

NO: \_\_\_\_\_

**SUPPLEMENTAL/BID BULLETIN NO. 3**

**TITLE** : PROVISION OF MULTI-YEAR CONTRACT FOR THE  
COURIER/FORWARDING SERVICE PROVIDER FOR CY 2020-2022  
**ITB NO.** : GOP/20-DSWD-030  
**DATE** : 11 JUNE 2020

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

**1) Section III. Bid Data Sheet**

Particulars	From	To
13.2	<p style="text-align: center;">xxx</p> <p>This bidding for multi-year contact for the Provision of Fuel for DSWD Vehicles Using Fleet Card Distributor/ Credit Facility for CY 2020-2022 is in accordance with the approved Multi-Year Contractual Authority (MCYA) No. MYCA-BMB-20-0000007.</p> <p style="text-align: center;">xxx</p>	<p style="text-align: center;">xxx</p> <p><b>This bidding for Provision of Multi-Year Contract for the Courier/Forwarding Service Provider is in accordance with the approved Multi-Year Contractual Authority (MCYA) No. MYCA-BMB-20-0000010.</b></p> <p><b>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 – General Services Division (AS-Building and Ground Management Division) 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.</b></p> <p style="text-align: center;">xxx</p>

29.2	xxx	xxx
	<p>3) Certification that the Service Provider have the facilities/equipment to deliver small item or bulk documents nationwide <i>with attached supporting documents as proof of requirement (Certified True Copy);</i></p> <p>4) Company Profile together with the list of engagements for at least ten (10) years of experience in courier/forwarding service both for local and foreign consignee, list of government agencies/institutions/offices <i>(Certified True Copy);</i></p> <p>5) Certification that the Service Provider has a necessary capital, tools, materials, qualified personnel and expertise to perform the required services <i>(Certified True Copy);</i></p> <p>6) Valid Certificate of Registration from Securities and Exchange Commission or business name/registration issued by the Department of Trade and Industry (DTI) <i>(Certified True Copy).</i></p>	<p>3) <b>Delete. Already included in the Technical Specifications.</b></p> <p>4) Company Profile together with the list of engagements for at least ten (10) years of experience in courier/forwarding service both for local and foreign consignee, list of government agencies/institutions/offices <i>(Original and duly notarized);</i></p> <p>5) <b>Delete. Already included in the Technical Specifications.</b></p> <p>6) <b>Delete. Already included in the Technical Specifications.</b></p>

**3) Section VI. Schedule of Requirements**

See attached document for the correct form to be used in submitting the schedule of requirements as indicated in Section VI of the bidding documents.

**4) Section VII. Technical Specifications**

Particulars	From	To
1. Scope of Work	xxx	xxx
	1.7 Submit Proof of Deliveries (POD) one (1) week after receipt with complete	<b>1.7 Submit original Proof of Deliveries (POD) or Electronic POD with</b>

	<p>supporting documents such as summary of billing and three (3) copies of invoice receipts for the processing of payments;</p> <p style="text-align: center;">xxx</p>	<p><b>client's full name, signature and date received; one (1) week after receipt with complete supporting documents such as summary of billing and three (3) copies of invoice receipts for the processing of payments;</b></p> <p style="text-align: center;"><b>xxx</b></p>
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**5) Section VIII. Bidding Forms**

See attached document for the correct form to be used in submitting the price quotation/ proposal as indicated under the bidding forms.

**6) Deadline of the Submission and Receipt of Bids**

This is to reiterate the schedule for the deadline for the submission and receipt of bids is on **18 June 2020 at 09:00 AM**. Bids must be delivered to the BAC Secretariat Office, Ground Floor, DSWD Central Office. **Late Bid will not be accepted.**

**7) Issuance of Bidding Documents**

The issuance of bidding documents is extended until **18 June 2020 at 08:00 AM**.

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

  
**U/SEC. FELICISIMO C. BUDIONGAN**  
*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](mailto: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)**

<b>Calendar Year</b>	<b>Contract Period/Coverage</b>
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 Service Provider for the Preventive Maintenance and Service Repair of Generator Sets of the DSWD-Central Office and National Resource Operations Center (NROC) for CY 2020. 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 – General Services Division (AS-Building and Ground Management Division) 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):

<b>Area</b>	<b>Estimated Unit Cost</b>	<b>Estimated Quantity</b>
NCR	83.82	3,100 pcs
Luzon	105.60	2,900 pcs
Visayas	113.30	1,500 pcs

Mindanao	113.30	1,500 pcs
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**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 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

<b>E.</b> France, Georgia, Germany, Italy, Luxembourg, Netherlands and U.K.	1,812.80	6 pcs
<b>F.</b> 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
<b>G.</b> 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.

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Price Proposal Form

Date: \_\_\_\_\_

Invitation to Bid N<sup>o</sup>: GOP/20-DSWD-030

### Hiring of Courier / Forwarding Service Provider

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

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

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

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

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

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

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

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

**INTERNATIONAL DELIVERY: Documents only:**

<b>Zone</b>	<b>Estimated Quantity</b>	<b>Unit Price (in Phil Peso)</b>	<b>Total Price (in Phil Peso)</b>
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, 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	3 pcs		
<b>Sub-Total</b>			



**SUMMARY OF PRICE PROPOSAL:**

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

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: \_\_\_\_\_