



Republic of the Philippines  
Department of Labor and Employment  
**NATIONAL LABOR RELATIONS COMMISSION**  
Quezon City



## **BIDS AND AWARDS COMMITTEE (AO 11-02, Series of 2021)**

### **SUMMARY OF THE MEETING**

October 12, 2022

<b>Procurement Project/ Agenda:</b>	<b>I. PRE-BID CONFERENCE ON THE PROCUREMENT OF COURIER SERVICES FY 2023</b>
<b>Attendance:</b>	<p><b>BAC Members:</b></p> <ul style="list-style-type: none"><li>• Presiding Commissioner Julia Cecily Coching-Sosito – <b>Chairperson</b></li><li>• Labor Arbiter Vilma Maria S. Plan-Barrera</li><li>• Atty. Felicidad B. Ico</li><li>• Atty. Sheryl E. Paquidao</li><li>• Atty. Purdey P. Perez</li></ul> <p><b>BAC-TWG:</b></p> <ul style="list-style-type: none"><li>• Atty. Tarcila B. Nepomuceno-Banda - <b>Head</b></li><li>• Atty. Nikki Isabel G. Balanquit (<i>via Zoom Platform</i>)</li><li>• Ms. Daisee A. Tismo</li><li>• Ms. Hazel M. Baylon</li></ul> <p><b>Provisional Members/End-Users:</b></p> <ul style="list-style-type: none"><li>• Atty. Joseph Anthony F. Tolentino</li><li>• Dir. Elvira F. Cruz</li><li>• Ms. Mary Ann S. Jastia</li></ul> <p><b>BAC-Secretariat:</b></p> <ul style="list-style-type: none"><li>• Atty. Rachel Ann Katrina P. Abad-Fabe - <b>Head</b></li><li>• Ms. Jacqueline G. Blazo</li><li>• Ms. Jennifer D. Canoy</li><li>• Mr. Ellun N. Dellima</li><li>• Ms. Alna E. Samontañez</li></ul>

	<p><b>Observers:</b></p> <ul style="list-style-type: none"> <li>• <b>No attendance</b></li> </ul> <p><i>Note: Observers were invited and informed of the schedule of procurement activities through private courier 2Go Express on October 6, 2022.</i></p> <p><b>Bidders:</b></p> <ul style="list-style-type: none"> <li>• <b>Libcap Super Express Corp.</b> – Ms. Rosie Franco</li> <li>• <b>LBC</b> – Mr. Allan Ochoa and Mr. Ryan Bona (<i>Via Zoom Platform</i>)</li> <li>• <b>Ximex</b> – Ms. Amita Ebron (<i>Via Zoom Platform</i>)</li> </ul>

## HIGHLIGHTS OF THE MEETING

<b>Call to Order:</b>	There being a quorum, PC Sosito, the BAC Chairperson, called the meeting to order at around <b>9:19 am.</b>
<b>Proceedings:</b>	<p>The BAC Secretariat thru its Head, Atty. Fabe, discussed the important provisions and information in the bidding documents as follows:</p> <p><b>INVITATION TO BID</b></p> <ul style="list-style-type: none"> <li>• This procurement project is entitled the <b>Procurement Courier Services for FY 2023</b> with an approved budget for the contract (ABC) amounting to <b>Php11,739,000.00.</b></li> <li>• Delivery of goods is required for <b>FY 2023.</b> It is a one-year contract, reckoning from the start of the implementation of the contract.</li> <li>• Bidding will be conducted through <b>open competitive bidding</b> procedures using a non-discretionary "<i>pass/fail</i>" criterion as specified in the 2016 revised Implementing Rules</li> </ul>

and Regulations (IRR) of Republic Act (RA) No. 9184.

- Bidding is **restricted to Filipino citizens/sole proprietorships, partnerships, or organizations** with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines **and citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens**, pursuant to RA No. 5183.
- Bidding documents are available **until October 24, 2022 from 8:00 am to 4:00 pm, Mondays to Fridays.**
- A complete set of Bidding Documents may be acquired for **Php10,000.00**. The procuring entity shall allow the bidder to present its proof of payment for the fees **in person and through electronic means.**
- Bidding Documents may also be downloaded free of charge from the websites of PhilGEPS and NLRC, provided that the bidder shall pay the applicable fee not later than the bid submission.
- With respect to the documentary requirements, the Committee shall accept any of the following:
  - a. **Original or certified true copies** duly certified by the issuing agency; or
  - b. **Photocopies are subject to verification** with the original **during post-qualification.**

#### **SCHEDULE OF PROCUREMENT ACTIVITIES**

- Bids must be duly received by the BAC Secretariat through **manual submission** at the NLRC Central Office at Ben-Lor Building in Quezon City on or before **October 25, 2022 at 8:00 am.**
- Bid Opening shall be on **October 25, 2022 at 9:00 am** at

the NLRC Central Office. Late bids shall not be accepted.

