

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of Services for the Conveyance by Air for Outbound International Mail Dispatches for Sixty Nine (69) Routes**

**Sixth Edition**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**–Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** –Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** –Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (**IB**) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



**INVITATION TO BID**  
**FOR THE PROCUREMENT OF SERVICES FOR THE CONVEYANCE BY AIR FOR**  
**OUTBOUND INTERNATIONAL MAIL DISPATCHES FOR SIXTY NINE (69) ROUTES**

1. The **Philippine Postal Corporation**, through the CY 2023 Corporate Budget approved by the Board of Directors of this Corporation, intends to apply the sum of **One Hundred Forty Nine Million Eight Hundred Sixty Two Thousand One Hundred One Pesos (Php 149,862,101.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Services for the Conveyance by Air for Outbound International Mail Dispatches for Sixty Nine (69) Routes. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Philippine Postal Corporation now invites bids for the Procurement of Services for the Conveyance by Air for Outbound International Mail Dispatches for Sixty Nine (69) Routes. Delivery of the goods is required within Seven (7) months. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.

4. Prospective Bidders may obtain further information from the Philippine Postal Corporation and inspect the Bidding Documents at the address given below starting **April 05, 2023 to April 25, 2023** during office hours and on **April 26, 2023** until 9:00 A.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **April 05, 2023 to April 25, 2023** during office hours and on **April 26, 2023** until 9:00 A.M. from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Php 50,000.00**.
6. The Philippine Postal Corporation will hold a Pre-Bid Conference on **April 12, 2023** at **10:00 A.M.**, at the Conference Room, Office of the Board of Directors, 3rd Floor, Post Office Main Building, Magallanes Drive, Liwasang Bonifacio, Barangay 659-A, Ermita 1000, Manila and/or through video conferencing or webcasting via ZOOM Cloud Meetings application, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before **9:00 A.M. of April 26, 2023**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **April 26, 2023** at **10:30 A.M.** at the Conference Room, Office of the Board of Directors, 3rd Floor, Post Office Main Building, Magallanes Drive, Liwasang Bonifacio, Barangay 659-A, Ermita 1000, Manila. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Philippine Postal Corporation reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  
**ATTY. BENJIE S. YOTOKO, CPA**  
*Chairperson, Bids and Awards Committee (BAC)*  
*Thru:*  
*Bids and Awards Committee Secretariat*  
*3<sup>rd</sup> Floor Mezzanine, Post Office Main Bldg.*  
*Magallanes Drive, Liwasang Bonifacio*  
*Barangay 659-A, Ermita 1000 Manila*  
*Tel./Fax No. (02) 8527-3824*  
*Email Address: [phlpostbac@yahoo.com](mailto:phlpostbac@yahoo.com)*  
*FB Page: @baccentralpostoffice*
12. You may visit [www.phlpost.gov.ph](http://www.phlpost.gov.ph) for downloading of Bidding Documents.

*(Signed)*  
**ATTY. BENJIE S. YOTOKO, CPA**  
BAC Chairperson

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, PHILIPPINE POSTAL CORPORATION, wishes to receive Bids for the *Procurement of Services for the Conveyance by Air for Outbound International Mail Dispatches for Sixty Nine (69) Routes* with identification number *PPC-BAC-2023-08*.

The Procurement Project (referred to herein as “Project”) is composed of **One (1) lot**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for CY 2023 in the amount of **One Hundred Forty Nine Million Eight Hundred Sixty Two Thousand One Hundred One Pesos (Php 149,862,101.00)**.

2.2. The source of funding is: Corporate Budget approved by the Board of Directors of the Philippine Postal Corporation.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that *Subcontracting is not allowed*.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at the **Conference Room, Office of the Board of Directors, 3rd Floor, Post Office Main Building, Magallanes Drive, Liwasang Bonifacio, Barangay 659-A, Ermita 1000, Manila** and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3)** years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Pesos.

