

# **PHILIPPINE BIDDING DOCUMENTS**

**Procurement of Services for the following:**

**(1) Conveyance by Air for Domestic Inbound/Outbound Mail Dispatches from CMEC to VisMin Areas and vice-versa for Twenty Five (25) Destinations, and (2) Conveyance by Air for Domestic Direct Inter-Island Exchange of Mails from Visayas to Mindanao Areas and vice-versa for Twenty (20) Destinations**

**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 FOLLOWING:

**(1) CONVEYANCE BY AIR FOR DOMESTIC INBOUND/OUTBOUND MAIL DISPATCHES FROM CMEC TO VISMIN AREAS AND VICE-VERSA FOR TWENTY-FIVE (25) DESTINATIONS, AND (2) CONVEYANCE BY AIR FOR DOMESTIC DIRECT INTER-ISLAND EXCHANGE OF MAILS FROM VISAYAS TO MINDANAO AREAS AND VICE-VERSA FOR TWENTY (20) DESTINATIONS**

1. The **Philippine Postal Corporation**, through the CY 2025 Corporate Budget approved by the Board of Directors of this Corporation, intends to apply the sum of **Forty-Six Million Eighty Thousand Three Hundred Twenty-Four Pesos and Forty-One Centavos** (Php **46,080,324.41**) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Services for the following: (1) Conveyance by Air for Domestic Inbound/Outbound Mail Dispatches from CMEC to VisMin Areas and vice-versa for Twenty Five (25) Destinations, and (2) Conveyance by Air for Domestic Direct Inter-Island Exchange of Mails from Visayas to Mindanao Areas and vice-versa for Twenty (20) Destinations. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Philippine Postal Corporation now invites bids for the abovementioned procurement project. Delivery of the goods/services is required within One (1) year from receipt of Notice to Proceed. Bidders should have completed, within five (5) 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 **November 11, 2024 to December 01, 2024** during office hours and on **December 02, 2024** until 9:00 A.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **November 11, 2024 to December 01, 2024** during office hours and on **December 02, 2024** 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 25,000.00**.

6. The Philippine Postal Corporation will hold a Pre-Bid Conference on **November 20, 2024** at **11:00** A.M., at the Conference Room, 3<sup>rd</sup> Floor Annex II Building, Manila Central Post Office Compound, Liwasang Bonifacio, 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 **December 02, 2024**. 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 **December 02, 2024** at **9:30** A.M. at the Conference Room, 3<sup>rd</sup> Floor Annex II Building, Manila Central Post Office Compound, Liwasang Bonifacio, 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. LEE P. VICERAL**  
*Chairperson, Bids and Awards Committee (BAC)*  
*Thru:*  
*Bids and Awards Committee Secretariat*  
*3<sup>rd</sup> Floor Annex II Building,*  
*Manila Central Post Office Compound,*  
*Liwasang Bonifacio, Manila*  
*Email Address: [phlpostbac@yahoo.com](mailto:phlpostbac@yahoo.com)*
12. You may visit [www.phlpost.gov.ph](http://www.phlpost.gov.ph) for downloading of Bidding Documents.

*(Signed)*  
**ATTY. LEE P. VICERAL**  
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 following: (1) Conveyance by Air for Domestic Inbound/Outbound Mail Dispatches from CMEC to VisMin Areas and vice-versa for Twenty Five (25) Destinations, and (2) Conveyance by Air for Domestic Direct Inter-Island Exchange of Mails from Visayas to Mindanao Areas and vice-versa for Twenty (20) Destinations, with identification number **PPC-BAC-2024-24**.

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 2025 in the amount of **Forty-Six Million Eighty Thousand Three Hundred Twenty-Four Pesos and Forty-One Centavos (Php 46,080,324.41)**.

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, 3<sup>rd</sup> Floor Annex II Building, Manila Central Post Office Compound, Liwasang Bonifacio, 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 **five (5)** 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: *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**.

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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.

