



**BIDS AND AWARDS COMMITTEE**

**Re-Bidding for Service Provider for Courier Services for CY 2019  
(International and Local Destinations)**

**SUPPLEMENTAL BID BULLETIN NO. 01**  
15 March 2019

This Supplemental Bid Bulletin No. 01 is issued to clarify issues in the Bidding Documents. This shall form an integral part of the Bid Documents:

**Section VI. Schedule of Requirements**

Revision of Schedule of Requirements (please see attached).

**Section VII. Technical Specifications**

Revision of Technical Specifications (please see attached)

**Section VIII. Bidding Forms**

Revision of Schedule of Prices (Please see attached)

For guidance and information of all concerned.

**RONALD A. MINA**  
Vice-Chairman

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

LOT 1  
International Destinations  
BID RATE SHEET  
*For Documents*

	A	B	C	D	B x C x D
Destination	Weight Range	Max Weight	Price Per Kilo	No. of Shipment per Year	Total
<i>ASIA AND ASIA PACIFIC</i>					
Hongkong	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Macau	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Singapore	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Tokyo, Japan	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Seoul, South Korea	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Brunei	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
KL, Malaysia	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Taipei, Taiwan	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Kaohsiung, Taiwan	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Taichung, Taiwan	0.5 - 1.0	1		2	

	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Bangkok, Thailand	1.5 - 2.0	2		3	
***Canberra, Australia					
***Beijing, China					
***Osaka, Japan					
	<b>Sub Total Amount For Asia &amp; Pacific:</b>				<b>Php</b>
<b>MIDDLE EAST</b>					
Manama, Bahrain	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Tel-Aviv, Israel	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Amman, Jordan	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Riyadh, KSA	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Jeddah, KSA	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Al Khobar, KSA	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Kuwait, Kuwait	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Beirut, Lebanon	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Muscat, Oman	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Doha, Qatar	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Abu Dhabi, UAE	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Dubai, UAE	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
***Libya					
***Syria					

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	<i>Sub-Total Amount for Middle East:</i>				Php
<b>EUROPE AND AMERICAS</b>					
Athens, Greece	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Rome, Italy	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Milan, Italy	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Madrid, Spain	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
London, United Kingdom	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Washington DC, USA	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Toronto, Canada	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
Vancouver, Canada	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
***Bern, Switzerland	0.5 - 1.0	1		2	
	1.5 - 2.0	2		2	
	2.5 - 3.0	3		1	
***Nicosia, Cyprus					
***Los Angeles California, USA					
***Florida, USA					
	<b>Sub-Total Amount for Europe &amp; Americas:</b>				<b>Php</b>
	<b>TOTAL AMOUNT</b>				<b>Php</b>

\*\*\*Overseas Welfare Offices to be opened/re-opened for CY 2019

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LOT 1  
International Destination  
Bid Rate Sheet  
**For Non-Documents**

	A	B	C	D	B x C x D
Destination	Weight Range	Max Weight	Price per Kilo	No. of Shipment per Year	Total
<b>ASIA AND ASIA PACIFIC</b>					
Hongkong	5-8	8		4	
	8.5 - 15	15		6	
	15.5-20	20		2	
	20.5 to above	25		1	
Macau	5-8	8		3	
	8.5 - 15	15		2	
	15.5-20	20		2	
	20.5 to above	25		1	
Singapore	5-8	8		5	
	8.5 - 15	15		25	
	15.5-20	20		2	
	20.5 to above	25		1	
Tokyo, Japan	5-8	8		5	
	8.5 - 15	15		2	
	15.5-20	20		2	
	20.5 to above	25		1	
Seoul, South Korea	5-8	8		5	
	8.5 - 15	15		2	
	15.5-20	20		2	
	20.5 to above	25		1	
Brunei	5-8	8		5	
	8.5 - 15	15		3	
	15.5-20	20		2	
	20.5 to above	25		1	
KL, Malaysia	5-8	8		6	
	8.5 - 15	15		1	
	15.5-20	20		2	
	20.5 to above	25		1	
Taipei, Taiwan	5-8	8		5	
	8.5 - 15	15		11	
	15.5-20	20		3	
	20.5 to above	25		1	
Kaohsiung, Taiwan	5-8	8		3	
	8.5 - 15	15		3	