## 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 calendar days** from bid opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

**NOTE:** *The Post Office-BAC is requesting all bidders to submit **Three (3) copies**.*

## 16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time at its physical address at the BAC Secretariat Office, 3<sup>rd</sup> Floor, Mezzanine, Post Office Main Building, Magallanes Drive, Liwasang Bonifacio, Barangay 659-A, Ermita 1000, Manila, as indicated in paragraph 7 of the **IB**.

## 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 18. Domestic Preference

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
*Option 1* – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.2. Within a non-extendible period of **five (5)** calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause		
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;"><b>a. <i>Conveyance of Mail</i></b></p> <p style="margin-left: 40px;">b. completed within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids.</p>	
7.1	<i>Subcontracting is not allowed.</i>	
12	The price of the Goods shall be quoted DDP [ <i>state place of destination</i> ] or the applicable International Commercial Terms (INCOTERMS) for this Project.	
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p>	
19.3	Item/Description	ABC
	Conveyance by Air for Outbound International Mail Dispatches for Sixty Nine (69) Routes	149,862,101.00
20.2	<i>List licenses and permits relevant to the Project and the corresponding law requiring it. The BAC may require the concern bidder to submit additional documents/requirements.</i>	
21.2	<i>List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.</i>	

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause					
1	<p><i>The following provisions will be included to this Contract:</i></p> <p>1. <i>Any query/ concern to the supplier as to the implementation of this Contract shall be coursed through the following contact persons on the details provided:</i></p> <table border="1" style="margin-left: 40px; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 5px;"> <b>Principal:</b>                      Name:                      Office:                      Contact No:                 </td> <td style="width: 60%;"></td> </tr> <tr> <td style="padding: 5px;"> <b>Alternate:</b>                      Name:                      Office:                      Contact No:                 </td> <td></td> </tr> </table> <p><i>Any notice made by PHLPost to the foregoing shall be deemed as notice to the Supplier.</i></p> <p>2. <i>The Supplier agrees to indemnify, defend and hold the Procuring Entity free and harmless from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage of property, arising from Supplier’s performance of its obligation under this Contract including the improvements introduced or to be introduced therein or from any activity, work or thing performed by Supplier, its employees, crews, technicians, contractor/servicer in connection with the performace of this Contract.</i></p> <p>3. <i>The Supplier hereby warrants that it has not offered or paid directly or indirectly any government official, agency or instrumentality or employee thereof, any consideration, commission, or gift to secure this Contract. Any violation of this warranty shall constitute sufficient ground for the rescission or cancellation of this Contract without prejudice to the filing of civil or criminal action under the Anti-Graft Law and other applicable laws against the violator(s).</i></p> <p>4. <i>Both parties acknowledge that this Contract constitutes the entire agreement between them and the terms and conditions in the Contract shall completely supersede all other prior understandings, previous communications or contracts, oral or written, between the parties relating to the subject matter thereof.</i></p> <p>5. <i>In case of litigation arising from or in connection with this contract, venue of action shall solely be in the appropriate court of Manila.</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p>	<b>Principal:</b> Name: Office: Contact No:		<b>Alternate:</b> Name: Office: Contact No:	
<b>Principal:</b> Name: Office: Contact No:					
<b>Alternate:</b> Name: Office: Contact No:					

*[For Goods supplied from abroad, state:]* “The delivery terms applicable to the Contract are DDP delivered *[indicate place of destination]*. In accordance with INCOTERMS.”

*[For Goods supplied from within the Philippines, state:]* “The delivery terms applicable to this Contract are delivered in Metro Manila. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).

For purposes of this Clause the Procuring Entity’s Representative at the Project Site is *the Office of the Manager, Network and Transport Dept., Philippine Postal Corporation.*

**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:  
*Select appropriate requirements and delete the rest.*

- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

- e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. *[Specify additional incidental service requirements, as needed.]*

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three years.

