



DEPARTMENT OF FOREIGN AFFAIRS

BIDS AND AWARDS COMMITTEE

Name of the Project:
Procurement of Local Pouch Postage and Courier Services for
the Department of Foreign Affairs
from 16 May 2023 to 31 December 2023

Approved Budget for the Contract:
Twelve Million Forty Nine Thousand Two Hundred Fifty Eight
Pesos and 17/100
(PhP 12,049,258.17)

PB-GS-12-2023

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

**INVITATION TO BID FOR THE PROCUREMENT OF LOCAL POUCH POSTAGE AND
COURIER SERVICES FOR THE DEPARTMENT OF FOREIGN AFFAIRS
FROM 16 MAY TO 31 DECEMBER 2023**

1. The Department of Foreign Affairs (DFA), through the authorized appropriations under the FY 2022 Continuing Appropriations and Passport Revolving Fund, intends to apply the sum of Twelve Million Forty Nine Thousand Two Hundred Fifty Eight Pesos and 17/100 (PhP 12,049,258.17) only being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Local Pouch Postage and Courier Services for the Department of Foreign Affairs from 16 May to 31 December 2023. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Procurement Project is described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (PhP)	Non-refundable Bid Fee (PhP)
1	<i>Procurement of Local Pouch Postage and Courier Services for the Department of Foreign Affairs from 16 May to 31 December 2023</i>	PhP 12,049,258.17	PhP 25,000.00

3. The DFA now invites bids for the above Procurement Project. Delivery of the Goods is stated in the Technical Specifications. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

Prospective Bidders may obtain further information from the DFA and inspect the Bidding Documents at 2330 Roxas Boulevard, Pasay City, 1300 during office hours or from 8:00 a.m. to 5:00 p.m.

4. A complete set of Bidding Documents may be acquired by interested bidders on 14 April 2023 from the Office of the BAC Secretariat and at <https://dfa.gov.ph/ongoing-projects>.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

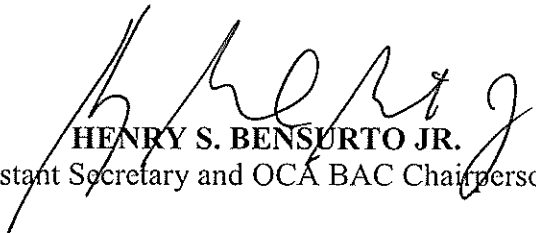
6. The BAC has scheduled the following activities for the said Project:

Pre-bid	Deadline for Submission and Receipt of Bids	Bid Opening	Post-Qualification
24 April 2023, Monday, 10:00 AM	08 May 2023, Monday, 12:00 NN	08 May 2023 Monday, 1:30 PM	12 May 2023, Friday, 1:30 PM
Venue: <i>Apart from the submission of bids, all other meetings shall be held via video-conferencing</i>			

The BAC will hold a Pre-Bid Conference on the above-stated date, which shall be open to all interested bidders.

7. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through physical submission, facsimile, or email submissions.
8. Bids must be duly received by the BAC Secretariat at the address below on or before 08 May 2023, 12:00 NN.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on 08 May 2023, 1:30 PM via *Video Conferencing*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity through online video conference. Late bids shall not be accepted.
11. The DFA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:
DFA-BAC Secretariat
Department of Foreign Affairs
12th Floor, DFA Main Building,
2330 Roxas Boulevard, Pasay City 1300
Tel. No. 834-3041 or 834-4823; Fax no. 831-9584
Email address: **bac.secretariat@dfa.gov.ph**
13. You may visit the following website for downloading of Bidding Documents:
<https://dfa.gov.ph/ongoing-projects>.

13 April 2023,
Pasay City


HENRY S. BENSURTO JR.
 Assistant Secretary and OCA BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Department of Foreign Affairs, wishes to receive Bids for the Procurement of Local Pouch Postage and Courier Services for the Department of Foreign Affairs from 16 May 2023 to 31 December 2023 with identification number PB-GS-12-2023.

The Procurement Project (referred to herein as “Project”) is one lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for the FY 2022 Continuing Appropriations and Passport Revolving Funds in the amount of Twelve Million Forty Nine Thousand Two Hundred Fifty Eight Pesos and 17/100 (PhP 12,049,258.17) only.

