



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)

**Supplemental Bid Bulletin No.01**

This Supplemental Bid Bulletin No. 01 for the project **“Procurement of Courier Services FY 2022”** is issued to clarify, modify or amend the items pertaining to preparation of bidding documents, schedule requirements and technical specifications in the bidding documents.

<b>REFERENCE</b>	<b>AMENDMENT/CHANGE/ CLARIFICATION</b>
<b>Invitation to Bid</b> (re: submission of PhilGEPS certificate in lieu of other legal documents)	<b>Clarification:</b> Bidders shall be required to submit their valid PhilGEPS certificate in lieu of the documents already submitted to PhilGEPS such as Audited Financial Statement, SEC Certificate of Registration and PhilGEPS Sworn Statement. However, the bidder shall attach the updated legal documents.  As to Mayor’s or Business Permit and Tax Clearance, a certified true copy or photocopy shall be submitted as part of the legal document together with the PhilGEPS certificate. Non submission shall render the bid nonresponsive.

<p style="text-align: center;"><b>VII. TECHNICAL SPECIFICATIONS</b></p> <p style="text-align: center;"><b>IV. Scope of Services &amp; Requirement (b) page 30</b></p> <p>Courier Service Provider (CSP) shall provide the following services and requirements:</p> <p>(a) XXX</p> <p>(b) CSP shall provide nationwide coverage for its services. All areas not included in the Certified List of Serviceable Areas provided by the CSP are considered as Out of Town Delivery (OTD) or Out of Serviceable Area (OSA).</p> <p>For this purpose, OTD shall mean the area is 15-20 kilometers away from the CSP's Satellite Outlet, with regular delivery schedule. OSA, on the other hand, 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. For OSA, the CSP shall provide a pick-up arrangement from its nearest Servicing Branch.</p>	<p>Courier Service Provider (CSP) shall provide the following services and requirements:</p> <p>(a)XXX</p> <p><b>(b) CSP shall provide nationwide coverage for its services. All areas not included in the Certified List of Serviceable Areas (SAs) provided by the CSP are considered as Out of Town Delivery (OTD) or Out of Serviceable Area (OSA).</b></p>
<p style="text-align: center;"><b>VII. TECHNICAL SPECIFICATIONS</b></p> <p style="text-align: center;"><b>IV. Scope of Services &amp; Requirement (d)(3) page 30</b></p>	

<p>Courier Service Provider (CSP) shall provide the following services and requirements:</p> <ul style="list-style-type: none"> <li>(a)XXX</li> <li>(b)XXX</li> <li>(c)XXX</li> <li>(d)XXX</li> </ul> <p>(3) 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>Courier Service Provider (CSP) shall provide the following services and requirements:</p> <ul style="list-style-type: none"> <li>(a)XXX</li> <li>(b)XXX</li> <li>(c)XXX</li> <li>(d)XXX</li> </ul> <p>(3) Deliver all mail matters within one (1) to three (3) calendar days <b>within Metro Manila and five (5) to seven (7) calendar days outside Metro Manila (i.e. Luzon, Visayas and Mindanao) from the date of pick-up, to the addressee indicated in the mails in sealed envelope pouch and/or package box.</b></p>
<p style="text-align: center;"><b>VII. TECHNICAL SPECIFICATIONS</b></p> <p style="text-align: center;"><b>IV. Scope of Services &amp; Requirement (d)(5) page 30</b></p> <p>Courier Service Provider (CSP) shall provide the following services and requirements:</p> <ul style="list-style-type: none"> <li>(a)XXX</li> <li>(b)XXX</li> <li>(c)XXX</li> <li>(d)XXX</li> </ul> <p>(5) Submit proof of service/delivery or courier's tracking document to the designated mailing units or</p>	<p>Courier Service Provider (CSP) shall provide the following services and requirements:</p> <ul style="list-style-type: none"> <li>(a)XXX</li> <li>(b)XXX</li> <li>(c)XXX</li> <li>(d)XXX</li> </ul> <p>(5) Submit proof of service/delivery or courier's tracking document to the designated mailing units or</p>

<p>pick-up points within three (3) working days from the date of delivery to the addressee indicating the following information:</p> <p>XXX    XXX    XXX</p>	<p>pick-up points <b>within three (3) to five (5) working days if within Metro Manila and seven (7) to fourteen (14) working days if outside Metro Manila (i.e. Luzon, Visayas and Mindanao), from the date of delivery to the addressee</b> indicating the following information:</p> <p>XXX    XXX    XXX</p> <p><b>Clarification:</b> the required proof of service/delivery stated in this requirement refers to the hard copy wherein the name, signature, position of the recipient and the date of receipt are properly indicated. This is different from the document that the service provider is required to submit for billing purposes.</p> <p>For billing purposes, attachment of the summary of billing shall suffice.</p>
<p style="text-align: center;"><b>VII. TECHNICAL SPECIFICATIONS</b></p> <p style="text-align: center;"><b>IV. Scope of Services &amp; Requirement (e)(1) page 31</b></p> <p>(1) 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</p>	<p><b>Clarification:</b> one notarized Affidavit of Loss shall be required for every lost or damaged proof of service/delivery or courier’s tracking document.(1:1)</p>

<p>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 style="text-align: center;"><b>VII. TECHNICAL SPECIFICATIONS</b></p> <p style="text-align: center;"><b>IV. Scope of Services &amp; Requirement (g)(1) page 31</b></p> <p>(g) CSP shall provide online facility or system for onsite processing, monitoring, and tracking of all mail matters.</p>	<p><b>Clarification:</b> The Procuring Entity shall require the CSP to provide personnel to assist the Procuring Entity’s personnel (at the mailing units) in the processing and preparation of mails for dispatch.</p> <p>The Personnel to be assigned are not required to report to the Procuring Entity the whole day. There is only a cut-off time in the afternoon to be determined by the Procuring Entity wherein they will check the details, count and inspect the mails for dispatch, and check online if the mails were already booked. They are assigned for ordinary pick up only.</p> <p>(one personnel per mailing unit or pickup point)</p>

For further inquiries, kindly contact:

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This shall form an integral part of the Bid Documents.

Issued on 12<sup>TH</sup> day of October 2021 at Quezon City, Philippines.

Please be guided accordingly.



**LA LEILA T. LAURETA-AGUSTIN**  
*Chairperson, NLRC Bids and Awards  
Committee*