Spare parts or components shall be supplied as promptly as possible, but in any case, within 1 month of placing the order.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	It may be included or stipulated in the Technical Specifications or Schedule of Requirements.
4	The inspections and tests that will be conducted are: <i>actual testing by the End-user or DOST testing, if applicable.</i>

## *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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
1	Conveyance by Air for Outbound International Mail Dispatches for Sixty Nine (69) Routes	One (1) Lot	Until December 31, 2023 or Seven (7) months from receipt of Notice to Proceed

Submitted by:

Name and signature of duly authorized representative

Name of Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

Tel. No. / Fax No.: \_\_\_\_\_

Official Email address: \_\_\_\_\_

Other Contact No.: \_\_\_\_\_

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[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 Bidder's 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 applicable laws and issuances.]</i></p>

Item	Technical Specifications	Statement of Compliance
1	<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p><b>SOURCE OF FUNDS</b> : Approved COB for CY 2023</p> <p><b>1. Background:</b></p> <p>The Philippine Postal Corporation is in need of an AIR Service Provider to transport international outbound mails intended to sixty-nine (69) international mail routes.</p> <p><b>2. Objectives:</b></p> <p>1.1 Transport by air, all outbound international mail including parcels and other related mail items within the agreed transport schedule and routes.</p> <p>1.2 Provide a competitive, secured, flexible and straight forward air conveyance services to PHLPost and its international postal counterparts.</p> <p>1.3 Provide PhlPost with CARDIT/RESDIT information on the mails accepted, loaded and delivered to international postal counterparts.</p> <p>1.4 Achieve transportation standards in accordance with import and export standards validated by UPU.</p> <p><b>3. Prospective Bidders:</b></p> <p>1. <i>Cargo Forwarder/Consolidators/GSA/Mail Air Carrier</i> registered in the Philippine Air Transportation Industry with capability to transport mails with at least .01% bumped off or off loaded of mail cargoes dispatched.</p> <p>2. with <b>Service performance history for mail transport/conveyance by air based on Phlpost Delivery Standard for at least one (1) year (most recent year).</b></p> <p><b>4. Scope of Works:</b></p> <p>The Service Provider is required to submit the Bid Proposal for <b>ALL SIXTY-NINE (69) INTERNATIONAL MAIL DESTINATIONS</b> stated herein.</p> <p>Bid proposals shall be <b>evaluated per lane/destination. Should there be no bid for a particular lane due to non existence of flights, the Service Provider should indicate in the corresponding lane the word “NO FLIGHT”.</b></p> <p>Aside from the lowest calculated bid, Awarding of the bid shall take into consideration the following:</p>	

1. **Service performance history for mail transport by air based on Phlpost Delivery Standard for at least one (1) year (most recent year).**
2. **With most No. of Destinations offered**
3. **Compliance to Provision of CARDIT and RESDIT**

**Service Provider shall:**

- 4.1. **provide cardit/resdit or proof of delivery** for transported mails.
- 4.2. **adhere** to the agreed international flight schedule of loading.
- 4.3. **coordinate** and **submit** their proposed international schedule to the Network & Transport Department (**NTD**) for evaluation and approval. The flight schedule should be submitted within five (5) days prior to the implementation date of the contract.
- 4.3. if for justified reason, **embargo** cannot be avoided, the Service Provider shall notify NTD, AMED, EMED and SMED at least **four (4) hrs. prior to the date and time of embargo.**
- 4.4. **return off loaded mails** to AMED, EMED, SMED and NTD Dispatch Representatives stating the reason for off load, immediately **within the day of dispatch.**
- 4.5. **provide** sufficient and suitable **loading, unloading, and parking space** inside the airport for PHLPost mail delivery vehicles.
- 4.6. **provide** secured and adequate **storage/warehouse facilities** for mail at airline hubs/warehouse
- 4.7. **secure** necessary **permits for PHLPost airport Personnel** to gain access to airlines premises/warehouse to verify/monitor uplifted/offloaded mails. The Service Provider shall facilitate the acquisition of airport passes for all PhlPost airport Representatives.
- 4.8. **provide user account** or access to PHLPost for the **tracking/tracing of mails** and cargoes turned-over to service provider
- 4.9. **provide reliable** and **sufficient manpower** and **equipment** to handle processing, collection and retrieval of PHLPost mail in all airport mail routes.
- 4.10. **provide** at least **two (2) contact persons** with their email address and contact number
- 4.11. **ensure** that the **weight** of all mail dispatches **tallies** the weight declared in the bags labels/tags to avoid irregularities.
- 4.12. **ensure** that **mail dispatches/collection** shall reach international mail routes/destinations **within the scheduled time** and the **bags/mail** are received in **good condition**, not pilfered/ not tampered.
- 4.13. **AT ALL TIMES protect mail items** including **vehicles** and **employees** from harmful events either from natural causes (shrink-wrap against rain, heat, or other natural causes including Acts of God) or from man-made causes (such as but not exclusive of pilferage, destruction, lost bag tagging, or any other form of damage).
- 4.14. Frequency of **Loading** – shall be done **daily**, maybe adjusted subject to urgency and volume of mails to be loaded.

