



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
(PB 2019-09)

“AMENDMENTS IN THE BIDDING DOCUMENTS”
20 August 2019

1. All prospective bidders are hereby informed of the amendments in the Bidding Documents particularly in the Section VII-Technical Specifications, Section VIII- Ombudsman Bid Form No. 1 (Technical Proposal) and Ombudsman Bid Form No. 2 (Financial Proposal), which are highlighted and underscored as follows:

Particulars	Original Specifications	Be Amended/Modified to
a. Ombudsman Bid Form No. 1 (Technical Proposal) and Section VII. Technical Specifications	BY AIR (Visayas, Mindanao & some parts of Luzon)	BY AIR (<u>Visayas, Mindanao & other parts of Luzon</u>)
	BY LAND (National Capital Region (NCR) and Luzon)	BY LAND (<u>National Capital Region (NCR) and other parts of Luzon</u>)
	BY AIR (Visayas, Mindanao & some parts of Luzon)	BY AIR (<u>Visayas, Mindanao & other parts of Luzon</u>)
	BY LAND (National Capital Region (NCR) and Luzon)	BY LAND (<u>National Capital Region (NCR) and other parts of Luzon</u>)
Other Requirements/Terms & Conditions	a) The items to be sent by the Office of the Ombudsman must be picked up by the courier free of charge;	a) <u>The items to be sent by the Office of the Ombudsman must be picked up by the Service Provider daily or as the need arises as agreed upon by the parties at the Ombudsman Main Office, located at the Agham Road, Diliman, Quezon City. The cost of pick-up is free of charge;</u>
	b) Items may be in the form of documents, information materials, and the like;	b) <u>The items to be delivered by the Service Provider to the addressee may be in the form of documents, information materials, and the like;</u>
	c) Packages to be sent may vary in size and weight;	c) <u>Packages to be sent may vary in size and weight. Type of packages include: a) small (up to 500 grams), b) medium (up to 1 kg.), c) large (up</u>

		<u>to 1.5 kgs.), d) pouch (up to two (2) kgs.), and/or e) Big boxes (Balikbayan Box Size - up to 22 kgs.);</u>
	d) The coverage of the Service Provider must be nationwide;	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;	e) The delivery of packages (parcels (small, medium, large)/pouches/big boxes) <u>by the Service Provider</u> must be transported to the desired destination the day after the date of pickup for areas in the National Capital Region, Luzon, Cebu City, Davao City, and other areas in the Visayas and Mindanao or as agreed upon by the parties in case of far flung or critical areas;
	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.	f) Payment 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 the 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.	g) The Service Provider should indicate cost of return to sender of packages (parcels (small, medium, large)/pouches/big boxes), provided the reasons for the return are valid, such as fortuitous event or acts of God;
	h) Rates should be inclusive of Value Added Tax (VAT).	h) Rates should be inclusive of the Value Added Tax;
	i) The number of delivery attempts should conform to the terms of reference agreed upon by the parties;	i) The number of delivery attempts should conform to the terms of reference agreed upon by the parties [at least three (3) attempts];
	j) The Service Provider should provide appropriate sealed	j) The Service Provider should provide appropriate sealed packaging that will ensure integrity and safety of the

	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.	items to be delivered and that will prevent pilferage, damage, or loss of items to be delivered. Note that the packaging cost should form part of the 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;	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.	l) The Service Provider shall provide the waybill which should contain as far as practicable the <u>type of package delivered</u>, weight of the item delivered, delivery cost, date of delivery, and proof of receipt of the addressee;		
b. Ombudsman Bid Form No. 2 (Financial Proposal) and Section VII. Technical Specifications	Type of Delivery	With additional <u>no. of kilograms/type of delivery</u>		
	First 3 Kilograms	(e) Big Boxes	<u>By Air (Destination: parts of Luzon)</u>	<u>1 unit</u>
	In excess of 3 kilograms		<u>BY AIR (Destination: parts of Luzon)</u>	<u>19 kilograms</u>
	First 3 Kilograms	Balikbayan Box Size (Maximum of 22 kilograms)	<u>By Air (Destination: Visayas)</u>	<u>1 unit</u>
	In excess of 3 kilograms		<u>By Air (Destination: Visayas)</u>	<u>19 kilograms</u>
	First 3 Kgs		<u>BY AIR (Destination: Mindanao)</u>	<u>1 unit</u>

