



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE
2330 Roxas Boulevard, Pasay City
Tel. Nos.: 834-4823; Fax No.: 831-9584
Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : **PROCUREMENT OF HAULING SERVICES TO
DFA TEMPORARY HEADQUARTERS**
Reference : PB-GS-17-2023-EP2
ABC : PhP 25,093,000.00
Date : 05 October 2023

This supplemental/bid bulletin is issued to provide the prospective proponents/ bidders the revision of the Technical Specification and answers to the clarifications of the prospective bidders for the above mentioned procurement:

Part III. Delivery Address	The complete delivery address will be conveyed to the winning bidder once the bidding for the lease of temporary headquarters has been concluded.	
Part IV. (i)Contractor's Obligation	Bigger trucks or vehicles may be provided, provided they are in good condition.	
Part IV. (p)Contractor's Obligation	Present proof of ownership or lease agreement of vehicles as outlined in Annex A during the Post-Qualification Conference.	
Part IX. Insurance and Liability	(3)Transit insurance coverage including leased vehicles.	
Part X. Ocular Visit and Site Survey	The ocular visit and site survey is scheduled on October 10, 2023, 10:00 A.M. to 4:00 P.M.. Bidders may coordinate with the OAMMS-EMD at telephone number (02) 834-4599 or email audie.taragua@dfa.gov.ph for scheduling.	
Annex B.	Description	Usage
	Common File Carton (24 x 16 x 11 inches)	For common files of the end-user office
	Personal File Carton (16 x 13 x 11 inches)	For the personal files of each personnel of the end-user office

For the services that will qualify as similar projects for purposes of submission of Single Largest Completed Contract Contracts, contracts which involve the transfer of records, furniture, and equipment from one office/residence/building to another office/residence/building qualifies as a similar contract.

The Bidding Documents are amended accordingly.

For the information and guidance of all concerned.



SULPICIO M. CONFIADO
Assistant Secretary and BAC Chairperson

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City

TERMS OF REFERENCE
FOR THE PROCUREMENT OF HAULING SERVICES TO DFA TEMPORARY HEADQUARTERS

ITEMS		
I.	<p>Background</p> <p>The Department intends to procure an office relocation service which will be in charge of all the services needed for the relocation of the Department prior to the Retrofitting of the Main Building.</p> <p>The Department of Foreign Affairs (DFA) located at 2330 Roxas Boulevard, Pasay City will be undergoing redevelopment of its main building to strengthen its structural integrity and conform with the requirements of the National Building Code of the Philippines.</p> <p>It is therefore imperative that DFA Personnel must procure complete relocation services for office records, furniture, IT equipment and other items to the temporary office space.</p>	
II.	<p>Objectives</p> <p>The project involves all the relocation services necessary such as disconnecting, re-connecting, dismantling or re-assembling of appliances, fixtures, fittings or equipment and moving of all the items/documents for relocation.</p>	
III.	Specifications And Scope Of Work	Statement of compliance
	<p>Pick-up Address:</p> <p style="padding-left: 40px;">DFA Main Building and its premises (including Apron building, South Wing Annex, Basement, Sub-basement, Old Authentication Building)</p> <p style="padding-left: 40px;">Address: 2330 Roxas Blvd., Pasay City</p> <p style="padding-left: 40px;">Lot Area: 12,200 sq.m.</p> <p style="padding-left: 40px;">Building Area: 46,550.27 sq.m.</p> <p style="padding-left: 40px;">No. of floors: 13 floors (North wing), 5 floors (Apron), 6 floors (South Wing Annex) and 2 basements. Basketball court with an area of 1,800 sq.m.</p> <p>Delivery Address: Within 4 kilometer radius of the DFA Main Building</p> <p style="padding-left: 40px;">Leased Area: approximately 35,000 sq.m.</p> <p style="padding-left: 40px;">No.of floors: approximately 8 or more floors</p>	

The complete delivery address will be conveyed to the winning bidder once the bidding for the lease of temporary headquarters has been concluded.

