



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**BIDS AND AWARDS COMMITTEE**  
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**SUPPLEMENTAL BID BULLETIN NO. 1**

Project : Procurement of Diplomatic Pouch Services of the  
Department of Foreign Affairs (January to December 2025)  
Reference : PB-GS-15-2024.  
ABC : Php 59,800,000.00  
Date : 04 November 2024

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The Bids and Awards Committee wishes to inform the bidders, observers, and the general public of the following amendment in Contractor's Qualifications (Section III.C, no. 1 of the Technical Specifications) to be read as:

"The Contractor must:

1. Be a reputable company duly registered with the **SEC/DTI/other government accrediting agency/office** and have all the eligibility requirements of relevant procurement laws and regulations."

For the information of all concerned.

For other queries, kindly send an email to the BAC Secretariat at [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph).

  
**EDGAR B. BADAJOS**

Assistant Secretary and Chairperson,  
Bids and Awards Committee

**DIPLOMATIC POUCH SERVICES OF  
THE DEPARTMENT OF FOREIGN AFFAIRS  
(JANUARY TO DECEMBER 2025)**

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| <b>I.</b>   | <p><b>BACKGROUND</b></p> <p>The Department of Foreign Affairs as the lead agency in the implementation of the Philippines’ foreign policy maintains a global presence to serve the country’s interests through various missions, embassies, and consulates abroad.</p> <p>The DFA needs a reliable courier service as part of its continuous and regular delivery of important correspondence, official documents, parcels, and other items among and between the Home Office and its Foreign Service Posts, via the diplomatic pouch.</p>  |
| <b>II.</b>  | <p><b>OBJECTIVES</b></p> <p>Secure reliable courier services for the continuous and regular delivery of various documents, confidential documents, official correspondence, and shipment of parcels, cargo and various items between the DFA and various Foreign Service Posts.</p>   |
| <b>III.</b> | <p><b>SCOPE OF WORK</b></p> <p style="text-align: right;"><b>Statement<br/>of<br/>Compliance</b></p>  |
| A.          | <p>The Contractor shall:</p> <ol style="list-style-type: none"> <li>1. Provide door-to-door delivery of diplomatic pouch, parcels, and cargo from the Department to the various Foreign Services Posts (FSPs) including FSPs to be opened and not indicated in the Diplomatic Pouch Outgoing Schedule (Annex A);</li> </ol> <p>Note: The schedule of newly opened FSP(s) shall be clustered with FSPs of the same region.</p> <ol style="list-style-type: none"> <li>2. Provide services for unscheduled or SPECIAL outgoing diplomatic pouch, when needed, within short notice, anytime during weekdays, weekends or holidays, at the contracted rate. Said “SPECIAL POUCH” arrangement will be of two (2) types: (a) The first is “SPECIAL POUCH (Charged to OAMSS)”. This is sent outside of the regular pouch schedule. (b) The second is “SPECIAL POUCH (Charged to the Office’s/Post’s MOOE)”;</li> <li>3. Provide “SPECIAL POUCH (Charged to OAMSS)” services upon approval of the Assistant Secretary/Acting Head of Office of OAMSS, provided</li> </ol> |

that the following documents are submitted by the requesting office to OAMSS:

- a. Written request and authority that shipping cost will be chargeable to the account of OAMSS/Regular Pouch;
  - b. Endorsement to OAMSS from the supervising Geographic Office or relevant Office, for approval of OAMSS Assistant Secretary;
4. Provide sub-accounts for various Offices of the Department and FSPs for the utilization of "SPECIAL POUCH (Charged to the Office's/Post's MOOE)" arrangement, upon request of the particular Office/FSP,

Budget for the "SPECIAL POUCH (Charged to Office's/Post's MOOE)" will be charged to the respective Offices and/or FSPs.

Requests under the "SPECIAL POUCH (Charged to Office's/Post's MOOE)" arrangements must be accompanied by the following:

- a. Written request and authority that shipping cost will be chargeable to the account of the Office's or Post's MOOE;
  - b. Endorsement to OAMSS from the supervising Geographic Office or relevant Office, for approval of OAMSS Assistant Secretary; and,
  - c. Job Order to be signed by the Contractor and the Office/FSP concerned;
5. Provide reports to the Department regularly as to the status of all shipments and shall have an online tracking system;
6. Submit formal written report detailing the circumstances in case any items for shipment are lost or damaged as a result of the events stated, but not limited to loss of diplomatic pouch, damage to pouch bags, broken seals, incomplete pouch count, misrouted pouch, or incidence of tampering of the seals and locks of diplomatic pouches. This may include events resulting from force majeure or Acts of God.