2.2. The source of funding is:
a. FY 2022 Continuing Appropriations for Postage and Courier Services;
b. Passport Revolving Fund.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address on **24 April 2023**, Monday, 10:00AM through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**. Kindly email the BAC Secretariat at bac.secretariat@dfa.gov.ph for the link of the videoconference.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the **IB**]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until 05 September 2023. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat. Kindly email the BAC Secretariat at bac.seretariat@dfa.gov.ph for the link of the videoconference.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. completed within 5 years prior to the deadline for the submission and receipt of bids.
7.1	<i>No further additional provisions</i>
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than PhP 240,985.16 only, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than PhP 602,462.90 only if bid security is in Surety Bond.
15	<i>Bidders shall submit One (1) Original and Two (2) copies of their Bids</i>
19.3	<i>Only one lot</i>
20.2	The Bidder shall submit the required licenses and permits as stated in the Technical Specifications.
21.2	The DFA-BAC reserves the right to require additional contract documents relevant to the Project.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <ol style="list-style-type: none"> 1. The Contractor shall submit monthly billings on the first week of the following month. 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-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. 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 Part (III)(B)(14) 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. 4. Any alteration made to the aforementioned documents, without sufficient documented evidence of communication to effect such changes, will be disallowed.

	<p>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.</p> <p>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.</p> <p>7. All payments shall be inclusive of all taxes and other lawful charges, subject to the Department's accounting and auditing rules and regulations.</p>
4	<p>The inspections and tests that will be conducted are: <i>inspection of goods upon deliver as specified in the Terms of Reference.</i></p>

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.



Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specification

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

I.	BACKGROUND	
	The Department of Foreign Affairs intends to procure a local Courier Service, for the period of eight (8) months, 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.	
II.	OBJECTIVES	
	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.	
III.	SCOPE OF WORK	STATEMENT OF COMPLIANCE
A.	<p>The Contractor shall:</p> <ol style="list-style-type: none"> 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 annexes that shall form part of these terms and the contract, for the duration of the contract and any extensions thereof. 2. In case of retrofitting of the DFA Main Building, the DFA-ASEANA or for any offices indicated or included on the contract, commencing during its effectivity, 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, to include official 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 1st 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"> • Ergonomic push handle provides optimum control • Molded-in storage compartments, holsters, hooks, and notches • Molded-in customizable fittings • High density structural resin construction 	<ul style="list-style-type: none"> • Constructed of heavy-duty Duramold • Textured deck and built-in tie-downs protect loads during transport • 2 fixed and 2 swivel casters for added maneuverability
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 all outbound parcels for each 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 or Apostille, the Contractor shall immediately report the incident within 24 hours to OCA-COCD or Authentication Division respectively.

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. Provide specific personnel who will be designated as the focal person of OCA and OFMS for billings and operational concerns;
12. 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.
13. Provide all materials and supplies to be used for packaging of supplies, documents, and equipment at no cost to the Department;
14. 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."

ASTM International Paper and Packaging Standards
Sample



15. 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.

16. 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.
17. Compute the Freight Charges/ Chargeable Weight/ Shipment Rate 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, based on the actual weight or volumetric weight or whichever is higher, (based on the International Standard of Dimensional Weight Pricing System for freight transport, courier and postage services).
18. 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).
19. 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.
20. The Contractor shall strictly monitor and duly inform the Department of its monthly weight consumption to determine if the provision of services can still be made chargeable within the Approved budget for the Contract (ABC).
21. For Intra-Province, passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations are determined to come from and are deliverable within the same province.

22. For Inter-Land, passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations are determined to come from a certain province and are deliverable to a different province, either by land or sea.

23. For Inter-Air, passport packages, official documents, parcels, equipment and other items for both outbound and inbound domestic destinations are determined to come from a certain province and are deliverable only by air.

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
DFA Main Building / DFA Leased Premises OAMSS Pouch Section	Monday to Friday 3:00pm – 5:00pm (inbound parcels only)
DFA-ASEANA Building OCA-COCD	Monday to Friday 3:00pm – 5:00pm (inbound and outbound)
DFA Consular Offices (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 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:

- a. 1 working day for offices within NCR
- b. 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, 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 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.

