



BIDS AND AWARDS COMMITTEE
Bid Bulletin No. 1

SUBJECT: COURIER / FREIGHT SERVICES PROVIDER FOR THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE FOR SEVEN (7) MONTHS FOR CY2024 (SECOND BIDDING) UNDER IB NO. 024-24 ABC: PHP1,582,402.50

DATE: 29 APRIL 2024

- I. The Pre-Bid Conference for the abovementioned project under IB No. 024-24 was held on April 23, 2024 at the DA ICTS Director's Conference Room which was attended by the following prospective bidders on site and via online through Google Meet:
1. LBC EXPRESS INC.; and
 2. LIBCAP SUPER EXPRESS CORPORATION.
- II. The following inquiries/clarifications were raised during the Pre-Bid Conference for the aforementioned requirement:

Issued raised by the prospective bidder/ Reference	Clarification / Amendment
<i>April 23, 2024</i>	
Who will fill up the airway bill/ waybill?	The Courier/Freight Services Provider will fill up the airway bill/ waybill.
Who will insert the items in the pouch?	It was stated by the End-user during the Pre-Bid Conference that they would insert the items in the pouch, but upon further review of the End-user, the Courier/Freight Services Provider should be the one to insert the items in the pouch.
Is the frequency of pick-up per week and per month based on working days or calendar days?	The End-user answered Calendar Days but immediately changed their answer to Working Days since there are no transactions done on Saturdays and Sundays.
<p><i>Item No. 7 letter C.</i> <i>Certificate of Availability of Delivery Vehicles (e.g., truck, delivery van, etc., nationwide.)</i></p> <ul style="list-style-type: none"> • Do you require a specific delivery vehicle? 	<p><i>As clarified:</i></p> <p>No, we don't require a specific delivery vehicle, however, the availability of delivery vehicles must be stated/reflected in the Notarized Affidavit of Undertaking including the information on the minimum type of vehicle used within the Metro Manila area for their Courier/Freight Services.</p>
Will the RTS document despite the second attempt of delivery will be compensated/paid by the End-user?	No, strict compliance with the TOR No. 11 shall be followed.
<i>Item No. 13</i>	<i>Revision to Item No. 13</i>

<ul style="list-style-type: none"> Do you have a declared value of the parcels/documents? Will we pay for it? 	<p>In case of loss of parcels/documents, the Courier/Freight Services provider shall pay the declared monetary value and shall submit a Notarized Affidavit of Loss, including an Incident Report to the Records Division. The cost shall be determined by the End-user based on the actual cost of the Advocacy/Information Materials that got lost.</p> <p>Information / Advocacy Materials</p> <table border="1"> <thead> <tr> <th>Weight</th> <th>Destination</th> <th>No. of Items/Packs</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>4 kls.</td> <td>Paiawan</td> <td>5pcs Wall Calendar 3pcs Desk Calendar 5pcs Planner</td> <td>Php327.00</td> </tr> <tr> <td>4 kls.</td> <td>Pampanga N. Viscaya Pangasinan Baguio Zambales</td> <td>5pcs Wall Calendar 3pcs Desk Calendar 5pcs Planner</td> <td>Php300.00</td> </tr> <tr> <td>3 kls.</td> <td>La Union</td> <td>3pcs Wall Calendar 2pcs Desk Calendar 2pcs Planner</td> <td>Php200.00</td> </tr> <tr> <td>4 kls.</td> <td>Bukidnon Dipolog Butuan</td> <td>5pcs Wall Calendar 3pcs Desk Calendar 5pcs Planner</td> <td>Php327.00</td> </tr> <tr> <td>4 kls.</td> <td>Occidental Mindoro</td> <td>5pcs Wall Calendar 3pcs Desk Calendar 5pcs Planner</td> <td>Php300.00</td> </tr> <tr> <td>Total 19 kls</td> <td></td> <td></td> <td>Total Php1,454.00</td> </tr> </tbody> </table>	Weight	Destination	No. of Items/Packs	Amount	4 kls.	Paiawan	5pcs Wall Calendar 3pcs Desk Calendar 5pcs Planner	Php327.00	4 kls.	Pampanga N. Viscaya Pangasinan Baguio Zambales	5pcs Wall Calendar 3pcs Desk Calendar 5pcs Planner	Php300.00	3 kls.	La Union	3pcs Wall Calendar 2pcs Desk Calendar 2pcs Planner	Php200.00	4 kls.	Bukidnon Dipolog Butuan	5pcs Wall Calendar 3pcs Desk Calendar 5pcs Planner	Php327.00	4 kls.	Occidental Mindoro	5pcs Wall Calendar 3pcs Desk Calendar 5pcs Planner	Php300.00	Total 19 kls			Total Php1,454.00
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<p>Can we have a softcopy of the Detailed Costing for Domestic Courier/Freight Services for Seven (7) Months for CY 2024</p>	<p>As per End-user, an Excel form attached and marked as Annex "A" will be provided on the condition that the information reflected in the table shall not be changed otherwise it may result in the disqualification of the bidder.</p> <p>The link below is the Excel Form of the Detailed Costing.</p> <p>https://shorturl.at/bjzLQ</p>																												