The formal written report must be submitted to OAMSS-GRAD, within three (3) calendar days upon discovery of the incident;

7. Provide and install the following equipment, supplies and software in the area designated by the Department:

1. One (1) Desktop Computer (minimum specifications: Intel i5 processor; 500 Gb HDD, DVD R/RW, 18.5" LED Monitor, QWERTY Keyboard, Optical Mouse, and UPS);
2. Licensed versions of Microsoft Windows 10, Microsoft Office 2016 and Adobe Acrobat XI Pro (one year subscription) or higher version should be installed in the desktop computer;
3. Online pouch monitoring/tracking system (which will be linked to the OAMSS-GRAD microsite);
4. Printer and supply of ink for the duration of the contract;
5. Minimum 60 rolls – Clear Packaging Tape (2 inches x 200 Meters);
6. Minimum 200 rolls – Masking Tape (1 inch x 50 Meters);
7. Minimum 160 pieces/sheets - Plywood Ordinary ( $\frac{3}{4}$  inch x 4 feet x 8 feet);
8. One (1) Electronic weighing scale certified by the Department of Science and Technology – Industrial Technology Development Institute (DOST-ITDI) with a minimum capacity of two hundred kilos (200kgs);
9. One (1) Heavy-Duty Metal Flatbed Cart - 453.59KG Capacity, Foldable, Noise-Reducing Wheels, 360-Degree Swivel, Non-Slip Platform Hand Truck; and
10. USB flash drive.

The aforementioned equipment, supplies, software, and services shall strictly be used for direct communications/ coordination between the Contractor and the Department (to include the Foreign Service Post) and for accomplishing tasks related to the services being provided by the Contractor. Internet connectivity shall be provided by the Department, as far as practicable. However, the Contractor shall ensure that it can provide its own internet connectivity in case the Department's internet service cannot be accessed;

8. Relocate its services to the location assigned by the Department in case the retrofitting of the DFA Main Building commences during the effectivity of the Contract;
9. Establish an exclusive online monitoring system within the Pouch Section of the Office of Asset Management and Support Services – General Records and Archives Division (OAMSS-GRAD);
10. Assign at least one (1) representative present at the Department from 8:00 a.m. to 5:00 p.m. to the Pouch Section to ensure close coordination and smooth implementation of the contract;
11. Compute the shipment rate based on the actual weight of outgoing diplomatic pouches;
12. Clearly indicate the price per kilogram for every destination in accordance with the Bid Rate Sheet in Annex B. The financial component of the bid shall be in Philippine Pesos and shall take into consideration any customs duties and/or taxes applicable in the respective FSPs;
13. Provide rates for proposed FSPs to be opened for reference indicated in Annex B;
14. Provide a list showing its office addresses in countries where the FSPs are located;
15. Provide the Department with brand new pouch bags of strong materials and with waterproof lining in the following quantity and sizes:

| <b>Pouch Bag Size</b> | <b>Measurement</b> | <b>Quantity</b> |
|-----------------------|--------------------|-----------------|
| Extra Large           | 36" x 25"          | 100 pieces      |
| Large                 | 29" x 28"          | 100 pieces      |
| Medium                | 29" x 24"          | 100 pieces      |
| Small                 | 25" x 21"          | 200 pieces      |

The Pouch bag's specifications shall be approved by the Department. The Contractor shall likewise provide 500 pieces of durable pouch locks.

The Contractor shall also provide durable and clear plastics to seal every box containing e-passports and other sensitive documents for protection from any water or liquid damage.

All pouch bags and paraphernalia provided shall become the property of the Department upon completion of the Contract.

The Contractor shall provide pouch bag samples during the Post-Qualification Conference.

16. Allow the Department to offset documents and Parcels of over-utilized against under-utilized days.

17. Provide the Department One Thousand Pieces (1,000 pcs) of Diplomatic Pouch Stickers for wooden crates with serial code for Post's special pouch.

**B. Contractor's Obligations**

1. The Contractor shall ensure that its international network of offices shall be adequately and properly equipped to ensure the shortest possible transit time for deliveries as follows:

| <b>International Shipments</b>                     | <b>Transit Time</b>                      |
|--|--|
| Asia   | 2 – 6 calendar days from date of pick-up |
| America, Australia, Europe, Middle East and Africa | 2 – 7 calendar days from date of pick-up |

2. The Contractor shall regularly and expeditiously pick-up the outbound diplomatic pouches from Basement 1 OAMSS – GRAD, Pouch Section, Mondays to Fridays between 3:00 pm to 5:00 pm. In case of retrofitting, pick up shall be done in the designated place by the Department.

The Contractor shall abide by the comprehensive schedule of pick-up of diplomatic pouches, parcels and cargo in the Outgoing Diplomatic Pouch Schedule provided in **Annex A**.