- 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 Annex II Building, Manila Central Post Office Compound, Liwasang Bonifacio, 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**

- 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	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Mail Conveyance by Air</i></li> <li>b. completed within <b>Five (5) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>		
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	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>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</li> <li>b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</li> </ul>		
19.3	Item/Description	Quantity	ABC (in Php)
	(1) Conveyance by Air for Domestic Inbound/Outbound Mail Dispatches from CMEC to VisMin Areas and vice-versa for Twenty Five (25) Destinations, and (2) Conveyance by Air for Domestic Direct Inter-Island Exchange of Mails from Visayas to Mindanao Areas and vice-versa for Twenty (20) Destinations	One (1) Lot	<b>46,080,324.41</b>
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: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <b><i>Principal:</i></b>  <i>Name:</i>  <i>Office:</i>  <i>Contact No:</i> </td> <td style="width: 200px; height: 40px;"></td> </tr> <tr> <td style="padding: 5px;"> <b><i>Alternate:</i></b>  <i>Name:</i>  <i>Office:</i>  <i>Contact No:</i> </td> <td style="width: 200px; height: 40px;"></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 performance of this Contract.</i></p> <p>3. <i>Liquidated Damages. The amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.</i></p> <p>4. <i>The parties hereby warrant that they have not offered or paid, directly or indirectly, any government officials, agency or instrumentality, or employee thereof, any consideration, commission, or gift to secure this contract. Any violation of this warranty shall constitute a sufficient ground for the rescission or cancellation of this contract without prejudice to the filing of a civil or criminal action under the Anti-Graft and Corrupt Practices Act and other applicable laws.</i></p> <p>5. <i>In case a dispute shall at any time arise between the Entity and the Supplier/Service Provider that would give rise to a right of action</i></p>	<b><i>Principal:</i></b> <i>Name:</i> <i>Office:</i> <i>Contact No:</i>		<b><i>Alternate:</i></b> <i>Name:</i> <i>Office:</i> <i>Contact No:</i>	
<b><i>Principal:</i></b> <i>Name:</i> <i>Office:</i> <i>Contact No:</i>					
<b><i>Alternate:</i></b> <i>Name:</i> <i>Office:</i> <i>Contact No:</i>					



*against a party, the parties should refer such dispute or difference to Arbitration in the Philippines according to the provisions of R.A. 876, otherwise known as the “Arbitration Law” and R.A. 9285, otherwise known as the “Alternative Dispute Resolution Act of 2004”. The Entity, however, shall have the option not to refer or participate thereto, in which case, the Entity shall have the right to proceed filing an action before the courts of competent jurisdiction in the City of Manila.*

6 *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.*

7 *In case of litigation arising from or in connection with this contract, venue of action shall solely be in the appropriate court of Manila.*

**Delivery and Documents –**

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:

*[For Goods supplied from abroad, state:] “The delivery terms applicable to the Contract are DDP delivered [in Metro Manila]. 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 Department, OAPMG for Operations*, 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/Terms of Reference 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.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Procurement of Services for the following: <b>(1)</b> Conveyance by Air for Domestic Inbound/Outbound Mail Dispatches from CMEC to VisMin Areas and vice-versa for Twenty Five (25) Destinations, and <b>(2)</b> Conveyance by Air for Domestic Direct Inter-Island Exchange of Mails from Visayas to Mindanao Areas and vice-versa for Twenty (20) Destinations	<b>One (1) Lot</b>	<b>One (1) Lot</b>	Within <b>One (1) year</b> from receipt of Notice to Proceed (until 31 December 2025)

