



SUPPLEMENTAL BID BULLETIN NO. 2

26 April 2023

Attention: **All prospective bidders for the project****BID REFERENCE NO. G-2023-05: PROCUREMENT OF FREIGHT SERVICE PROVIDER FOR THE DEVELOPMENT BANK OF THE PHILIPPINES**

(ABC: PhP 14,930,000.00 inclusive of all applicable taxes)

Please be informed of the following:

1. **The schedule of submission and opening of bids shall proceed as follows:**

ACTIVITY	DATE AND TIME (Per Supplemental Bid Bulletin No. 1 dated 19 April 2023)	VENUE
Submission of Eligibility, Technical, and Financial Proposals*	4 May 2023 (Thursday) <u>On or before 9:00 AM*</u>	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility, Technical, and Financial Proposals	4 May 2023 (Thursday) 9:45 AM	12/F Executive Staff Room, DBP Head Office, Makati City or via Zoom Meeting

****Late submissions shall not be accepted***2. **Please refer to Section III – Bid Data Sheet (BDS) for the detailed procedure and options for the payment of bidding documents, submission and opening of bids. As indicated in the Invitation to Bid, bidders must secure the required payment for the bidding documents on or before the deadline of the submission and receipt of bids. Bidders are encouraged to attend the bid opening through Zoom Meeting.**3. **Replies to queries of the bidders:**

QUERY/CONCERN	REPLY/CLARIFICATION
Regarding the Approved Budget for the Contract (ABC) 1. For VISMIN areas, the mode of transportation is via air or sea freight?	Combustible items shall be delivered/shipped thru sea freight, all other items shall be shipped/delivered via air.

QUERY/CONCERN	REPLY/CLARIFICATION
<p>2. The basis of the rate per kg is the chargeable weight, which is the actual weight or volumetric weight, whichever is higher. Can you confirm this?</p>	<p>Yes, this is confirmed. Basis of the rate per kilogram is the chargeable weight.</p> <p>The Technical Specifications/ Terms of Reference (TS/TOR) is revised to include item no. 4:</p> <p><i>“The basis of the rate per kilogram is the chargeable weight which is the actual weight or volumetric weight, whichever is higher.”</i></p> <p>The computation of the volumetric weight is: $\frac{\text{Length (in cm.)} \times \text{Weight (in cm.)} \times \text{Height (in cm.)}}{3500}$</p> <p>Please refer to the REVISED FORM 9 for the Revised Technical Specifications attached in this Supplemental Bid Bulletin No. 2 dated 26 April 2023.</p>
<p>3. Can we request to have a minimum charge per delivery (like for example a minimum of 50 kgs.)? This is to augment the cost of delivering items/ shipments outside the delivery area or out-of-town delivery.</p>	<p>Request denied. There’s no minimum charge per delivery nor minimum quantity per delivery.</p>
<p>4. Can we suggest having a bid column for the valuation fee, and an out-of-town fee or outside delivery area fee? Its bec. The rate per kg is based on weight while the valuation fee is based on declared value, and the out-of-town fee is based on distance from the port of discharge. Their basis are different so we can’t incorporate all the charges to a rate per kg. If we may suggest, here’s the bid format:</p> <ul style="list-style-type: none"> • Freight fee – Php per kg. • Valuation fee – Php per declared value • Out of Town fee – Php per kg. 	<p>No. All applicable charges should be included in the rate per kg of the financial bid.</p>
<p>Regarding the Statement of a Single Completed Contract of similar nature within the LAST FIVE (5) YEARS from the date of the submission and receipt of bids,</p> <p>May we respectfully request to extend the five (5) years to seven (7) years to cope with the pandemic years 2020 & 2021.</p>	<p>Request considered. The requirement is revised as follows:</p> <p>From: Statement of single completed contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC.</p> <p>To: Statement of single completed contract of similar nature within the <u>last seven (7) years</u> equivalent to at least fifty percent (50%) of the ABC.</p>
<p>Request to expand the requirement of the SLCC from five (5) years to seven (7) years.</p>	<p>Please refer to the REVISED FORM 9 for the Revised Technical Specifications attached in this Supplemental Bid Bulletin No. 2 dated 26 April 2023.</p>

