipment & other items for both outbound and inbound domestic destinations).
- (16) “Should the Department exceed its allotted maximum weight allocation per item classification with respect to any of the offices identified under Annex B, the Contractor shall automatically adjust the Department’s deficient weight consumption to offices requiring additional weight allocation accordingly but only from and between the offices under the same criteria identified under Part (III)(A)(14), for as long as the adjustments made shall not exceed the Approved Budget for the Contract (ABC).”
- (17) “Other offices that may be created, opened or transferred to, to be included as annex that shall form part of this terms and the contract, for the duration and any extensions thereof, shall render its actual weight consumption, based on the course of its operations as part of the chargeable services rendered to the Department.”
- (18) “The Contractor shall provide the proper recommendation and monthly weight consumption estimation after the 1st quarter or three (3) months of operations of the newly created, opened or transferred to office/location, to determine if the provision of services can still be made chargeable within the Approved budget for the Contract (ABC).”

### II. **Technical Specifications, Section III. B Contractor’s Obligations** – The following are the revisions made under this section:

- (2) “The Department reserves the right to modify the schedule, when necessary, to request for any changes that may arise in the schedule of these offices, and for other offices that may be created, opened or transferred to for the duration of the contract.”
- (5) “The Contractor shall ensure that the passport packages, official documents, parcels, equipment and other items for both outbound and inbound are delivered to their intended domestic destinations under the following delivery commitments:
  - 1 working day for offices within NCR
  - 1-2 working days for offices outside NCR

after the date of pick-up from the DFA Main Building, DFA leased premises, DFA-ASEANA Building, DFA Consular Offices, and APO Production Unit,



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Inc. – Lima Plant, as well as other offices that may be created, opened or transferred and to partner government agencies and other entities via the Domestic Registered Mail Service.

- Should there be ‘extraordinary’ circumstances, subject to the definition of a “State of Calamity” under RA No.10121, or in cases of ‘force majeure’ and fortuitous events, and declaration of prolonged state of community quarantine in the province, city or municipality, which would affect the aforementioned delivery commitments and would potentially impede the transportation services required within and to the area, the contractor shall alert its affected regional offices to closely coordinate with the DFA Consular Offices within its jurisdiction and provide official statements, subject to the contents stated under paragraph 2 of Part (III)(B)(6), pertaining to the status of the situation, for the information and benefit of the public and observe the following delivery commitments divided into two areas:

Destination	Delivery Transit Time Commitment (in working days)	
	Serviceable Area	Outside Serviceable Area
<b>NCR</b>	1-3	1-3
<b>Luzon</b>	3-5	7-10
<b>Visayas</b>	5-8	10-14
<b>Mindanao</b>	5-8	10-14

- (6) In case of delayed deliveries, “except for cases arising due to ‘extraordinary’ circumstances and other cases identified under paragraph 2, Part (III)(B)(5)...”

The use of the terminology “pouch” has now been replaced with the identified items requiring courier services (passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations), to observe consistency across the documents.

“Also, the Contractor shall automatically issue an official statement, upon the Department’s request, within 24 hours, sent through the official email of COCD at [oca.cocd@dfa.gov.ph](mailto:oca.cocd@dfa.gov.ph), detailing the following areas of concern:

- The circumstances and status of the situation
- The action plan and/or steps being taken to address the issue
- The timeframe of when the situation will be fully resolved

The Department reserves the right to have the Contractor’s official statement, posted in the DFA website, affected DFA Consular Offices, and at any other conspicuous places, as deemed necessary by the Department, for the sole purpose of informing the public of the status and circumstances affecting their region.”

- (7) (8) Changed “grace period” from 5 calendar days to “5 working days”



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III. **Technical Specifications, Section III. C Contractor's Qualifications** – The following are the revisions made under this section:

- (1) "...a nationwide coverage and company branch to service in the province, city or municipality where all DFA Consular Offices are located"
- (2) "Contractor must have continued possession of the necessary permits, licenses, and authority for the duration of the Contract, as well as the absence of any case, pending or resolved, where the Contractor is the respondent or has been found liable."

IV. **Technical Specifications, Section IV. Confidentiality Clause** – The following is the revision made under this section:

- The Contractor and its assigned personnel shall not engage in any personal or pecuniary transaction related, or that may arise from, the delivery of its services for the Department and are prohibited from soliciting or benefiting from, or conducting any act or activity with the clients of the Department. Doing so will result in the filing of appropriate charges/cases in proper courts by the Department.

