



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



**BIDS AND AWARDS COMMITTEE
(A.O. 07-02, Series of 2020)**

SUMMARY OF THE MEETING

07 October 2021
via Zoom Platform

Procurement Project/ Agenda	PRE BID CONFERENCE: PROCUREMENT OF COURIER SERVICES FY 2022
Attendance	<p>BAC Members:</p> <ul style="list-style-type: none">• LA Leila T. Laureta-Agustin – Chairperson• LA Raisa P. Disomangcop• LA Anna Richie U. Morales-Malinao• LA Vilma Maria S. Plan-Barrera• LA Maria Regina L. Castillo <p>BAC-TWG:</p> <ul style="list-style-type: none">• LA Mylene Joy S. Paras – Head• Atty. Tarcila B. Nepomuceno-Banda• Atty. Eduardo G. Cerezo• Ms. Daisee A. Tismo <p>Provisional Members:</p> <ul style="list-style-type: none">• Atty. Purdey Perez, DEC <p>BAC-Secretariat:</p> <ul style="list-style-type: none">• Atty. Rachel Ann Katrina P. Abad-Fabe – Head• Ms. Alna E. Samontanez• Ms. Jennifer D. Canoy• Ms. Rachelle T. Penaranda. <p>Bidders:</p> <ul style="list-style-type: none">• 2GO Express, Inc. -- Ms. Therese Brennicar Tacorda and

	<p>Ms. Jenelyn Escala</p> <ul style="list-style-type: none"> • Airsped International Corporation -- Ms. Krystal Octaviano • LBC – Mr. Allan Ochoa and Mr. Ojay De Jesus • VCargo Worldwide Inc. – Mr. Joseph Javier and Ms. Reena De Jesus.
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HIGHLIGHTS OF THE MEETING

<p>CALL ORDER TO</p>	<p>❖ There being a quorum, LA Leila T. Laureta-Agustin, the BAC Chairperson, called to order the meeting at around 10:15 A.M.</p>
<p>PROCUREMENT OF CLOUD SERVICES FY 2022</p>	<p>The BAC Secretariat discussed the important provisions and information in the bidding documents as follows:</p> <p>INVITATION TO BID</p> <ul style="list-style-type: none"> • This procurement project is named as the Procurement Courier Services FY 2022 with an approved budget of the contract (ABC) amounting to Php11, 739,000.00; • This project will be procured in one (1) lot. • The contract is for one (1) year, from January 1, 2022 to December 31, 2022. • Bidding will be conducted through open competitive bidding procedures using a non-discretionary "<i>pass/fail</i>" criterion as specified in the 2016 revised Implementing Rules 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 to 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 **from September 29, 2021 to October 19, 2021** in the morning at NLRC Administrative Office from 8:00am to 4:00pm, Mondays to Fridays.
- A complete set of Bidding Documents may be acquired by interested Bidders in the amount of **Php 10,000.00**.
- 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 subject to verification with the original during post qualification.

SCHEDULE OF PROCUREMENT ACTIVITIES

- Bids must be duly received by the BAC Secretariat through the following means: (i) manual submission at the office address provided in the bidding documents and (ii) online or electronic submission at nlrcbacsec@gmail.com on or before **October 19, 2021 at 1pm**.
- Bid Opening shall be on **October 20, 2021 at 10:00am** at the given address in the bidding documents and through Zoom platform.

INSTRUCTIONS TO BIDDERS

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

- **ITB Clause 5.3: Eligibility of Bidders:** 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:** Subcontracting shall not be allowed for this project.
- **ITB Clause 12:** The price shall be based on the current market price.
- **ITB Clause 15: Sealing and Marking of Bids:** The bidder shall be required to submit seven (7) hard copies of the first and second component of its Bid. It shall prepare the hard copies in the following format:
 1. First and Second Component Envelopes must be placed in ONE MAIN ENVELOPE. It must be addressed to NLRC BAC and must be properly sealed;
 2. Submit 7 "MAIN ENVELOPES" labelled Envelope 1,2,3, etc.;
 3. Envelope 1 must contain Original Documents;
 4. Envelope 2 to 7 may contain the photocopies of documents contained in Envelope 1.
- The bidder shall also be required to submit the first and second component of its Bid **through online submission** to **nlrcbacsec@gmail.com**. The electronic copy shall be a scanned copy in PDF format with encrypted password. First and Second Components of the Bid shall be submitted in separate file. The password of each file shall be submitted by the bidder's authorized representative during the opening of bids.