Target move out date: Around 1st or 2nd Quarter of 2024

General Scope of Works (Furnitures, Fixtures, and Equipment (FFE)/Artwork Relocation):

a. Planning and Coordination:

- a. Assess the relocation requirements.
- b. Develop a relocation plan, including timelines, logistics, and resource allocation.
- c. Coordinate with relevant stakeholders, such as OAMSS-Engineering and Maintenance Division (OAMSS-EMD), end-user office, and lessor of the temporary headquarters.

b. Packing and Labeling:

- a. Safely and securely pack office files, records, furniture, artworks, and equipment for transportation.
- b. Ensure proper labeling and inventory of items for easy identification and tracking.
- c. Fabricate crates for non-record items as the need arises.

c. Transportation:

- a. Arrange appropriate transportation methods, such as trucks or vans, to transport the items to the temporary office.
- b. Adhere to transportation regulations and ensure the safe handling of sensitive or fragile items.
- c. Secure and settle necessary road and access permits and fees, if required.

d. Unloading and Placement:

- a. Unload the items at the temporary office location.
- b. Place furniture and equipment in designated areas according to a predetermined layout plan.
- c. Ensure proper installation and setup of equipment as required.

	<p>e. Inventory Management:</p> <ul style="list-style-type: none"> a. Conduct a thorough inventory check upon arrival at the temporary office. b. Update and reconcile the inventory list with the original records to ensure accuracy. <p>f. Furniture and Equipment Assembly:</p> <ul style="list-style-type: none"> a. Assist in the assembly furniture and equipment at the temporary office under the supervision of the OAMSS-EMD, end-user office, and lessor of the temporary headquarters. b. Ensuring that equipment delivered is properly placed and functioning. <p>g. Office setup and configurations:</p> <ul style="list-style-type: none"> a. Arrange office files, records, furniture, and equipment in a manner that supports efficient workflow and functionality. b. Assist in connecting and setting up IT infrastructure, including computers, printers, and network connectivity. <p>h. Waste Disposal:</p> <ul style="list-style-type: none"> a. Manage the disposal of packing materials and any unwanted items in compliance with local, national, international, and DFA regulations. <p>i. Quality Assurance:</p> <ul style="list-style-type: none"> a. Conduct quality checks to ensure all items are in good condition and functioning properly. b. Address any issues and damages promptly and coordinate with the end-user for necessary repairs or replacements. <p>j. Documentation and Reporting:</p> <ul style="list-style-type: none"> a. Maintain detailed records of the relocation process, including packing lists, transportation documentation, and inventory updates. b. Generate reports on the progress and completion of the relocation project. 	
	<p>Other scope of works.</p> <p>The Contractor shall:</p>	

	<ul style="list-style-type: none">a. Provide relocation services including dismantling or re-assembling of appliances, fixtures, fittings, sealing, packing and unpacking, loading and unloading, removal of debris and other similar services necessary to accomplish the relocation of the DFA to the temporary headquarters.b. Provide OAMSS-EMD with a detailed moving plan at the beginning of the Contract, including a daily schedule of activities for major and minor works.c. Conduct inspection and pre-move survey of the premises of the DFA Main Building and the temporary headquarters where the Department will transfer.d. Provide necessary packing materials such as boxes, bubble wraps and tapes.e. Provide necessary moving tools, including pushcart, flat dolly and hand trucks.f. Maintain effective communication throughout the hauling and office relocation process to ensure coordination and timely updates.g. Provide reliable communication devices to the relocation teams deployed.h. Prepare an inventory list of items to be packed and transferred in coordination with OAMSS-EMD and the end-user office before the transfer. Prepare a delivery receipt for the review and approval of OAMSS-EMD and the end-user office after the transfer.i. Seal all boxes, ensuring proper tagging and labeling.j. Ensure that vehicles deployed for transportation have sufficient fuel and are properly maintained.k. Provide insurance for all vehicles being deployed under this contract and, upon request will furnish proof of such insurance.l. Properly secure and cover all goods being transported from any weather, road, or other hazardous conditions during contract.m. Arrange for the security of all vehicles on transit as well as work with local officials to secure the overall security of all vehicles during transit.n. Provide a daily written report to OAMSS on the services rendered within the Department's Main building, the temporary headquarters where the Department will transfer and their premises. All reports shall form part of the documentary requirements for payment.	
--	--	--