	In excess of 3 kgs		<u>BY AIR</u> <u>(Destination: Mindanao)</u>	<u>19 kilograms</u>
	First 3 Kgs		<u>BY LAND</u> <u>(National Capital Region (NCR) and other parts of Luzon)</u>	<u>1 unit</u>
	In excess of 3 kgs		<u>BY LAND</u> <u>(National Capital Region (NCR) and other parts of Luzon)</u>	<u>19 kilograms</u>

2. Bidders who have already purchased the bidding documents are reminded to use the **Amended Ombudsman Bid Form No. 1 (Technical Proposal); Amended Ombudsman Bid Form No. 2 (Financial Proposal) and Amended Schedule I-Detailed Cost Breakdown**, which are attached in this Supplemental/Bid Bulletin and may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and Ombudsman Website.
3. 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

MTP/jsv

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 SPECIFICATIONS
TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY	
(a) Small (Maximum of 500 grams)	<u>BY AIR (Visayas, Mindanao & some parts of Luzon)</u>	446	<input type="checkbox"/> Comply
	<u>BY LAND (National Capital Region (NCR) and other parts of Luzon)</u>	1,735	<input type="checkbox"/> Comply
(b) Medium (Maximum of 1 kg)	<u>BY AIR (Visayas, Mindanao & other parts of Luzon)</u>	10	<input type="checkbox"/> Comply
	<u>BY LAND (National Capital Region (NCR) and other parts of Luzon)</u>	21	<input type="checkbox"/> Comply
(c) Large (Maximum of 1.5 kgs)	<u>BY AIR (Visayas, Mindanao & other parts of Luzon)</u>	60	<input type="checkbox"/> Comply
	<u>BY LAND (National Capital Region (NCR) and other parts of Luzon)</u>	193	<input type="checkbox"/> Comply
(d) Pouch (Maximum of 2 kgs)	<u>BY AIR (Visayas, Mindanao & other parts of Luzon)</u>	188	<input type="checkbox"/> Comply
	<u>BY LAND (National Capital Region (NCR) and other parts of Luzon)</u>	108	<input type="checkbox"/> Comply

Ombudsman Specifications					Bidder's Specifications
TYPE OF PACKAGE		Number of KGS. or UNIT	TYPE OF DELIVERY	QUANTITY	
(e) Big Boxes Balikbayan Box Size (Maximum of 22 kilograms)	First 3 Kilograms (1 unit)	<u>1 unit</u>	By Air (Destination: parts of Luzon)	5	<input type="checkbox"/> Comply
	In excess of 3 kilograms	<u>19 kilograms</u>	BY AIR (Destination: parts of Luzon)	5	<input type="checkbox"/> Comply
	First 3 Kilograms (1 unit)	<u>1 unit</u>	By Air (Destination: Visayas)	106	<input type="checkbox"/> Comply
	In excess of 3 kilograms	<u>19 kilograms</u>	By Air (Destination: Visayas)	106	<input type="checkbox"/> Comply
	First 3 Kgs	<u>1 unit</u>	BY AIR (Destination: Mindanao)	106	<input type="checkbox"/> Comply
	In excess of 3 kgs	<u>19 kilograms</u>	BY AIR (Destination: Mindanao)	106	<input type="checkbox"/> Comply
	First 3 Kgs	<u>1 unit</u>	BY LAND (National Capital Region (NCR) and other parts of Luzon)	56	<input type="checkbox"/> Comply
	In excess of 3 kgs	<u>19 kilograms</u>	BY LAND (National Capital Region (NCR) and other parts of Luzon)	56	<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 Service Provider daily or as the need arises as agreed upon by the parties at the Ombudsman Main Office, located at the Agham Road, Diliman, Quezon City. The cost of pick-up is free of charge;	<input type="checkbox"/> Comply
b) The items to be delivered by the Service Provider to the addressee 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. Type of packages include: a) small (up to 500 grams), b) medium (up to 1 kg.), c) large (up to 1.5 kgs.), d) pouch (up to two (2) kgs.), and/or e) Big boxes (Balikbayan Box Size - up to 22 kgs.);	<input type="checkbox"/> Comply