V. **Technical Specifications, Section V. Duration of the Contract** – The following is the revision made under this section:

- (2) Changed the term "extend" and "extension" to "renew" and "renewal".

Include the phrase, "...subject to the provisions and guidelines under GPPB Resolution No. 23-2007..."

VI. **Technical Specifications, Section VI. Payment** – The following is the revision made under this section:

- (3) Revised referred section from "Part (III)(B)(10) to "Part (III)(B)(14)".


VII. **Technical Specifications, ANNEX A** – Changed "Ilocos Norte" to "San Nicolas"

VIII. **Technical Specifications, ANNEX B** – Revised to reflect the bid rate sheet with the estimated maximum total accumulated weight allocated per site.

IX. **Technical Specifications, ANNEX C** – Included the design format for the special labels requested by the Department.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

  
**MARIA THERESA S.M. LAZARO**  
OCA BAC Vice Chairperson



# Technical Specifications

## LOCAL POUCH POSTAGE AND COURIER SERVICES FOR THE DEPARTMENT OF FOREIGN AFFAIRS

<b>I.</b>	<b>BACKGROUND</b>	
	<p>The Department of Foreign Affairs intends to procure a local Courier Service, for the period of one (1) year, to ensure continuous, timely and regular deliveries of passport packages, official documents, parcels, equipment, cargo and other items among and between the Department, the APO Production Unit, Inc. – Lima Plant and the DFA Consular Offices nationwide.</p>	
<b>II.</b>	<b>OBJECTIVES</b>	
	<p>To procure door-to-door pick-up courier services for the continuous, timely and regular delivery of the Department’s passport packages, official documents, parcels, equipment and other items among and between the Department, the APO Production Inc. – Lima Plant and the DFA Consular Offices nationwide.</p>	
<b>III.</b>	<b>SCOPE OF WORK</b>	<b>STATEMENT OF COMPLIANCE</b>
<b>A.</b>	<p>The Contractor shall:</p> <ol style="list-style-type: none"> <li>1. Provide door-to-door pick-up and delivery of passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations among and between the Department and all its offices nationwide including the DFA Main Building, DFA leased premises, DFA-ASEANA Building, DFA Consular Offices, and APO Production Unit, Inc. – Lima Plant, as well as other offices that may be created, opened or transferred to, to be included as annex that shall form part of this terms and the contract, for the duration of the contract and any extensions thereof.</li> <li>2. In case of retrofitting of the DFA Main Building commencing during the effectivity of the Contract, <b>the Contractor shall relocate its services to the alternative pickup points and locations assigned by the Department;</b></li> <li>3. Provide courier services for <b>outbound</b> letter post items, <b>endorsed and picked up at DFA-ASEANA Building OCA-COCD,</b> to include official</li> </ol>	

correspondence and other documents for delivery nationwide.

4. Provide services for unscheduled or urgent delivery, when needed, within short notice, upon the Department's request on any day, including Saturdays, Sundays, and Holidays, without additional cost;
5. Provide the Department with a consolidated monthly report, within the 1<sup>st</sup> week of the succeeding month, detailing the status of delivered shipments, their respective weight and the running total of payable amount for all the services incurred.
6. Provide the Department with brand new carts in the following specifications:

ITEM	Commercial Utility Cart With Two Large Lipped Shelves	Commercial Heavy-Duty Platform Truck Cart
Quantity	Six (6)	Six (6)
Load capacity	750 pounds	1000 pounds
Material	Resin	Metal
Height	25.591 inches	9.2 inches
Length	7.441 inches	38.5 inches
Width	54.331 inches	24.5 inches
Features	<ul style="list-style-type: none"> <li>• Ergonomic push handle provides optimum control</li> <li>• Molded-in storage compartments, holsters, hooks, and notches</li> <li>• Molded-in customizable fittings</li> <li>• High density structural resin construction</li> </ul>	<ul style="list-style-type: none"> <li>• Constructed of heavy-duty Duramold</li> <li>• Textured deck and built-in tie-downs protect loads during transport</li> <li>• 2 fixed and 2 swivel casters for added maneuverability</li> </ul>
Sample Photo		

All carts shall become the property of the Department upon completion of the Contract. The Contractor shall provide a demo unit for each identified cart or demo pictures for both.

