

PB 2021-2-07



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

**SUPPLEMENTAL/ BID BULLETIN NO. 1
RE: “RE-BIDDING OF ONE (1) YEAR COURIER SERVICES REQUIREMENT OF
THE OFFICE OF THE OMBUDSMAN”
06 September 2021**

AMENDMENTS TO THE BIDDING DOCUMENTS

1. The Bids and Awards Committee-Main hereby issues amendments/modifications to the Bidding Documents particularly in **page 26: Section V. Special Conditions of the Contract – Incidental Services; page 35: Section VII. Ombudsman Bid Form No. 1– Technical Specification with Bidder’s Statement of Compliance (Other Requirements / Terms and Conditions); and, pages 38 and 39: Schedule I (Detailed Cost Breakdown / Schedule of Prices)** and all prospective bidders are informed of these amendments/modifications, as follows:

Particulars	ORIGINAL SPECIFICATION	BE AMENDED/ MODIFIED TO:		
Page 26: Section V. Special Conditions of the Contract – Incidental Services;	“Blank”	“r) The Service Provider shall officially transmit to the Office of the Ombudsman the duly accomplished RETURN CARDS (for successful deliveries), and the duly accomplished RETURN CARDS and documents (for unsuccessful deliveries). The Office of the Ombudsman shall prepare a Return CARD Template.” <i>(template of the Return Card follows)</i>		
Page 35: Section VII. Ombudsman Bid Form Bid Form No. 1– Technical Specification with Bidder’s Statement of Compliance (Other Requirements / Terms and Conditions)	“Blank”	<table border="1"> <tr> <td>“r) The Service Provider shall officially transmit to the Office of the Ombudsman the duly accomplished RETURN CARDS (for successful deliveries), and the duly accomplished RETURN CARDS and documents (for unsuccessful deliveries). The Office of the Ombudsman shall prepare a Return CARD Template.”</td> <td><input type="checkbox"/> Comply</td> </tr> </table>	“r) The Service Provider shall officially transmit to the Office of the Ombudsman the duly accomplished RETURN CARDS (for successful deliveries), and the duly accomplished RETURN CARDS and documents (for unsuccessful deliveries). The Office of the Ombudsman shall prepare a Return CARD Template.”	<input type="checkbox"/> Comply
“r) The Service Provider shall officially transmit to the Office of the Ombudsman the duly accomplished RETURN CARDS (for successful deliveries), and the duly accomplished RETURN CARDS and documents (for unsuccessful deliveries). The Office of the Ombudsman shall prepare a Return CARD Template.”	<input type="checkbox"/> Comply			

<p>pages 38 and 39: Schedule I (Detailed Cost Breakdown / Schedule of Prices)</p>	<p>For Small, Medium, Large and Pouch parcels</p> <p>Column G Formula = Column E x Column F</p> <p>For Cargo Boxes</p> <p>Column G Formula = Column E x Column F</p>	<p>For Small, Medium, Large and Pouch parcels</p> <p>Column G (<u>Formula for Rows 1 to 20</u>) = Column E x Column F</p> <p>For Cargo Boxes</p> <p>Column G (<u>Formula for Rows 21 to 30</u>) = <u>Column D</u> x Column E x Column F</p>
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2. Bidders are reminded to use **Amended Ombudsman Bid Form No. 1– Technical Specification with Bidder’s Statement of Compliance** and **Amended Schedule I (Detailed Cost Breakdown / Schedule of Prices)** and refer to the **Amended Special Conditions of the Contract** which are attached in this Supplemental/Bid Bulletin.

3. For further inquiries, you may coordinate with the Bids and Awards Committee Secretariat-Main at email addresses **ombbacsecmain@gmail.com** and/or **bac@ombudsman.gov.ph**.

Please be guided accordingly.