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	15.5-20	20		1	
	20.5 to above	25		1	
Taichung, Taiwan	5-8	8		4	
	8.5 - 15	15		2	
	15.5-20	20		1	
	20.5 to above	25		1	
***Canberra, Australia	5-8	8		2	
	8.5 - 15	15		3	
	15.5-20	20		1	
	20.5 to above	25		1	
Bangkok, Thailand	0.5 - 8	8		4	
***Beijing, China					
***Osaka, Japan					
	<b>Sub Total Amount For Asia &amp; Pacific:</b>				<b>Php</b>
<b>MIDDLE EAST</b>					
Manama, Bahrain	5-8	8		2	
	8.5 - 15	15		2	
	15.5-20	20		2	
	20.5 to above	25		1	
Tel-Aviv, Israel	5-8	8		2	
	8.5 - 15	15		1	
	15.5-20	20		3	
	20.5 to above	25		2	
Amman, Jordan	5-8	8		3	
	8.5 - 15	15		3	
	15.5-20	20		2	
	20.5 to above	25		1	
Riyadh, KSA	5-8	8		5	
	8.5 - 15	15		10	
	15.5-20	20		3	
	20.5 to above	25		1	
Jeddah, KSA	5-8	8		1	
	8.5 - 15	15		6	
	15.5-20	20		1	
	20.5 to above	25		2	
Al Khobar, KSA	5-8	8		2	
	8.5 - 15	15		15	
	15.5-20	20		1	
	20.5 to above	25		3	
Kuwait, Kuwait	5-8	8		1	
	8.5 - 15	15		12	
	15.5-20	20		3	
	20.5 to above	25		2	
Beirut, Lebanon	5-8	8		3	

	8.5 - 15	15		3	
	15.5-20	20		2	
	20.5 to above	25		1	
Muscat, Oman	5-8	8		2	
	8.5 - 15	15		4	
	15.5-20	20		2	
	20.5 to above	25		2	
Doha, Qatar	5-8	8		4	
	8.5 - 15	15		4	
	15.5-20	20		2	
	20.5 to above	25		1	
Abu Dhabi, UAE	5-8	8		4	
	8.5 - 15	15		10	
	15.5-20	20		1	
	20.5 to above	25		3	
Dubai, UAE	5-8	8		3	
	8.5 - 15	15		8	
	15.5-20	20		3	
	20.5 to above	25		1	
***Libya					
***Syria					
	<b>Sub-Total Amount for Middle East:</b>				<b>Php</b>
<b>EUROPE AND AMERICAS</b>					
Nicosia, Cyprus	5-8	8		2	
	8.5 - 15	15		3	
	15.5-20	20		1	
	20.5 to above	25		1	
Athens, Greece	5-8	8		2	
	8.5 - 15	15		3	
	15.5-20	20		1	
	20.5 to above	25		1	
Rome, Italy	5-8	8		2	
	8.5 - 15	15		4	
	15.5-20	20		2	
	20.5 to above	25		1	
Milan, Italy	5-8	8		2	
	8.5 - 15	15		4	
	15.5-20	20		2	
	20.5 to above	25		1	
Madrid, Spain	5-8	8		2	
	8.5 - 15	15		3	
	15.5-20	20		2	
	20.5 to above	25		1	

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London, United Kingdom	5-8	8		2	
	8.5 - 15	15		3	
	15.5-20	20		1	
	20.5 to above	25		1	
Washington DC, USA	5-8	8		2	
	8.5 - 15	15		3	
	15.5-20	20		1	
	20.5 to above	25		1	
Toronto, Canada	5-8	8		2	
	8.5 - 15	15		3	
	15.5-20	20		2	
	20.5 to above	25		1	
Vancouver, Canada	5-8	8		2	
	8.5 - 15	15		3	
	15.5-20	20		2	
	20.5 to above	25		1	
***Bern, Switzerland	5-8	8		2	
	8.5 - 15	15		2	
	15.5-20	20		1	
	20.5 to above	25		1	
***LosAngeles California, USA					
***Florida, USA					
	<b>Sub-Total Amount for Europe &amp; Americas:</b>			<b>Php</b>	
		<b>TOTAL AMOUNT</b>		<b>Php</b>	

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\*\*\*Overseas Welfare Offices to be opened/re-opened for CY 2019