Likewise, the Contractor shall provide the necessary repair/replacement for the defective carts that may arise for the duration of the contract.

7. Provide One (1) weighing scale, manual or digital, or other means to weigh in all outbound parcels from the site, with a minimum capacity of one hundred twenty kilograms (120kgs.).

8. Submit an electronically signed formal written report, sent through the official email of COCD at oca.cocd@dfa.gov.ph, in case of damaged or lost items for shipment, including, but not limited to: damage to package box, broken seals, incomplete pouch contents, incomplete pouch count, misrouted pouch, tampering of seals of the packages, within three (3) calendar days from the discovery of the incident.

However, for the loss of any passport, the Contractor shall immediately report the incident within 24 hours to OCA-COCD.

9. Provide a monitoring mechanism that can be used by the Department for the purpose of accurate tracking and retrieving the status of the passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations sent for dispatch;

10. Provide a list of contact personnel, containing their respective mobile and telephone numbers, and office addresses in cities and provinces where the DFA Consular Offices are located;

11. For packages containing passport booklets, the boxes shall be properly packaged and sealed, with plastic cover and bubble wrap or other similar materials, to prevent water seepage and other possible causes of damage.

12. Properly provide adequate and clearly visible labels and markings, as needed, based on the Common labels per ASTM International Paper and Packaging Standards including but not limited to the following:

“Do Not Stack,” “This End Up,” “Handle with Care” and “Fragile” and specific labels such as “DFA Official Pouch/Package,” “Do not delay,” and “Penalties for tampering and unauthorized opening.”



13. Ensure that the shipment is properly packed using the appropriate packaging material that can withstand all potential hazards during transit and is built to meet the needs of the item being shipped, based on the weight, dimensions, value, mode of transport and final destination requirements.

Items and/or equipment identified as high value, fragile items, overweight items and easily damaged items, or as deemed necessary and upon the request of the Department, shall be crated to ensure the highest level of protection against damage and loss.

14. Indicate the price in accordance with the area and modality of transportation and estimated weight requirements under the rate of local passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations in Annex B.

15. Compute the shipment rate based on the actual weight of local passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations and acquired weight incurred from packaging and crating requirements, as applied.

16. Should the Department exceed its allotted maximum weight allocation per item classification with respect to any of the offices identified under



Annex B, the Contractor shall automatically adjust the Department's deficient weight consumption to offices requiring additional weight allocation accordingly but only from and between the offices under the same criteria identified under Part (III)(A)(14), for as long as the adjustments made shall not exceed the Approved Budget for the Contract (ABC).

17. Other offices that may be created, opened or transferred to, to be included as annex that shall form part of this terms and the contract, for the duration and any extensions thereof, shall render its actual weight consumption, based on the course of its operations as part of the chargeable services rendered to the Department.

18. The Contractor shall provide the proper recommendation and monthly weight consumption estimation after the 1<sup>st</sup> quarter or three (3) months of operations of the newly created, opened or transferred to office/location, to determine if the provision of services can still be made chargeable within the Approved budget for the Contract (ABC).

**B. Contractor's Obligation**

1. The Contractor shall regularly and expeditiously drop off the inbound items / pick up the outbound items on the following schedule, for the following identified sites respectively;

Site	Schedule
<b>DFA Main Building / DFA Leased Premises</b> OAMSS Pouch Section	Monday to Friday 3:00pm – 5:00pm (inbound parcels only)
<b>DFA-ASEANA Building</b> OCA-COCD	Monday to Friday 3:00pm – 5:00pm (inbound and outbound)
<b>DFA Consular Offices</b> (see attached Annex A)	Twice every month Schedule will depend on the agreement between the local courier and the site (inbound and outbound)

**APO Production Unit**  
Lima Technology Center  
Batangas

Monday to Friday  
10:00am – 12:00nn  
(outbound parcels only)

2. The Department reserves the right to modify the schedule, when necessary, to request for any changes that may arise in the schedule of these offices, and for other offices that may be created, opened or transferred to for the duration of the contract.

3. Special request for Outbound items that will exceed the schedule allotted for the DFA Consular Offices (twice every month) should be endorsed for approval of OCA-COCD.

4. The Contractor's national network of offices shall be adequately and properly equipped to ensure the timely compliance to the delivery requirement of the Department and the submission of documentation and information concerning the payment requirements.