<p>IV.</p>	<p>Contractor's obligations</p> <p>The Contractor shall:</p> <ul style="list-style-type: none"> a. Conduct an ocular inspection and survey of the Department's temporary headquarters and ensure that its equipment and vehicles are suitable for the relocation to said premises. b. Ensure that all technicians are well-trained; to report to the Department's duly authorized representative for coordination of schedules of services; and to submit to the latter a Service Acknowledgement Report for signature, as the basis for their daily operations in the Department's building and premises. Services Acknowledgement Report format must come from the Contractor. c. Provide boxes and manufacture crates as required in Annex A of this TOR. d. Provide packing materials as required in Annex A of this TOR. e. Ensure that appropriate packing materials are used in accordance with Annex B of this TOR. f. Provide colored stickers to identify and distinguish the source and destination office of the records and non-record items that will be transferred from the DFA Headquarters to the Temporary Headquarters. g. Provide a monitoring tool for tagged and labeled items such as an excel file or a similar electronic format, to track and manage the tagged and labeled boxes, furniture and other items being moved. The monitoring tool shall include, but not be limited to, the following information: <ul style="list-style-type: none"> i. For non-records. Item Description: a detailed description of each item, including its contents or purpose, dimensions, and any relevant identifying information. For records. Identify in the box the subject or related information of the documents stored. ii. Tag or label number: unique tag or label number assigned to each item for easy identification and tracking. iii. Location information: the origin and destination locations of each item, specifying the pick-up address and the delivery address. iv. Status updates: regular updates on the status of each item, indicating whether it has been packed, loaded, unloaded, or delivered to the designated area. 	
-------------------	---	--

	<ul style="list-style-type: none"> v. Condition assessment: Any relevant notes or remarks regarding the condition of each item, including any damages or special handling requirements. h. Provide experienced personnel for relocation services. Technicians must coordinate with and immediately report to assigned personnel of the DFA. i. Provide suitable vehicles, including 4-wheeler trucks, 6-wheeler trucks and/or L-300 FB vehicles for collecting and transporting all appliances, fixtures, fittings, equipment, and documents to designated areas. Bigger trucks or vehicles may be provided, provided they are in good condition. j. Ensure that all the contractor's personnel are in proper uniform and must wear their company ID cards at all times while inside DFA premises and in the temporary headquarters. k. Submit to OAMSS-EMD and the end-user office the list of all the appliances, fixtures, fittings, equipment, documents, etc. as required. l. Conduct a thorough inspection of all areas mentioned in the pick-up address and delivery address, paying specific attention to vertical and horizontal clearances, lifts, stairs and move-in or move-out window times and address potential logistical challenges. This includes proper coordination with the Department's lessor to obtain necessary permissions and facilitate a smooth relocation process. m. Provide any necessary protection to floor, ceiling and wall finishes during the relocation activities to prevent any damage. n. Maintain effective coordination with DFA end-user representatives throughout the duration of the contract. o. Include in the bid proposal all necessary items, labor, equipment, transportation service, insurances and other incidental costs required for the successful execution of the relocation project. p. Present proof of ownership or lease agreement of vehicles as outlined in Annex A during the Post-Qualification Conference. 	
<p>V.</p>	<p>Contractor's qualifications:</p> <ul style="list-style-type: none"> a. The Contractor must be an existing company offering relocation services for at least fifteen (15) years from the date of posting. b. All operations personnel assigned possess the necessary packing and moving skills needed for the project. The Contractor must submit proof of training during the Post Qualification Conference. c. The Contractor must provide packing standards or Operations Manual during the Post Qualification Conference. All packing staff must perform packing services in accordance to mandated packing standards as set forth in in the Contractor's Operations Manual. By 	