## 5 DELIVERABLES:

Conveyance of outbound *international mail by AIR at agreed destinations and flight schedules* from Manila to the following international destinations to wit;

No.	DESTINATIONS	CODE	Estimated VOLUME IN KG	Estimated ABC/KG (Air Conveyance) USD	Estimated TOTAL ABC in USD	Estimated TOTAL ABC in Peso (USD*54)
1	AMMAN, JORDAN	AMM	200	7.10	1,420	76,680
2	AMSTERDAM, NETHERLANDS	AMS	1,000	11.10	11,100	599,400
3	ATHENS, GREECE	ATH	130	11.10	1,443	77,922
4	AUKLAND, NEW ZEALAND	AKL	1,900	11.10	21,090	1,138,860
5	BAHRAIN, BAHRAIN	BAH	340	7.10	2,414	130,356
6	BEIJING, CHINA	BJS	1,500	6.70	10,050	542,700
7	BEYROUTH, LEBANON	BEY	50	7.10	355	19,170
8	BOGOTA, COLUMBIA	BOG	50	7.10	355	19,170
9	BRUNEI, DARUSSALAM	BWN	1,500	7.10	10,650	575,100
10	BRUSSELS, BELGIUM	BRU	200	11.10	2,220	119,880
11	CAIRO, EGYPT	CAI	40	11.10	444	23,976
12	CAMBODIA, PHNOM PENH	PNH	50	6.70	335	18,090
13	CANADA, VANCOUVER	YVR	16,660	21.00	349,860	18,892,440
14	CASABLANCA, MOROCCO	CAS	40	5.60	221	11,945
15	CHARLES DE GUILLE, FRANCE	CDG	1,000	11.10	11,100	599,400
16	CHUBU, JAPAN	NGO	1,000	6.70	6,700	361,800
17	COLUMBO, SRI LANKA	CMB	30	4.90	147	7,938
18	COPENHAGEN, DENMARK	CPH	50	6.60	330	17,820
19	DAMMAM, SAUDI ARABIA	DMM	153	6.70	1,025	55,355
20	DHAKA, BANGLADESH	DAC	80	7.10	568	30,672
21	DOHA, QATAR	DOH	1,042	6.70	6,978	376,815
22	DUBAI, UAE	DXB	3,471	6.70	23,252	1,255,627
23	DUBLIN, IRELAND	DUB	2,000	11.10	22,200	1,198,800
24	FRANKFURT, GERMANY	FRA	3,400	11.10	37,740	2,037,960
25	GUAM, AGANA	GUM	208	10.00	2,080	112,320
26	GUANGZHOU, CHINA	CAN	625	6.70	4,188	226,125
27	HELSINKI, FINLAND	HEL	35	6.60	231	12,474
28	HO CHI MHIN, VIETNAM	SGN	200	6.70	1,340	72,360
29	HONGKONG, HONGKONG	HKG	5,554	6.70	37,208	2,009,256
30	HONOLULU, HAWAII	HNL	1,000	10.00	10,000	540,000
31	IRAN VIA KU AIRWAYS	THR	35	7.10	249	13,419
32	JAKARTA, INDONESIA	JKT	500	6.70	3,350	180,900
33	JEDDAH, SAUDI ARABIA	JED	1,000	6.70	6,700	361,800
34	JOHANESBURG, SO. AFRICA	JNB	50	7.60	380	20,520
35	KARACHI, PAKISTAN	KHI	1,000	6.70	6,700	361,800

