

PB 2018-12



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Agham Road, Diliman, Quezon City, 1104

SUPPLEMENTAL/ BID BULLETIN NO. 1

RE: “PUBLIC BIDDING FOR THE PROCUREMENT OF ONE (1) YEAR COURIER SERVICES REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN”

16 July 2018

AMENDMENTS TO THE BIDDING DOCUMENTS

As discussed during the Pre-Bid Conference held on 11 July 2018, the Bids and Awards Committee hereby issues the following amendments:

- All prospective bidders are hereby informed of the amendments/additions in the Bidding Documents particularly in Section VII-Ombudsman Technical Specifications, and Section VIII- Bidding Forms such as Ombudsman Bid Form No. 1 and Ombudsman Bid Form No. 2 (Financial Proposals), which may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and Ombudsman Website, as follows:

Particulars	ORIGINAL SPECIFICATION	BE AMENDED/ MODIFIED TO:	
Section VIII- Bidding Forms - Ombudsman Bid Form No. 1	Types of delivery: (a) to (d) Air (Areas are not mentioned) Local (Areas are not mentioned)	Types of delivery: <u>BY AIR (Visayas, Mindanao & some parts of Luzon)</u> <u>BY LAND (National Capital Region (NCR) and Luzon)</u>	
Section VIII- Bidding Forms - Ombudsman Bid Form No. 1	Type of package: (e) Big Boxes (3kgs up) Air (Areas are not mentioned) Local (Areas are not mentioned)	Type of package:	
		<u>BY AIR (Visayas, Mindanao & some parts of Luzon)</u>	<u>BY LAND (National Capital Region (NCR) and Luzon)</u>
		<u>First 3 kgs (Qty-173)</u> <u>In excess of 3 kgs (Maximum of 22 kgs (Qty-173))</u>	<u>First 3 kgs (Qty-166)</u> <u>In excess of 3 kgs (Maximum of 22 kgs (Qty-166))</u>

Section VIII- Bidding Forms - Ombudsman Bid Form No. 1	<p>Destination: Ombudsman-Visayas</p> <p>Category</p> <p>First 3 kilos</p> <p>Excess of 22 kgs</p>	<p><u>Other Packages-</u> Ombudsman-Visayas</p> <p>Category:</p> <p><u>First 3 kilos - 221bxs</u></p> <p><u>In excess of 3 kgs</u></p> <p><u>(Maximum of 22 kgs - 221 bxs)</u></p>
Section VIII- Bidding Forms - Ombudsman Bid Form No. 1	<p>Destination: Ombudsman-Mindanao</p> <p>Category</p> <p>First 3 kilos</p> <p>Excess of 22 kgs</p>	<p><u>Other Packages-</u> Ombudsman-Mindanao</p> <p>Category:</p> <p><u>First 3 kilos - 137 bxs</u></p> <p><u>In excess of 3 kgs</u></p> <p><u>(Maximum of 22 kgs - 137 bxs)</u></p>

2. Bidders who have already purchased the bidding documents are reminded to use the following which are attached in Supplemental/Bid Bulletin No. 1 dated 16 July 2018.

- a. **Amended Ombudsman Bid Form No. 1 (Technical Proposals); and**
- b. **Amended Ombudsman Bid Form No. 2 (Financial Proposals) and Detailed Cost Breakdown (Schedule I).**

Please be guided accordingly.

For further inquiries, you may coordinate with the Bids and Awards Committee Secretariat at Tel. No. 479-7300 local 2206.

(Sgd.) **MARIBETH T. PADIOS**
Assistant Ombudsman, PIEMS
Chairperson, Bids and Awards Committee

AMENDED OMBUDSMAN BID FORM NO. 1- TECHNICAL PROPOSAL**HON. MARIBETH T. PADIOS**

Chairperson, Bids and Awards Committee
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

M a d a m :

Herewith is our **TECHNICAL PROPOSAL** for your office requirement:

(INSTRUCTION TO BIDDER: Check the “Comply” box if bidder complies with the Ombudsman Specifications. A Technical Proposal containing **unchecked “Comply” boxes** would be automatically **rated as “FAILED”**.)