### **INSTRUCTIONS TO BIDDERS**

In addition to the provisions under *Sec II. Instruction to Bidders*, the following requirements are also expected from the prospective bidders:

- **ITB Clause 5.3:** Contracts similar to the project shall be contracts providing **courier services** and must have been completed within **5 (five) years** prior to the deadline for the submission and receipt of bids.
- **ITB Clause 7.1: Subcontracting shall not be allowed** for this project.
- **ITB Clause 12:** The price shall be **based on current market prices, minimum wage orders**, and other relevant laws.
- **ITB Clause 14:** The bid security shall be in the form of a **Bid Securing Declaration** or any of the following forms and amounts:
  - a. *The amount of not less than **Php234,780.00**, if bid security is in **cash, cashier's/manager's check, bank draft/guarantee** or **irrevocable letter of credit**; or*
  - b. *The amount of not less than **Php586,950.00** if bid security is in **Surety Bond**.*
- **ITB Clause 15:** The bidder shall be required to submit **seven (7) hard copies** of the first and second components of their bid. They shall prepare the hard copies in the following format:
  1. The First and Second Component Envelopes must be placed in 1 MAIN ENVELOPE, addressed to NLRC BAC, and properly sealed;
  2. Submit 7 "MAIN ENVELOPES" labeled as Envelope 1, 2, 3, and so on.;
  3. Envelope 1 must contain Original Documents;

4. Envelopes 2 to 7 may contain the certified true copies or photocopies of documents in Envelope 1.

- **ITB Clause 19.3:** This project shall be awarded in **one (1) lot**.
- **ITB Clause 20:** The Bidder shall be required to submit the following: (1) 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; and (2) Updated **List of Serviceable Areas** as of the date of the submission of bids.

Non-submission of the said documents during the submission of bids shall not render the bid non-responsive and shall not be a ground for disqualification. However, those documents shall be submitted during the post-qualification.

#### **SPECIAL CONDITIONS OF THE CONTRACT**

- **GCC Clause 2.2:** Payments shall be made on a **semi-monthly** basis upon issuance of a Certificate of Inspection by the NLRC Technical Inspection Committee.

The Service Provider's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by the billing statement and other appropriate documents.

Payment shall be based on the actual number of mail matters picked up at the designated mailing units or pick-up points.

- **GCC Clause 4:** The inspection that will be conducted are:
  1. **Examination of documents to verify the validity of the submitted Technical Documents; and**
  2. **Others necessary in the preparation of the Post Qualification Report of the TWG.**

BAC-TWG shall coordinate with the winning bidder other requirements and procedures regarding inspection.

**SCHEDULE OF REQUIREMENTS**

- This project must be delivered for the entire year **FY 2023**.

**TECHNICAL SPECIFICATIONS**

*(Salient portions were read briefly by Atty. Fabe. Bidders were given a copy of the bidding documents prior to the meeting. Bid documents were also posted on the PhilGEPS and the NLRC websites. Hence, they were given the chance to ask questions and clarifications right away.)*

**CHECKLIST OF DOCUMENTS:**

**TECHNICAL COMPONENT ENVELOPE: LEGAL DOCUMENTS**

1. Valid PhilGEPS Registration Certificate (Platinum Membership);
2. Mayor's or Business permit; and
3. Tax Clearance.

**TECHNICAL COMPONENT ENVELOPE: TECHNICAL DOCUMENTS**

1. Statement of the prospective bidder of all its ongoing government and private contracts;
2. Statement of bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid;
3. Original copy of the Bid Security (Surety Bid or Original copy of Notarized Bid Securing Declaration);
4. Conformity with the Technical Specifications (attached is the required certification from DICT); and
5. Original duly signed Omnibus Sworn Statement or Original Secretary's Certificate.

**TECHNICAL COMPONENT ENVELOPE: FINANCIAL DOCUMENT**

1. Audited Financial Statements (FY 2019 AND 2020); and
2. Bidder's computation of Net Financial Contracting Capacity

(NFCC) or Committed Line of Credit. (equivalent to 10% of the ABC and must be available at the time of the opening of bids.

**FINANCIAL COMPONENT ENVELOPE:**

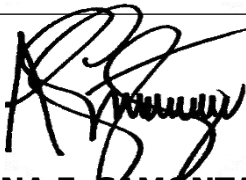
1. Financial Bid Form; and
2. Price Schedule/s.