The contractor shall pick-up additional outbound pouches from OAMSS-GRAD, when necessary. The list of Foreign Service Posts with high-volume of passport deliveries is provided in **Annex C**. These shall be the

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|           | <p>subject of a request from OAMSS-GRAD and shall be part of the contract price (modify).</p> <ol style="list-style-type: none"> <li>3. The Contractor shall ensure timely delivery of all pouches, in accordance with the matrix provided in item #1 of this section. In case of delayed deliveries of the diplomatic pouches, parcels and cargo, as well as delay of pick-up of out-bound pouches, the amount of one tenth (1/10) of one percent (1%) of the shipment cost per day of delay, or one tenth (1/10) of one percent (1%) of shipment cost per hour of delay of pick-up shall be deducted from the corresponding monthly invoice.</li> <li>4. The Contractor shall ensure that any missing shipment is located within five (5) calendar days, starting from the end of the agreed Transit Time. Items not found during this grace period shall be considered lost.</li> </ol> <p>In addition to the General Conditions of Contract (GCC) Clause 21, if the damages or incidence of missing shipments are attributable either to the fault or negligence of the Contractor, the Contractor shall reimburse the Department for the production, manufacturing, or reconstruction cost of the damaged or lost items.</p> <p>In case the items are found after the five (5)-calendar day grace period lapsed, the Contractor shall still be required to deliver them to the appropriate recipient at no expense to the Department.</p> <ol style="list-style-type: none"> <li>5. Any penalties incurred totaling ten percent (10%) of the contract price shall be grounds for the termination of the contract and forfeiture of the Performance Bond.</li> <li>6. Comply with all relevant provisions of the Vienna Convention on Diplomatic and Consular Relations pertaining to the treatment of diplomatic pouches and other applicable security regulations and laws regarding pick-up, handling and delivery of diplomatic pouch, parcels and cargo from the Department to FSPs.</li> </ol> |  |
| <p>C.</p> | <p><b>Contractor's Qualification</b></p> <p>The Contractor must:</p> <ol style="list-style-type: none"> <li>1. Be a reputable company duly registered with the <a href="#">SEC/DTI/other government accrediting agency/office</a> and have all the eligibility requirements of relevant procurement laws and regulations;</li> </ol>   |  |

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|     | <ol style="list-style-type: none"> <li>2. Have a representation in each of the countries/jurisdiction provided in <b>Annex A</b>. Provide a list of names of its partners as proof of its international network;</li> <li>3. Have at least two (2) years of experience in handling Diplomatic Pouch.</li> <li>4. Must have a contract similar to the Project at hand, completed within the last five (5) years prior to the deadline for submission and receipt of bid. Due to the complexity of the required services, only diplomatic pouch contracts will be considered as a similar contract for this procurement.</li> </ol>   |  |
| D.  | <p><b>Subcontracting</b></p> <ol style="list-style-type: none"> <li>1. Subcontracting may be allowed for the duration of the agreement.</li> <li>2. The Contractor shall submit a list of its subcontracting parties, indicating the name of the company, address, representative and contact details. A copy of contract/agreement between the Contractor and its subcontracting party/parties and proof of international network must be provided.</li> <li>3. Subcontracting shall not relieve the Contractor of any liability or obligation under this agreement. The Contractor will be responsible for the acts, defaults, and negligence of any subcontractor, its agents or personnel as fully as if these were the Contractors' own acts, defaults, or negligence, or those of its personnel.</li> </ol> |  |
| IV. | <p><b>Confidentiality Clause</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall not disclose any information accessed, through the use of its services, in relation to the official functions, operations and properties/documents of the Department or personal information of Department personnel without prior consent from the Department through OAMSS-GRAD.</li> <li>2. The Contractor shall immediately inform the OAMSS-GRAD 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.</li> <li>3. Failure to comply with the confidentiality clause shall be subject to the penalties provision of Republic Act No.</li> </ol>                          |  |



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|            | 10173 – Data Privacy Act of 2012 and all other relevant existing rules and regulations.  |  |
| <b>V.</b>  | <b>Duration</b><br><br>The duration of the contract shall be from <b>01 January 2025 to 31 December 2025.</b>  |  |
| <b>VI.</b> | <b>Payment</b><br><br><ol style="list-style-type: none"> <li>1. The Contractor shall submit monthly billings on the first week of the following month in the prescribed format and order as agreed upon with OAMSS-GRAD.</li> <li>2. Monthly billings supported with pertinent documents shall be submitted to OAMSS and OFMS in a consolidated manner by the Contractor including soft copy of summary airway bill/billings/etc., as applicable.</li> <li>3. The Contractor shall submit separate billings, together with supporting documents such as airway bills/billings/ etc., for Special Pouch Services utilized by the Department.</li> <li>4. The Contractor shall be paid within thirty (30) working days upon the submission and receipt of the invoice and complete supporting documents to OFMS-FRMD through List of Due and Demandable Accounts Payable (LDDAP).</li> <li>5. Upon receipt of payment, the Contractor shall furnish an original and copy of Official Receipt to OFMS-FRMD and OAMSS-GRAD, respectively, along with the monthly Invoice and breakdown of Airway Bills.</li> <li>6. All payments shall be inclusive of all applicable taxes and other lawful charges.</li> </ol> |  |

**Note:**

Bidders must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to 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 on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]