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 (TOR) FOR THE PROCUREMENT OF DOMESTIC MAIL CONVEYANCE, BY AIR For CY 2025</b></p> <p><b>Source of Funds : Approved APP for CY2025</b> <b>ABC : PhP 46,080,324.41</b></p> <hr/> <p><b>1.0 BACKGROUND:</b></p> <p>The Philippine Postal Corporation needs a Service Provider for the air conveyance of domestic mails for CY 2025. The Service Provider must be an Air Carrier/Forwarder/Consolidator, shall have at least met the performance targets required by PHLPost/UPU in the handling and transportation of PHLPost mails by air.</p> <p><b>2.0 OBJECTIVES:</b></p> <p>2.1 To pick-up, load and transport by air, all mail items including documents, parcels and logistics from Central Mail Exchange Center (CMEC), Manila going to and from Luzon, Visayas, and Mindanao.</p> <p>2.2 To ensure that the mails are safe and secured, free from damages and pilferages from its acceptance at PHLPost origin up to delivery at destination/routes.</p> <p><b>3.0 PROSPECTIVE SERVICE PROVIDER:</b></p> <p>3.1 SERVICE PROVIDER must be an Air Carrier/Cargo Forwarder/ Consolidator/ Airline engaged in air mail/cargo transportation/ services.</p> <p>3.2 SERVICE PROVIDER must <b>guarantee</b> that mails accepted shall be treated/ classified <b>as mail</b> and not as cargo.</p> <p><b>4.0 SCOPE OF WORKS:</b></p> <p>4.1 SERVICE PROVIDER shall, at point of origin, collect &amp; prepare Air Way Bills (AWBs)/ Transfer Record Manifest (TRM) and other documents needed for loading and retrieval of mails to and from airport/airline/s.</p> <p>4.2 SERVICE PROVIDER shall retrieve from Airport &amp; turn-over to authorized PHLPost personnel all mails loaded by air.</p> <p>4.3 SERVICE PROVIDER shall accept and airlift, the mails to PHLPost within the agreed schedule, otherwise a surcharge of <b>one tenth of one percent (0.001)</b> shall be imposed daily to be deducted from the billing charges.</p>	

- 4.4 SERVICE PROVIDER shall ensure that the mails are safe and secured, free from damages and pilferages from its acceptance at PHLPost origin up to delivery at destination/routes.
- 4.5 SERVICE PROVIDER shall allow PHLPost personnel to gain access inside airport premises/warehouse to verify/monitor off-loaded/bumped-off mails through coordination with proper authorities.
- 4.6 SERVICE PROVIDER shall provide User's Account or authorized access to the system for the tracking/tracing of mails and cargoes turned-over to airlines.
- 4.7 SERVICE PROVIDER shall provide advance electronic information and transport information (Track and Trace) for the status/whereabouts of mail dispatches.
- 4.8 SERVICE PROVIDER shall ensure that mail bags/dispatches are received in good condition, free from mail pilferages and tampering.
- 4.9 SERVICE PROVIDER shall at all times protect mail items including vehicles and employees from harmful events either from natural causes (jack-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, lost bag tag or any other forms of damage).

**5.0 DELIVERABLES:**

- 5.1 Air Conveyance for CY 2025 of all domestic mails including documents, parcels and logistics from and to CMEC, Manila, Basco, Coron & Puerto Princesa, etc. at twenty five (25) destination airmail points and twenty (20) direct exchange, or a total of forty five (45) agreed routes stated below;
- 5.2 Turn-over at airport of all domestic air mail items to authorized PHLPost personnel;
- 5.3 Collection from CMEC/MDCs/SDCs/POs of mails at airport for loading by air.

POSTAL AREA	NO.	DESTINATIONS/ ORIGIN CMEC To and From	AIRPORT CODE	Estimated Volume in KG	ABC/ KG in PHP	Total Estimated ABC (PHP)
1	1	Tuguegarao	TUG	1,800.00	24.73	44,514.00
2	2	Laoag, Ilocos Norte	LAO	1,800.00	26.45	47,610.00
3	3	Basco	BSO	687.13	54.37	37,359.26
	4	Coron	USU	3,053.22	24.73	75,506.13
	5	Puerto Princesa	PPS	27,316.16	29.33	801,182.97
4	6	Naga, Camarines Sur	WNP	1,800.00	25.01	45,018.00

