

NO: _____

SUPPLEMENTAL/BID BULLETIN NO. 1

TITLE : PROVISION OF MULTI-YEAR CONTRACT FOR THE COURIER/FORWARDING SERVICE PROVIDER FOR CY 2020-2022

ITB NO. : GOP/20-DSWD-030-A

DATE : 05 JANUARY 2021

This Supplemental/ Bid Bulletin is issued to all prospective bidders announcing changes and clarifications in the Bidding Documents, to wit:

I. Section III. Bid Data Sheet

Particulars	From	To
ITB Clause 15		Each bidder shall submit one (1) original and one (1) copy of the first and second components of its Bid. Forms provided in Section IX (Bidding Forms) must be completed without any alterations to their format, and no substitute form shall be accepted.

II. Section VI. Schedule of Requirement

See Annex "A" for the correct form to be used in submitting the Schedule of Requirements as indicated in Section VI of the Bidding Documents.

III. Section VIII. Checklist of Technical and Financial Documents

A. Changes

Particulars	From	To
FINANCIAL COMPONENT ENVELOPE	<input type="checkbox"/> (a) Original of duly signed and accomplished Financial Bid Form; <u>and</u> <input type="checkbox"/> (b) Original of duly signed and accomplished Price Schedule(s).	<input type="checkbox"/> (a) Original of duly signed and accomplished Financial Bid Form; <input type="checkbox"/> (b) Original of duly signed and accomplished Price Proposal Form; <u>and</u> <input type="checkbox"/> (c) Original of duly signed and accomplished Price Schedule(s).

IV. Section IX. Bidding Forms

Price Proposal Form

See **Annex “B”** for the correct form to be used in submitting the Price Proposal Form as indicated in Section IX of the Bidding Documents.

V. Clarifications

This project was intended for the year 2020 to 2022 and the estimated quantity is for the year 2020 to 2022. The Price Proposal Form will determine the lowest calculated bidder.

As stated in **“Section VI. Schedule of Requirements”** under **“II. Estimated Quantity and unit Cost per year and Area of Deliverables”**, the Estimated Unit Cost will be the maximum price per unit the bidder may bid and will be the basis of the actual billing during contract implementation.

For the Mayor’s Permit/Business Permit that expired on December 31, 2020, submit a valid Mayor’s Permit/Business Permit (2021) or a copy of Official Receipt of the renewal and the expired 2020 Mayor’s Permit/Business Permit.

VI. Deadline for the Submission and Receipt of Bids

The schedule for the deadline for the submission and receipt of bids is moved from 06 January 2021 to **13 January 2021 at 09:00 AM**. Bids must be delivered to the BAC Secretariat Office, 2nd Floor, Mahusay Building, DSWD Central Office. **Late Bids will not be accepted.**

The Bid Opening will immediately follow after the deadline of submission and receipt of bids, to be held at the **DSWD Auditorium, 4th Floor, Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.**

VII. Issuance of Bidding Documents

The issuance of bidding documents is extended until **13 January 2021 at 08:00 AM**.

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.


U/SEC. RENE GLEN O. PAJE
Chairperson, Bids and Awards Committee

Please accomplish the portion below and send it to facsimile no. (02) 951-7116 or email at bacsec@dswd.gov.ph.

RECEIVED BY : _____ DATE: _____
(SIGNATURE OVER PRINTED NAME)

DESIGNATION : _____

COMPANY : _____

Section VI. Schedule of Requirements

Hiring of Courier/Forwarding Service Provider under Multi-Year Contractual Authority (MYCA)

Calendar Year	Contract Period/Coverage
Year 1	Upon Receipt of Notice to Proceed (NTP) – 31 December 2020
Year 2	01 January 2021 – 31 December 2021
Year 3	01 January 2022 – 31 December 2022

The bidding is for Multi-Year Contract for the Hiring of Courier/Forwarding Service Provider under Multi-Year Contractual Authority (MYCA). In line with the foregoing, DSWD reserves the right to pre-terminate the contract without liability for reasons of budgetary limitations in succeeding year. The Service Provider is encouraged to strictly follow the provision of the multi-year contract including fixed pricing for the full duration of contract term. Moreover, the Service Provider is subject to Performance Evaluation by the Administrative Service – Records and Archives Management Division (AS-RAMD) by the end of each year and submission of valid and current Mayor's/ Business Permit, Valid Certificate of PhilGEPs Registration (Platinum Membership) and other applicable government issued licenses/certificate as required.

