



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9692992  
**Procuring Entity** BUREAU OF AGRICULTURAL RESEARCH  
**Title** POSTAGE AND COURIER SERVICES FOR CY 2023  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-101-35	<b>Status</b>	<b>In-Preparation</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Two Failed Biddings (Sec. 53.1)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Mail and Cargo Transport Services	<b>Date Published</b>	26/04/2023
<b>Approved Budget for the Contract:</b>	PHP 1,000,000.00	<b>Last Updated / Time</b>	25/04/2023 14:51 PM
<b>Delivery Period:</b>	8 Month/s	<b>Closing Date / Time</b>	10/05/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Judith A Maghanoy Procurement, Head 3rd Flr., #51 Bldg., Elliptical Road, Diliman, Quezon City Metro Manila Philippines 1100 63-2-89200239 63-2-89200239 jmaghanoy@bar.gov.ph		

#### Description

POSTAGE AND COURIER SERVICES FOR CY 2023  
(TWO-FAILED BIDDINGS)  
ABC: Php1,000,000.00

#### A. TECHNICAL SPECIFICATION

1. The Service Provider must have a respectable track record in nationwide and international courier services and must have been in the same business for at least three (3) years.
2. The Service Provider must have completed at least two (2) similar contracts with another Philippine government agency/ies and/or private company/ies for the past three (3) years.
3. The Service Provider must offer domestic and international courier services
4. The Service Provider must have several branches nationwide
5. The Service Provider shall assign a point person who will handle the account and all the necessary transactions of the DA-BAR with the courier Service Provider; submitting to DA-BAR a copy of his/her government-issued identification card and company employee ID upon signing of Notice to Proceed.
6. The Service Provider must have an assigned servicing branch and at least one (1) alternate branch to execute the terms in the contract agreement between DA-BAR and the Service Provider. If both the main and alternate branches are unavailable, the Service Provider must immediately endorse the DA-BAR to another servicing branch with the same terms as stated in the contract.

7. The Service Provider must have the capacity to accomplish the following:
  - a. Door-to-door collection and delivery of documents/parcels. Service Provider representative must pick up the documents/parcels from the DA-BAR office and deliver to specified address. DA-BAR may drop off the documents/parcels to the designated branch of the service provider located within one (1) kilometer from DA-BAR, as may be agreed.
  - b. Daily mailing to the following locations: all provinces, cities, municipalities and barangays in NCR, Luzon, Visayas, Mindanao, and International destinations.
  - c. Ensure on-time mailing (upon pick-up) of documents/parcels specified in the Terms of Reference and comply with the Delivery Schedule/ Schedule of Requirements.
  - d. The Service Provider must have its own real-time mobile or online tracking system.
  - e. Submit a duly signed certified true and correct monthly summary report and/or complete Proof of Deliveries (PODs) or other forms of verification not later than fifteen (15) working days after the end of every month. Delivery of PODs or other forms of verification to DA-BAR shall incur no additional charges. The veracity of the information stated in the summary of the PODs shall be duly certified by the Head of the Service Provider or its authorized representative.
  - f. Provide a pouch for packaging of document/parcels
  - g. Must have an assigned unique Tracking Number per document/parcel
  - h. Undertake at least two (2) attempts to deliver the documents/parcels coursed through it. If undelivered after the first attempt, the Service Provider shall immediately notify the DA-BAR and wait for its instructions. The DA-BAR may then modify the delivery details (e.g. different floor/unit but same building, or different recipient but same address, etc.) to aid in the second attempt to deliver the documents/parcels, without additional cost unless such modification resulted to a new delivery address. If it remains undelivered, the Service Provider shall immediately return the documents/parcels to the DA-BAR, stating a justifiable reason and proof for non-delivery thereof. If unable to return the undelivered documents/parcels to DA-BAR, the Service Provider must submit a notarized affidavit of loss. Said item shall also be deducted from the SOA.
8. The Statement of Account (SOA) to be issued by the Service Provider to DA-BAR should be based on the actual number of deliveries made per month. In case of delivery to remote areas, additional fees may be charged accordingly. For parcels that will exceed the legal-size envelope and/or contain materials other than documents, necessary fees may also be charged accordingly.

**B. TECHNICAL REQUIREMENTS**

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

**C. ADDITIONAL TECHNICAL DOCUMENTS**

No further instructions

**Pre-bid Conference**

Date	Time	Venue
03/05/2023	12:00:00 PM	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

**Other Information**

Area of delivery Quezon City

**Created by** Judith A Maghanoy  
**Date Created** 25/04/2023

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