	<p>strictly following these standards, damages and risks are minimized if not completely eliminated.</p> <p>d. Submit an organizational chart of the Project Management Team assigned in the relocation project during the Post-Qualification Conference.</p>	
VI.	<p>Equipment and Supplies:</p> <p>The Contractor shall provide Equipment and Supplies listed in Annex A.</p>	
VII.	<p>Office Moving WorkFlow</p> <ol style="list-style-type: none"> 1. Scheduling; 2. Materials Ordering; 3. Mobilization; 4. Work Permit/ Gate Pass Application; 5. Delivery of Packing Materials; 6. Security/ Worker Entry Registration; 7. Floor Walk/ Item Pre-packing Inspection; 8. Packing Activities; 9. Inventory/ Sign-off (Origin); 10. Hauling/ Pull out; 11. Transport to new office; 12. Rechecking/ Sign off (Destination); 13. Unloading/ Unpacking; 14. Positioning of items/ Post-move reporting and inspection; 15. Removal of Waste; 16. Issuance of Job Completion Letter; and 17. Billing/ Invoicing. 	
VIII.	<p>Minimum required Milestones during the project</p> <p>Milestone: Two (2) weeks prior to Move Day</p> <ol style="list-style-type: none"> 1. Conduct a pre-move survey/meeting with OAMSS-EMD and representatives of the end-users to discuss the following: 	

	<ul style="list-style-type: none"> a. Briefing of what to expect during the move. b. Provision of supplies to DFA. c. Finalization of move schedule. d. What to prepare (checklist) prior to the transfer. e. Secure Floor plans and prepare Destination Floor Plan properly labeled and tagged for all items. <ol style="list-style-type: none"> 2. Introduction of contact personnel and End-users. 3. Preparation of checklist prior to transfer. <ul style="list-style-type: none"> a. Show End-Users proper box assembly, proper tagging and labeling of workstations; b. Contractor to distribute cartons; c. Preparation of final checklist; d. Weekly pre-move meetings between the Contractor and End-user moving team; e. Application of all gate pass, elevator and parking permits at both the origin and destination point. 4. Mobilization of resources including material ordering. 5. Advance preparation and printing of stickers for boxes that requires labeling. 6. Contractor's submission of list of personnel, materials, equipment and vehicle details for the application of gate pass. <p>Milestone: During the Actual Move</p> <ol style="list-style-type: none"> 1. Advance deployment of Contractor's personnel for pre-inspection; 2. Arrival of Contractor's moving staff; 3. Contractor seals all boxes to be moved and verifies if these are properly tagged or labeled and re-check if boxes are properly sealed. Only properly labeled boxes are moved; 4. Note that Personal Computers (PC) and/or laptops including electrical equipments are packed by End-users for confidentiality; 5. Contractor protects all the elevators, hallways and walls affected by the transfer; 6. Contractor prepares an inventory list per truck based on box count within two (2) working days from the sealing of the last box for transfer. End- 	
--	---	--

	<p>User representatives will be asked to sign the inventory both at origin and destination to ensure accuracy of items picked-up and delivered</p> <ol style="list-style-type: none"> 7. Contractor unloads at the destination and positions the boxes/items based on the tag/color coded stickers or label; 8. Contractor will position the items to their proper locations; 9. End-User will unpack all PC sets and other electrical equipments; 10. End-User representatives must sign all Delivery Order and Inventory Lists within fourteen (14) working days after the last box has been delivered to the destination office; 11. Contractor must submit a day to day progress reports including issues and concerns encountered; 12. Contractor conducts meetings when serious issues during the relocation are experienced. <p>Milestone: After the Move (within fourteen (14) working days after the last box has been delivered to the destination office)</p> <ol style="list-style-type: none"> 1. Contractor will send personnel to assist related requirements; 2. Contractor to removed debris such as used boxes, floor walls and elevator protections; 3. Contractor to conduct post-inspection of the destination office for damages prior to turn-over; 4. Conduct post-move meetings with the End-User representatives; 5. Contractor to submit a job completion report/certificate; 6. Contractor to prepare and submit change order request if incurred by the End-User; 7. Contractor to prepare invoicing and collection for payment requirements. 	
<p>IX.</p>	<p>Insurance and Liability</p> <p>The Contractor shall include in the bid offer the following insurance coverage:</p> <ol style="list-style-type: none"> 1. Commercial General Liability insurance 2. Professional indemnity insurance 3. Transit insurance coverage including leased vehicles. <p>NOTE: In cases of damage to items owned by the Department and packed, transported, and unloaded by the Contractor, the Contractor shall be liable directly to the Department for its replacement, repair, or reimbursement. It is</p>	

