



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated November 8, 2022 for **Project No. DBM-2023-01, “Provision of Courier Services,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

| PARTICULARS | AMENDMENTS | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|--|----------------------|---------------|---|-------------------------------|-----|--|-----------|--|-------------------|-------------------------------|--|----------------------------|--|----------------------|---------------|---|--|-----|--|-----------|--|-------------------|--|
| <p>Section VII. Technical Specifications</p> <p>Annex “A” (Detailed Technical Specifications)</p> <p style="text-align: center;">xxx</p> <p>4.1 Contract Duration</p> <p>The Contractor shall provide the Department, through the Administrative Service – Central Records Division (AS-CRD), nationwide and international courier services for the period covering March 18, 2023 to March 17, 2025.</p> <p style="text-align: center;">xxx</p> <p>4.4 Delivery Schedule</p> <p style="text-align: center;">xxx</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">I. REGULAR COURIER SERVICE</th> </tr> <tr> <th style="width: 50%; text-align: center;">Area of Distribution</th> <th style="width: 50%; text-align: center;">Delivery Date</th> </tr> </thead> <tbody> <tr> <td>National Capital Region (NCR); Metro Manila</td> <td>Within twenty-four (24) hours</td> </tr> <tr> <td colspan="2" style="text-align: center;">xxx</td> </tr> <tr> <th colspan="2" style="text-align: center;">II. CARGO</th> </tr> <tr> <td>NCR; Metro Manila</td> <td>Within twenty-four (24) hours</td> </tr> </tbody> </table> | I. REGULAR COURIER SERVICE | | Area of Distribution | Delivery Date | National Capital Region (NCR); Metro Manila | Within twenty-four (24) hours | xxx | | II. CARGO | | NCR; Metro Manila | Within twenty-four (24) hours | <p>Section VII. Technical Specifications</p> <p>Annex “A” (Detailed Technical Specifications) (REVISED)</p> <p style="text-align: center;">xxx</p> <p>4.1 Contract Duration</p> <p>The Contractor shall provide the Department, through the Administrative Service – Central Records Division (AS-CRD), nationwide and international courier services for the period covering THREE (3) YEARS FROM March 18, 2023 to March 17, 2025 2026.</p> <p style="text-align: center;">xxx</p> <p>4.4 Delivery Schedule</p> <p style="text-align: center;">xxx</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">I. REGULAR COURIER SERVICE</th> </tr> <tr> <th style="width: 50%; text-align: center;">Area of Distribution</th> <th style="width: 50%; text-align: center;">Delivery Date</th> </tr> </thead> <tbody> <tr> <td>National Capital Region (NCR); Metro Manila</td> <td>Within twenty-four (24) hours THE NEXT WORKING DAY</td> </tr> <tr> <td colspan="2" style="text-align: center;">xxx</td> </tr> <tr> <th colspan="2" style="text-align: center;">II. CARGO</th> </tr> <tr> <td>NCR; Metro Manila</td> <td>Within twenty-four (24) hours THE NEXT WORKING DAY</td> </tr> </tbody> </table> | I. REGULAR COURIER SERVICE | | Area of Distribution | Delivery Date | National Capital Region (NCR); Metro Manila | Within twenty-four (24) hours THE NEXT WORKING DAY | xxx | | II. CARGO | | NCR; Metro Manila | Within twenty-four (24) hours THE NEXT WORKING DAY |
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| | |
|--|---|
| <p>xxx</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. During implementation, in case of changes to the delivery schedule, the Contractor shall immediately inform the AS-CRD of such, through writing or email. 2. Countries identified in international areas of distribution are indicative and for bidding purposes only. 3. In case of delay in the delivery of the expected service, the amount of the liquidated damages shall be at least equal to the one-tenth of one percent (1/10 of 1% or 0.1%) of the cost of the unperformed portion for every day of delay. | <p>xxx</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. “WORKING DAYS” SHALL REFER TO MONDAYS TO FRIDAYS, EXCEPT HOLIDAYS AND WORK SUSPENSIONS. 2. During implementation, in case of changes to the delivery schedule, the Contractor shall immediately inform the AS-CRD of such, through writing or email. 3. Countries identified in international areas of distribution are indicative and for bidding purposes only. 4. In case of delay in the delivery of the expected service, the amount of the liquidated damages shall be at least equal to the one-tenth of one percent (1/10 of 1% or 0.1%) of the cost of the unperformed portion for every day of delay. |
| | <p>Note:</p> <p>Attached is the Annex “A” (Detailed Technical Specifications) (Revised) which should be used as part of the Bidding Documents to be submitted by the bidders.</p> |

Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective November 15, 2022 right after the opening of bids.
- For guidance and information of all concerned.