d) The coverage of the Service Provider must be nationwide;	<input type="checkbox"/> Comply
e) The delivery of packages (parcels (small, medium, large)/pouches/big boxes) by the Service Provider must be transported to the desired destination the day after the date of pickup for areas in the National Capital Region, Luzon, Cebu City, Davao City, and other areas in the Visayas and Mindanao or as agreed upon by the parties in case of far flung or critical areas;	<input type="checkbox"/> Comply
f) Payment 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 the waybills;	<input type="checkbox"/> Comply
g) The Service Provider should indicate cost of return to sender of packages (parcels (small, medium, large)/pouches/big boxes), provided the reasons for the return are valid, such as fortuitous event or acts of God;	<input type="checkbox"/> Comply
h) Rates should be inclusive of the Value Added Tax;	<input type="checkbox"/> Comply
i) The number of delivery attempts should conform to the terms of reference agreed upon by the parties [at least three (3) attempts];	<input type="checkbox"/> Comply
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. Note that the packaging cost should form part of the delivery charges;	<input type="checkbox"/> Comply
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 type of package delivered, weight of the item delivered, delivery cost, date of delivery, and proof of receipt of the addressee;	<input type="checkbox"/> Comply
m) Delivery Period: Required within one (1) year which shall commence upon receipt of the Notice to Proceed.	<input type="checkbox"/> Comply
Other Conditions:	
1. The Service Provider must have been in the 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-2019-09

HONORABLE SAMUEL R. MARTIRES
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. 1 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 **Amended Schedule 1-Detailed Cost Breakdown:**

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

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 5 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 2019-09: Public Bidding for the Procurement 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 2019-09: Public Bidding for the Procurement 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 amended detailed cost breakdown, 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.]

AMENDED SCHEDULE 1
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	QUANTITY	RATE PER PACKAGE	TOTAL PRICE (Should be 12% VAT Inclusive) Computation: (Quantity x Rate)
Column A	Column B	Column C	Column D	Column E = Column C x Column D
(a) SMALL (maximum of 500 grams)	BY AIR (Visayas, Mindanao, & other parts of Luzon)	446	Rate =	
	BY LAND (National Capital Region & other parts of Luzon)	1735	Rate =	
(b) MEDIUM (maximum of 1 kgs)	BY AIR (Visayas, Mindanao, & other parts of Luzon)	10	Rate =	
	BY LAND (National Capital Region & other parts of Luzon)	21	Rate =	
(c) LARGE (maximum of 1.5 kgs)	BY AIR (Visayas, Mindanao, & other parts of Luzon)	60	Rate =	
	BY LAND (National Capital Region & other parts of Luzon)	193	Rate =	
(d) POUCH (maximum of 2 kgs)	BY AIR (Visayas, Mindanao, & other parts of Luzon)	188	Rate =	
	BY LAND (National Capital Region & other parts of Luzon)	108	Rate =	
Sub-Total A.....PhP				

TYPE OF PACKAGE		NUMBER OF KGS. or UNIT	TYPE OF DELIVERY	QUANTITY	RATE	TOTAL PRICE (Should be 12% VAT Inclusive) Computation: (No. of kgs. or Unit X Quantity X Rate)
Column A		Column B	Column C	Column D	Column E	Column F = Column B x Column D x Column E
(e) BIG BOXES Balikbayan Box Size (maximum of 22 kilograms)	First 3 kilograms (1 unit)	1 unit	BY AIR (Destination: parts of Luzon)	5	Rate per Unit =	
	In excess of 3 kilograms	19 kilograms	BY AIR (Destination: parts of Luzon)	5	Rate per Kilogram =	
	First 3 kilograms (1 unit)	1 unit	BY AIR (Destination: Visayas)	106	Rate per Unit =	
	In excess of 3 kilograms	19 kilograms	BY AIR (Destination: Visayas)	106	Rate per Kilogram =	
	First 3 kilograms (1 unit)	1 unit	BY AIR (Destination: Mindanao)	106	Rate per Unit =	
	In excess of 3 kilograms	19 kilograms	BY AIR (Destination: Mindanao)	106	Rate per Kilogram =	
	First 3 kilograms (1 unit)	1 unit	BY LAND (National Capital Region & other parts of Luzon)	56	Rate per Unit =	
In excess of 3 kilograms	19 kilograms	BY LAND (National Capital Region & other parts of Luzon)	56	Rate per Kilogram =		
Sub-Total B.....PhP						

SUMMARY:

Sub-Total A	
Sub-Total B	
TOTAL BID PRICE = SUB-Total A plus Sub-total B	

Section VII. Technical Specifications (As amended)