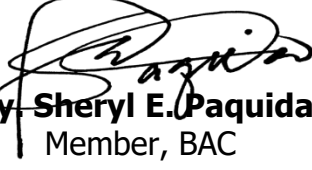

**QUERIES/CLARIFICATION ON THE TERMS OF REFERENCE/TECHNICAL SPECIFICATIONS**

The following is the summary of the question and answer proper:

<b>Questions and Clarifications from Bidders</b>	<b>Responses from the End-users/ Secretariat</b>
<p>1. "Is there a way/possibility that we can reduce the 7 hard copies of the first and second components of the bid? Can we reduce it to 2 or 3 copies?"  - Mr. Bona, LBC</p>	<p>Upon discussion among the members, the BAC required the bidder to submit <b>five (5) hard copies</b> of the first (technical) and second (financial) components of the bid.   <i>A Supplemental Bid Bulletin will be issued in relation to this issue.</i></p>
<p>2. "Regarding the financial component, is there a template for the Price Schedule?" - Mr. Bona, LBC</p> <p>Follow-up questions in relation to the financial component:  "Can we write N/A or not applicable for the Price Schedule since the breakdown will be included in the Financial</p>	<p>The bidder may submit their own template for the Price Schedule.</p> <p>Yes, the bidder may do so.</p>

	<p>Bid Form?</p>	
<p>3. "With regard to the issuance of a Certificate of Inspection by the Technical Inspection Committee, can you clarify as to what are the requirements of the inspection team for us to able to bill NLRC? What will be inspected by your (NLRC) team?" - Mr. Ochoa, LBC</p>	<p>The issuance of a Certificate of Inspection will be <b>conducted internally</b> by the Inspection Committee with respect to the tracking service, wherein the Committee will verify if mail matters were properly and completely served. - Atty. Tolentino</p>	
<p>4. "With regards to lead time, which is 1 to 3 working days for Luzon, Visayas and Mindanao, and 7 days for the out-of-serviceable area, which are not realistic. Maybe we can amend that particular provision?" - Mr. Ochoa, LBC</p> <p>"For out-of-serviceable area deliveries, can it be an alternative method of delivery if the consignee will have to pick-up the mail matter at the nearest branch from the destination within 10 days?" - Mr. Ochoa, LBC</p> <p>"Can we amend that as calendar Days as opposed to working days?" – Mr. Bona, LBC</p>	<p>Delivery of all mail matters must be within <b><u>one (1) to three (3) working days for Luzon</u></b> and <b><u>five (5) to seven (7) working days for Visayas and Mindanao</u></b> during office hours of the recipient from the date of pick-up to the addressee indicated in the mails in sealed envelope pouch and/or package box, <b>except for Out-of-Serviceable Area (OSA) where delivery can be made within five (5) to seven (7) working days.</b> – Atty. Tolentino</p>	
<p>5. "With regard to the submission of photocopies of the Certified True Copies</p>	<p>Photocopies of the CTC, as issued by the issuing agencies, are accepted during the submission of bids. However,</p>	

	<p>certified by the issuing agencies, when are we supposed to present the original documents?" - Mr. Ochoa, LBC</p>	<p>the original copies are to be presented at least during the conduct of Post-Qualification inspection by the TWG. – Atty. Fabe</p>
	<p><b>FINAL REMINDERS:</b></p> <p>Bidders may still submit their written queries until October 14, 2022 through the BAC Secretariat at nlrbcacsec@gmail.com, and the secretariat shall forward questions related to the technical specification to the end-users. Bidders may also contact the end-user directly. All contact details were provided in the bidding documents.</p> <p>Atty. Tolentino also requested that Sec. IV. f. Scope of Services, Pick-up of mail matters <b>shall include MUNTAPARLAS</b> (Muntinlupa, Taguig, Parañaque, and Las Piñas) Satellite Office at 3/F Valenzuela Bldg., 263 Alabang-Zapote Road, Pamplona III, Las Piñas.</p> <p>The BAC will issue a Supplemental Bid Bulletin in response to all the clarifications discussed in today’s conference.</p> <p>Expect the bid bulletin on <b>October 14, 2022.</b></p>	
<p><b>Adjournment:</b></p>	<p>Having no other matters for discussion regarding this project, this part of the meeting was adjourned at <b>10:02am.</b></p>	
<p><b>Certification:</b></p>	<p>We certify that the foregoing is a true account of the meeting conducted on Wednesday, October 12, 2022.</p>	
<p><b>Prepared By:</b></p>	<p> <b>ALNA E. SAMONTAÑEZ</b></p>	

	Member, BAC Secretariat
<b>Reviewed By:</b>	 <b>ATTY. RACHEL ANN KATRINA P. ABAD-FABE</b> Head, BAC Secretariat
<b>Certified Correct:</b>	Bids and Awards Committee (FY 2021-2022)   <b>Pres. Comm. Julia Cecily Coching-Sosito</b> Chairperson, BAC   <b>Labor Arbiter Vilma Maria S. Plan-Barrera</b> Member, BAC   <b>Atty. Felicidad B. Ico</b> Member, BAC   <b>Atty. Sheryl E. Paquidao</b> Member, BAC   <b>Atty. Purdey P. Perez</b> Member, BAC