



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

Supplemental Bid Bulletin No.02

This Supplemental Bid Bulletin No. 02 for the project "**Procurement of Courier Services FY 2021**" is issued to clarify/ modify and or amend the item in the bidding documents.

REFERENCE	AMENDMENT/CHANGE/CLARIFICATION
INVITATION TO BID	INVITATION TO BID
<ul style="list-style-type: none">5. A complete set of Bidding Documents may be acquired by interested Bidders on November 23, 2020 from the given address and websites below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 5,000.00. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.	<ul style="list-style-type: none">5. A complete set of Bidding Documents may be acquired by interested Bidders on November 23, 2020 from the given address and websites below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php 10,000.00. The Procuring entity shall allow the bidder to present its proof of payment for the fees in person or through electronic means.
TECHNICAL SPECIFICATIONS	TECHNICAL SPECIFICATIONS
III. Scope of Contract 3. Supply of pouches and airway bills or delivery receipts for NLRC Main Office and NCRAB.	III. Scope of Contract 3. Supply of pouches and airway bills or delivery receipts for NLRC Main Office and NCRAB at least twice a week or every Tuesday and Thursday of the week.

APPROVED FOR POSTING:

Amalia L. Celino 12/3/2020

AMALIA L. CELINO

Chief Administrative Officer
Admin. Division, NLRC

III. Scope of Contract

4. Monitoring or tracking of official documents and other mail matters and submission of necessary reports. Process server shall observe and be guided by the following rules, subject to the following order of preference:

- Service shall be personally made to the addressee or his authorized representative;
- In the absence or unavailability of the above, by leaving the mail matter with a person at least 18 years of age and of sufficient discretion residing at the given address; or
- After three failed attempts or in case of impossibility of service in the above manner, service shall be made through the most practicable manner and subject to submission of Certificate of Disposition for such service.
- In case failure to deliver the document/mail matter, after exhausting all attempts, the same should be Return to Sender (RTS) within three (3) working days from last attempt.

III. Scope of Contract

4. Monitoring or tracking of official documents and other mail matters and submission of necessary reports. **The Courier** shall observe and be guided by the following rules, subject to the following order of preference:

- Service shall be personally made to the addressee or his authorized representative;
- In the absence or unavailability of the above, by leaving the mail matter with a person at least 18 years of age and of sufficient discretion residing at the given address; or
- **By leaving the mail matter to the addressee's clerk or person in charge of the office; or to the person who customarily receives the mail matters for the addressee such as, the secretary, receptionist, security guard, and the like.**
- **If refused entry in the community or building, by leaving the mail matter to the chief security officer in charge of the community or the building where the addressee is found.**
- In case failure to deliver the document/mail matter, after exhausting all attempts, the same should be Return to Sender (RTS) within three (3) working days

	from last attempt.
<p>III. Scope of Contract</p> <p>5. Submission of Proof of Service through the Central Mailing and Receiving Unit of the NLRC Main Office and NCRAB within three (3) working days from delivery of official documents or mail matters to the addressee indicating clearly the date of receipt, printed name and signature of the addressee or the person who received the document or mail matter and the relationship/designation/position to the addressee. Considering the proof of service shall form part of the case records, the CSP shall provide for a customized proof of service per mail matter.</p> <p>6. In the event of absence of proof of service, the CSP shall issue the corresponding Certificate of Disposition within three (3) working days from service.</p>	<p>III. Scope of Contract</p> <p>5. Submission of Proof of Service through the Central Mailing and Receiving Unit of the NLRC Main Office and NCRAB within three (3) working days from delivery of official documents or mail matters to the addressee indicating clearly the date of receipt, printed name and signature of the addressee or name of person who received the document or mail matter and the relationship/designation/position to the addressee received by person other than the addressee.</p> <p>6. Considering the proof of service shall form part of the case records, the CSP shall provide for a customized proof of service per mail matter. In the event of absence of proof of service, the CSP shall issue the corresponding Certificate of Disposition within three (3) working days.</p>
<p>X. Miscellaneous Provisions</p> <p>6. In case of loss/misdelivery of mail matters, the CSP shall immediately report the same to NLRC within the day of such incident of loss/misdelivery. In addition, the CSP shall pay for a penalty in the amount equivalent to 10% of the Contract and shall be the ground for the</p>	<p>X. Miscellaneous Provisions</p> <p>6. In case of loss/misdelivery of mail matters, the CSP shall immediately (submit a written) report of the same to NLRC within the day of such incident of loss/misdelivery. In addition, the CSP shall pay for a penalty in the amount equivalent to 10% of the Contract and shall be the</p>

termination of the Contract without the need of notice.	ground for the termination of the Contract without the need of notice.
<p>X. Miscellaneous Provisions</p> <p>8. It is understood that failure or delay of the NLRC to demand strict compliance with any of the terms of the Contract shall be considered as waiver of the enforcement of its rights</p>	<p>X. Miscellaneous Provisions</p> <p>8. It is understood that failure or delay of the NLRC to demand strict compliance with any of the terms of the Contract shall not be considered as waiver of the enforcement of its rights</p>

For further inquiries, kindly contact:

Misses Alna E. Samontañez/Jennifer D. Canoy

Member, BAC Secretariat
 Ben-Lor I.T. Center,
 1184 Quezon Avenue, Quezon City
 nlrbcacsec@gmail.com
 8740-7733/8781-7871

This shall form an integral part of the Bid Documents.

Issued on 3rd of December 2020 at Quezon City, Philippines.

Please be guided accordingly.


ATTY. RACHEL ANN KATRINA P. ABAD

Head, BAC Secretariat