ONE (1) LOT- ONE (1) YEAR COURIER SERVICES REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN			
OMBUDSMAN SPECIFICATIONS			BIDDER'S SPECIFICATION
TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY	
(a) Small (500 grams)	BY AIR (<u>Visayas, Mindanao & some parts of Luzon</u>)	128	<input type="checkbox"/> Comply
	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	1,296	<input type="checkbox"/> Comply

TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY	
(b) Medium (1 kg)	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	13	<input type="checkbox"/> Comply

TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY	
(c) Large (1.5 kgs)	BY AIR (<u>Visayas, Mindanao & some parts of Luzon</u>)	50	<input type="checkbox"/> Comply
	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	161	<input type="checkbox"/> Comply

TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY	
(d) Pouch (2 kgs)	BY AIR (<u>Visayas, Mindanao & some parts of Luzon</u>)	157	<input type="checkbox"/> Comply
	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	90	<input type="checkbox"/> Comply

TYPE OF PACKAGE		TYPE OF DELIVERY	QUANTITY	
(e) Big boxes	First 3 kgs	BY AIR (<u>Visayas, Mindanao & some parts of Luzon</u>)	173	<input type="checkbox"/> Comply
	<u>In excess of 3 kgs (maximum of 22 kgs)</u>	BY AIR (<u>Visayas, Mindanao & some parts of Luzon</u>)	173	<input type="checkbox"/> Comply
	First 3 kilos	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	166	<input type="checkbox"/> Comply
	<u>In excess of 3 kgs (maximum of 22 kgs)</u>	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	166	<input type="checkbox"/> Comply

Ombudsman Specifications			Bidder's Specifications
Other Packages- Ombudsman-Visayas			
Category	Unit	Quantity	
First 3 kgs	Rate/3 kgs	221 boxes	<input type="checkbox"/> Comply
In excess of 3 kgs (maximum of 22 kgs)	Rate/kg	221 boxes	<input type="checkbox"/> Comply
Other Packages-Ombudsman-Mindanao			
Category		Quantity	
First 3 kgs	Rate/3 kgs	137 boxes	<input type="checkbox"/> Comply
In excess of 3 kgs (maximum of 22 kgs)	Rate/kg	137 boxes	<input type="checkbox"/> Comply

Other Requirements/Terms and Conditions:	Bidder's Specifications
a) The items to be sent by the Office of the Ombudsman must be picked up by the courier free of charge;	<input type="checkbox"/> Comply
b) Items may be in the form of documents, information materials, and the like;	<input type="checkbox"/> Comply
c) Packages to be sent may vary in size and weight;	<input type="checkbox"/> Comply
d) The coverage of the Service Provider must be nationwide;	<input type="checkbox"/> Comply
e) The delivery of the parcels/pouches/cargo boxes must be transported to the desired destination the day after the date of pickup for areas in Metro Manila, Luzon, Cebu City, Davao City, and other areas, as agreed upon by the parties;	<input type="checkbox"/> Comply
f) Payments shall be through monthly billing, and the Service Provider shall not impose a minimum amount to be charged to the monthly bill; the monthly bill must include a list of items delivered and copies of waybills.	<input type="checkbox"/> Comply
g) The Service Provider should indicate cost for return to sender of parcels/pouches/cargo boxes, provided the reasons for the return are valid, such as fortuitous events, or where addressee cannot be located, etc.	<input type="checkbox"/> Comply
h) Rates should be inclusive of Value Added Tax (VAT).	<input type="checkbox"/> Comply
i) The number of delivery attempts should conform to the terms of reference agreed upon by the parties;	<input type="checkbox"/> Comply
j) The Service Provider should provide appropriate sealed	<input type="checkbox"/> Comply

packaging that will ensure integrity and safety of the items to be delivered and that will prevent pilferage, damage or loss of items to be delivered; the packaging cost should form part of delivery charges.	
k) The end-user will weigh each item to be delivered by the service provider as a means of checking correction of the waybill;	<input type="checkbox"/> Comply
l) The service provider shall provide the waybill which should contain as far as practicable the weight of the item delivered, delivery cost, date of delivery, and proof of receipt to the addressee.	<input type="checkbox"/> Comply
Delivery period: Required within one (1) year which shall commence upon receipt of the Notice to proceed.	<input type="checkbox"/> Comply
Other terms and conditions:	
1. The Supplier must have been in business for at least five (5) years and must be accredited as Courier Service Provider.	<input type="checkbox"/> Comply
2. Monday to Friday, office hours nationwide technical support and services.	<input type="checkbox"/> Comply
3. With official website and must be capable of receiving request or queries on the support/services provided by phone and/or official corporate email account.	<input type="checkbox"/> Comply
4. Compliance with the terms and conditions incorporated in the Contract Agreement.	<input type="checkbox"/> Comply

Very truly yours,

Signature over printed name

Position

Company

Telephone Nos.

