

**BIDS AND AWARDS COMMITTEE
Supplemental Bid Bulletin No. 1**

This Supplemental Bid Bulletin No. 1 for the project **“Procurement of Courier Services (May to December 2021)”** is issued to clarify, modify and/or amend the item in the Bidding Documents.

REFERENCE	AMENDMENT / CHANGE / CLARIFICATION
<p>Invitation to Bid</p> <p>Deadline of Submission of Bids: April 7, 2021 (4:00 PM)</p> <p>Opening and Evaluation of Bids: April 12, 2021 (9:30 AM)</p>	<p>Deadline of Submission of Bids: April 12, 2021 (4:00 PM) MONDAY</p> <p>Opening and Evaluation of Bids: April 14, 2021 (9:30 AM) WEDNESDAY</p>
	<p>Electronic Submission Format</p> <p>All electronic documents must be submitted in PDF file ONLY. Bidders are encouraged to submit 4 PDFs for the following documents:</p> <ol style="list-style-type: none"> 1. Legal Documents 2. Technical Documents 3. Financial Documents 4. Financial Component Documents <p>Refrain from submitting it on a zip file or other format. Failure to submit in accordance with the above-mentioned format shall be considered non-responsive and thus automatically disqualified despite being compliant with the manual submission of bidding documents.</p>

**Technical Specifications
II. Approved Budget Contract (p. 29)**

The Approved Budget for all mail matters for FY 2021 is Php8,600,000.00. Bidders shall submit their bids on this format per piece basis, on the following estimated number of mails.

Mail Classification	Weights	Metro Manila	Luzon	Visayas	Mindanao
Extra Small Envelope/Pouch	Max 500G	100,000	42,000	2,500	3,000
Small Envelope/Pouch	Max 1 KG	15,000	3,000	400	300
Large Envelope/Pouch	Max 3 KG	1,200	650	200	200
Extra Large Pouch/Package/Box	Max 4 KG				
Extra Large in Excess of 4 KG					

In the event actual mail matters exceeded the estimated number of mails, the budget shall be adjusted accordingly, but not to exceed 20% of this ABC.

Special Conditions of Contract (p. 25)

4.	The inspections and tests that will be conducted are:
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II. Approved Budget Contract (p. 29)**

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Mail Classification	Weights	Metro Manila	Luzon	Visayas	Mindanao
Extra Small Envelope/Pouch	Max 500G	67,000	25,000	1,000	1,000
Small Envelope/Pouch	Max 1 KG	7,000	1,500	100	100
Large Envelope/Pouch	Max 3 KG	600	100	100	100
of 4 KG					

In the event actual mail matters exceeded the estimated number of mails, the budget shall be adjusted accordingly, but not to exceed 20% of this ABC.


<ol style="list-style-type: none"> 1. <i>Conduct of ocular inspection at the official business address;</i> 2. <i>Examination of documents to verify the validity of the submitted Technical Documents; and</i> 3. <i>Others that may be necessary to the TWG in their preparation of the Post Qualification Report.</i> 	<ol style="list-style-type: none"> 4. The inspections and tests that will be conducted are: <ol style="list-style-type: none"> 1. <i>Submission of other documents as requested by the TWG to verify the validity of the submitted Technical Documents; and</i> 2. <i>Others that may be necessary to the TWG in their preparation of the Post Qualification Report.</i>
<p>Section VII. Technical Specifications / Terms of Reference</p> <p>VII. Period of Contract</p> <ol style="list-style-type: none"> 1. This Contract shall be for a period of eight (8) months, from May 01, 2021 to December 31, 2021. However, notwithstanding any provisions to the contrary, the CSP shall conform with the decision of the NLRC should it decide to extend or terminate its services by giving a written notice of at least thirty (30) calendar days from the expiration of the Contract. Such extension or termination shall be for any cause and without need of judicial action. 2. It is expressly understood that his contract shall automatically continue to be in full force and effect on a month to month basis if no notice of termination is sent to the CSP on or before the date of termination of the Contract. 	<p>Section VII. Technical Specifications / Terms of Reference</p> <p>VII. Period of Contract</p> <ol style="list-style-type: none"> 1. This Contract shall be for a period of eight (8) months, from May 01, 2021 to December 31, 2021. In case the mails exceed the estimated quantity indicated in the financial bid form, the NLRC will pay the cost of the excess mails. However, notwithstanding any provisions to the contrary, the CSP shall conform with the decision of the NLRC should it decide to extend or terminate its services by giving a written notice of at least thirty (30) calendar days from the expiration of the Contract. Such extension or termination shall be for any cause and without need of judicial action. 2. It is expressly understood that this contract shall automatically continue to be in full force and effect on a month to month basis if no notice of termination is sent to the CSP on or before the date of termination of the Contract.

<p>Section IX: Bidding Forms</p> <p>Bid Form (pp. 40-41)</p>	<p>Submit Financial Bid Form in accordance with the Bid Form provided under Section IX: Bidding Forms of the Bidding Document and attach as Annex A the template provided with this Supplemental Bid Bulletin. <i>(please see Annex A)</i></p>
<p>Template in preparing the Committed Line of Credit</p>	<p>No format shall be required. If bidder shall submit a Committed Line of Credit in lieu of its NFCC Computation, bidders shall submit a Certified True Copy of the Credit Line Certificate by its Universal or Commercial Bank.</p> <p>The certification must include the bank name, business address and contact details.</p>

This shall form an integral part of the Bid Documents.

Issued on 30th day of March 2021 at Quezon City, Philippines.

For guidance and information of all concerned.


LA LEILA T. LAURETA-AGUSTIN
BAC Chairperson FY 2021

ANNEX A

Area of Distribution	Extra Small Envelope (max. of 500g)		Small Envelope (max. of 1KG)		Large Envelope (max. of 3KG)		Total Cost (Inclusive of VAT)
	Quantity	Unit Cost (inclusive of VAT)	Quantity	Unit Cost (inclusive of VAT)	Quantity	Unit Cost (inclusive of VAT)	
	a	b	c	d	e	f	
Metro Manila	67000		7000		600		
Luzon	25000		1500		100		
Visayas	1000		100		100		
Mindanao	3000		100		100		
SUB TOTAL per type of envelope (inclusive of VAT)							
GRAND TOTAL/BID OFFER							

** Specified quantities are indicative numbers and for bidding purposes only.*

*** During implementation, the delivery schedule is subject to change based on mutual agreement by the parties.*