	<p>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:</p> <p>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.</p> <p>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.</p> <p>The Contractor's failure to do so shall render the Department's copies of signed Mailing Certification and Airway Bill or any similar document thereof, to prevail.</p> <p>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, within 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> <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>C.</p>	<p>Contractor's Qualification</p> <ol style="list-style-type: none"> 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. 2. Contractor must have continued possession of the necessary permits, licenses, and authority for the 	

	<p>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.</p>	
<p>IV.</p>	<p>Confidentiality Clause</p> <ol style="list-style-type: none"> 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. <p>The Contractor shall not disclose, reveal or furnish in any manner to any third party, any information accessed, through the use of its services or at anytime thereafter, in relation to the official functions, operations and properties/documents of the Department or any personal information of Department personnel, except in specific instances pursuant to a judicial or administrative order, subpoena or regulatory request with the express consent from the Department through OCA-COCD.</p> <ol style="list-style-type: none"> 2. The Contractor shall immediately inform OCA-COCD of breaches, or other forms of cyber/threats/activities that affect its general courier services that may contribute to disclosure of any confidential information of the Department. 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 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. 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>V.</p>	<p>Duration</p> <ol style="list-style-type: none"> 1. The duration of the contract shall be from 16 May 2023 to 31 December 2023. 2. The Department shall have the option to renew the contract, subject to the provisions and guidelines under GPPB Resolution No. 23-2007, for a period not exceeding one (1) year, and that such renewal 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. 	

	<p>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.</p> <p>The Contractor acknowledges and understands that the Department is under no obligation whatsoever to extend the contract beyond the initial term.</p>	
VI.	<p>Payment</p> <ol style="list-style-type: none"> 1. The Contractor shall submit monthly billings on the first week of the following month. 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-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. 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 Part (III)(B)(14) 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. 4. Any alteration made to the aforementioned documents, without sufficient documented evidence of communication to effect such changes, will be disallowed. 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. 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. 7. All payments shall be inclusive of all taxes and other lawful charges, subject to the Department's accounting and auditing rules and regulations. 	

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 of 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 or 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 the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]

ANNEX A

DFA CONSULAR OFFICES

Angeles	3F Marquee Mall, Pulung Maragul, Angeles City, Pampanga
Antipolo	3F SM Cherry Foodarama, Marikina-Infanta Highway, Antipolo City, Rizal
Bacolod	3F Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City
Baguio	Upper Basement SM City Baguio Luneta Hill, Upper Session Road, Baguio City
Butuan	3F Robinsons Place Butuan, JC Aquino Ave., Butuan City
Cagayan de Oro	5th Floor SM Downtown Premier, Claro M. Recto Avenue, Cagayan de Oro City, Misamis Oriental
Calasiao	2F Robinsons Place Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan
Cebu	4F Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City
Clarin	Clarin Town Center, Misamis Occidental
Dasmariñas	Lower Ground Floor, SM City Dasmariñas, Governor's Drive cor. Aguinaldo Highway, Brgy. Sampaloc 1, Dasmariñas City, Cavite
Davao	3F SM City Davao, Quimpo Boulevard, Ecoland Subdivision, Brgy. Matina, Davao City
Dumaguete	2F Robinsons Place, South Road, Calidangan, Dumaguete City
General Santos	GF Robinsons Place General Santos, Jose Catolico Sr. Ave., Lagao General Santos City
Iloilo	3F Robinsons Place Iloilo, Quezon Wing, Iloilo City
Kidapawan	Alim Street, Brgy. Poblacion, Kidapawan City
La Union	2nd Floor, CSI Mall, Brgy. Biday, City of San Fernando, La Union
Legazpi	3F Pacific Mall, F. Imperial St., cor. Circumferential Rd., Landco Business Park, Legazpi City
Lipa	2F Robinsons Place Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City, Batangas
Lucena	3F Pacific Mall-Lucena, M.L. Tagarao St., Barangay III, Lucena City
Malolos	3F Malolos Central Transport Terminal and Commercial Hub by Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan
Pagadian	Commercial Center (C3), Pagadian City, Zamboanga del Sur
Pampanga	2F Robinsons StarMills, San Fernando City, Pampanga
Paniqui	Waltermart Paniqui, R-9, Paniqui, Tarlac
Puerto Princesa	2F Robinsons Place Palawan, National Highway, Brgy. San Manuel, Puerto Princesa City
Santiago	3F Robinsons Place Santiago Maharlika Highway, Mabini, Santiago City, Isabela
San Nicolas	2F Robinsons Place Ilocos, Barangay 1 San Francisco, San Nicolas, Ilocos Norte
San Pablo	2F SM City San Pablo, Riverina Residential & Commercial Estates, Maharlika Highway, Brgy. San Rafael, San Pablo City, Laguna
Tacloban	3F Robinsons North, Brgy. 91 Abuvay, Tacloban City
Tagum	4F GMall of Tagum, National Highway, Tagum City, Davao del Norte
Tuguegarao	Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
Zamboanga	Go-Velayo Bldg. Veterans Ave. Zamboanga City, Zamboanga del Sur
NCR-East	7F SM Megamall Building C, EDSA cor. Julia Vargas Avenue Mandaluyong City
NCR-Northeast	Level 2 Ali Mall Araneta Center, Cubao, Quezon City
NCR-North	3F Lingkod Pinoy Center Robinsons Place 1, Quirino Highway, Novaliches, Quezon City
NCR-West	5F SM City Manila, Concepcion St. cor. Arroceros St. and San Marcelino St., Manila
NCR-South	4F Metro Alabang Town Center, Alabang Zapote Road, Muntinlupa City
NCR-Central	1F Lingkod Pinoy Center Robinsons Galleria West Lane EDSA cor. Ortigas Avenue, Pasig City