36	KUWAIT, KUWAIT	KWI	1,000	6.70	6,700	361,800
37	LAGOS, NIGERIA	LOS	40	7.10	284	15,336
38	LAOS PEO DEM REP, VIENTIANNE	VTE	35	7.10	249	13,419
39	LARNACA, CYPRUS	LCA	40	7.10	284	15,336
40	LONDON HEATHROW, G. BRITAIN	LHR	7,000	11.10	77,700	4,195,800
41	LOS ANGELES, USA	LAX	20,500	21.00	430,500	23,247,000
42	MACAU, MACAU	MFM	200	1.90	380	20,520
43	MADRID, SPAIN	MAD	1,000	11.10	11,100	599,400
44	MALAYSIA, KUALA LUMPUR	KUL	1,389	6.70	9,303	502,359
45	MALDIVES, MALE	MLE	35	7.60	266	14,364
46	MELBOURNE, AUSTRALIA	MEL	2,500	11.10	27,750	1,498,500
47	MILAN, ITALY	MXP	1,700	11.10	18,870	1,018,980
48	MUSCAT, OMAN	MCT	500	7.10	3,550	191,700
49	MYANMAR, YANGON	RGN	1,000	10.00	10,000	540,000
50	NAHA, JAPAN	OKA	2,500	6.70	16,750	904,500
51	NEPAL, KATHMANDU	KTM	50	7.10	355	19,170
52	NEW DELHI, INDIA	DEL	3,000	6.70	20,100	1,085,400
53	NEW YORK, USA	JFK	10,000	21.00	210,000	11,340,000
54	OSAKA, JAPAN	KIX	17,500	6.70	117,250	6,331,500
55	OSLO, NORWAY	OSL	40	6.60	264	14,256
56	P NG, PORT MORESBY	POM	30	3.60	108	5,832
57	RIYADH, SAUDI ARABIA	RUH	1,000	6.70	6,700	361,800
58	SAO PAULO, BRAZIL	SAO	35	7.10	249	13,419
59	SEOUL, KOREA	SEL/ ICN	15,000	6.70	100,500	5,427,000
60	SHIN FUKUOKA, JAPAN	FUK	10,500	6.70	70,350	3,798,900
61	SINGAPORE, SINGAPORE	SIN	5,500	6.70	36,850	1,989,900
62	SOFIA, BULGARIA	SOF	50	6.60	330	17,820
63	STOCKHOLM, SWEDEN	STO	50	6.60	330	17,820
64	SYDNEY, AUSTRALIA	SYD	6,300	11.10	69,930	3,776,220
65	TAIWAN, TAIPEI	TPE	43,000	6.70	288,100	15,557,400
66	THAILAND, BANGKOK	BKK	1,500	6.70	10,050	542,700
67	TOKYO, JAPAN	NRT	17,800	6.70	119,260	6,440,040
68	VIENNA, AUSTRIA	VIE	50	6.80	340	18,360
69	ZURICH, SWITZERLAND	ZRH	5,500	11.10	61,050	3,296,700

<b>Total</b>	<b>222,435</b>	<b>2,320,224</b>	<b>125,292,101</b>
<b>Cardit/Resdit: 6,500 per month, USD</b>		<b>455,000</b>	<b>24,570,000</b>
<b>Grand Total</b>		<b>2,775,224</b>	<b>149,862,101</b>

The exchange rate for this purpose/ABC is PhP54.00 to 1USD.

## 6. Time Frame:

The Service Provider shall start the collection of outbound international

mail dispatches from CMEC, transport by air from Manila to international PhilPost mail routes, and turn-over the mails to PhilPost designated international Postal counterparts, **upon receipt of “Notice to Proceed.”** until December 31, 2023.

