



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

TERMS OF REFERENCE

COURIER/FREIGHT SERVICES PROVIDER FOR THE DEPARTMENT OF AGRICULTURE-CENTRAL OFFICE FOR SEVEN (7) MONTHS FOR CALENDAR YEAR (CY) 2024 IN THE AMOUNT OF ONE MILLION FIVE HUNDRED EIGHTY TWO THOUSAND FOUR HUNDRED TWO PESOS AND FIFTY CENTAVOS ONLY (Php1,582,402.50)

To ensure efficient and effective delivery of documents /records and packages from the Department of Agriculture- Central Office (DA-CO) to its Regional Field Offices, Bureaus, and Attached Agencies and Corporations, including other concerned government and private agencies and stakeholders, the Records Division hereby avail the services of the Courier/Freight Services Provider.

1. Courier/Freight Services Provider must provide inclusive services which collects and delivers shipments in the *shortest possible time*, in addition to Postal Services which is being used and availed by the Records Division for transporting letters and parcels. Said Postal Services takes time for the shipments to arrive at their final destinations, hence the need for the Courier/Freight Delivery Service Provider with the following features:

- a. **Speed and Efficiency**

When you consider the volumes of packages and letters, the Courier/Freight Services Provider can handle and deliver items efficiently and effectively. Relatedly, **Time is of the essence** in particular when doing e-courier services both for domestics and international shipping of packages. Said Courier/Freight Services Provider can offer and able to provide an estimated time slot which may provide a critical time of delivery (e.g. a specific next-day or same day delivery which are much more convenient).

- b. **Fewer Size Restriction**

When shipping packages, documents etc., through Courier/Freight Services Provider, one can ship with fewer restrictions and do so easily as compared to using Postal Services, which is common to see size, weight, and commodity restrictions and can stop one from potentially shipping the said items to their destinations.

- c. **Real Time Tracking**

The Courier/Freight Services Provider can provide exactly the time as to the whereabouts of your shipments; including the ability to phone the courier for updates, hence there is less worry about shipments.



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d. Professional Packaging

Goods will arrive safely at the destinations since they are packed correctly and meet the necessary specifications. The courier/freight service provider may arrange packages and documents to be professionally packed prior to the departure, making sure that any fragile shipments will arrive at their destinations in safe and in perfect condition.

e. Duties and Taxes

Courier can offer something called Delivery Duty Paid (DDP). Recipient does not need to pay/shoulder duties and taxes to reduce any delays while waiting for payment for the recipient at destinations.

f. Interconnectivity Service

Seamlessly interface with existing e-commerce site or order processing system.

2. The contract of the Courier/Freight Services Provider shall cover the Seven (7) months for Calendar Year (CY) 2024, both for domestic and international delivery services. For domestic services, the Freight/Courier Services are availed only when Postal Services cannot be obtained, while international delivery services can be availed only when delivering records/documents from DA-CO to its Agricultural Attaches Offices, namely:

- a. Geneva, Switzerland
- b. Rome, Italy
- c. Brussels, Belgium
- d. Washington DC, Unites States of America
- e. Dubai, United Arab Emirates
- f. Tokyo, Japan
- g. Beijing, China
- h. Bangkok, Thailand
- i. South Korea
- k. Canberra, Australia

3. Courier/Freight Services for domestic and international deliveries shall include:

- a. White envelopes containing official letters;
- b. Brown envelopes containing voluminous documents, publications, and legal documents; and
- c. Packages containing publications, calendars, pamphlets, journals.



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4. Volume of document for international destinations is 1 parcel/month, maximum of 100 pages per parcel and equivalent to 500 grams.
5. Volume and weight of shipment must be a maximum of one (1) box with a maximum content of twenty (20) kilos per shipment.
6. The parcels/documents shall be properly placed in crate.
7. The bidder shall submit a notarized affidavit of undertaking with the following details:
 - a. Time for pick-up is four (4) times a week during office hours, from 8:00 am to 5:00 pm;
 - b. Ensure to fill up the complete details on the airwaybill or waybill as provided by the end-user; and
 - c. Certificate of Availability of Delivery Vehicles (e.g., truck, delivery van, etc. nationwide).
8. **Terms of Payment:** Monthly billing is based on actual delivery
9. **Requirement/s for Payment:** Billing Statement of Account & Airway bill or Waybill Receipt send to end-user after the end of the month.
10. In case of undelivered documents/parcels, the Courier/Freight Services Provider shall immediately notify/ report to the Records Division the reason/s for failed delivery. The Records Division/end-user shall modify/rectify the delivery details (e.g. different floor/unit but same building, or different recipient but same address, etc.) prior to second attempt of delivery.
11. If remains undelivered for the second attempt, said service provider shall immediately return the parcels/documents to the Records Division with justification and/or proof for non-delivery of items. Delivery payment shall be deducted from the Statement of Account (SOA).
12. In case the Records Division/End User instructed/requested the Courier/Freight Services Provider to return the parcels/documents for justifiable reason, said parcels/documents must be returned to the Records Division without delivery payment, provided said parcels/documents are still in transit or not yet delivered to the concerned office/s or person/s.
13. In case of loss parcels/documents, the Courier/Freight Services Provider shall submit a Notarized Affidavit of Loss and Incident Report for damaged parcels/documents to the Records Division. Delivery payment for the said loss or damaged parcels/documents will be deducted from SOA.




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Prepared by:


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Noted by:


SUSAN L. DEL ROSARIO, MBA
Chief, Records Division

CONFORME:

[Signature of Authorized Rep.]

*[in the capacity of] (Please indicate position
Of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of _____
(Please indicate name of company)