5. The Contractor shall ensure that the passport packages, official documents, parcels, equipment and other items for both outbound and inbound are delivered to their intended domestic destinations under the following delivery commitments:

- 1 working day for offices within NCR
- 1-2 working days for offices outside NCR

after the date of pick-up from the DFA Main Building, DFA leased premises, DFA-ASEANA Building, DFA Consular Offices, and APO Production Unit, Inc. – Lima Plant, as well as other offices that may be created, opened or transferred and to partner government agencies and other entities via the Domestic Registered Mail Service.

Should there be 'extraordinary' circumstances, subject to the definition of a "State of Calamity" under RA No.10121, or in cases of 'force majeure' and fortuitous events, and declaration of prolonged state of community quarantine in the province, city or municipality, which would affect the

aforementioned delivery commitments and would potentially impede the transportation services required within and to the area, the contractor shall alert its affected regional offices to closely coordinate with the DFA Consular Offices within its jurisdiction and provide official statements, subject to the contents stated under paragraph 2 of Part (III)(B)(6), pertaining to the status of the situation, for the information and benefit of the public and observe the following delivery commitments divided into two areas:

Destination	Delivery Transit Time Commitment (in working days)	
	Serviceable Area	Outside Serviceable Area
NCR	1-3	1-3
Luzon	3-5	7-10
Visayas	5-8	10-14
Mindanao	5-8	10-14

6. In case of delayed deliveries, except for cases arising due to 'extraordinary' circumstances and other cases identified under paragraph 2, Part (III)(B)(5), of the passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations, the amount of one tenth (1/10) of one percent (1%) of the shipment cost per day of delay shall be deducted from the corresponding monthly invoice.

Also, the Contractor shall automatically issue an official statement, upon the Department's request, within 24 hours, sent through the official email of COCD at [oca.cocd@dfa.gov.ph](mailto:oca.cocd@dfa.gov.ph), detailing the following areas of concern:

- The circumstances and status of the situation
- The action plan and/or steps being taken to address the issue
- The timeframe of when the situation will be fully resolved

The Department reserves the right to have the Contractor's official statement, posted in the DFA website, affected DFA Consular Offices, and at any other conspicuous places, as deemed necessary by the Department, for the sole purpose of informing

the public of the status and circumstances affecting their region.

7. The Contractor has 5 working days, starting from the end of the agreed transit time, to locate missing shipments ("Grace Period"). Items not found during the Grace Period shall be considered lost.
8. In case the items are found after the lapse of the 5 working day Grace Period, the Contractor shall still be required to deliver the items to the appropriate recipient(s) at no additional cost to the Department. Lost Passports that were later found, shall be directly returned back to DFA-ASEANA.
9. If the damages or lost shipments are attributable either to the fault or negligence of the Contractor, its employees, and/or authorized representatives, the Department shall be reimbursed for the production, manufacturing, or reconstruction cost of the damaged or lost items.
10. If the Contractor's total penalties incurred is ten (10%) percent of the contract price, such shall be a ground for the termination of the contract and forfeiture of the Performance Bond.
11. The Contractor shall assign a capable team of personnel who will be responsible in endorsing all inbound parcels, the verification, packaging and dispatch of all outbound parcels and shall serve as the main liaison for all matters concerning the monitoring of the services rendered by the Contractor based in OCA-COCD.
12. For all inbound parcels, the Contractor shall provide a document endorsing the list of inbound parcels due for receipt that day, and ensure that the personnel receiving the parcels are fully identified and are authorized personnel of the Department.
13. Under no circumstances shall the Contractor alter the declared value, weight and quantity of the identified items for all outbound freight under the Mailing Certification and Airway Bill (copy of the Department) or any similar document thereof, without a written consent, through simple electronic

mail or other platforms of communications and/or presence of an authorized personnel from the Department to effect the changes made in the said documents.

14. Should there be a discrepancy in the chargeable weight between the above-mentioned documents and the evaluation of the Contractor, the following protocols must be followed:

a. If the discrepancy is below or equal to 1000g or 1kg, the weight declared in the signed Mailing Certification and Airway Bill or any similar document thereof retained with the Department shall prevail.

b. If the discrepancy is within or equal to 1001g or 1.001kg up to 2000g or 2kg, said inconsistency containing photographic evidence, shall be reported by the Contractor to the Department within twenty-four (24) hours upon evaluation of the item, through a simple email or other means of immediate platforms of communication, stating all the pertinent information of the concerned item/s (value, weight and quantity).