	7	Legazpi, Albay	DRP	1,800.00	24.73	44,514.00
	8	San Jose, Occ. Mindoro	SJI	1,200.00	25.30	30,360.00
5	9	Cebu	CEB	347,295.66	29.33	10,186,181.71
	10	Tacloban	TAC	138,025.51	30.19	4,166,990.15
	11	Tagbilaran	TAG	50,697.75	29.33	1,486,965.01
6	12	Iloilo	ILO	111,788.97	29.33	3,278,770.49
	13	Bacolod	BCD	96,906.45	29.61	2,869,399.98
	14	Dumaguete	DGT	43,456.39	29.33	1,274,575.92
	15	Kalibo	KLO	7,462.94	24.73	184,558.51
	16	Roxas	RXS	13,921.36	29.61	412,211.47
7	17	Davao	DVO	268,441.96	34.39	9,231,719.00
	18	Gen. Santos	GES	25,647.10	34.21	877,387.29
	19	Cotabato	CBO	20,868.75	35.48	740,423.25
8	20	Cagayan de Oro	CGY	162,123.28	33.06	5,359,795.64
	21	Butuan	BXU	18,603.99	32.78	609,838.79
9	22	Zamboanga	ZAM	88,198.75	34.21	3,017,279.24
	23	Dipolog	DPL	4,801.22	33.06	158,728.33
	24	Ozamis	OZC	5,644.73	33.06	186,614.77
	25	Pagadian	PAG	7,285.98	33.06	240,874.50
<b>SUB-TOTAL</b>				<b>1,450,627.30</b>		<b>45,408,378.41</b>
<b>DIRECT EXCHANGE (To and From)</b>						
	26	Cebu to Iloilo & v.v.	CEB/ILO	1,800	20.41	36,738.00
	27	Cebu to Bacolod & v.v.	CEB/BCD	1,200	20.41	24,492.00
	28	Cebu to Davao & v.v.	CEB/DVO	2,400	27.31	65,544.00
	29	Cebu to Cagayan de Oro & v.v.	CEB/CGY	1,200	25.59	30,708.00
	30	Cebu to Busuanga/Coron & v.v.	CEB/USU	1,200	27.76	33,312.00
	31	Cebu to Butuan & v.v.	CEB/BXU	1,200	25.01	30,012.00
	32	Cebu to Cotabato & v.v.	CEB/CBO	1,200	23.58	28,296.00
	33	Cebu to Dipolog & v.v.	CEB/DPL	1,200	25.59	30,708.00
	34	Cebu to Gen Santos & v.v.	CEB/GES	1,200	29.61	35,532.00
	35	Cebu to Kalibo & v.v.	CEB/KLO	1,200	25.01	30,012.00
	36	Cebu to Ozamis & v.v.	CEB/OZC	1,200	25.59	30,708.00
	37	Cebu to Pagadian & v.v.	CEB/PAG	1,200	25.30	30,360.00
	38	Cebu to Puerto Princesa & v.v.	CEB/PPS	1,200	29.61	35,532.00
	39	Cebu to Tacloban & v.v.	CEB/TAC	1,200	20.41	24,492.00
	40	Cebu to Zamboanga & v.v.	CEB/ZAM	1,200	30.19	36,228.00
	41	Iloilo to Davao & v.v.	ILO/DVO	1,200	30.19	36,228.00
	42	Iloilo to Gen Santos & v.v.	ILO/GES	1,200	29.33	35,196.00

43	Iloilo to Cagayan de Oro & v.v.	ILO/CGY	1,200	21.74	26,088.00
44	Iloilo to Puerto Princesa & v.v.	ILO/PPS	1,200	29.90	35,880.00
45	Bacolod to Davao & v.v.	BCD/DVO	1,200	29.90	35,880.00
<b>SUB-TOTAL</b>			<b>25,800</b>		<b>671,946.00</b>
<b>TOTAL</b>			<b>1,476,427.30</b>		<b>46,080,324.41</b>