CLARITO ALEJANDRO D. MAGSINO

Assistant Secretary

Chairperson, DBM-BAC

**Detailed Technical Specifications
(REVISED)**

1.0 Project Title

Provision of Courier Services

2.0 Objective

To ensure the on-time delivery of documents to the Department's clients such as, but not limited to, National Government Agencies (NGAs), Local Government Units (LGUs), Government-Owned and Controlled Corporations (GOCCs), and State Universities and Colleges (SUCs).

3.0 Qualifications of the Contractor (Bidder)

3.1 Experience

The Contractor must have a respectable track record in nationwide and international courier service delivery for at least five (5) years from the date of the submission of bids, and must have been able to establish at least seventy (70) branches nationwide.

- Copy of the list of branches of the Contractor shall be submitted as a Post-Qualification requirement.

3.2 Licenses/Certifications

At the commencement of contract implementation, the Contractor shall secure and maintain, at its own expense, all necessary registrations, licenses, and/or permits as required by laws, rules, and regulations. The Contractor shall likewise comply with all pertinent laws, rules, and regulations.

- Copy of the authority to operate in relation to the private express and/or messenger delivery service (PEMEDES) from the Department of Information and Communications Technology (DICT) shall be submitted as a Post-Qualification requirement.

3.3 Delivery Coverage

The Contractor must deliver to all provinces and key cities, nine hundred sixty-seven (967) or sixty five percent (65%) of the one thousand four hundred eighty-eight (1,488) municipalities, twenty-seven thousand three hundred thirty (27,330) or sixty-five percent (65%) out of forty-two thousand forty-six

(42,046) barangays,¹ and to selected international destinations, such as, but not limited to, China, Australia, and Japan.

- Copy of the most recent list of areas/locations not covered by the Contractor's delivery area shall be submitted as a Post-Qualification requirement.

4.0 Provision of Courier Services

4.1 Contract Duration

The Contractor shall provide the Department, through the Administrative Service – Central Records Division (AS-CRD), nationwide and international courier services for the period covering three (3) years from March 18, 2023 to March 17, 2026.

4.2 Supply and Materials

The Contractor shall provide all the necessary supplies and materials, such as, but not limited to, pouches, boxes, and labeled packaging tapes, upon the commencement of the contract implementation and as prompted by the AS.

4.3 Pick-Up Schedule

The Contractor shall schedule the daily pick-up of mails/packages from the AS-CRD, between 3:00 p.m. and 4:00 p.m. during working weekdays. The AS-CRD is located on the G/F, Building III, Department of Budget and Management, General Solano St., San Miguel, Manila.

On top of the regular daily pick-up of documents, the Contractor must be able to provide **same-day delivery service**, the mail/packages shall be picked-up from the AS-CRD upon notice to the Contractor.

4.4 Delivery Schedule

- 4.4.1 The Contractor must follow the following delivery schedules for regular courier service, cargo, and regular international courier service, upon receipt of the mails/packages from the AS-CRD:

¹ Please see attached summary of provinces, cities, municipalities, and barangays obtained from the Department of Interior and Local Government website. <https://www.dilg.gov.ph/facts-and-figures/Regional-and-Provincial-Summary-Number-of-Provinces-Cities-Municipalities-and-Barangays-as-of-30-September-2020/32>

| II. REGULAR COURIER SERVICE | |
|--|-------------------------------|
| Area of Distribution | Delivery Date |
| National Capital Region (NCR); Metro Manila | Within the next working day |
| Luzon | Within three (3) working days |
| Visayas | Within seven (7) working days |
| Mindanao | |
| III. CARGO | |
| NCR; Metro Manila | Within the next working day |
| Luzon | Within three (3) working days |
| Visayas | Within seven (7) working days |
| Mindanao | |
| IV. REGULAR INTERNATIONAL COURIER SERVICE | |
| China | Within seven (7) working days |
| Japan | |
| Australia | |

Notes:

1. "Working days" shall refer to Mondays to Fridays, except holidays and work suspensions.
2. During implementation, in case of changes to the delivery schedule, the Contractor shall immediately inform the AS-CRD of such, through writing or email.
3. Countries identified in international areas of distribution are indicative and for bidding purposes only.
4. In case of delay in the delivery of the expected service, the amount of the liquidated damages shall be at least equal to the one-tenth of one percent (1/10 of 1% or 0.1%) of the cost of the unperformed portion for every day of delay.