ADORACION A. AGBADA

Acting Assistant Ombudsman, OMB-Luzon
 Chairperson, Bids and Awards Committee-Main



Amended Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered [Quezon City, (Office of the Ombudsman, Agham Road, Diliman, Quezon City)]. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered to Quezon City (Office of the Ombudsman, Agham Road, Diliman, Quezon City). Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery Period: Required within one (1) year which shall commence upon receipt of the Notice to Proceed.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI, Schedule of Requirements.</p> <p>The details of shipping and/or other documents to be furnished by the Suppliers are as follows:</p> <p>Upon delivery of the Goods to the Project Sites, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:</p> <p style="padding-left: 40px;"><i>“The service provider shall provide a monthly billing statement. The billing statement shall primarily show the following: tracking number, pick-up date, weight, date and time of receipt of documents/cargoes by addressee/authorized receiver, description of the parcel, destination (name of city/municipality), area (whether NCR, Luzon, Visayas, Mindanao), and amount.”</i></p> <p><u>In case the total actual amount of courier services within the contract year is less than the amount agreed in the contract, the Office of the Ombudsman shall not be bound to pay the total contract amount.</u></p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Ms. Caroline De Leon, OIC, Chief, Central Records Division (CRD), Office of the Ombudsman, Agham Road, Quezon City.</i></p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>Incidental Services –</p>

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- a) The service provider accepts to transport, ship or deliver the OMB's documents and cargoes to any designated destination nationwide;
- b) The service provider shall pick up the documents and/or cargoes from the Office of the Ombudsman (OMB) – Main Office in Quezon City free of charge. Documents and/or cargoes to be sent may vary in size and weight. The items to be delivered may be in the form of documents which include, but not limited to, resolutions, instructions, communications, subpoenas, information materials, and the like;
- c) The service provider shall pick up the documents and/or cargoes during office hours (8:00A.M. to 5:00P.M.), Mondays to Fridays, or on a per call basis in case of urgent deliveries;
- d) The service provider shall transport, ship or deliver the documents and/or cargoes to the desired destination within the prescribed period counted from the day after the date of pick up.
 - d.1. National Capital Region: up to 3 working days
 - d.2. key cities (including Cebu City and Davao City): up to 5 working days
 - d.3. municipalities: up to 7 working days
 - d.4. remote/far-flung island barangay/critical areas: up to 10 working days or as agreed upon by the parties;
- e) The service provider shall be responsible to 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;
- f) The service provider must have efficient means of updating the OMB such as valid and active e-mail account, and a website where the OMB's representative could conveniently and accurately monitor the movements of documents and cargoes. The service provider shall immediately update its tracking/monitoring system once the documents and/or cargoes have been delivered;
- g) The service provider shall provide an internet-based tracking and/or monitoring system to regularly and frequently update the OMB of the status of delivery from point to point.
- h) The service provider shall conform to three (3) delivery attempts as agreed upon by the parties. The service provider must deliver the documents/cargoes to its addressee/duly authorized representative, unless prevented by force majeure or fortuitous event, or delays in flight for areas that require air travel. In which case, the service provider must notify, in writing or preferably through electronic mail at crd@ombudsman.gov.ph, immediately of its inability to deliver the documents/cargoes;
- i) The service provider shall indicate the 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 after several attempts, etc.;
- j) The service provider shall be liable for damages in case of late deliveries

equivalent to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations, without prejudice to any action or remedy that may be undertaken by the OMB in case of breach of contract. A delivery by the service provider shall be considered late when the documents and/or cargoes are not received by the addressee within the required period of delivery as stated in the Bidding Documents or contract. The service provider shall not be responsible for any failure to comply with, or for any delay in the performance of, its responsibility where the failure or delay was due to cause/causes beyond the service provider's reasonable control, including but not limited to, acts of God or known public enemy, war, riot, embargo, fire, explosion, sabotage, flood, accident and any other similar or analogous causes.