	<p>understood that the Contractor will be the one to handle all steps and expenses to claim from the insurers involved in the relocation.</p>	
	<p>Ocular Visit and Site Survey</p> <p>Prior to submitting a bid proposal, the Contractor is required to conduct an on-site inspection of the DFA Main Building. OAMSS-EMD will provide a certificate of ocular inspection, which must be included as part of the bid submission documents. Failure to obtain this certification will result in disqualification.</p> <p>The ocular visit and site survey is scheduled on October 10, 2023, 10:00 A.M. to 4:00 P.M.. Bidders may coordinate with the OAMMS-EMD at telephone number (02) 834-4599 or email audie.taragua@dfa.gov.ph for scheduling.</p>	
X.	<p>Schedule of Requirements:</p> <p>The Contract shall be in full force and in effect for the period of two hundred calendar (120) Days from the issuance of the Notice to Proceed (NTP). The Contractor shall provide the services within seven (7) calendar days from receipt of the NTP or as instructed by End-User.</p>	
XI.	<p>Confidentiality Clause</p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Department prior to the commencement of the service.</p>	
XII.	<p>Terms of Payment</p> <ul style="list-style-type: none"> a) The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered. Contractor must submit a signed Delivery Order and Inventory Lists, job completion report/certificate as attachment together with the sales invoice. b) Payments shall be made thirty (30) calendar days upon receipt of the invoice with complete documentary requirements through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing the contract. c) The payment shall be inclusive of all applicable taxes and other lawful charges. 	

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 B

The Contractor shall ensure that the following types of Packaging Materials are provided and used in the appropriate manner.

Description	Usage
Common File Carton (24 x 16 x 11 inches)	For common files of the end-user office
Personal File Carton (16 x 13 x 11 inches)	For the personal files of each personnel of the end-user office
Small Carton (18 x 13 x 13 inches)	For telephones, access points, laptops, keyboards, mouse and/or employee locker/pedestal items.
Medium Carton (18.5 x 18.5 x 13 inches)	For Computer sets, desktop (system units), monitors, and tabletop/ medium-sized printers.
Large Carton (24 x 19 x 19 inches)	For bigger computer sets, desktop (system units), monitors, and tabletop/ medium-sized printers.
Flat wardrobe (35 x 19 x 10.5 inches)	Can be used for packing of monitors.
Dish Pack (18.5 x 18.5 x 28 inches)	For pantry/ kitchen items
Customized Crate	For transportation of irregular or very heavy objects such as statues, busts, coat of arms, etc.
Plastic Bubble Wrap	For additional layer of protection especially for fragile items such as monitors, glass, paintings etc.
Styrofoam	For padding material for artworks
I.T. Fillers	For shock absorption and filler especially in packing computer sets.
Security pads	For additional layer of protection especially when packing smart TVs/ Board etc.
Fiberboard	Used for fabrication of box for big items or equipment such as Smart TVs/ Board etc.

Corrugated Boards	For floor or elevator protection or for wrapping of cabinets.
Packing tapes	For sealing
Stretch film/ jackwrap	For wrapping of furniture and fixtures.
Plywood	For crating walls or surface protection
Silica Gel	For moisture control

Hauling Equipment

1. Pushcart
2. Hand truck
3. Flat Dolley
4. Hydraulic Pallet truck (capacity: 3000 kg or more)

Trucks/Vehicles

Description	Volume Capacity
L-300 FB vehicle (2.2 meter vertical clearance)	2-3 Cubic Meters
4-wheeler Closed Van	10-12 Cubic Meters
6-wheeler Closed Van	15-17 Cubic Meters

