



**BIDS AND AWARDS COMMITTEE  
BID BULLETIN NO. 1**

**Courier Services of SEC Head Office for a period of one (1) year**

<b>CLARRIFICATIONS: SEC REQUIREMENTS</b>	<b>AMENDMENTS</b>
<p><b>Section II, Instructions to Bidder, item 5.3.c.i.</b> Page13-Signing and Marking of Bids</p> <ul style="list-style-type: none"> <li>• Are we allowed to submit aggregate contract for the Statement of Similar Largest Completed Contract?</li> </ul>	<p>Bidder are allowed to submit at least (2) similar contracts, the aggregate amount of which should be at least 50% of the ABC</p>
<p><b>Section II, Instructions to Bidder, item 15.</b> Page17-Signing and Marking of Bids</p> <ul style="list-style-type: none"> <li>• Required number of copies to be submitted</li> </ul>	<p>Bidder shall submit <b>one (1) original certified true copy</b> and <b>two (2) duplicate copies</b> of the first and second envelope</p>
<p><b>Section VI. Schedule of Requirements, Item A. Page 29:</b></p>	<p>Please see attached revised Schedule of Requirement.</p>
<p><b>Section VI. Schedule of Requirements, Item A. Page 29:</b></p> <p>Delivery Time for NCR: Due to pandemic, the delivery of within 24 hours upon receipt may not be possible. Can we adjust?</p>	<p>Delivery Time for NCR: <b>24-48 hours upon receipt of the document.</b> However, if the delivery will exceed 48 hours, proof of lockdown in the area shall be required</p>
<p>Since the quantity indicated in Table 1 and 2 is only indicative number, what if our bid exceeds the ABC?</p>	<p>Please see attached revised Schedule of Requirement specifically the indicative number in quantity for Table 1 &amp; 2.</p>
<p><b>Section VI. Schedule of Requirements, Item C. Page 30:</b> Delivery time to South East Asia 3-6 days?</p>	<p>Delivery Time: South East Asia 3-6 days, maximum of 7 days (1 week).  US, CANADA Etc., 7-10 day, maximum of 2 weeks</p>

<p><b>Section VI. Schedule of Requirements, Item D. Page 30:</b></p> <p>Provision for one (1) unit motor vehicle courier service. Does it require?</p> <p>Please clarify the pick-up time of the document. How many times in a day?</p>	<p>Pick Up Schedule:</p> <ol style="list-style-type: none"> <li>1. Once a day between 11:00 Am – 1:00 pm</li> <li>2. Upon request thru phone if required for urgent mail</li> </ol>
<p><b>Section VII. Technical Specifications, Item IV Charges. Page 32:</b></p> <ol style="list-style-type: none"> <li>1. Insurance Charge (IC)?</li> <li>2. Valuation Charge (VC)?</li> </ol>	<p>Computation will be based on the standard industry rate.</p>
<p><b>Others:</b></p> <p>For unclaimed/undelivered mail it must be returned to sender(SEC).</p> <p>Proof of delivery must be issued to sender upon request.</p>	<p>Return to sender(SEC) within:</p> <ol style="list-style-type: none"> <li>1. For Domestic 7-10 days,</li> <li>2. For International 12-14 days.</li> </ol> <p>Proof of delivery within:</p> <ol style="list-style-type: none"> <li>1. For Domestic 7-10 days,</li> <li>2. For International 12-14 days.</li> </ol>

This Bid Bulletin No.1 shall form an integral part of the Bidding Document.

March 22, 2021

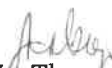
Prepared by:



Iglesias A. Torres Jr.  
BAC Secretariat

Reviewed by:

Marlon Lester M. Cantor  
TWG/End-Users Representative



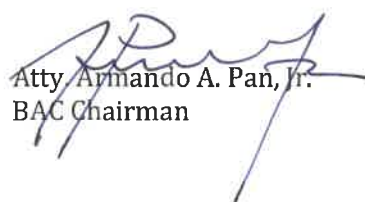
Ma. Theresa D. Mabuyo  
End-Users Representative

Noted by:



Norlan M. De las Alas  
OIC, BAC Secretariat

Approved by:



Atty. Armando A. Pan, Jr.  
BAC Chairman

## *Section VI. Schedule of Requirements*

The delivery Schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

<b>A. REGULAR COURIER SERVICE</b>					
Area of Distribution	Quantity (in units) *				Delivery Date **
	Pouch				
	(Maximum of 100 grams)	(Maximum of 500 grams)	(Maximum of 1,500 gram)	(Maximum of 2,500 gram)	
	12 months				
NCR	1099	427	6	6	To be delivered within twenty-four (24) hours upon receipt of the documents from the HRAD-GSD; daily pick-up time is 3:00 pm
Luzon	378	329	6	113	To be delivered within three (3) working days upon receipt of the documents from the HRAD-GSD; daily pick-up time is 3:00 pm
Visayas	317	318	6	99	To be delivered within seven (7) working days upon receipt of the documents from the HRAD-GSD; daily pick-up time is 3:00 pm
Mindanao	140	148	6	53	
<b>TOTAL</b>	<b>1934</b>	<b>1222</b>	<b>24</b>	<b>250</b>	

<b>B. OTHER COURIER REQUIREMENTS (CARGO)</b>										
Area of Distribution	Quantity (in kilos)									Delivery Date **
	3	4	5	10	20	30	40	50	55	
	12 months									
NCR	1	1	1	1	1	1	1	1	1	To be delivered within twenty-four (24) hours upon receipt of the documents from the HRAD-GSD; daily pick-up time is 3:00 pm
Luzon	1	1	1	1	1	1	1	1	1	To be delivered within three (3) working days upon receipt of the documents from the HRAD-GSD; daily pick-up time is 3:00 pm
Visayas	1	1	1	1	1	1	1	1	1	To be delivered within seven (7) working days upon receipt of the documents from the HRAD-GSD; daily pick-up time is 3:00 pm
Mindanao	1	1	1	1	1	1	1	1	1	
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	

<b>C. PICK-UP TIME</b>	<b>Delivery Date **</b>
Daily pick-up time every 8:00 am and 3:00 pm; delivery must not be later than 5:00 pm of the same day	