III. Additional Instructions

The revised Checklist of Technical and Financial Documents and Detailed Costing (which will form part of the Financial Documents) are hereby attached herewith marked as Annexes "A" and "B", respectively.

All bidders are reminded to provide dog-ear codes/tabs, as indicated in the Checklist of Technical and Financial Documents of the Bidding Documents, in the presentation of their Legal, Technical, and Financial Documents.

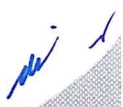
IV. Submission and Opening of Proposals

The deadline for submission of proposals to the DA-BAC shall be on **07 May 2024 at 10:30 AM in the DA-ICTS Conference Room. The opening of bids is scheduled on the same date at 11:00 AM at the same venue.**

The DA-Procurement Division clock shall be used as a time reference for this activity.



PAZ J. BENAVIDEZ II
Assistant Secretary for Regulations
Chairperson, Bids and Awards Committee - 2



Section VIII. Checklist of Technical and Financial Documents

COURIER / FREIGHT SERVICES PROVIDER FOR THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE FOR SEVEN (7) MONTHS FOR CY2024 (SECOND BIDDING)

IB NO. 024-24

I. TECHNICAL COMPONENT ENVELOPE	
<i>Class "A" Documents</i>	
Legal Documents	
A	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Technical Documents	
B	Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
C	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents.
BID SECURITY:	
Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or Irrevocable Letter of Credit issued by a Commercial or Universal Bank equivalent to 2% of the ABC;	
D	Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security equivalent to 5% of the ABC;
Bid Securing Declaration as a form of bid security under the Implementing Rules and Regulation (IRR) of Republic Act No. 9184, otherwise known as "The Government Procurement Reform Act".	
E	Conformity with the Technical Specifications
F	Conformity with the Schedule of Requirements
G	Additional Mandatory Requirements: Notarized Affidavit of Undertaking with the following details: <ul style="list-style-type: none"> a. Time for pick-up is on four (4) times a week basis during office hours (from 8am to 5pm only). b. Ensure to fill up the complete details on the airwaybill or waybill as provided by the end-user. c. Availability of Delivery Vehicles including the information on the minimum type of vehicle used within Metro Manila area
H	Original duly signed Omnibus Sworn Statement (OSS); and
I	Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
Financial Documents	
J	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
<i>Class "B" Documents</i>	

K	<p>If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;</p> <p><u>or</u></p> <p>duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.</p>
II. FINANCIAL COMPONENT ENVELOPE	
A	Original of duly signed and accomplished Financial Bid Form; <u>and</u>
B	Original of duly signed and accomplished Price Schedule(s).
C	Detailed Costing

COST ESTIMATES FOR DOMESTIC COURIER/FREIGHT SERVICES FOR SEVEN (7) MONTHS FOR CALENDAR YEAR 2024

Services	Estimated Amount	No. of Regions	Pick-up/week	No. Of Documents	Pick-up/ month	No. Of Months	Total
LUZON (transit is 1 - 3 Working Days)							
Express letter	First 100 grams	6	4	4	4	7	
	In excess of 100 grams or fraction thereof	6	4	3	3	7	
One Pounder	First 500 grams	6	4	2	2	7	
	In excess of 500 grams or fraction thereof	6	4	1	2	7	
Three pounder	First 1,500 grams	6	1	1	2	7	
	In excess of 1500 grams or fraction thereof	6	1	1	1	7	
General Cargo	First 3 kilos	6	1	1	2	7	
	In excess of 3 kilos or fraction thereof	6	1	1	1	7	
SUB TOTAL							
VISAYAS (transit is 2 - 5 Working Days)							
Express letter	First 100 grams	3	3	4	4	7	
	In excess of 100 grams or fraction thereof	3	3	3	3	7	