**6.0 KEY PERFORMANCE INDICATORS:**

- 6.1 SERVICE PROVIDER must **guarantee** that mails accepted shall be treated /classified **as mail** and not as commercial cargo.
- 6.2 SERVICE PROVIDER shall guarantee that mails loaded to the airline shall be **treated/classified as mail and not as commercial cargo.**
- 6.3 SERVICE PROVIDER shall ensure that the **mails are properly secured** and free from damages, loss or pilferages once received at PHLPPost origin for air transport up to the time of its arrival/turn over to PHLPPost at destination points within the agreed schedule between PHLPPost and SERVICE PROVIDE
- 6.4 SERVICE PROVIDER shall collect, airlift, retrieve and deliver the mails to PHLPPost at destination points within the agreed schedules.
- 6.5 SERVICE PROVIDER Performance shall be evaluated quarterly by the Area Directors and Office of Exchange Department Managers.

**7.0 TERMS AND CONDITIONS:**

- 7.1 SERVICE PROVIDER shall provide detailed information on the **attached Annexes, the details in the procurement of per lot items (Option 2 of BDS with ITB clause 28.3 (a) for the requirements and technical specifications for bidding purposes).**
- 7.2 SERVICE PROVIDER shall be required to submit bid proposal of all the destinations provided in the "Deliverables".
- 7.3 **Bid per destination/origin/lane shall not exceed the estimated total price per destination/origin/lane otherwise, it shall be considered non-responsive.**
- 7.4 **Bid shall be evaluated per line. Failure to bid in all of the forty five (45) destinations/origin/lane shall be considered non-responsive.**
- 7.5 SERVICE PROVIDER shall allow PHLPPost, at least two (2) personnel of air fare/ticket for free of charge (FOC) to conduct

	<p>investigation of mail pilferages, lost and damages arises at the airport of origin/destination.</p> <p>7.6 SERVICE PROVIDER shall forward/ deliver the mails to the final destination within 24 hours upon pick-up from PHLPost.</p> <p>7.7 In case of bump off/delayed/cancellation of flight, mail dispatches should be loaded/airlifted in the next available flight.</p> <p>7.8 In case the SERVICE PROVIDER fails to airlift the mails within the agreed schedule, liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be deducted from the agreed contract rate per kilogram except in cases of embargo advises from airlines, force majeure or acts of GOD (typhoons, floods, etc.)</p> <p>7.9 SERVICE PROVIDER shall return to PHLPost within twenty-four (24) hrs., the mails not accepted by Airlines due to prohibited items containing dangerous goods, embargo, force majeure and other valid reasons, provided with reason of return.</p> <p>7.10 In case the SERVICE PROVIDER <b>fails to inform PHLPost</b> the non-accepted mails due to prohibited items within 24 hrs., <b>one-tenth of one percent (0.001) shall be deducted to the agreed contract rate per kilogram.</b></p> <p>7.11 SERVICE PROVIDER shall immediately <b>notify Network and Transport Department (NTD) and/or PHLPost Area Offices in case of Embargo, Force Majeure</b>, or any other valid reasons that may affect the timely and scheduled loading of mail dispatches.</p> <p>7.12 SERVICE PROVIDER shall <b>notify PHLPost and turn over</b> transported mails by air, <b>within the agreed schedule upon its arrival at airport of destination.</b></p> <p>7.13 SERVICE PROVIDER shall ensure that the <b>Shipment Transfer Record (STR)/AWB</b> and other supporting documents accompanying the transported mail, are properly <b>provided</b> during the turn-over of mail to PHLPost.</p> <p>7.14 SERVICE PROVIDER shall provide staging area, parking space for PHLPost during the turn-over which include granting of gate pass, permits, and/or other necessary documents needed.</p> <p>7.15 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.</p> <p>7.16 Service Providers offering the same line of business with PHLPost are not allowed to join the bidding for this project.</p>	
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7.17 If there is an opening of flights for direct exchange not included in this Terms of Reference (TOR), the Service Provider shall allow PHLPPost to utilize the said flights. The rate/s shall be computed as (average rate of three leading service provider + 10%).

