



**DATE: 04/25/2023**

**REQUEST FOR QUOTATION (RFQ)  
NEGOTIATED PROCUREMENT (TWO-FAILED BIDDINGS)**

<b>Project Title</b>	:	<b>Postage and Courier Services for CY 2023 (Two-Failed Biddings)</b>
<b>Approved Budget for the Contract (ABC)</b>	:	<b>One Million Pesos (PhP1,000,000.00)</b>
<b>Solicitation No.</b>	:	<b>2023-101-35</b>
<b>Date of Negotiation Conference</b>	:	<b>May 3, 2023 at 1:30 PM via video conferencing (Google Meet) which are open to all bidders. For interested bidders, kindly provide email address thru procurement@bar.gov.ph until May 3, 2023 at 12:00 PM</b>
<b>Deadline and Venue for the Submission and Receipt of Quotation</b>	:	<b>May 10, 2023 at 12:00 PM at Procurement Unit, 2<sup>nd</sup> Floor DA-BAR Annex Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City</b>
<b>Schedule and Venue for the Opening and Preliminary Examination of Quotation</b>	:	<b>May 10, 2023 at 1:30 PM via video conferencing (Google Meet) and physical at Procurement Unit, 2<sup>nd</sup> Floor DA-BAR Annex Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City</b>

**I. MANDATORY REQUIREMENTS**

1. Valid PhilGEPS Certificate of Registration and Membership under Platinum Category in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum category; Provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated
2. Certification/Proof that Service Provider has a respectable track record in nationwide and international courier services and must have been in the same business for at least three (3) years.
3. Certification that Service Provider has completed at least two (2) similar contracts with another Philippine government agency/ies and/or private company/ies for the past three (3) years
4. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;
5. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

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DABAROfficial

**II. INSTRUCTION TO BIDDERS**

1. Bidders are required to read the instructions and fill all the blanks properly;
2. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bid;
3. Quotation/s must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges;
4. Price quotation/s submitted shall be valid for a period of one hundred twenty (120) calendar days from the deadline of submission and receipt of quotation;
5. Terms of payment: Monthly, upon issuance of billing statement
6. Quotation/s shall be submitted to the Procurement Unit, 2nd Floor BAR Annex Building, DA-BAR, Elliptical Road cor. Visayas Ave., Diliman, Quezon City;
7. Only sealed canvasses shall be considered by the BAC.
8. Bidders shall reflect on the envelope the RFQ No. and/or the PR No., the BAC shall not be responsible on the pre-emptive/premature opening of the quotation;
9. Bid envelopes that are not properly sealed and marked, as required in the Request for Quotation (RFQ), shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.
10. Awarding shall be done as one (1) LOT;
11. Delivery and Installation Period: Ten (10) Calendar Days upon receipt of the Notice to Proceed (NTP).
12. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract;
13. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Five percent (5%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

14. Failure of the successful bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award;
15. The Uniform Guidelines for Blacklisting set forth in Appendix 17 of the 2016 Revised IRR of RA.9184 shall apply in case any of the violations listed under Items 4.1 and

4.2 thereof is/are committed without prejudice for forfeiture of performance security.

16. DA-BAR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder(s).

### III. SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Area of Distribution	Estimated Number of Documents/Parcels			Price per document/parcel			Total Estimated Price		
	Ltr	A4	Lgl	Ltr	A4	Lgl	Letter	A4	Legal
<b>Metro Manila (NCR)</b>	1,000	300	300	100	150	150	100,000	45,000	45,000
<b>Luzon</b>	1,000	400	400	110	160	160	110,000	64,000	64,000
<b>Visayas</b>	1,000	200	200	120	160	160	120,000	32,000	32,000
<b>Mindanao</b>	1,000	200	200	130	170	170	130,000	34,000	34,000
<b>International Destination**</b>	40	25	15	1,000	3,000	5,000	40,000	75,000	75,000
<b>Total</b>	4,040	1,125	1,225	-	-	-	500,000	250,000	250,000
<b>Grand Total</b>	4,040	1,125	1,225	-	-	-	<b>1,000,000.00</b>		

\*Specified quantities are indicative numbers and for bidding purposes only.  
 \*\*Indicated price shall be used in the actual implementation of contract, except for the estimated international destination rules which may vary on the actual destination of documents/parcels

**International Destinations:**

- India, Japan, Canada, Israel, Thailand, Australia, Korea, USA, Vietnam, and other countries if possible

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**IV. TECHNICAL SPECIFICATIONS**

Item	Specification	Statement of Compliance
		<p>[Bidders must state here either “<b>Comply</b>” or “<b>Not Comply</b>” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</p>
	<p><b>***Attached is the Terms of Reference (TOR) to be complied with, marked as Annex “A” of this Bidding Documents</b></p>	

**V. TEMPLATE OF THE REQUIRED FORMS TO BE SUBMITTED BY THE BIDDER**

- Bid Form – Annex “B”
- Price Schedule – Annex “C”
- Omnibus Sworn Statement – Annex “D”
- Performance Securing Declaration – Annex “E”
- Statement of the Single Largest Completed Contract – Annex “F”
- Net Financial Contracting Capacity – Annex “G”
- Checklist of Technical and Financial Documents – Annex “H”

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

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**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None" ) ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## Price Schedule for Goods Offered from Within the Philippines

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

### For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3		4	5	6	7	8	9	10
Item	Description	Country of origin	Offered Brand	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
	Postage and Courier Services (12 Months)									
	Metro Manila									
1	Letter Size Envelope			1,000						
2	A4 Size Envelope			300						
3	Legal Size Envelope			300						
	Luzon									
4	Letter Size Envelope			1,000						
5	A4 Size Envelope			400						
6	Legal Size Envelope			400						
	Visayas									
7	Letter Size Envelope			1,000						
8	A4 Size Envelope			200						

9	Legal Size Envelope			200						
	International Destination									
10	Letter Size Envelope			40						
11	A4 Size Envelope			25						
12	Legal Size Envelope			15						
	<b>TOTAL</b>									

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Performance Securing Declaration (Revised)

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

### PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Statement of the Single Largest Completed Contract

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Kindly supply the required information in the space provided

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Contact Person and Contact Details	Kind of Goods	Amount of Contract adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC Requirement	Date of Delivery

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of]*  
*(Please indicate position of Authorized Rep.)*

*Duly authorized to sign Bid for and on behalf of*  
*(Please indicate name of company)*

NOTE:

***Bidders shall submit and attach a copy of the end-user's acceptance or official receipt(s) or sales invoice***

## NFCC Computation

**Kindly supply the required information in the space provided**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

<b>ABC</b>	<b>One Million Pesos (PhP1,000,000.00)</b>
<b>DETAILS</b>	<b>AMOUNT</b>
Current Assets	
Minus	
Current Liabilities	
Difference of Current Assets and Current Liabilities	
Multiplied by	
K	15
Total (Product)	
Minus	
Total value of all outstanding contracts, including those awarded but not yet started	
Total NFCC Computation	

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of  
 (Please indicate position of Authorized Rep.)]*

*Duly authorized to sign Bid for and on behalf of  
 (Please indicate name of company)*

**CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS  
POSTAGE AND COURIER SERVICES FOR CY 2023**

**I. TECHNICAL COMPONENT ENVELOPE**

***Class "A" Documents***

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

Technical Documents

- (b) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (c) Conformity with the Technical Specifications and Schedule of Requirements; **and**
- (d) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (e) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- (f) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (g) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (h) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).