OCA-COCD Administrative Officer or his representative shall reply to the Contractor within twenty-four (24) hours to confirm the new chargeable weight. Documents requested for revision, supported with the printed copy of the communications of both Parties, should be brought physically to the Department, in order for the OCA-COCD Administrative Officer or his representative to countersign it accordingly.

Failure to do so shall render the Department's copies of signed Mailing Certification and Airway Bill or any similar document thereof, to prevail.

c. If the discrepancy is above or equal to 2001g or 2.001kg, the inconsistency containing photographic evidence of the concerned outbound freight, shall be reported by the Contractor to the Department, in no less than eight (8) hours upon evaluation of the item, through any means of immediate platforms of communication, and put the item/s in question on hold.

	<p>OCA-COCD Administrative Officer or his representative shall reply to the Contractor immediately and deploy its authorized personnel as soon as possible, to the freight holding area to confirm the veracity of the findings of the Contractor and countersign the changes reflected in the documents (with printed copy of the communications of both Parties).</p>	
<p><b>C.</b></p>	<p><b>Contractor’s Qualification</b></p> <ol style="list-style-type: none"> <li>1. Contractor must have an established presence in the country with a nationwide coverage and company branch to service in the province, city or municipality where all DFA Consular Offices are located, and business experience of not less than fifteen (15) years in providing inbound and outbound delivery services in the Philippines.</li> <li>2. Contractor must have continued possession of the necessary permits, licenses, and authority for the duration of the Contract, as well as the absence of any case, pending or resolved, where the Contractor is the respondent or has been found liable.</li> </ol>	
<p><b>IV.</b></p>	<p><b>Confidentiality Clause</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall not disclose any information accessed, through the use of its services, in relation to the official functions, operations and properties/documents of the Department or personal information of Department personnel without prior consent from the Department through OCA-COCD.</li> <li>2. The Contractor shall immediately inform OCA-COCD of breaches, or other form of cyber/threats/activities that affect its general courier services that may contribute to disclosure of any confidential information of the Department.</li> <li>3. The Contractor and its assigned personnel shall not engage in any personal or pecuniary transaction related, or that may arise from, the delivery of its services for the Department and are prohibited from soliciting or benefiting from, or conducting any act</li> </ol>	

	<p>or activity with the clients of the Department. Doing so will result in the filing of appropriate charges/cases in proper courts by the Department.</p> <p>4. Failure to comply with the confidentiality clause shall subject the Contractor to the penalties provision of Republic Act No. 10173 – Data Privacy Act of 2012, and all other relevant government rules and/or regulations, and/or applicable laws.</p>	
<p><b>V.</b></p>	<p><b>Duration</b></p> <ol style="list-style-type: none"> <li>1. The duration of the contract shall be from <b>01 January 2021 to 31 December 2021.</b></li> <li>2. The Department shall have the option to <b>renew</b> the contract, <b>subject to the provisions and guidelines under GPPB Resolution No. 23-2007</b>, for a period not exceeding one (1) year, and that such <b>renewal</b> may be made subject to the same terms and conditions hereunder and to any other terms and conditions as the Department, in its sole and good faith discretion, may deem necessary or advisable.</li> <li>3. The Department shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions hereof, applicable contract, law and/or government rules and/or regulations, and/or if in its sole and good faith discretion, the service provided by the Contractor is substandard and/or unsatisfactory.</li> </ol> <p>The Contractor acknowledges and understands that the Department is under no obligation whatsoever to extend the contract beyond the initial term.</p>	
<p><b>VI.</b></p>	<p><b>Payment</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall submit monthly billings on the first week of the following month.</li> <li>2. Monthly billings, subject to the required Expanded Withholding Tax (EWT) of two percent (2%) and Final Withholding Tax on VAT of five percent (5%), supported with pertinent documents shall be submitted to OCA-COCD, for review of OFMS-</li> </ol>	