Soft copies must be submitted in PDF format and bidders must avoid submitting it in zip files. Huge files may be submitted/saved in separate files. Soft Copies shall be saved in this filename format **[name of bidder.kind of document]**.

The electronic copy that cannot be opened or is corrupted shall not be considered as non-responsive and not a ground

for disqualification. However, for convenience of viewing the Bids by all participants in the Zoom meeting, the bidder's authorized representative must present/share their electronic copy. The same should contain the same documents as submitted through hard copies.

- **ITB CLAUSE 19.3:** 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 20.1: Post Qualification Requirements:** The Bidder shall be required to 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. Non-submission of the said documents during the submission of bids shall not render the Bid non-responsive and shall not be a ground of disqualification. But the same shall be submitted during the post-qualification.

QUESTION AND ANSWER PART 1:

(Since no bidders raised any question in relation to the invitation to bid and other instructions, the BAC Secretariat proceeded in discussing Part 2 of the presentation.)

SPECIAL CONDITIONS OF CONTRACT

- **TERMS OF PAYMENT:** Payments shall be made on a monthly basis upon issuance of Certificate of Inspection. The Service Provider's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice

describing, as appropriate, the services performed.

- **INSPECTION BY THE BAC TWG:** The inspection that will be conducted are:
 1. Examination of documents to verify the validity of the submitted Technical Documents; and
 2. Others that may be necessary to the TWG in their preparation of the Post Qualification Report.

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

SCHEDULE OF REQUIREMENTS:

- This project must be delivered for the entire year FY 2022.

TECHNICAL SPECIFICATIONS:

(Salient portions were read briefly by the BAC Secretariat. All bidders were given a copy of the bidding documents prior to the meeting. Bid documents were also posted at PhilGEPS website. Hence, they were given the chance to asked questions and clarifications right away.)

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

- The BAC Secretariat read the questions of the bidders in the chat box during the zoom meeting and the end-user representatives, Atty. Perez and Director Cruz, answered each question.
- LA Agustin and Director Tugadi also asked questions/clarifications to the bidders.
- Other bidders were later allowed to unmute and asked their questions directly to Atty. Perez.
- The following is a summary of the question and answer part 2:

Questions and Clarifications from Bidders	Answers of the end-user representatives
<p>1. "May we request to reduce the hardcopy to 3 copies, 1 original and copy 1 and 2?"</p>	<p>The request was declined due to the need to provide copies for 5 BAC Members, Head of TWG and Head of BAC Secretariat.</p>
<p>2. "Regarding the financial template, can we standardize the schedule of prices?"</p> <p>Follow up questions in relation to the financial template:</p> <p>(a) "There's no indicative volume stated in the portion for extra small package box, and small package box 5kg, and it's</p>	<p>Atty. Perez and Dir. Cruz granted the request and informed the bidders that a revised table will be prepared.</p> <p>NOTE: Bidders explained that like the inclusion of the column where they shall put a bid price per component or per type of document, and the end part, the sum total and then if they sum it up, that will be their sum total of the bid.</p> <p>Atty. Perez and Dir. Cruz explained that the bidders should take into consideration the estimated number of mails provided in the table then they will multiply it by the cost per pouch to arrive at their total cost per pouch requirement.</p> <p>But in order to have the same format for all bidders, a sample/ template will be submitted by Atty. Perez.</p> <p>(a) Atty. Perez also granted the said request.</p>