Date

AMENDED OMBUDSMAN BID FORM NO. 2
(Financial Proposals with Undertaking)

Date : _____
Invitation to Bid No.: PB-2018-12

HONORABLE CONCHITA CARPIO MORALES

Ombudsman
Office of the Ombudsman
Agham Road, North Triangle
Diliman, Quezon City

Attention: **HON. MARIBETH T. PADIOS**
The Chairperson
Bids and Awards Committee

Dear Madame:

Having examined the Bidding Documents including Supplemental Bid Bulletin No. _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to bid for the “**One (1) Year Courier Services Requirement of the Office of the Ombudsman**”, in conformity with the said Bidding Documents for the sum of _____ (_____) [*total Bid amount in words and figures*], with attached **detailed cost breakdown (Schedule I)**:

Quantity/Unit	Item Description	Total Price (Should be 12% VAT Inclusive)
One (1) Lot	One Year Courier Services	₱

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause **5Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, _____

_____.

*[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the **PB 2018:12: Public Bidding of One (1) Year Courier Services Requirement of the Office of the Ombudsman.***

*[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for the the **PB 2018:12: Public Bidding of One (1) Year Courier Services Requirement of the Office of the Ombudsman.***

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.

Dated this _____ day of _____ 20_____.

[Signature over printed name]

[position]

Duly authorized to sign Bid for and on behalf of:

[company name, address and tel. nos.]

SCHEDULE I

DETAILED COST BREAKDOWN

ONE (1) LOT- ONE (1) YEAR COURIER SERVICES REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN				
OMBUDSMAN SPECIFICATIONS				
TYPE OF PACKAGE	TYPE OF DELIVERY	QTY	RATE	TOTAL PRICE (Should be 12% VAT Inclusive) Computation: (Qty X Rate)
(a) Small (500 grams)	<u>BY AIR (Visayas, Mindanao & some parts of Luzon)</u>	128	_____/package	
	<u>BY LAND (National Capital Region (NCR) and Luzon)</u>	1,296	_____/package	
(b) Medium (1 kg)	<u>BY LAND (National Capital Region (NCR) and Luzon)</u>	13	_____/package	
(c) Large (1.5 kgs)	<u>BY AIR (Visayas, Mindanao & some parts of Luzon)</u>	50	_____/package	
	<u>BY LAND (National Capital Region (NCR) and Luzon)</u>	161	_____/package	
(d) Pouch (2 kgs)	<u>BY AIR (Visayas, Mindanao & some parts of Luzon)</u>	157	_____/pouch	
	<u>BY LAND (National Capital Region (NCR) and Luzon)</u>	90	_____/pouch	

Sub-total A..... P_____

TYPE OF PACKAGE		NO. OF KGS / UNIT	TYPE OF DELIVERY	QTY	RATE	TOTAL PRICE (Should be 12% VAT Inclusive) Computation: (a) x (b) x (c)
		(a)		(b)	(c)	
(e) Big Box	First 3 kgs	1 unit	BY AIR (<u>Visayas & Mindanao and some parts of Luzon</u>)	173	_____/unit	
	In excess of 3 kgs (maximum of 22 kgs)	19 kgs	BY AIR (<u>Visayas & Mindanao and some parts of Luzon</u>)	173	_____/kg	
	First 3 kgs	1 unit	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	166	_____/unit	
	In excess of 3 kgs (maximum of 22 kgs)	19 kgs	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	166	_____/kg	

Sub-total B.....P_____

OTHER PACKAGES- OMBUDSMAN-VISAYAS				
CATEGORY	NO. OF KGS/UNIT	QUANTITY	RATE	TOTAL PRICE (Should be 12% VAT Inclusive) Computation: (a) x (b) x (c)
	(a)	(b)	(c)	
First 3 kgs	1 unit	221 boxes	_____/unit	
<u>In excess of 3 kgs (Maximum of 22 kgs)</u>	19 kgs	221 boxes	_____/kg	