**7.18 OTHER CONDITIONS:**

PHLPPost *reserves the right to:*

**A. Use other Service Provider/ Airlines/ Air Carriers/ Cargo Forwarders/ Consolidators** for domestic air conveyance without prior notice if the Service Provider concerned failed to meet the requirements of PHLPPost as stated in this TOR and/or failed/refused to perform its obligation. In this case, PHLPPost shall bill the service provider of any amount in excess of the contract price that it incurred in performing the obligation of the Service Provider without prejudice to whatever applicable liquidated damages or penalties allowed by the government procurement law.

**B. Terminate the contract** if it will be observed that the Service Provider concerned shall not meet the requirements provided in this TOR pursuant to RA 9184 and its 2016 revised IRR upon evaluation/recommendation of the Area Directors/OE Managers and other Stakeholders. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, PHLPPost may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

**8.0 SERVICE PROVIDER'S LIABILITY:**

8.1 The SERVICE PROVIDER'S liability for any damages/ loss/pilferage on mail dispatch starts from the time when mail dispatches are turned over to Service Provider's Representative for loading/ airlift and ends up when the same are received/ verified by PHLPPost at arrival destinations.

8.2 The SERVICE PROVIDER shall reimburse PHLPPost any indemnity paid by PHLPPost, 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.

8.3 The SERVICE PROVIDER shall automatically indemnify PHLPPost for any unresolved/ unanswered inquiry or complaint within 30 days from the date of receipt of inquiry/complaint.

8.4 All indemnity claim of PHLPPost against the SERVICE PROVIDER shall be deducted automatically from the billing invoice submitted by the Service Provider.

**9.0. PHLPOST SUPPORT TO SERVICE PROVIDER:**

PHLPost shall:

- 9.1 prepare documentations of all kinds of mail dispatches from Manila/CMEC to and from all destinations;
- 9.2 turn/hand over mail/bag dispatches to SERVICE PROVIDER two (2) to four (4) hours before the scheduled flight;
- 9.3 ensure that the weight of all mail dispatches tallies the weight declared in the bag labels/tags to avoid irregularities;
- 9.4 allow/authorize SERVICE PROVIDER to pull-out from Airline returned mail containing DG under Dangerous Goods Regulations (DGR);
- 9.5 allow/authorize SERVICE PROVIDER to retrieve/pull out mail dispatches in the designated cargo/warehouse facility at any given time, in case of delay/embargo for a justifiable cause;
- 9.6 provide the SERVICE PROVIDER with contact person/s coordinator for any matters pertaining to mail dispatches, collections, billings, etc.

**10.0 REPORTING REQUIREMENTS:**

Service Provider shall provide the following documents and information to duly Authorized Representative of PHLPost, after every dispatch and collection;

- 10.1 Air Way Bill (AWB)/Transfer Manifest/Shipment Transfer Records
- 10.2 Receipt/Dispatch information (ETD; ETA; Flight No., and Time of turn over to PHLPost destination area)

**11.0 PAYMENT SCHEME:**

11.1 **Payment shall be** based on actual weight stated in the Air Way Bill (AWB) and/or Transfer Manifest (TM).

11.2 **Payment term shall be within Thirty (30) working days** from the date of acceptance of complete supporting documents, as follows:

- 11.2.1 Airway Bill (AWB)
- 11.2.2 Transfer Manifest
- 11.2.3 Billing Invoice
- 11.2.4 Summary of Transactions (Accounting Format)
- 11.2.5 Others as maybe required by the Acctg. Dept./COA

12.	<p><b>APPROVED BUDGET:</b></p> <p>The Total Approved Budget for the Contract (ABC) on the conveyance of Domestic mail by Air for CY 2025 is <b>FORTY-SIX MILLION EIGHTY THOUSAND THREE HUNDRED TWENTY-FOUR PESOS &amp; 41/100 (Php 46,080,324.41).</b></p>	
13.	<p><b>DURATION OF CONTRACT:</b></p> <p>The contract duration shall be upon receipt of <b>“Notice to Proceed”</b> (NTP) until December 31, 2025</p>	