One Pounder	First 500 grams		3	2	2	2	7
	In excess of 500 grams or fraction thereof		3	1	1	2	7
Three pounder	First 1,500 grams		3	1	1	1	7
	In excess of 1500 grams or fraction thereof		3	1	1	1	7
General Cargo	First 3 kilos		3	1	1	1	7
	In excess of 3 kilos or fraction thereof		3	1	1	1	7
SUB TOTAL							

MINDANAO (transit is 3 - 7 Working Days)

Express letter	First 100 grams		6	4	4	4	7
	In excess of 100 grams or fraction thereof		6	4	3	3	7
One Pounder	First 500 grams		6	4	2	2	7
	In excess of 500 grams or fraction thereof		6	4	2	2	7
Three pounder	First 1,500 grams		6	1	1	1	7
	In excess of 1500 grams or fraction thereof		6	1	1	1	7
	First 3 kilos		6	1	1	1	7

General cargo	In excess of 3 kilos or fraction thereof		6	1	1	1	1	7	
SUB TOTAL									
Estimated total cost (Domestic):									

COST ESTIMATES FOR INTERNATIONAL COURIER/FREIGHT SERVICES FOR SEVEN (7) MONTHS FOR CALENDAR YEAR 2024

Switzerland (transit time is 5 - 8 Working Days)						
	Estimated Amount	Pick-up/month	No. Of Documents	No. of months	Total Cost	
General Documents	First 500 grams	2	2	7		
	For every 500 grams of fraction additional thereof	1	1	7		
SUB TOTAL						
Italy (transit time is 5 - 8 Working Days)						
	Estimated Amount	Pick-up/month	No. Of Documents	No. of months	Total Cost	
General Documents	First 500 grams	2	2	7		
	For every 500 grams of fraction additional thereof	1	1	7		
SUB TOTAL						
Belgium (transit time is 5 - 8 Working Days)						
	Estimated Amount	Pick-up/month	No. Of Documents	No. of months	Total Cost	
General Documents	First 500 grams	2	2	7		
	For every 500 grams of fraction additional thereof	1	1	7		
SUB TOTAL						
USA (transit time is 5 - 8 Working Days)						
	Estimated Amount	Pick-up/month	No. Of Documents	No. of months	Total Cost	
General Documents	First 500 grams	2	2	7		
	For every 500 grams of fraction additional thereof	1	1	7		
SUB TOTAL						
UAE (transit time is 5 - 8 Working Days)						
	Estimated Amount	Pick-up/month	No. Of Documents	No. of months	Total Cost	
General Documents	First 500 grams	2	2	7		
	For every 500 grams of fraction additional thereof	1	1	7		
SUB TOTAL						

General Documents	First 500 grams For every 500 grams of fraction additional thereof		2	2	7	
			1	1	7	
	SUB TOTAL					

JAPAN (transit time is 5 - 8 Working Days)						
	Estimated Amount	Pick-up/month	No. Of Documents	No. of months	Total Cost	
General Documents	First 500 grams For every 500 grams of fraction additional thereof		2	2	7	
			1	1	7	
	SUB TOTAL					

CHINA (transit time is 5 - 8 Working Days)						
	Estimated Amount	Pick-up/month	No. Of Documents	No. of months	Total Cost	
General Documents	First 500 grams For every 500 grams of fraction additional thereof		2	2	7	
			1	1	7	
	SUB TOTAL					

THAILAND (transit time is 5 - 8 Working Days)						
	Estimated	Pick-up/month	No. Of Documents	No. of months	Total Cost	
General Documents	First 500 grams For every 500 grams of fraction additional thereof		2	2	7	
			1	1	7	
	SUB TOTAL					

SOUTH KOREA (transit time is 5 - 8 Working Days)						
	Estimated	Pick-up/month	No. Of Documents	No. of months	Total Cost	
General Documents	First 500 grams For every 500 grams of fraction additional thereof		2	2	7	
			1	1	7	
	SUB TOTAL					

AUSTRALIA (transit time is 5 - 8 Working Days)						
	Estimated	Pick-up/month	No. Of Documents	No. of months	Total Cost	
General Documents	First 500 grams For every 500 grams of fraction additional thereof		2	2	7	
			1	1	7	
	SUB TOTAL					

	SUB TOTAL					
	Estimated Total Cost (International)					
	GRAND TOTAL					

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