LOT 2  
Local Destinations

Local Destination <i>For Documents</i>					
	A	B	C	B X C	
Destination	Size of Envelope	Estimated Annual Number of Mails for Delivery	Price per Envelope	Total	
Manila/NCR	Small	300			
	Medium	75			
	Large	75			
Luzon	Small	225			
	Medium	115			
	Large	35			
Visayas	Small	150			
	Medium	35			
	Large	35			
Mindanao	Small	150			
	Medium	35			
	Large	35			
Sub Total					
Local Destination <i>Other Printed Materials and Non-Documents</i>					
	A	B	C	D	B X C X D
Destination	Weight Range	Max. Weight	Price per Kilo	No. of Shipment per Year	Total
Manila / NCR	0.5-5	5		2	
	5.5-8	8		2	
	8.5-15	15		2	
	15.5 to above	20		2	
Luzon	0.5-5	5		40	
	5.5-8	8		25	
	8.5-15	15		15	
	15.5 to above	20		5	
Visayas	0.5-5	5		40	
	5.5-8	8		25	

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	8.5-15	15		15	
	15.5 to above	20		5	
Mindanao	0.5-5	5		25	
	5.5-8	8		20	
	8.5-15	15		10	
	15.5 to above	20		5	
Sub Total					
<b>TOTAL</b>					

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# 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 subject to the provisions of <b>ITB Clause Error! Reference source not found.</b> and/or <b>GCC Clause Error! Reference source not found.</b></p>
	<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <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 and international destinations. Bidders are required to bid separately for local and international destinations.</p> <p>For this purpose, OWWA is inviting bidders as per provisions of Republic Act No. 9184 (The Government Procurement Reform Act).</p> <p style="text-align: center;"><b>OBLIGATIONS OF SERVICE PROVIDER</b></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"> <li>1. Daily pick-up of documents, other printed matters and non-</li> </ol>	

documents from OWWA-Records Management Division (RMD), Mondays to Fridays between 3:00 pm to 5:00 pm.

2. The Service Provider shall provide OWWA with regular steady supplies of packaging materials and brand new pouch bags of strong materials and with waterproof lining in the following quantity and sizes:

<i>Pouch Bag Size</i>	<i>Measurement</i>	<i>Quantity</i>
Small	25" x 21"	50 pieces
Medium	29" x 24"	50 pieces
Large	29" x 28"	50 pieces
Extra Large	36" x 25"	50 pieces

The Service Provider shall also provide durable and clear plastics to seal every box containing accountable forms/official receipts or other printed materials for protection from any water or liquid damage.

<i>Plastic Size (for the Box)</i>	<i>Dimension of Box (in cm)</i>	<i>Quantity</i>
Small (40 booklets)	20 x 24 x 21	50 pieces
Big (80 booklets)	24 x 42 x 21	50 pieces
For rolled materials (i.e. posters)	Variable	As the need arises

The Service Provider shall provide pouch bag and plastic samples during the Post-Qualification Conference.

3. ***The Service Provider for Lot 1 (International Destinations) shall provide and install the following equipment and software at the Records Management Division:***

- One (1) branded Desktop Computer (minimum specifications: Intel i5 processor; 500Gb HDD, DVD R/RW, 18.5" LED Monitor, QWERTY Keyboard, Optical Mouse, and UPS);
- Licensed versions of Microsoft Windows 10, Microsoft Office 2016 and Adobe Acrobat XI Pro (with 9 or more months subscription) should be installed in the desktop computer);
- Printer and supply of ink for the duration of the contract; and
- The aforementioned equipment, software, and services shall be used for direct communications/coordination between the Service Provider and OWWA-RMD (to include the Overseas Welfare Offices Posts and/or Regional Welfare Offices). Internet connectivity shall be

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provided by OWWA.

4. Establish an exclusive online monitoring system within the OWWA-RMD.
5. Provide reports to OWWA regularly as to the status of all deliveries and shall have an online tracking system.
6. 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:

Local Destination

- *Within Metro Manila including OWWA Regional Welfare Office IV-B (currently located at Quirino Avenue corner Taft Avenue, Manila only, unless transferred) within one (1) calendar day*
- 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

International Destination

- Outside the Philippines within two (2) to six (6) calendar days.
7. 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:
    - Five (5) calendar days within Metro Manila, nearby regions and in any part of Luzon;
    - Ten (10) calendar days in any part of the Visayas and Mindanao regions; and
    - Fifteen (15) calendar days in areas outside the Philippines
  8. 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.
  9. Submit formal written report, whenever necessary, detailing the circumstances in case any items for delivery/shipment to the events stated, but not limited to, damage to pouch bags,

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