I. Duration of Services:

The duration of Courier/Forwarding service shall be for a period of three (3) years or upon consumption of the total contract cost, whichever comes first.

It is also understood that the Department shall pay only the actual costs of the services rendered up to expiration of the three (3)-year period.

II. Estimated Quantity and unit Cost per year and Area of Deliverables:

The estimated cost for the services for the period of July 01, 2020 to December 31, 2022 are as follows: **The cost per transaction shall be based on the size of the pouch (inclusive of all applicable taxes).*

SMALL: To fit letter envelope (100-500 grams):

Area	Estimated Unit Cost	Estimated Quantity
NCR	83.82	3,100 pcs
Luzon	105.60	2,900 pcs

Visayas	113.30	1,500 pcs
Mindanao	113.30	1,500 pcs

MEDIUM: To fit long expanded envelope (500 grams to 1 kilo):

Area	Estimated Unit Cost	Estimated Quantity
NCR	133.10	850 pcs
Luzon	154.00	850 pcs
Visayas	160.60	850 pcs
Mindanao	160.60	1,300 pcs

LARGE: To fit letter envelope (1 to 3 kilos):

Area	Estimated Unit Cost	Estimated Quantity
NCR	132.02	838 pcs
Luzon	158.13	1,150 pcs
Visayas	162.14	820 pcs
Mindanao	170.76	820 pcs

CARGO: Bulk documents (5 kilos per field office, per transaction):

Area	Estimated Unit Cost	Estimated Quantity
NCR	198.00	500 pcs
Luzon	260.70	500 pcs
Visayas	270.60	500 pcs
Mindanao	270.60	500 pcs

INTERNATIONAL DELIVERY: Documents only:

Zone	Estimated Cost per 500 grams	Estimated Quantity
A. Hongkong, Macau, Singapore and Taiwan	633.60	15 pcs
B. Brunei, Indonesia, Malaysia, North Korea, South Korea, Thailand	853.60	15 pcs

C. Australia, Bangladesh, Cambodia, China, East Timor, India, Japan, Laos, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Sri Lanka, Vietnam	1,047.20	9 pcs
D. Canada, Guam, Mexico, Saipan and U.S.A	1,117.60	3 pcs
E. France, Georgia, Germany, Italy, Luxembourg, Netherlands and U.K.	1,812.80	6 pcs
F. Albania, Bulgaria, Cyprus, Czech Rep., Dubai, Hungary, Iran, Jersey, Jordan, Kuwait, Lebanon, Malta, Monaco, Norway, Oman, Portugal, Qatar, Romania, Saudi Arabia, Spain, Sweden, Syria, Turkey, Yemen	1,821.60	15 pcs
G. Afghanistan, Algeria, Angola, Argentina, Aruba, Belgium, Bermuda, Bolivia, Brazil, Central Africa, Chile, Columbia, Cook Islands, Costa Rica, Cuba, Denmark, Dominican Rep., Ecuador, Egypt, El Salvador, Ethiopia, Fiji, Finland, Greece, Iraq, Israel, Jamaica, Kenya	1,865.60	3 pcs

Note: For bulk/cargo delivery exceeding the minimum weight requirement per transaction which upon assessment of AS - RAMD may incur excessive increase in the consumption of the Contract cost, the same shall be procured separately thru Procurement Service chargeable against the fund of the concerned Offices, Bureaus, Services and Units.