	<p>says "As need arises". For purposes of just computing because definitely, since this is a one year contract, there could be instances that we will be sending those shipment, since we're only putting their indicative volume, or a summated volume, can we include at least 1 pc. on these items?"</p>	<p>NOTE: The BAC Secretariat also presented the financial bid format used in the previous bidding and suggested to Atty. Perez to consider it if the bidders find it okay.</p> <p>Atty. Perez manifested that they will consider the same as the bidders agree that a similar table as the one presented should be provided.</p>
	<p>3. "With the scope of work and requirements no. 5 (page 30) which provides that bidder shall be required to submit proof of service/delivery or courier's tracking document to the designated mailing units or pick-up points within three (3) working days from the date of delivery to the addressee indicating the following information:</p> <p style="text-align: center;">Xxx xxx xxx</p> <p>Questions:</p> <p>(a) "is it a hard copy or the proof of delivery that we need to submit within three (3) working days to the office? Or is this any document or monitoring that we need to</p>	<p>(a) It is a hard copy wherein the signature of the recipient and the date of receipt is indicated. This is different from the document that the service provider is required to submit for billing purposes.</p>

	<p>submit to your office?"</p> <p>(b) May we request that the period to submit/return proof of delivery be extended?</p> <p>(c) From other Procuring Entity, the bidder submit the proof of delivery as an attachment in the billing and they send excel file of the details required by the end-user (details include the name of recipient, date of delivery, etc.), is this the same?</p>	<p>(b) Request as to the period to submit proof of delivery will be duly considered as stated by Atty. Perez.</p> <p>(c) What is required under the said provision is an individual proof of service because it will be attached to the records of the cases. For purposes of billing, we accept summary of billing.</p> <p>NOTE: The BAC Chairperson asked the bidders re: period wherein the bidders usually return the proof of service delivery.</p> <p>All bidders manifested that they deliver within three (3) days in NCR and within one (1) to two (2) weeks for delivery to Luzon, Visayas and Mindanao.</p>
	<p>4. "Clarification: do they need to submit their bids online?"</p>	<p>Yes.</p>
	<p>5. "Clarification: the submission should be certified true copy of the issuing agency?"</p>	<p>Yes.</p>
	<p>6. "Clarification: updated PhilGEPS Platinum Membership submission in lieu of those document."</p>	<p>Yes.</p>
	<p>7. "Re proof of delivery, what is</p>	<p>It is provided under Section (e)</p>

	<p>the alternative document in case of loss of proof of delivery? Will the bidder's website tracking suffice?"</p> <p>(a) "Since 1:1, so 1 certificate delivery receipt plus 1 Affidavit of Loss?"</p>	<p>(1) that in case the proof of service/delivery or courier's tracking document was lost, damaged or cannot be returned within the prescribed period, the CSP shall automatically and immediately issue the corresponding Certificate of Disposition or Certified Delivery Receipt within three (3) working days from the date of loss, damage or absence, and submit the same together with a duly notarized Affidavit of Loss to the designated mailing units or pick-up points.</p> <p>(a) Yes.</p>
	<p>8. "Since bidder already returned the proof of delivery, they are no longer required to submit attachments in their submission of statement of billing?"</p>	<p>Dir. Cruz stated that at least a summary of statement of their billing will suffice.</p>
	<p>9. In relation to item (g) which provides that CSP shall provide online facility or system for onsite processing, monitoring, and tracking of all mail matters.</p> <p>(a) Do we need to assign an in-house courier personnel? Or person assigned only during pick-up?</p>	<p>Dir. Cruz answered all question relevant to this requirement, as follows:</p> <p>(a) Yes. We will require that bidder will provide personnel to assist our personnel (at the mailing unit) in the processing and preparing mails for</p>

	<p>(b) How may personnel? Since there are 2 pick up points, do you require 2 personnel?</p> <p>(c) Are the personnel to be assigned required to report 8 hours in a day? Or it is just an ordinary pick up only?</p>	<p>dispatch.</p> <p>(b) Yes. We require 1 personnel per pick up points.</p> <p>(c) They are not required to report the whole day. There is only a cut-off time in the afternoon wherein they will check the details of the mails for dispatch, count, inspect and check online if the mails were already booked. They are not assigned for ordinary pick up only. Procuring entity shall designate the time for the said personnel of the service provider.</p> <p>Like in the current service provider, in case procuring entity encounter some problems they can communicate their concerns/issues with the service provider thru viber group chat so they address it immediately.</p>
	<p>10. "Will Procuring Entity require that the personnel to be assigned be fully vaccinated or with periodic RT-PCR?"</p>	<p>Not required. But we will screen the personnel before entering the premises and ensure that the safety protocols will be observed at all times.</p>

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.