	<p>FRMD, in a consolidated manner based on the checklist of requirements provided, including a soft copy of the summary of airway bill/billings etc., as applicable.</p> <ol style="list-style-type: none"> <li>3. The monthly bills, together with the original signed Mailing Certification, and Airway Bill and other supporting documents that may arise from the provision under <b>Part (III)(B)(14)</b> of this Terms of Reference, shall be submitted by the Contractor to form part of and be integral to the payment, covering for all the services rendered to the Department.</li> <li>4. Any alteration made to the aforementioned documents, without sufficient documented evidence of communication to effect such changes, will be disallowed.</li> <li>5. Upon the Contractor's receipt of the payment for the corresponding billing period, no additional claims thereon shall be entertained and any amount not otherwise indicated in its previous billings shall be considered waived.</li> <li>6. Any penalties and damages, liquidated or otherwise, shall be treated as a deduction or disallowance and included in the computation of monthly payments upon endorsement of OCA-COCD for deliveries delayed, mishandled or lost during the month.</li> <li>7. All payments shall be inclusive of all taxes and other lawful charges, subject to the Department's accounting and auditing rules and regulations.</li> </ol>	
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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.

Conformé:



[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]

# Annex A

## DFA CONSULAR OFFICES

<b>Angeles</b>	3F Marquee Mall, Pulung Maragul, Angeles City, Pampanga
<b>Antipolo</b>	3F SM Cherry Foodarama, Marikina-Infanta Highway, Antipolo City, Rizal
<b>Bacolod</b>	3F Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City
<b>Baguio</b>	Upper Basement SM City Baguio Luneta Hill, Upper Session Road, Baguio City
<b>Butuan</b>	3F Robinsons Place Butuan, JC Aquino Ave., Butuan City
<b>Cagayan de Oro</b>	3F Centrio Mall, cor. Corrales and Recto Sts., Brgy. 24, Cagayan de Oro City
<b>Calasiao</b>	2F Robinsons Place Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan
<b>Cebu</b>	4F Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City
<b>Clarin</b>	Clarin Town Center, Misamis Occidental
<b>Cotabato</b>	3F Annex I Mall of Alnor, Rosario Heights, Malagapas Sinsuat Avenue, Cotabato City
<b>Dasmariñas</b>	Lower Ground Floor, SM City Dasmariñas, Governor's Drive cor. Aguinaldo Highway, Brgy. Sampaloc 1, Dasmariñas City, Cavite
<b>Davao</b>	3F SM City Davao, Quimpo Boulevard, Ecoland Subdivision, Brgy. Matina, Davao City
<b>Dumaguete</b>	2F Robinsons Place, South Road, Calidangan, Dumaguete City
<b>General Santos</b>	GF Robinsons Place General Santos, Jose Catolico Sr. Ave., Lagao General Santos City
<b>Iloilo</b>	3F Robinsons Place Iloilo, Quezon Wing, Iloilo City
<b>La Union</b>	2F Manna Mall, Marcos Highway cor. Diversion Rd. Pagdaraoan, San Fernando City, La Union
<b>Legazpi</b>	3F Pacific Mall, F. Imperial St., cor. Circumferentiak Rd., Landco Business Park, Legazpi City
<b>Lipa</b>	2F Robinsons Place Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City, Batangas
<b>Lucena</b>	3F Pacific Mall-Lucena, M.L. Tagarao St., Barangay III, Lucena City
<b>Malolos</b>	3F Malolos Central Transport Terminal and Commercial Hub by Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan
<b>Paniqui</b>	Walmart Paniqui, R-9, Paniqui, Tarlac
<b>Pampanga</b>	2F Robinsons StarMills, San Fernando City, Pampanga
<b>Puerto Princesa</b>	2F Robinsons Place Palawan, National Highway, Brgy. San Manuel, Puerto Princesa City
<b>Santiago</b>	3F Robinsons Place Santiago Maharlika Highway, Mabini, Santiago City, Isabela
<b>San Nicolas</b>	2F Robinsons Place Ilocos, Barangay 1 San Francisco, San Nicolas, Ilocos Norte
<b>San Pablo</b>	2F SM City San Pablo, Riverina Residential & Commercial Estates, Maharlika Highway, Brgy. San Rafael, San Pablo City, Laguna
<b>Tacloban</b>	3F Robinsons North, Brgy. 91 Abuvay, Tacloban City
<b>Tagum</b>	4F GMall of Tagum, National Highway, Tagum City, Davao del Norte
<b>Tuguegarao</b>	Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
<b>Zamboanga</b>	Go-Velayo Bldg. Veterans Ave. Zamboanga City, Zamboanga del Sur
<b>NCR-East</b>	7F SM Megamall Building C, EDSA cor. Julia Vargas Avenue Mandaluyong City
<b>NCR-Northeast</b>	Level 2 Ali Mall Araneta Center, Cubao, Quezon City
<b>NCR-North</b>	3F Lingkod Pinoy Center Robinsons Place 1, Quirino Highway, Novaliches, Quezon City
<b>NCR-West</b>	5F SM City Manila, Concepcion St. cor. Arroceros St. and San Marcelino St., Manila
<b>NCR-South</b>	4F Metro Alabang Town Center, Alabang Zapote Road, Muntinlupa City
<b>NCR-Central</b>	1F Lingkod Pinoy Center Robinsons Galleria West Lane Edsa cor. Ortigas Avenue, Pasig City