- k) The service provider shall use the rates of the parcels (e.g., small, medium, large, pouch, cargo, whether by sea, by land, or by air) as stated by the bidder in its financial proposal;
- l) The service provider shall provide the waybill which should contain the tracking number, weight of the item delivered, type of parcel delivered, delivery cost, date and time the document/cargo was picked up, date and time received, and name and signature of the addressee/authorized receiver;
- m) The service provider shall provide a monthly billing statement. The billing statement shall primarily show the following: tracking number, pick-up date, weight, date and time of receipt of documents/cargoes by addressee/authorized receiver, description of the parcel, destination (name of city/municipality), area (whether NCR, Luzon, Visayas, Mindanao), and amount;
- n) The service provider must strictly follow the documentation requirements;
- o) The service provider shall not impose a minimum amount to be charged monthly. The monthly bill must include a list of items delivered and copies of waybills. The approved budget for the contract (ABC) is merely an estimate for budget purposes and does not entitle the winning bidder to claim the entire amount it proposed during the bidding. Payments to the winning bidder shall be based on the actual/exact total weight of delivered document/s and/or cargoes up to two decimal points, or the approved minimum weight, whichever is applicable, as indicated in the waybill, to be multiplied by the all-in rate/s offered by such bidder during the submission of bids. The rates shall include the freight, value-added and documentary stamp taxes, valuation, insurance, handling fee, fuel, waybill issuance fees, and all other charges pertinent to the transport/shipment/delivery of documents/cargoes;
- p) The service provider must have the Authority to Operate Private Express and/or Messengerial Delivery Service or Courier Service Providers issued by the proper government agency;
- q) The service provider shall prevent any unauthorized person in gaining access to OMB mail matters. The Service Provider and its employees assigned to the Office of the Ombudsman shall not, during the existence of its services or anytime thereafter, disclose to any person or entity any information concerning the affairs of the Office of the Ombudsman which the agency may have acquired by reason of its services.
- r) The Service Provider shall officially transmit to the Office of the Ombudsman the duly accomplished RETURN CARDS (for successful**

deliveries), and the duly accomplished RETURN CARDS and documents (for unsuccessful deliveries). The Office of the Ombudsman shall prepare a Return CARD Template.

RETURN CARD			
RETURN CARD (<u>successful delivery</u>) / RETURN CARD and document (<u>unsuccessful delivery</u>) must be officially transmitted to SENDER.			
THIS PORTION IS TO BE FILLED OUT BY THE SENDER			
Complete Name of Consignee:			
Address of consignee:			
Contact Number of Consignee: <i>(If applicable)</i>			
Waybill Number		Date of Pick up:	
SUCCESSFUL DELIVERY			
If the parcel is successfully delivered, have the CONSIGNEE/AUTHORIZED REPRESENTATIVE print his/her name in the space provided.			
Printed Name and Signature of Consignee/Authorized Representative:		Time and Date Received:	
UNSUCCESSFUL DELIVERY			
INSTRUCTION TO THE DELIVERY MAN: Write your name, date of attempt of delivery, and the reason for the unsuccessful delivery.			
			Put Code in the box
Date of 1st Delivery Attempt:		Reason for 1st Unsuccessful Delivery	
Name and Signature of Delivery Man:		Please specify reason:	
Date of 2nd Delivery Attempt:		Reason for 2nd Unsuccessful Delivery	
Name and Signature of Delivery Man:		Please specify reason:	
Date of 3rd Delivery Attempt:		Reason for 3rd Unsuccessful Delivery	
Name and Signature of Delivery Man:		Please specify reason:	
Codes for Reason for Unsuccessful Delivery 1 Consignee moved out with no forwarding address 3 Insufficient address specified 5 Others, please specify in the box provided 2 Address specified cannot be located/unknown 4 House demolished			

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 –
xxx

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.

	<p>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.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>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>
	<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>Transportation –</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>Intellectual Property Rights –</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.
2.2	The service provider shall not impose a minimum amount to be charged monthly. The monthly bill must include a list of items delivered and copies of waybills. The approved budget for the contract (ABC) is merely an estimate for budget purposes and does not entitle the winning bidder to claim the entire amount it proposed during the bidding. Payments to the winning bidder shall be based on the actual/exact total weight of delivered document/s and/or cargoes up to two decimal points, or the approved minimum weight, whichever is applicable, as indicated in the waybill, to be multiplied by the all-in rate/s offered by such bidder during the submission of bids. The rates shall include the freight, value-added and documentary stamp taxes, valuation, insurance, handling fee, fuel, waybill issuance fees, and all other charges pertinent to the transport/shipment/delivery of documents/cargoes.
4	No further condition.

