



BIDS AND AWARDS COMMITTEE

**Negotiated Procurement (Two-Failed Bidding) – One (1) Lot – Courier Service Provider
for Local Destination**

SUPPLEMENTAL BID BULLETIN NO 01

10 June 2019

This Supplemental Bid Bulletin No. 01 is issued to clarify issues and concerns. This shall form an integral part of the Terms of Reference:

A. Item no. 4 of Representations and Warranties

The Service Provider represents and warrants to OWWA that:

xxx

4. It has a proven track record of at least **two (2)** years in the handling of “door-to-door” and immediate delivery” of sensitive and valuable documents, other printed matters and non-documents.

B. Revised Bid Proposal Form (Annex A)

- C. Conformity with the Technical Specifications Form (Annex B). This form shall be included in the Eligibility and Technical Component envelope.

Furthermore, all pages of the bid documents shall be initialed by the person or persons signing the bid. The original and the number of copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or its duly authorized representative

For guidance


JOSEFINO I. TORRES
BAC Chairperson

BID PROPOSAL

The price ceiling and allocated budget for geographical area shall be as follows

**Local Destination
(A. For Documents)**

Destination	A Size of Envelope	B Estimated No. of Mails for Delivery (July to December 2019)	C Price Per Envelope	B x C Total
Manila/NCR	Small	270		
	Medium	65		
	Large	65		
Luzon	Small	200		
	Medium	100		
	Large	30		
Visayas	Small	130		
	Medium	30		
	Large	30		
Mindanao	Small	30		
	Medium	30		
	Large	30		
			Subtotal (A):	Php

(B. For Other Printed Materials and Non-Documents)

Destination	A Weight Range (in Kilo)	B Maximum Weight	C Price per Kilo	D Estimated No. of Shipment (July to December 2019)	BxCxD Total
Manila/NCR	0.5-5	5		2	
	5.5-8	8		2	
	8.5-15	15		2	
	15.5 and above	20		2	
Luzon	0.5-5	5		20	
	5.5-8	8		15	
	8.5-15	15		10	
	15.5 and above	20		2	
Visayas	0.5-5	5		20	
	5.5-8	8		15	
	8.5-15	15		10	
	15.5 and above	20		2	

Handwritten mark

Mindanao	0.5-5	5		20	
	5.5-8	8		15	
	8.5-15	15		10	
	15.5 and above	20		2	
				Subtotal (B):	Php
				TOTAL BID AMOUNT (A + B)	PHP

Name of Company

Address

Signature over Printed Name (Duly authorized to sign the Bid)

Telephone/Fax No.

Technical Specifications

Item	Specification	Statement of Compliance
		<p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.</p> <p>Note: “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.</p>
TERMS OF REFERENCE		
PROGRAM TITLE	Negotiated Procurement (Two-Failed Bidding) – One (1) Lot Courier Service Provider for Local Destination	
BACKGORUND	<p>The Overseas Workers Welfare Administration (OWWA) needs to engage the services of a qualified and licensed courier service provider which would ensure a faster, efficient and timely delivery of all its official documents, other printed matters and non-documents, to local destinations.</p> <p>Bidders are required to bid for local destinations with an approved budget of Four Hundred Thousand Pesos (Php 400,000.00).</p> <p>For this purpose, OWWA is inviting bidders as per provisions of Republic Act No. 9184 (The Government Procurement Reform Act).</p>	



<p>OBLIGATION OF SERVICE PROVIDER</p>	<p>The obligation of the Service Provider shall render, undertake and perform the following duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Provide regular steady supplies of packaging materials, access to the system of the Service Provider for efficiency in manifesting airway bills and tracking down of mails; 2. Daily pick-up of documents, other printed matters and non-documents from OWWA, or as often as necessary; 3. Delivery of mails to the addressee/s of OWWA's documents, other printed matters and non-documents within the following periods, reckoned from the date of pick-up, to wit: <ul style="list-style-type: none"> <u>Local Destination</u> <ul style="list-style-type: none"> • Within Metro Manila including OWWA Regional Welfare Office 4-B located at Quirino Avenue, Malate, Manila within one (1) calendar day, unless transferred to another location • Other parts of Luzon within one (1) or two (2) calendar days • Any part of the Visayas Region within two (2) to three (3) calendar days • Any part of Mindanao Region within two (2) to three (3) calendar days 4. In instances where the addressee/s cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the Service Provider, the latter shall pursue the delivery until three (3) attempts within the period specified as follows: <ul style="list-style-type: none"> • Five (5) calendar days within Metro Manila, nearby regions and in any part of Luzon; and • Ten (10) calendar days in any part of the Visayas and Mindanao regions 5. Release of mail containing OWWA documents, other printed matters and non-documents shall be made only to the addressee or authorized representative, and only upon presentation to and verification by the Service Provider of the authenticity of the identification card/s presented by the addressee or authorized representative. 	
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OBLIGATION OF SERVICE PROVIDER	<p>6. Return to OWWA all unclaimed mails containing OWWA documents, other printed matters and non-documents within twenty (20) calendar days from OWWA's dispatch.</p> <p>7. Submit to OWWA within thirty (30) calendar days, reckoned from OWWA's dispatch the following:</p> <ul style="list-style-type: none"> • Delivery Status Report and Delivery Receipts or Proof of Delivery (POD) duly acknowledged by the addressee/s or his authorized representatives, with signature over printed name as proof that the addressee has received the documents, other printed matters and non-documents • Other reports and relevant documents as may be required by OWWA • Billing/Statement of Account on a weekly basis. 	
CONFIDENTIALITY	<p>The Service Provider agrees that the services are strictly confidential and adheres to the following:</p> <ul style="list-style-type: none"> • The Service Provider and any of its personnel shall not reveal, disclose or furnish, in any manner, to any person, firm or corporation any information relating to OWWA which the Service Provider or other members of its staff/team, may have acquired or which came to their knowledge or possession during their work for OWWA. • Only the persons expressly authorized by OWWA shall be allowed by the Service Provider to have access to the documents/records in the custody of the Service Provider. For this purpose, OWWA shall inform the Service Provider in writing of the person/s authorized to have access to the documents/records. • The Service Provider shall prevent any unauthorized person from gaining access to the documents/records. • The Service Provider agrees to assume sole responsibility and hereby undertakes to indemnify OWWA, for any damage, which OWWA may sustain by reason of breach of the above conditions 	

<p>REPRESENTATIONS AND WARRANTIES</p>	<p>The Service Provider represents and warrants to OWWA that:</p> <ol style="list-style-type: none"> 1. It is a domestic corporation duly registered and existing under and by virtue of the law of the Republic of the Philippines. 2. It has full legal power, authority and right to carry on its present business. It further warrants that its representative has full legal power to sign, execute and deliver a Contract and that will comply, perform and observe the terms and conditions hereof. 3. All corporate and other actions necessary to validate or authorize the execution and delivery of a Contract. 4. It has a proven track record of at least two (2) years in the handling of "door-to-door" and immediate delivery" of sensitive and valuable documents, other printed matters and non-documents. 5. It has a wide-range delivery network in the geographical areas specified hereof. 6. It has online document tracking system to facilitate verification of status of the delivery. 7. It has no affiliation up to the third degree of affinity and consanguinity in the Senior Officials and employees of OWWA directly involved in the Bidding and Procurement Process or with the operations of the Records Management Division 	
<p>DURATION OF THE CONTRACT</p>	<p>JULY 1 TO DECEMBER 31, 2019</p>	

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