**7. Key Performance Indicators:**

The SERVICE PROVIDER must:

**7.1 Cargo Forwarder/Consolidators/GSA/Mail Air Carrier** registered in the Philippine Air Transportation Industry with capability to transport mails with at least .01% bumped off or off loaded of mail cargoes dispatched;

**7.2 have Service performance history for mail transport by air based on Philpost Delivery Standard for at least one (1) year (most recent year);**

**7.3 with most No. of Destinations offered;**

**7.4 CARDIT and RESDIT compliance**

**8. Service Providers’ Support**

**PHLPost shall:**

8.1 prepare documentations of all kinds of mail dispatches from AMED, EMED and SMED;

8.2 turn/hand over mail/bag dispatch, to Service Provider Representatives 3 to 4 hours before the scheduled flight;

8.3 ensure that the weight of all mail dispatches tallies the weight declared in the bag labels/tags to avoid irregularities;

8.4 monitor loading of outbound dispatches including the mail workflow inside\the cargo/warehouse facility area;

8.5 prepare report on the delays, off loaded, bumped-off, tampered/pilfered mails and other incidents occurred in the airline warehouse/hub;

8.6 provide contact person to Service Provider that shall coordinate with the Service Provider on any matters pertaining to mail dispatches and collections.

**9. Approved Budget:**

The Total Approved Budget for the Contract (ABC) is **ONE HUNDRED FORTY-NINE MILLION EIGHT HUNDRED SIXTY-TWO THOUSAND ONE HUNDRED ONE (PHP149,862,101.00) PESOS, inclusive of other charges.**

**10. Terms and Conditions:**

10.1 The project shall *start* loading of mails upon receipt of “*Notice to Proceed.*” until December 31, 2023.

10.2 Initial *Flight schedules* for all international destinations shall be submitted to the Network and Transport Department (NTD) *within five (5) days* after awarding of contract for approval and IPS update. Direct flights are preferred.

SERVICE PROVIDER shall at *all times update flight schedule* and adhere to the proposed time of uplifting.

Summer Schedule shall be submitted to the NTD on or before March 20 of the year. Winter schedule, on or before October 18, of the year.

10.3 SERVICE PROVIDER shall *immediately notify* AMED, SMED, EMED and NTD or the authorized personnel in case of *Embargo* or any other reasons that may affect the timely and scheduled loading of mail dispatches.

10.4 International Air Conveyance *Rate* shall be based on *chargeable weight, same rate regardless of weight* per route. *Minimum weight* limit and rate per destination shall *NOT* be applied.

**11. Provision For Price Escalation:**

In case of force majeure, the Service Provider may request for Price Escalation subject to the provisions of RA 9184 and NEDA approval.

**12. Reporting Requirements:**

SERVICE PROVIDER shall provide the following documents and information to be submitted to the duly Authorized Representatives of NTD, after every dispatch and collection:

12.1. *Transfer Manifest*

12.2 *Cardit Information*

12.3 *Proof of Delivery (POD)* in case of inquiries and complaints of non- receipt of mail

**13. Technical Requirements:**

Attached, Annexes the details of line items for the requirements and technical specifications for bidding purposes.

13.1 *Annex 1 Estimated Mail Volume with ABC per destination/route*

13.2 *Annex 2 Bid Proposal*

13.3 *Other Supporting Documents required by the BAC*

**14. Service Provider's Liability**

14.1 The Service Provider's liability for any damages/loss/pilferage on mail dispatches *starts* from the *time* mail dispatches at origin are *turned over* to the Service Provider for uplift/transport and *ends* when the same are *received/verified by PHLPost* at *arrival* international routes/destinations.

14.2 If the mail was *not received* at international destination routes *within 30days* after it was turned over to the Service Provider, the Service Provider shall *reimburse to PHLPost* any *indemnity paid by PHLPost* on mail item declared lost, damaged and/or delayed if found out that the cause happened when the mail is within the custody of the Service Provider.

