

NO: _____

SUPPLEMENTAL/BID BULLETIN NO. 1

TITLE : RPROVISION OF A MULTI-YEAR CONTRACT FOR THE HIRING OF
COURIER/FORWARDING SERVICE PROVIDER
ITB NO. : DSWD NNP No. 21-TFB-003
DATE : 18 MARCH 2021

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

I. Section VI. Schedule of Requirements

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.

II. Price Proposal Form

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

III. Deadline for the Submission and Receipt of Bids

The schedule for the deadline for the submission and receipt of bids is moved from 19 March 2021 to **26 March 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 **PMS Conference Room, 2nd Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.**

IV. Issuance of Bidding Documents

The issuance of bidding documents is extended until **26 January 2021 at 09:00 AM**.

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

(Original signed)
RENE GLEN O. PAJE
*Undersecretary and
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	Coverage	Contract Period
Year 1	01 January 2021 – 31 December 2021	Upon receipt of Notice to Proceed to 31 December 2022
Year 2	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 two (2) 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 two (2)-year period.

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

The estimated cost for the services for the period of January 01, 2021 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	2,004 pcs
Luzon	105.57	2,000 pcs
Visayas	113.30	1,000 pcs
Mindanao	113.30	1,000 pcs

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

Area	Estimated Unit Cost	Estimated Quantity
NCR	133.10	650 pcs
Luzon	154.00	640 pcs
Visayas	160.60	632 pcs
Mindanao	160.60	900 pcs

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

Area	Estimated Unit Cost	Estimated Quantity
NCR	132.02	710 pcs
Luzon	158.13	930 pcs
Visayas	162.14	650 pcs
Mindanao	170.76	690 pcs

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

Area	Estimated Unit Cost	Estimated Quantity
NCR	198.00	400 pcs
Luzon	260.70	400 pcs
Visayas	270.60	400 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	14 pcs
B. Brunei, Indonesia, Malaysia, North Korea, South Korea, Thailand	853.60	20 pcs
C. Australia, Bangladesh, Cambodia, China, East Timor, India, Japan, Laos, Mongolia,	1,047.20	16 pcs

Myanmar, Nepal, New Zealand, Pakistan, Sri Lanka, Vietnam		
D. Canada, Guam, Mexico, Saipan and U.S.A	1,117.61	10 pcs
E. France, Georgia, Germany, Italy, Luxembourg, Netherlands and U.K.	1,812.78	4 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	1,821.30	4 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	1,865.00	2 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.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

*****THIS DOCUMENT MUST BE ATTACHED TO THE TECHNICAL SPECIFICATIONS*****

Price Quotation/Proposal Form

Date: _____

DSWD NNP No: 21-TFB-003

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	2,004 pcs		
Luzon	2,000 pcs		
Visayas	1,000 pcs		
Mindanao	1,000 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	650 pcs		
Luzon	640 pcs		
Visayas	632 pcs		
Mindanao	900 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	710 pcs		
Luzon	930 pcs		
Visayas	650 pcs		
Mindanao	690 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	400 pcs		
Luzon	400 pcs		
Visayas	400 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	14 pcs		
B. Brunei, Indonesia, Malaysia, North Korea, South Korea, Thailand	20 pcs		
C. Australia, Bangladesh, Cambodia, China, East Timor, India, Japan, Laos, Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Sri Lanka, Vietnam	16 pcs		
D. Canada, Guam, Mexico, Saipan and U.S.A	10 pcs		
E. France, Georgia, Germany, Italy, Luxembourg, Netherlands and U.K.	4 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	4 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	2 pcs		
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: _____