



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 December 2, 2020 for the Project, “Courier Services” is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS		CLARIFICATION/AMENDMENTS									
<p>Section VI. Schedule of Requirements</p> <p>NOTES:</p> <p>*Specified quantities and countries are indicative and for bidding purposes only. ** During implementation, the delivery schedule is subject to change based on mutual agreement by the parties. *** The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.</p>		<p>Section VI. Schedule of Requirements</p> <p>NOTES:</p> <p>*1. Specified quantities are indicative and for bidding purposes only. **2. During implementation, the delivery schedule is subject to change based on mutual agreement by the parties. 3. Countries identified in international areas of distribution are indicative and for bidding purposes only. ***4. The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.</p>									
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<p>Bid Form</p> <p style="text-align: center;">XXXX</p> <p>We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.</p> <p style="text-align: center;">XXXX</p>	<p>Bid Form</p> <p style="text-align: center;">XXXX</p> <p>We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.</p> <p style="text-align: center;">XXXX</p>
	<p>For your reference, attached are the following:</p> <ol style="list-style-type: none"> 1. Revised Section VI. Schedule of Requirements; 2. Revised Section VII. Technical Specifications; 3. Revised Bid Form.

Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective December 9, 2020 right after the opening of bids.
- For guidance and information of all concerned.

JANET B. ABUEL

Undersecretary

Chairperson, DBM-BAC

Schedule of Requirements (Revised)

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

I. REGULAR COURIER SERVICE					
Area of Distribution	Quantity (in units)				Delivery Date
	Pouch				
	(maximum of 500 grams)	(maximum of 1 kilogram)	(maximum of 2 kilograms)	Total	
	24 months				
NCR	1,000	1,000	1,000	3,000	To be delivered within twenty-four (24) hours upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00 p.m.
Luzon	2,000	4,000	7,000	13,000	To be delivered within three (3) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00 p.m.
Visayas	2,600	4,000	7,800	14,400	To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00 p.m.
Mindanao	2,600	4,000	7,800	14,400	
Total	8,200	13,000	23,600	44,800	

II. OTHER COURIER REQUIREMENTS (CARGO)												
Area of Distribution	Quantity (in kilo)										Delivery Date	
	3	4	5	10	20	30	40	50	55	Total		
	24 months											
NCR	20	20	2	2	2	2	2	2	2	2	54	To be delivered within twenty-four (24) hours upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00 p.m.
Luzon	100	100	4	8	18	10	10	24	26	300	To be delivered within three (3) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00 p.m.	
Visayas	100	100	4	4	20	10	2	20	20	280	To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00 p.m.	
Mindanao	100	100	2	4	20	2	2	20	20	270		
Total	320	320	12	18	60	24	16	66	68	904		

III. REGULAR INTERNATIONAL COURIER SERVICE				
Area of Distribution³	Quantity (in units)			Delivery Date
	Pouch (maximum of 500 grams)	Pouch (maximum of 1 kilogram)	TOTAL	
	24 months			
China	4	4	8	To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00 p.m.
Japan	4	4	8	
Australia	4	4	8	
Total	12	12	24	

IV. URGENT COURIER SERVICE

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

NOTES:

1. Specified quantities are indicative and for bidding purposes only.
2. During implementation, the delivery schedule is subject to change based on mutual agreement by the parties.
3. Countries identified in international areas of distribution are indicative and for bidding purposes only.
4. The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Technical Specifications (Revised)

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification.”