ONE (1) LOT- ONE (1) YEAR COURIER SERVICES REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN		
OMBUDSMAN SPECIFICATIONS		
TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY
(a) Small (Maximum of 500 grams)	BY AIR (<u>Visayas, Mindanao & other parts of Luzon</u>)	446
	BY LAND (<u>National Capital Region (NCR) and other parts of Luzon</u>)	1,735
	TOTAL	2,181

TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY
(b) Medium (Maximum of 1 kg)	BY AIR (<u>Visayas, Mindanao & other parts of Luzon</u>)	10
	BY LAND (<u>National Capital Region (NCR) and other parts of Luzon</u>)	21
	TOTAL	31

TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY
(c) Large (Maximum of 1.5 kgs)	BY AIR (<u>Visayas, Mindanao & other parts of Luzon</u>)	60
	BY LAND (<u>National Capital Region (NCR) and other parts of Luzon</u>)	193
	TOTAL	253

TYPE OF PACKAGE	TYPE OF DELIVERY	QUANTITY
(d) Pouch (Maximum of 2 kgs)	BY AIR (<u>Visayas, Mindanao & other parts of Luzon</u>)	188
	BY LAND (<u>National Capital Region (NCR) and other parts of Luzon</u>)	108
	TOTAL	296

TYPE OF PACKAGE		Number of KGS. or UNIT	TYPE OF DELIVERY	QUANTITY
(e) Big Boxes <u>Balikbayan</u> <u>Box Size</u> (Maximum of 22 kilograms)	First 3 Kilograms (1 unit)	1 unit	By Air (Destination: parts of Luzon)	5
	In excess of 3 kilograms	19 kilograms	BY AIR (<u>Destination: parts of Luzon</u>)	5
	First 3 Kilograms (1 unit)	1 unit	By Air (Destination: Visayas)	106

	In excess of 3 kilograms	19 kilograms	By Air (Destination: Visayas)	106
	First 3 Kgs	1 unit	BY AIR (Destination: Mindanao)	106
	In excess of 3 kgs	19 kilograms	BY AIR (Destination: Mindanao)	106
	First 3 Kgs	1 unit	BY LAND (National Capital Region (NCR) and other parts of Luzon)	56
	In excess of 3 kgs	19 kilograms	BY LAND (National Capital Region (NCR) and other parts of Luzon)	56

Other Requirements/Terms and Conditions
a) The items to be sent by the Office of the Ombudsman must be picked up by the Service Provider daily or as the need arises as agreed upon by the parties at the Ombudsman Main Office, located at the Agham Road, Diliman, Quezon City. The cost of pick-up is free of charge;
b) The items to be delivered by the Service Provider to the addressee may be in the form of documents, information materials, and the like;
c) Packages to be sent may vary in size and weight. Type of packages include: a) small (up to 500 grams), b) medium (up to 1 kg.), c) large (up to 1.5 kgs.), d) pouch (up to two (2) kgs.), and/or e) Big boxes (Balikbayan Box Size - up to 22 kgs.);
d) The coverage of the Service Provider must be nationwide;
e) The delivery of packages (parcels (small, medium, large)/pouches/big boxes) by the Service Provider must be transported to the desired destination the day after the date of pickup for areas in the National Capital Region, Luzon, Cebu City, Davao City, and other areas in the Visayas and Mindanao or as agreed upon by the parties in case of far flung or critical areas;
f) Payment 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 the waybills;
g) The Service Provider should indicate cost of return to sender of packages (parcels (small, medium, large)/pouches/big boxes), provided the reasons for the return are valid, such as fortuitous event or acts of God;
h) Rates should be inclusive of the Value Added Tax;
i) The number of delivery attempts should conform to the terms of reference agreed upon by the parties [at least three (3) attempts];
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. Note that the packaging cost should form part of the 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 type of package delivered, weight of the item delivered, delivery cost, date of delivery, and proof of receipt of the addressee;
m) Delivery Period: Required within one (1) year which shall commence upon receipt of the Notice to Proceed.
Other Conditions:
5. 1.The Service Provider must have been in the business for at least five (5) years and must be accredited as Courier Service Provider.
6. 2.Monday to Friday, office hours nationwide technical support and services.
7. 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.
8. 4.Compliance with the terms and conditions incorporated in the Contract Agreement