III. Payment Of Scheme

Electronic copy of Summary of Billings shall be available at the end of billing cycle. Hardcopy shall be forwarded to AS-RAMD within ten (10) working days from the end of billing cycle.

Payment shall be made on actual services rendered within thirty (30) working days from the receipt of the Summary of the Billing.

Price Proposal Form

Date: _____
 Invitation to Bid No.: _____

Hiring of Courier / Forwarding Service Provider

SMALL: To fit letter envelope (100-500 grams):

Area	Estimated Quantity	Unit Price <i>(in Phil Peso)</i>	Total Price <i>(in Phil Peso)</i>
NCR	3,100 pcs		
Luzon	2,900 pcs		
Visayas	1,500 pcs		
Mindanao	1,500 pcs		
Sub-Total			

MEDIUM: To fit long expanded envelope (500 grams to 1 kilo):

Area	Estimated Quantity	Unit Price <i>(in Phil Peso)</i>	Total Price <i>(in Phil Peso)</i>
NCR	850 pcs		
Luzon	850 pcs		
Visayas	850 pcs		
Mindanao	1,300 pcs		
Sub-Total			

LARGE: To fit letter envelope (1 to 3 kilos):

Area	Estimated Quantity	Unit Price <i>(in Phil Peso)</i>	Total Price <i>(in Phil Peso)</i>
NCR	838 pcs		
Luzon	1,150 pcs		
Visayas	820 pcs		
Mindanao	820 pcs		

Sub-Total

CARGO: Bulk documents (5 kilos per field office, per transaction):

Area	Estimated Quantity	Unit Price (in Phil Peso)	Total Price (in Phil Peso)
NCR	500 pcs		
Luzon	500 pcs		
Visayas	500 pcs		
Mindanao	500 pcs		
Sub-Total			

INTERNATIONAL DELIVERY: Documents only:

Zone	Estimated Quantity (per 500 grams)	Unit Price (in Phil Peso)	Total Price (in Phil Peso)
A. Hongkong, Macau, Singapore and Taiwan	15 pcs		
B. Brunei, Indonesia, Malaysia, North Korea, South Korea, Thailand	15 pcs		
C. Australia, Bangladesh, Cambodia, China, East Timor, India, Japan, Laos, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Sri Lanka, Vietnam	9 pcs		
D. Canada, Guam, Mexico, Saipan and U.S.A	3 pcs		
E. France, Georgia, Germany, Italy, Luxembourg, Netherlands and U.K.	6 pcs		
F. Albania, Bulgaria, Cyprus, Czech Rep., Dubai, Hungary, Iran, Jersey, Jordan, Kuwait, Lebanon, Malta, Monaco, Norway, Oman, Portugal, Qatar, Romania, Saudi Arabia, Spain, Sweden, Syria, Turkey, Yemen	15 pcs		
G. Afghanistan, Algeria, Angola, Argentina, Aruba, Belgium,	3 pcs		

Bermuda, Bolivia, Brazil, Central Africa, Chile, Columbia, Cook Islands, Costa Rica, Cuba, Denmark, Dominican Rep., Ecuador, Egypt, El Salvador, Ethiopia, Fiji, Finland, Greece, Iraq, Israel, Jamaica, Kenya			
Sub-Total			

SUMMARY OF PRICE PROPOSAL:

Particulars	Sub-total (in Phil Peso)
SMALL: To fit letter envelope (100-500 grams)	
MEDIUM: To fit long expanded envelope (500 grams to 1 kilo)	
LARGE: To fit letter envelope (1 to 3 kilos)	
CARGO: Bulk documents (5 kilos per field office, per transaction)	
INTERNATIONAL DELIVERY: Documents only	
TOTAL CONTRACT PRICE:	

NOTE: In case of discrepancy between unit price and total price, the unit price will prevail. Total Contract Price is inclusive of all applicable taxes.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____