QUESTION AND ANSWER PART 3:

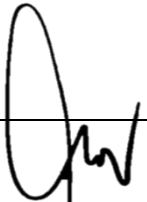

(No bidders raised their question in relation to the checklist of documents.)

Additional Questions by the bidders re: Technical Specifications:

Questions and Clarifications from Bidders	Answers of the end-user representatives
<p>1. With regards to the Scope of Service item (3) page 30: Deliver all mail matters within one (1) to three (3) calendar days from the date of pick-up to the addressee indicated in the mails in sealed envelope pouch and/or package box, except for Out of Serviceable Area (OSA) where delivery can be made within five (5) to seven (7) calendar days:</p> <p>(a) Can we request for additional days for delivery?</p> <p>(b) Clarification: Outside Service Area, it has 5 to 7 days delivery but in letter (b) which provide that for OSA, the CSP shall provide a pick-up arrangement from its nearest Servicing Branch.</p>	<p>(a) Atty. Perez informed the bidders that they will look into it and provide the specific calendars.</p> <p>NOTE: This will part of the bid bulletin.</p> <p>(b) With respect to OSA (5 to 7 calendar days) it refers only to Metro Manila. Hence, Atty. Perez informed the bidders that they will provide for number of days for Visayas and Mindanao.</p>
<p>2. Clarification: Definition of Out of Service Area (OSA),</p>	<p>Atty. Perez stated the pertinent provision in the terms of</p>

	<p>since in the industry, these are areas where there is no delivery at all and they call it Out of Serviceable Areas (OSA) or Out of Delivery Zone Area (ODZA)</p> <p>reference (b) OSA, refers to far-flung or remote area with no regular delivery schedule and the mails/parcels are consolidated for delivery 2-3 times a week.</p> <p>However, considering the bidders' explanation, it was agreed that OSA or Out of Serviceable Areas refers to those areas where they do not deliver at all or do not accept deliveries. These are considered critical area. They instead offer to client to pick-up the delivery at the nearest branch of the service provider.</p> <p>As to OTD or Out of Town Delivery areas, these are far flung areas which take 5 to 7 days to deliver. This refers to areas where there is no regular pick up.</p> <p>OSA – there is a regular delivery pick up.</p> <p>Dir. Tugadi suggested to the Committee that there is a need to redefine the said terms in accordance with definition being followed by the bidders in the industry.</p> <p>Atty. Perez informed the</p>
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	<p>bidders that they will consider the matter and will revised the technical specification.</p> <p>All bidders also manifested that they have pickup arrangements to cater to Out of Serviceable Areas instead of them delivering the parcels.</p> <p>FINAL REMINDERS:</p> <p>Bidders may still submit their written queries through the BAC Secretariat contact details on or before October 11, 2021 and the BAC 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>Expect the bid bulletin on October 12, 2021.</p> <p>SCHEDULE OF NEXT ACTIVITY FOR THE PROJECT:</p> <ul style="list-style-type: none">• October 20, 2021, 10:00 AM
Adjournment	Having no other matters for discussion, the meeting was adjourned at 11:48 A.M.
CERTIFICATI ON	We certify that the foregoing is true account of the Meeting conducted on Thursday, 07 October 2021.
PREPARED BY:	

	 RACHELE T. PEÑARANDA Member, BAC Secretariat
REVIEWED BY:	 ATTY. RACHEL ANN KATRINA P. ABAD-FABE Head, BAC Secretariat

CERTIFIED CORRECT	<p>Bids and Awards Committee (FY 2020-2021):</p>  LABOR ARBITER LEILA T. LAURETA-AGUSTIN Chairperson, BAC
	 LABOR ARBITER RAISA P. DISOMANGCOP Member, BAC
	 LABOR ARBITER ANNA RICHIE U. MORALES-MALINAO Member, BAC
	 LABOR ARBITER VILMA MARIA S. PLAN-BARRERA Member, BAC
	 LABOR ARBITER MARIA REGINA L. CASTILLO Member, BAC