The amount of *indemnity* shall be based on the *amount stipulated in the UPU* regulations /EMS regulations and/or actual payment by the designated postal operator/EMS/Parcel operator.

- a) *SDR 50.00* (or peso equivalent at the time of loss, deterioration or damage) for *each international registered letter* or *each international express mail* or *each document*.
- b) *SDR 250* (or peso equivalent at the time of loss, deterioration or damage) for *each international express parcel*.
- c) *5 SDR per kilo plus 50 SDR per parcel* (or peso equivalent at the time of loss, deterioration or damage) for *each insured international air/surface item parcel* in *addition to the actual insured value* for *each insured international item/parcel*.
- d) *PHP 1000* for *each lost or damaged mailbag* or mail container *beyond economical repair* exclusive of its contents as described above.

**15. Value Added Services:**

Service Provider shall allow *Free of Charge (FOC) tickets* to PHLPost whenever *issues* in conveyance of mail arises at destination (mail pilferage, security, etc).

**16. Contract Period:**

The contract period is Upon Receipt of the Notice To Proceed (NTP) until *December 31, 2023 or Seven (7) months*.

**17. Other Conditions:**

PHLPost reserves the *right to load in other airline without prior notice* if it will be observed that the Service Provider concerned shall not meet the requirements of PHLPost as stated in this TOR.

**18.Payment:**

18.1 When claiming for payments, following shall be attached:

18.1.1 *Summary of Loading for the Period*

18.1.2 *Statement of Account/Invoice*

18.1.3 *Bangko Sentral ng Pilipinas (BSP) Conversion Rate* used for the period of statement/Loading

18.1.4 *Settlement of account* by PHLPost shall be guided by the *UPU regulations* as well as *Phil. government accounting and auditing regulations*

18.1.5 **Payment** shall be made in *Philippine Peso or US Dollar*.

18.1.6 *US exchange rate* to be used is the *BSP Reference Exchange Rate Bulletin* during the day of loading /flight

18.1.7 Any *discrepancy* on weight after verification shall be adjusted based on *supporting documents*.

18.1.8 *Supplemental payment* for weight differences shall be allowed but Payment shall be made in the *next billing cycle*.

18.1.9 *Payments* shall be done per dispatch date based on actual weight Stated in the *CN 38 and/or CN 31*

18.1.10 Payment *term* shall within *Thirty (30)* working days from the date of loading upon provision by the Service Provider of the complete billing documents.

Submitted by:

Name and signature of duly authorized representative

Name of Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

Tel. No. / Fax No.: \_\_\_\_\_

Official Email address: \_\_\_\_\_

Other Contact No.: \_\_\_\_\_

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) 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**
- (f) 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; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable. **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, 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 Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) 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.

***Class “B” Documents***

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

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.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form; **and**  
 (n) Original of duly signed and accomplished Price Schedule(s).

***Other documentary requirements under RA No. 9184 (as applicable)***

- (o) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.  
 (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**NOTE:** *Please download and use the latest BIDDING FORMS as prescribed under GPPB RESOLUTION NO. 16-2020*

**BID FORM**

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

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 to *[supply/deliver/perform]* *[description of the Goods]* 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 Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

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.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Purpose of agent Commission or gratuity	Amount and Currency
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(if none, state "None")

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, including the attached Schedule of Prices, 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: \_\_\_\_\_

**For Goods Offered From Within the Philippines**

Name of Bidder \_\_\_\_\_, Invitation to Bid Number \_\_, Page of \_\_\_\_.