Technical Specifications

AMENDED OMBUDSMAN BID FORM No. 1– TECHNICAL SPECIFICATION WITH BIDDER’S STATEMENT OF COMPLIANCE

HON. ADORACION A. AGBADA

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

Madam:

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					
Office of the Ombudsman Technical Specifications				Bidder’s Statement of Compliance	
Type of Parcel	Type of Delivery and Destination		Kilograms		Number of Parcels
(a) Small (Maximum weight: 500 grams)	By Air	Visayas		215	<input type="checkbox"/> Comply
		Mindanao		178	<input type="checkbox"/> Comply
		Other parts of Luzon		59	<input type="checkbox"/> Comply
	By Land	National Capital Region (NCR)		2742	<input type="checkbox"/> Comply
		Other parts of Luzon		2591	<input type="checkbox"/> Comply
(b) Medium (Maximum weight: up to 1 kilogram)	By Air	Visayas		536	<input type="checkbox"/> Comply
		Mindanao		303	<input type="checkbox"/> Comply
		Other parts of Luzon		0	<input type="checkbox"/> Comply
	By Land	(NCR)		4697	<input type="checkbox"/> Comply
		Other parts of Luzon		1324	<input type="checkbox"/> Comply

ONE (1) LOT- ONE (1) YEAR COURIER SERVICES REQUIREMENT OF THE OFFICE OF THE OMBUDSMAN					
Office of the Ombudsman Technical Specifications				Bidder's Statement of Compliance	
Type of Parcel	Type of Delivery and Destination		Kilograms		Number of Parcels
(c) Large (Maximum weight: up to 1.5 kilograms)	By Air	Visayas		56	<input type="checkbox"/> Comply
		Mindanao		57	<input type="checkbox"/> Comply
		Other parts of Luzon		0	<input type="checkbox"/> Comply
	By Land	National Capital Region (NCR)		49	<input type="checkbox"/> Comply
		Other parts of Luzon		79	<input type="checkbox"/> Comply
(d) Pouch (Maximum weight: up to 2 kilograms)	By Air	Visayas		28	<input type="checkbox"/> Comply
		Mindanao		90	<input type="checkbox"/> Comply
		Other parts of Luzon		67	<input type="checkbox"/> Comply
	By Land	(NCR)		135	<input type="checkbox"/> Comply
		Other parts of Luzon		698	<input type="checkbox"/> Comply
(e) Cargo Box (Maximum weight: up to 22 kilograms)	By Air (Destination: Visayas)	First 3 kilograms (kgs.)	1	385	<input type="checkbox"/> Comply
		Number of kgs. In excess of 3 kgs. is 19 kgs.	19	385	<input type="checkbox"/> Comply
	By Air (Destination: Mindanao)	First 3 kilograms (kgs.)	1	248	<input type="checkbox"/> Comply
		Number of kgs. in excess of 3 kgs. is 19 kgs.	19	248	<input type="checkbox"/> Comply
	By Air (Destination: Other Parts of Luzon)	First 3 kilograms	1	302	<input type="checkbox"/> Comply
		Number of kgs. in excess of 3 kgs. is 19 kgs.	19	302	<input type="checkbox"/> Comply
	By Land (Destination: NCR)	First 3 kilograms	1	504	<input type="checkbox"/> Comply
		Number of kgs. in excess of 3 kgs. is 19 kgs.	19	504	<input type="checkbox"/> Comply
	By Land (Destination: Other Parts of Luzon)	First 3 kilograms	1	49	<input type="checkbox"/> Comply
		Number of kgs. in excess of 3 kgs. is 19 kgs.	19	49	<input type="checkbox"/> Comply