Item	Specifications	Bidder's Statement of Compliance
1	The Contractor must have a respectable track record in nationwide and international courier service delivery (minimum of two [2] years).	
2	<p>The Contractor must have the capacity to accomplish the following:</p> <ul style="list-style-type: none"> a. Deliver to the following locations: all provinces, cities, municipalities, and barangays in the Philippines (NCR, Luzon, Visayas, and Mindanao) and international, as indicated in the Schedule of Requirements. b. Ensure on-time delivery of mails, packages, documents, pouches, and cargoes based on the Schedule of Requirements. c. Provide on-line document tracking systems. d. Provide automated e-mail and short messaging services (SMS) notification. e. Provide receipt tickets with records of proofs of deliveries retrievable within the day. f. Provide a clear pouch for its packaging, for easy identification of the content of each package. 	
3	The Contractor must submit to the AS Director a progressive reporting/tracking of delivery status, with reasons in case of delays, non-deliveries, open, lost or non-arrival of mails/packages within twenty-four (24) hours from discovery.	
4	On top of the regular courier service and in case of urgent deliveries as notified by the end-user, the Contractor must ensure the timely provision of courier services.	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM (Revised)

Date : _____

Project Identification No. : **DBM-2021-01**

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Courier Service** in conformity with the said PBDs for the sum of **[total Bid amount in words and figures]** or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the details provided herein and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to those which are itemized herein.

I. REGULAR COURIER SERVICE							
Area of Distribution	Letter Envelope				Large Envelope		Total Cost (Inclusive of VAT)
	(maximum of 500 grams)		(max of 1 kilogram)		(max of 2 kilograms)		
	Quantity (in units)	Unit Cost (Inclusive of VAT)	Quantity (in units)	Unit Cost (Inclusive of VAT)	Quantity (in units)	Unit Cost (Inclusive of VAT)	
	a	b	c	d	e	f	
NCR	1,000		1,000		1,000		=(a * b) + (c * d) + (e * f)
Luzon	2,000		4,000		7,000		
Visayas	2,600		4,000		7,800		
Mindanao	2,600		4,000		7,800		
Sub-total (Inclusive of VAT)	8,200		13,000		23,600		

II. OTHER COURIER REQUIREMENTS (CARGO)				
Area of Distribution	No. of Kilograms (kgs)	Quantity (in units)	Unit Cost (Inclusive of VAT)	Total Cost (Inclusive of VAT)
		a	B	= (a * b)
NCR				
	3 kgs	20		
	4 kgs	20		
	5 kgs	2		
	10 kgs	2		
	20 kgs	2		
	30 kgs	2		
	40 kgs	2		
	50 kgs	2		
	55 kgs	2		
Sub-total		54		

Area of Distribution	No. of Kilograms (kgs)	Quantity (in units)	Unit Cost (Inclusive of VAT)	Total Cost (Inclusive of VAT)
		a	B	= (a * b)
Luzon				
	3 kgs	100		
	4 kgs	100		
	5 kgs	4		
	10 kgs	8		
	20 kgs	18		
	30 kgs	10		
	40 kgs	10		
	50 kgs	24		
	55 kgs	26		
Sub-total		300		
Visayas				
	3 kgs	100		
	4 kgs	100		
	5 kgs	4		
	10 kgs	4		
	20 kgs	20		
	30 kgs	10		
	40 kgs	2		
	50 kgs	20		
	55 kgs	20		
Sub-total		280		
Mindanao				
	3 kgs	100		
	4 kgs	100		
	5 kgs	2		
	10 kgs	4		
	20 kgs	20		
	30 kgs	2		
	40 kgs	2		
	50 kgs	20		
	55 kgs	20		
Sub-total		270		
Sub-total (Inclusive of VAT)		904		

III. REGULAR INTERNATIONAL COURIER SERVICE					
Area of Distribution	Letter Envelope		Large Envelope		Total Cost (Inclusive of VAT)
	Quantity (in units)	Unit Cost (Inclusive of VAT)	Quantity (in units)	Unit Cost (Inclusive of VAT)	
	a	b	C	d	=(a*b) + (c*d)
China	4		4		
Japan	4		4		
Australia	4		4		
Sub-total (Inclusive of VAT)	12		12		
RECAPITULATION					AMOUNT
A. Regular Courier Service (Inclusive of VAT)					Php
B. Other Courier Requirements (Inclusive of VAT)					
C. Regular International Courier Service (Inclusive of VAT)					
Total (Inclusive of VAT)					Php

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____