QUERY/CONCERN	REPLY/CLARIFICATION
<p>Regarding the needed supplies and materials such as pouches and boxes,</p> <p>Can we have a bid column for these consumables as these materials have corresponding costs?</p> <p>Suggestion, for packing materials – Box Php per pc.</p>	<p>Boxes and pouches are provided for by the Freight Service Provider (FSP) without additional cost from DBP.</p> <p>Cost for the materials must be included/all-in the detailed Financial Bid per FORM 11-A or FORM 11-B.</p>
<p>Regarding Track and Trace Capability,</p> <p>Can we do monitoring reports via Email instead?</p>	<p>No. The Track and Trace Capability is for the clients' ease of monitoring and tracking of their shipment.</p>
<p>Relative to the Online Tracking System, will DBP accept daily/weekly email notifications and reports instead of tracking the shipment online?</p>	<p>It will be difficult to monitor shipment status via email. We maintain the requirement for a Track a Trace Capability of the Service Provider.</p>
<p>Regarding the required qualifications of the FSP pertaining to at least 300 company-owned branches/ outlets nationwide.</p> <p>If the FSP has less than 300 company-owned branches/ outlets nationwide, is it a ground for disqualification?</p>	<p>Yes, bidder/service provider must have at least three hundred (300) company-owned branches/outlets nationwide in the Philippines and has a capability to service all DBP locations either through the bidder/service provider company-owned branches/outlets or their authorized network partners as indicated in our requirement per TS/TOR.</p>
<p>Does the ABC include the valuation fees and insurance fees?</p>	<p>No. All applicable charges should be included in the rate per kg of the financial bid.</p>
<p>Is there no minimum charge? For example, for the first 5kgs, the charge would be Php 5,000.00, etc.</p>	<p>Yes. There is no minimum charge or minimum kilogram per delivery.</p>
<p>Does the volumetric weight of every item to be shipped considered in the project?</p>	<p>Yes. Volumetric weight is considered in the computation of the ABC for this project.</p> <p>The TS/TOR is revised to include item no. 4:</p> <p><i>“The basis of the rate per kilogram is the chargeable weight which is the actual weight or volumetric weight, whichever is higher.”</i></p> <p>The computation of the volumetric weight is: $\frac{\text{Length (in cm.)} \times \text{Weight (in cm.)} \times \text{Height (in cm.)}}{3500}$</p> <p>Please refer to the REVISED FORM 9 for the Revised Technical Specifications attached in this Supplemental Bid Bulletin No. 2 dated 26 April 2023.</p>
<p>Will the items, especially IT equipments, to be shipped require crating?</p> <p>If yes, items that require crating accrue costs. Is this considered in the ABC?</p>	<p>No. New IT equipment will not require additional crating since these are shipped using the manufacturer's own packaging.</p> <p>In any case, costs for crating is already considered in the computation of the ABC.</p>

QUERY/CONCERN	REPLY/CLARIFICATION						
In case of lost waybills, will a system generated bill be accepted?	<p>Yes. We will accept system generated waybills but to a maximum of five (5) per month only.</p> <p>System-generated waybills should be stamped “Certified True Copy” and signed by the authorized signatory of the winning bidder. An Affidavit of Loss should also be attached.</p>						
Will the project require daily pickup?	<p>Yes, as indicated in the requirement based per out TS/TOR, under V. Terms and Conditions of the Services:</p> <p>6. Place and schedule of pick-up of packed cargoes for delivery/shipment by the FSP are as follows:</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Location at the DBP HO</th> <th>Schedule</th> </tr> </thead> <tbody> <tr> <td>Cargoes/other Items</td> <td>Warehouse Team, Inventory Management Unit (IMU-PIMD), Basement</td> <td>Daily, except Saturdays, Sundays and Holidays, from 9:00 A.M. to 5:00 P.M.</td> </tr> </tbody> </table>	Particulars	Location at the DBP HO	Schedule	Cargoes/other Items	Warehouse Team, Inventory Management Unit (IMU-PIMD), Basement	Daily, except Saturdays, Sundays and Holidays, from 9:00 A.M. to 5:00 P.M.
Particulars	Location at the DBP HO	Schedule					
Cargoes/other Items	Warehouse Team, Inventory Management Unit (IMU-PIMD), Basement	Daily, except Saturdays, Sundays and Holidays, from 9:00 A.M. to 5:00 P.M.					
What is the daily volume of items for shipping?	The daily volume of items for shipment is estimated at 520 kgs.						
What is the maximum, or is there a range of declared volume per item?	There is no maximum and no range of declared volume per item.						