Other Requirements / Terms and Conditions:	Bidder's Statement of Compliance
a) The service provider accepts to transport, ship or deliver the OMB's documents and cargoes to any designated destination nationwide;	<input type="checkbox"/> Comply
b) The service provider shall pick up the documents and/or cargoes from the Office of the Ombudsman (OMB) – Main Office in Quezon City free of charge. Documents and/or cargoes to be sent may vary in size and weight. The items to be delivered may be in the form of documents which include, but not limited to, resolutions, instructions, communications, subpoenas, information materials, and the like;	<input type="checkbox"/> Comply
c) The service provider shall pick up the documents and/or cargoes during office hours (8:00A.M. to 5:00P.M.), Mondays to Fridays, or on a per call basis in case of urgent deliveries;	<input type="checkbox"/> Comply
<p>d) The service provider shall transport, ship or deliver the documents and/or cargoes to the desired destination within the prescribed period counted from the day after the date of pick up.</p> <p>d.1. National Capital Region: up to 3 working days d.2. key cities (including Cebu City and Davao City): up to 5 working days d.3. municipalities: up to 7 working days d.4. remote/far-flung island barangay/ critical areas: up to 10 working days or as agreed upon by the parties;</p>	<input type="checkbox"/> Comply
e) The service provider shall be responsible to 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;	<input type="checkbox"/> Comply
f) The service provider must have efficient means of updating the OMB such as valid and active e-mail account, and a website where the OMB's representative could conveniently and accurately monitor the movements of documents and cargoes. The service provider shall immediately update its tracking/monitoring system once the documents and/or cargoes have been delivered;	<input type="checkbox"/> Comply
g) The service provider shall provide an internet-based tracking and/or monitoring system to regularly and frequently update the OMB of the status of delivery from point to point.	<input type="checkbox"/> Comply
h) The service provider shall conform to three (3) delivery attempts as agreed upon by the parties. The service provider must deliver the documents/cargoes to its addressee/duly authorized representative, unless prevented by force majeure or fortuitous event. In which case, the service provider must notify, in writing or preferably through electronic mail at crd@ombudsman.gov.ph , immediately of its inability to deliver the documents/cargoes;	<input type="checkbox"/> Comply
i) The service provider shall indicate the 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 after several attempts, etc.;	<input type="checkbox"/> Comply
j) The service provider shall be liable for damages in case of late deliveries equivalent to one-tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay pursuant to Republic Act No. 9184 and its Revised Implementing Rules and Regulations, without prejudice to any action or remedy that may be undertaken by the OMB in case of breach of contract. A delivery by the service provider shall be considered late when the documents and/or cargoes are not received by the addressee within the required period of delivery as stated in the Bidding Documents or contract. The service provider shall not be responsible for any failure to comply with, or for any delay in the performance of, its responsibility where the failure or delay was due to cause/causes beyond the	<input type="checkbox"/> Comply

service provider’s reasonable control, including but not limited to, acts of God or known public enemy, war, riot, embargo, fire, explosion, sabotage, flood, accident and any other similar or analogous causes.	
k) The service provider shall use the rates of the parcels (e.g., small, medium, large, pouch, cargo, whether by sea, by land, or by air) as stated by the bidder in its financial proposal;	<input type="checkbox"/> Comply
l) The service provider shall provide the waybill which should contain the tracking number, weight of the item delivered, type of parcel delivered, delivery cost, date and time the document/cargo was picked up, date and time received, and name and signature of the addressee/authorized receiver;	<input type="checkbox"/> Comply
m) The service provider shall provide a monthly billing statement. The billing statement shall primarily show the following: tracking number, pick-up date, weight, date and time of receipt of documents/cargoes by addressee/authorized receiver, description of the parcel, destination (name of city/municipality), area (whether NCR, Luzon, Visayas, Mindanao), and amount;	<input type="checkbox"/> Comply
n) The service provider must strictly follow the documentation requirements;	<input type="checkbox"/> Comply
o) The service provider shall not impose a minimum amount to be charged monthly. The monthly bill must include a list of items delivered and copies of waybills. The approved budget for the contract (ABC) is merely an estimate for budget purposes and does not entitle the winning bidder to claim the entire amount it proposed during the bidding. Payments to the winning bidder shall be based on the actual/exact total weight of delivered document/s and/or cargoes up to two decimal points, or the approved minimum weight, whichever is applicable, as indicated in the waybill, to be multiplied by the all-in rate/s offered by such bidder during the submission of bids. The rates shall include the freight, value-added and documentary stamp taxes, valuation, insurance, handling fee, fuel, waybill issuance fees, and all other charges pertinent to the transport/shipment/delivery of documents/cargoes;	<input type="checkbox"/> Comply
p) The service provider must have the Authority to Operate Private Express and/or Messengerial Delivery Service or Courier Service Providers issued by the proper government agency;	<input type="checkbox"/> Comply
q) The service provider shall prevent any unauthorized person in gaining access to OMB mail matters. The Service Provider and its employees assigned to the Office of the Ombudsman shall not, during the existence of its services or anytime thereafter, disclose to any person or entity any information concerning the affairs of the Office of the Ombudsman which the agency may have acquired by reason of its services;	<input type="checkbox"/> Comply
r) <u>The Service Provider shall officially transmit to the Office of the Ombudsman the duly accomplished RETURN CARDS (for successful deliveries), and the duly accomplished RETURN CARDS and documents (for unsuccessful deliveries). The Office of the Ombudsman shall prepare a Return CARD Template.</u>	<input type="checkbox"/> Comply