4.5 Quantity

The Contractor shall provide courier services for the following annual quantities for regular courier service, cargo, and regular international courier service:

| I. REGULAR COURIER SERVICE | | | |
|-----------------------------------|---------------------------------------|--------------------|-------------------|
| Area of Distribution | Annual Requirements (in units) | | |
| | Pouch | | |
| | 0-0.5kg | 0.5k>1kg | 1kg>2kg |
| | | | |

| | | | |
|----------|-------|-------|-------|
| NCR | 1,000 | 1,000 | 1,000 |
| Luzon | 1,000 | 2,000 | 3,500 |
| Visayas | 1,300 | 2,000 | 3,500 |
| Mindanao | 1,300 | 2,000 | 4,000 |

| II. CARGO | | | | | | | | |
|-----------------------------|---|----------|----------|-----------|-----------|-----------|-----------|-----------|
| Area of Distribution | Annual Requirements (in kilograms) | | | | | | | |
| | 3 | 4 | 5 | 10 | 20 | 30 | 40 | 50 |
| NCR | 20 | 20 | 2 | 2 | 2 | 2 | 2 | 2 |
| Luzon | 50 | 50 | 2 | 4 | 9 | 5 | 5 | 12 |
| Visayas | 50 | 50 | 2 | 2 | 10 | 5 | 1 | 25 |
| Mindanao | 50 | 50 | 1 | 2 | 10 | 1 | 1 | 20 |

| III. REGULAR INTERNATIONAL COURIER SERVICE | | |
|---|---------------------------------------|--------------------|
| Area of Distribution | Annual Requirements (in units) | |
| | Pouch | |
| | 0-0.5kg | 0.5k>1kg |
| China | 2 | 2 |
| Japan | 2 | 2 |
| Australia | 2 | 2 |

The specified quantities as aforementioned are indicative and for bidding purposes only. The AS-CRD shall provide the actual quantity and weekly delivery requirements during contract implementation.

4.6 Tracking of Packages

4.6.1 The Contractor must ensure that the AS-CRD can track the mails/packages while in transit through the following:

- 4.6.1.1 On-Line Tracking Systems, such as those that are accessible through the Contractor's website, if applicable;
- 4.6.1.2 Automated electronic mail (email) and short messaging services (SMS) notification; and
- 4.6.1.3 Receipt tickets with records of proofs of deliveries which can be retrieved within the day.

4.6.2 The Contractor must submit to the AS-CRD, a progressive reporting/tracking of delivery status, with reasons, in case of the following: (i) delays; (ii) non-deliveries; or (iii) open, lost or non-arrival of mails/packages, within twenty-four (24) hours from discovery.

4.6.3 For lost mails/packages, upon notification to the AS-CRD, the Contractor shall submit a notarized Affidavit of Loss with an attached incident report within ten (10) working days from the date of the incident. If the mails/packages can be reconstructed or reproduced, it shall then be redelivered provided that the cost shall be waived.

4.6.4 A mail/package shall be declared undelivered after three (3) unsuccessful delivery attempts, except when the delivery is deemed futile, e.g., when the addressee has moved out, is deceased, or has outright refused to accept the delivery, then no further delivery attempts shall be made.

In such cases, the Contractor shall return the mail/package to the AS-CRD accompanied by a Return Manifest stating the reason why the document has been undelivered.

4.7 Urgent Courier Service

On top of the regular courier service and in case of urgent deliveries as notified by the AS-CRD, the Contractor must ensure the timely provision of courier services.

5.0 Payment Terms

The Contractor shall issue a monthly invoice/billing during contract implementation provided that the following conditions are met:

5.1 Upon delivery of the mail/package, the following information must be clearly indicated in the proof of delivery:

5.1.1 Full name of the recipient;

5.1.2 Signature;

5.1.3 Relationship to the addressee, if applicable; and

5.1.4 Date of receipt.

5.2 Original acknowledged ink-signed proof of delivery (POD) for all mails are attached to the billing statement/sales invoice. If ink-signed PODs are lost or unreturned, the Contractor shall issue a certified Delivery Receipt or an alternate document, signed by the recipient.

6.0 Performance Review and Assessment

The AS-CRD shall conduct a mid-term performance review and assessment of the performance of the Contractor. Based on its assessment, the DBM may terminate the contract for failure of the Contractor to perform its obligations therein.