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** or downloadable forms at the GPPB website ([www.gppb.gov.ph](http://www.gppb.gov.ph))*

## Price Schedule

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

POSTAL AREA CODE	NO.	DESTINATIONS/ORIGIN CMEC To and From	AIRPORT CODE	Estimated Volume in KG	Bid Price/KG in PHP	Total Bid (in PHP)
1	1	Tuguegarao	TUG	1,800.00		
2	2	Laoag	LAO	1,800.00		
3	3	Basco	BSO	687.13		
	4	Coron	USU	3,053.22		
	5	Puerto Princesa	PPS	27,316.16		
4	6	Naga	WNP	1,800.00		
	7	Legazpi	DRP	1,800.00		
	8	San Jose, Occ. Mindoro	SJI	1,200.00		
5	9	Cebu	CEB	347,295.66		
	10	Tacloban	TAC	138,025.51		
	11	Tagbilaran	TAG	50,697.75		
6	12	Iloilo	ILO	111,788.97		
	13	Bacolod	BCD	96,906.45		
	14	Dumaguete	DGT	43,456.39		
	15	Kalibo	KLO	7,462.94		
7	16	Roxas	RXS	13,921.36		
	17	Davao	DVO	268,441.96		
	18	Gen. Santos	GES	25,647.10		
8	19	Cotabato	CBO	20,868.75		
	20	Cagayan de Oro	CGY	162,123.28		
	21	Butuan	BXU	18,603.99		
9	22	Zamboanga	ZAM	88,198.75		
	23	Dipolog	DPL	4,801.22		
	24	Ozamis	OZC	5,644.73		
	25	Pagadian	PAG	7,285.98		
<b>SUB-TOTAL</b>				<b>1,450,627.30</b>		
<b>DIRECT EXCHANGE</b>						
26	Cebu to Iloilo & v.v.		CEB/ILO	1,800.00		
27	Cebu to Bacolod & v.v.		CEB/BCD	1,200.00		
28	Cebu to Davao & v.v.		CEB/DVO	2,400.00		
29	Cebu to Cagayan de Oro & v.v.		CEB/CGY	1,200.00		
30	Cebu to Busuanga/Coron & v.v.		CEB/USU	1,200.00		
31	Cebu to Butuan & v.v.		CEB/BXU	1,200.00		
32	Cebu to Cotabato & v.v.		CEB/CBO	1,200.00		
33	Cebu to Dipolog & v.v.		CEB/DPL	1,200.00		
34	Cebu to Gen Santos & v.v.		CEB/GES	1,200.00		
35	Cebu to Kalibo & v.v.		CEB/KLO	1,200.00		

36	Cebu to Ozamis & v.v.	CEB/OZC	1,200.00		
37	Cebu to Pagadian & v.v.	CEB/PAG	1,200.00		
38	Cebu to Puerto Princesa & v.v.	CEB/PPS	1,200.00		
39	Cebu to Tacloban & v.v.	CEB/TAC	1,200.00		
40	Cebu to Zamboanga & v.v.	CEB/ZAM	1,200.00		
41	Iloilo to Davao & v.v.	ILO/DVO	1,200.00		
42	Iloilo to Gen Santos & v.v.	ILO/GES	1,200.00		
43	Iloilo to Cagayan de Oro & v.v.	ILO/CGY	1,200.00		
44	Iloilo to Puerto Princesa & v.v.	ILO/PPS	1,200.00		
45	Bacolod to Davao & v.v.	BCD/DVO	1,200.00		
	<b>SUB-TOTAL</b>		<b>25,800.00</b>		
	<b>GRAND TOTAL (VAT inclusive)</b>		<b>1,476,427.30</b>		

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

Legal Capacity: \_\_\_\_\_

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

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