Very truly yours,

Signature Over Printed Name

Position

Company

Telephone Number/s

Email address/es

Date

Statement of Compliance

<p><i>[Bidders must check the “Comply” box against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “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>

AMENDED SCHEDULE I
DETAILED COST BREAKDOWN / SCHEDULE OF PRICES

Type of Parcel	Type of Delivery and Destination		Kilograms	Number of Parcels	Rate to be Applied by the Bidder in two decimal places ² (eg: 123.45)	Total Amount by the Bidder	Row Number
Column A	Column B	Column C	Column D	Column E	Column F	Column G (Formula for Rows 1 to 20) = $\frac{\text{Column E}}{\text{Column F}}$	Column H
(a) Small (Maximum weight: 500 grams)	By Air	Visayas		215			Row 1
		Mindanao		178			Row 2
		Other parts of Luzon		59			Row 3
	By Land	National Capital Region (NCR)		2742			Row 4
		Other parts of Luzon		2591			Row 5
(b) Medium (Maximum weight: up to 1 kilogram)	By Air	Visayas		536			Row 6
		Mindanao		303			Row 7
		Other parts of Luzon		0			Row 8
	By Land	(NCR)		4697			Row 9
		Other parts of Luzon		1324			Row 10
(c) Large (Maximum weight: up to	By Air	Visayas		56			Row 11
		Mindanao		57			Row 12
		Other parts of Luzon		0			Row 13
	By Land	National Capital Region (NCR)		49			Row 14
		Other parts of Luzon		79			Row 15
(d) Pouch (Maximum weight: up to 2 kilograms)	By Air	Visayas		28			Row 16
		Mindanao		90			Row 17
		Other parts of Luzon		67			Row 18
	By Land	(NCR)		135			Row 19
		Other parts of Luzon		698			Row 20

Type of Parcel	Type of Delivery and Destination, <u>Cargo Box Capacity</u>		Kilograms	Number of Parcels ¹	Rate to be Applied by the Bidder in two decimal places ² (eg: 123.45)	Total Amount by the Bidder	Row Number	
Column A	Column B	Column C	Column D	Column E	Column F	Column G (Formula for Rows 21 to 30)= <u>Column D x</u> Column E x Column F	Column H	
(e) Cargo Box (Maximum weight: up to 22 kilograms)	By Air (Destination: Visayas)	First 3 kilograms (kgs.)	1	385			Row 21	
		Number of kgs. in excess of 3 kgs. is 19 kgs.	19	385			Row 22	
	By Air (Destination: Mindanao)	First 3 kilograms (kgs.)	1	248			Row 23	
		Number of kgs. in excess of 3 kgs. is 19 kgs.	19	248			Row 24	
	By Air (Destination: Other Parts of Luzon)	First 3 Kilograms	1	302			Row 25	
		Number of kgs. in excess of 3 kgs. is 19 kgs.	19	302			Row 26	
	By Land (Destination: NCR)	First 3 Kilograms	1	504			Row 27	
		Number of kgs. in excess of 3 kgs. is 19 kgs.	19	504			Row 28	
	By Land (Destination: Other Parts of Luzon)	First 3 Kilograms	1	49			Row 29	
		Number of kgs. in excess of 3 kgs. is 19 kgs.	19	49			Row 30	
	Total Amount of Bid in Figures in Philippine Pesos:							Bidder should sum Rows 1 to 30 to get the total amount of bid. Write also the total amount of bid in words.
	Total Amount of Bid in Words in Philippine Pesos:							
Note to bidder: 1. For Cargo Box under the rows “For the first 3 kilograms”, one (1) is applied to Column D for calculation purposes only. 2. The bidder should not leave any cells blank, although the number of parcels may be zero (0) in some of the destinations, the bidder should still put their rate in Column F and total amount of zero in Column G. There could be parcels that may be delivered in these areas during the term of the contract.								