# Annex B

## RATE OF LOCAL PASSPORT PACKAGES, OFFICIAL DOCUMENTS, PARCELS, EQUIPMENT AND OTHER ITEMS FOR BOTH OUTBOUND AND INBOUND DESTINATIONS

Destination / Requesting Office	Item	Max Total Accumulated Weight (in kilograms)	Price per kilo	Total
<b>ASEANA</b>	Letter post items for delivery nationwide	80		
<b>Angeles</b>				
	Paspport Packages	2900		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Antipolo</b>				
	Paspport Packages	1900		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Bacolod</b>				
	Paspport Packages	2100		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Baguio</b>				
	Paspport Packages	2200		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Butuan</b>				
	Paspport Packages	1600		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Cagayan de Oro</b>				
	Paspport Packages	2700		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	300		

<b>Calasiao</b>	Paspport Packages	2100		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	300		
<b>Cebu</b>	Paspport Packages	6200		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	600		
<b>Clarin</b>	Paspport Packages	1000		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Cotabato</b>	Paspport Packages	1100		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Dasmariñas</b>	Paspport Packages	2900		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Davao</b>	Paspport Packages	3100		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	600		
<b>Dumaguete</b>	Paspport Packages	1000		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		

	Authentication Supplies	0		
<b>General Santos</b>	Paspport Packages	1800		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Iloilo</b>	Paspport Packages	2900		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	300		
<b>La Union</b>	Paspport Packages	1500		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	300		
<b>Legazpi</b>	Paspport Packages	1800		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Lipa</b>	Paspport Packages	2800		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Lucena</b>	Paspport Packages	1500		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	300		
<b>Malolos</b>	Paspport Packages	1800		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		

	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Paniqui</b>	Paspport Packages	2900		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	300		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Pampanga</b>	Paspport Packages	4400		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	600		
<b>Puerto Princesa</b>	Paspport Packages	500		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	100		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Santiago</b>	Paspport Packages	1500		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	100		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>San Nicolas</b>	Paspport Packages	1200		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	100		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>San Pablo</b>	Paspport Packages	1600		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Tacloban</b>	Paspport Packages	1500		

	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	100		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Tagum</b>				
	Paspport Packages	1000		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Tuguegarao</b>				
	Paspport Packages	1500		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>Zamboanga</b>				
	Paspport Packages	1400		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	200		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	0		
<b>NCR-East</b>				
	Paspport Packages	6000		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	150		
	Accountable Forms	28		
	Official Supplies	20		
	Authentication Supplies	400		
	Office Supplies	900		
<b>NCR-Northeast</b>				
	Paspport Packages	4900		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	150		
	Accountable Forms	56		
	Official Supplies	20		
	Authentication Supplies	400		
	Office Supplies	900		
<b>NCR-North</b>				
	Paspport Packages	4000		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	150		
	Accountable Forms	56		

	Official Supplies	20		
	Authentication Supplies	200		
	Office Supplies	900		
<b>NCR-West</b>	Paspport Packages	5800		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	150		
	Accountable Forms	56		
	Official Supplies	20		
	Authentication Supplies	400		
	Office Supplies	900		
<b>NCR-South</b>	Paspport Packages	5900		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	150		
	Accountable Forms	56		
	Official Supplies	20		
	Authentication Supplies	400		
	Office Supplies	900		
<b>NCR-Central</b>	Paspport Packages	1400		
	Admin Documents	90		
	DCM, Other Supplies and Equipments (inclusive of crating requirements)	150		
	Accountable Forms	56		
	Official Supplies	20		
	Authentication Supplies	0		
	Office Supplies	900		
<b>TOTAL BID PRICE</b> (inclusive of all taxes and other lawful charges)				
<b>AMOUNT IN WORDS</b>				



**Annex C**  
**FORMAT OF SPECIFIC DEPARTMENT LABELS**