ANNEX B-1

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

DESTINATION/ REQUESTING OFFICE	MAX TOTAL ACCUMULATED WEIGHT OF PASSPORT PACKAGES, AUTHENTICATION SUPPLIES, OFFICE SUPPLIES, ACCOUNTABLE FORMS, OFFICIAL DOCUMENTS, DCM AND OTHER EQUIPMENT (IN KILOGRAMS) *inclusive of crating requirements, if needed	PRICE PER KILO	TOTAL
ASEANA	2000		
CO ANGELES	1413		
CO ANTIPOLO	1200		
CO BACOLOD	1413		
CO BAGUIO	1200		
CO BUTUAN	1200		
CO CAGAYAN DE ORO	1613		
CO CALASIAO	1200		
CO CEBU	1613		
CO CLARIN	1200		
CO DASMARIÑAS	1200		
CO DAVAO	1613		
CO DUMAGUETE	1200		
CO GENERAL SANTOS	1200		
CO ILOILO	1780		
CO KIDAPAWAN	1200		
CO LA UNION	1400		
CO LEGAZPI	1200		
CO LIPA	1413		
CO LUCENA	1200		
CO MALOLOS	1413		
CO PAGADIAN	1200		
CO PAMPANGA	1993		
CO PANIQUI	1200		

CO PUERTO PRINCESA	1200		
CO SAN NICOLAS	1200		
CO SAN PABLO	1200		
CO SANTIAGO	1200		
CO TACLOBAN	1200		
CO TAGUM	1200		
CO TUGUEGARAO	1200		
CO ZAMBOANGA	1367		
CO NCR CENTRAL	1413		
CO NCR EAST	1613		
CO NCR NORTH	1413		
CO NCR NORTHEAST	1613		
CO NCR SOUTH	1827		
CO NCR WEST	1613		
TOTAL BID PRICE (inclusive of all taxes and other lawful charges)			
AMOUNT IN WORDS			

ANNEX B-2

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

Weight (in grams)	Intra - Province	Inter - Land	Inter - Air
0 - 250			
251 - 500			
501 - 1,000			
1,001 - 1,500			
1,501 - 2,000			
2,001 - 2,500			
2,501 - 3,000			
3,001 - 3,500			
3,501 - 4,000			
4,001 - 4,500			
4,501 - 5,000			
5,001 - 5,500			
5,501 - 6,000			
6,001 - 6,500			
6,501 - 7,000			
7,001 - 7,500			
7,501 - 8,000			
8,001 - 8,500			
8,501 - 9,000			
9,001 - 9,500			
9,501 - 10,000			
10,001 - 10,500			
10,501 - 11,000			
11,001 - 11,500			
11,501 - 12,000			
12,001 - 12,500			
12,501 - 13,000			
13,001 - 13,500			
13,501 - 14,000			
14,001 - 14,500			
14,501 - 15,000			
15,001 - 15,500			
15,501 - 16,000			
16,001 - 16,500			
16,501 - 17,000			
17,001 - 17,500			
17,501 - 18,000			
18,001 - 18,500			
18,501 - 19,000			
19,001 - 19,500			
19,501 - 20,000			

ANNEX C
FORMAT OF SPECIFIC DEPARTMENT LABELS



DFA OFFICIAL
POUCH



DO NOT DELAY



Penalties for tampering
and unauthorized
opening

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid and updated PhilGEPS Registration Certificate (Platinum Membership, all pages) that is compliant with GPPB Resolution No. 15-2021;

Note: Bidder will be required to submit the original Class A eligibility documents during the Post-Qualification Conference.

Technical Documents

- (b) 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; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);

and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; 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.

Financial Documents

- (g) The Supplier’s audited financial statements, showing, among others, the Supplier’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; **and**

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (i) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

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.

If JVA is not applicable, a statement of non-applicability.

Other documentary requirements under RA No. 9184 (as applicable)

- (j) *[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.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