*(1 unit=3kgs)

Sub-total C..... P_____

OTHER PACKAGES - OMBUDSMAN-MINDANAO				
CATEGORY	NO. OF KGS/UNIT	QUANTITY	RATE	TOTAL PRICE (Should be 12% VAT Inclusive)
	(a)	(b)	(c)	Computation: (a) x (b) x (c)
First 3 kgs	1 unit	137 boxes	_____/unit	
<u>In excess of 3 kgs</u> <u>(Maximum of 22 kgs)</u>	19 kgs	137 boxes	_____/kg	

*(1 unit=3kgs)

Sub-total D..... P_____

TOTAL BID PRICE:

Sub-total AP_____

Sub-total B..... _____

Sub-total C..... _____

Sub-total D..... _____

Grand Total..... P_____

SECTION VII – TECHNICAL SPECIFICATIONS (AS AMENDED)

OMBUDSMAN SPECIFICATIONS		
TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY
(a) Small (500 grams)	BY AIR (<u>Visayas, Mindanao & some parts of Luzon</u>)	128
	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	1,296

TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY
(b) Medium (1 kg)	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	13

TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY
(c) Large (1.5 kgs)	BY AIR (<u>Visayas, Mindanao & some parts of Luzon</u>)	50
	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	161

TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY
(d) Pouch (2 kgs)	BY AIR (<u>Visayas, Mindanao & some parts of Luzon</u>)	157
	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	90

TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY	
(e) Big boxes	First 3 kgs	BY AIR (<u>Visayas, Mindanao & some parts of Luzon</u>)	173
	<u>In excess of 3 kgs (maximum of 22 kgs)</u>	BY AIR (<u>Visayas, Mindanao & some parts of Luzon</u>)	173
	First 3 kilos	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	166
	<u>In excess of 3 kgs (maximum of 22 kgs)</u>	BY LAND (<u>National Capital Region (NCR) and Luzon</u>)	166

Ombudsman Specifications		
Other Packages: Ombudsman-Visayas		
Category	Unit	Quantity
First 3 kgs	Rate/3 kgs	221 boxes
In excess of 3 kgs (maximum of 22 kgs)	Rate/kg	221 boxes
Other Packages: Ombudsman-Mindanao		
Category		Quantity
First 3 kgs	Rate/3 kgs	137 boxes
In excess of 3 kgs (maximum of 22 kgs)	Rate/kg	137 boxes

Other Requirements/Terms and Conditions:
a) The items to be sent by the Office of the Ombudsman must be picked up by the courier free of charge;
b) Items may be in the form of documents, information materials, and the like;
c) Packages to be sent may vary in size and weight;
d) The coverage of the Service Provider must be nationwide;
e) The delivery of the parcels/pouches/cargo boxes must be transported to the desired destination the day after the date of pickup for areas in Metro Manila, Luzon, Cebu City, Davao City, and other areas, as agreed upon by the parties;
f) Payments shall be through monthly billing, and the Service Provider shall not impose a minimum amount to be charged to the monthly bill; the monthly bill must include a list of items delivered and copies of waybills.
g) The Service Provider should indicate cost for return to sender of parcels/pouches/cargo boxes, provided the reasons for the return are valid, such as fortuitous events, or where addressee cannot be located, etc.
h) Rates should be inclusive of Value Added Tax (VAT).
i) The number of delivery attempts should conform to the terms of reference agreed upon by the parties;
j) The Service Provider should provide appropriate sealed packaging that will ensure integrity and safety of the items to be delivered and that will prevent pilferage, damage or loss of items to be delivered; the packaging cost should form part of delivery charges.
k) The end-user will weigh each item to be delivered by the service provider as a means of checking correction of the waybill;
l) The service provider shall provide the waybill which should contain as far as practicable the weight of the item delivered, delivery cost, date of delivery, and proof of receipt to the addressee.
Delivery period: Required within one (1) year which shall commence upon receipt of the Notice to proceed.
Other terms and conditions:
1. The Supplier must have been in business for at least five (5) years and must be accredited as Courier Service Provider.
2. Monday to Friday, office hours nationwide technical support and services.
3. With official website and must be capable of receiving request or queries on the support/services provided by phone and/or official corporate email account.
4. Compliance with the terms and conditions incorporated in the Contract Agreement.