**Price Schedules**

<b>No.</b>	<b>DESTINATIONS</b>	<b>CODE</b>	<b>Estimated VOLUME IN KG</b>	<b>BID/KG in USD</b>	<b>TOTAL BID In USD</b>	<b>TOTAL BID In PESO (USD *54)</b>
1	AMMAN, JORDAN	AMM	200			
2	AMSTERDAM, NETHERLANDS	AMS	1,000			
3	ATHENS, GREECE	ATH	130			
4	AUKLAND, NEW ZEALAND	AKL	1,900			
5	BAHRAIN, BAHRAIN	BAH	340			
6	BEIJING, CHINA	BJS	1,500			
7	BEYROUTH, LEBANON	BEY	50			
8	BOGOTA, COLUMBIA	BOG	50			
9	BRUNEI, DARUSSALAM	BWN	1,500			
10	BRUSSELS, BELGIUM	BRU	200			
11	CAIRO, EGYPT	CAI	40			
12	CAMBODIA, PHNOM PENH	PNH	50			
13	CANADA, VANCOUVER	YVR	16,660			
14	CASABLANCA, MOROCCO	CAS	40			
15	CHARLES DE GUILLE, FRANCE	CDG	1,000			
16	CHUBU, JAPAN	NGO	1,000			
17	COLUMBO, SRI LANKA	CMB	30			
18	COPENHAGEN, DENMARK	CPH	50			
19	DAMMAM, SAUDI ARABIA	DMM	153			
20	DHAKA, BANGLADESH	DAC	80			
21	DOHA, QATAR	DOH	1,042			
22	DUBAI, UAE	DXB	3,471			
23	DUBLIN, IRELAND	DUB	2,000			
24	FRANKFURT, GERMANY	FRA	3,400			
25	GUAM, AGANA	GUM	208			
26	GUANGZHOU, CHINA	CAN	625			
27	HELSINKI, FINLAND	HEL	35			
28	HO CHI MHIN, VIETNAM	SGN	200			
29	HONGKONG, HONGKONG	HKG	5,554			
30	HONOLULU, HAWAII	HNL	1,000			
31	IRAN VIA KU AIRWAYS	THR	35			
32	JAKARTA, INDONESIA	JKT	500			
33	JEDDAH, SAUDI ARABIA	JED	1,000			
34	JOHANESBURG, SO. AFRICA	JNB	50			
35	KARACHI, PAKISTAN	KHI	1,000			

36	KUWAIT, KUWAIT	KWI	1,000			
37	LAGOS, NIGERIA	LOS	40			
38	LAOS PEO DEM REP, VIENTIANNE	VTE	35			
39	LARNACA, CYPRUS	LCA	40			
40	LONDON HEATHROW, G. BRITAIN	LHR	7,000			
41	LOS ANGELES, USA	LAX	20,500			
42	MACAU, MACAU	MFM	200			
43	MADRID, SPAIN	MAD	1,000			
44	MALAYSIA, KUALA LUMPUR	KUL	1,389			
45	MALDIVES, MALE	MLE	35			
46	MELBOURNE, AUSTRALIA	MEL	2,500			
47	MILAN, ITALY	MXP	1,700			
48	MUSCAT, OMAN	MCT	500			
49	MYANMAR, YANGON	RGN	1,000			
50	NAHA, JAPAN	OKA	2,500			
51	NEPAL, KATHMANDU	KTM	50			
52	NEW DELHI, INDIA	DEL	3,000			
53	NEW YORK, USA	JFK	10,000			
54	OSAKA, JAPAN	KIX	17,500			
55	OSLO, NORWAY	OSL	40			
56	P NG, PORT MORESBY	POM	30			
57	RIYADH, SAUDI ARABIA	RUH	1,000			
58	SAO PAULO, BRAZIL	SAO	35			
59	SEOUL, KOREA	SEL/ ICN	15,000			
60	SHIN FUKUOKA, JAPAN	FUK	10,500			
61	SINGAPORE, SINGAPORE	SIN	5,500			
62	SOFIA, BULGARIA	SOF	50			
63	STOCKHOLM, SWEDEN	STO	50			
64	SYDNEY, AUSTRALIA	SYD	6,300			
65	TAIWAN, TAIPEI	TPE	43,000			
66	THAILAND, BANGKOK	BKK	1,500			
67	TOKYO, JAPAN	NRT	17,800			
68	VIENNA, AUSTRIA	VIE	50			
69	ZURICH, SWITZERLAND	ZRH	5,500			
Total			<b>222,435</b>			

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