4. Revision on the Technical Specifications:

*(Please refer to the **REVISED FORM 9** for the **Revised Technical Specifications** attached in this Supplemental Bid Bulletin No. 2 dated 26 April 2023)*

From		To	
None		<p>(To Add)</p> <p>V. TERMS AND CONDITIONS OF THE SERVICES</p> <p>4. The basis of the rate per kilogram is the chargeable weight which is the actual weight or volumetric weight, whichever is higher.</p> <p>The computation of the volumetric weight is: $\frac{\text{Length (in cm.)} \times \text{Weight (in cm.)} \times \text{Height (in cm.)}}{3500}$</p>	
VI. REQUIRED QUALIFICATIONS AND DOCUMENTARY REQUIREMENTS OF THE FSP:		VI. REQUIRED QUALIFICATIONS AND DOCUMENTARY REQUIREMENTS OF THE FSP:	
Required Qualifications	Requirements for the Bid Opening	Required Qualifications	Requirements for the Bid Opening
1. The FSP shall have at least ten (10) years in the business.	The FSP shall submit PhilGEPS registration; Securities and Exchange Commission or Department of Trade and Industry	1. The FSP shall <u>be in business for at least ten (10) years.</u>	The FSP shall submit PhilGEPS registration; Securities and Exchange Commission or Department of Trade and Industry Registration, as applicable.

From		To	
	Registration, as applicable.		
2. The FSP shall have at least three hundred (300) company-owned branches/outlets nationwide in the Philippines and has a capability to service all DBP locations either through FSP company-owned branches/outlets or their authorized network partners.	<p>List of FSP's branches/outlets, including the addresses, contact numbers, e-mail and contact person.</p> <p>The FSP may allow network partners to deliver the cargoes to Off-site Offices provided however that the FSP is principally liable to DBP for any loss, damages of items and among others.</p>	2. The FSP shall have at least three hundred (300) company-owned branches/outlets <u>nationwide</u> and has a capability to service all DBP locations either through FSP company-owned branches/outlets or their authorized network partners.	<p>List of FSP's branches/outlets, including the addresses, contact numbers, e-mail and contact person.</p> <p>The FSP may allow network partners to deliver the cargoes to Off-site Offices provided however that the FSP is principally liable to DBP for any loss, damages of items and among others.</p>
3. The FSP must have at least one <u>completed contract of similar nature of business as DBP</u> , within the last five (5) years equivalent to at least fifty percent (50%) of the Approved Budget for the Contract (ABC).	<p>FSP's statement of single completed contract of similar nature within the last five (5) years equivalent to at least fifty percent (50%) of the ABC. Must also submit the following proofs:</p> <p>Contract/PO/NOA/NTP, issued by the FSP's client, and Certificate of Completion or Acceptance issued by the FSP's client, or the Official Receipt issued by the FSP to its client.</p>	3. The FSP must have at least one <u>completed contract of similar nature of business as DBP</u> , within the last <u>seven (7) years</u> equivalent to at least fifty percent (50%) of the Approved Budget for the Contract (ABC).	<p>FSP's statement of single completed contract of similar nature within the last <u>seven (7) years</u> equivalent to at least fifty percent (50%) of the ABC supported by the following proofs: Contract/PO/NOA/NTP, issued by the FSP's client, and Certificate of Completion or Acceptance issued by the FSP's client, or the Official Receipt issued by the FSP to its client.</p>
4. FSP must have a Track and Trace Capability.	Certificate from the FSP certifying the following:	4. FSP must have a Track and Trace Capability.	Certificate from the FSP certifying the following: That they have a Track and Trace Capability and that FSP, if awarded the contract, <u>have the</u> capability to station at least two (2) On-site personnel in the DBP-HO during banking days from 9:00 a.m. – 5:00 p.m., to perform the documentation of shipment / delivery of supplies,
5. FSP must have a capability to station at least two (2) On-site personnel in DBP-HO during banking days from 9:00 a.m. – 5:00 p.m., to perform the documentation of shipment / delivery of supplies,	That they have a Track and Trace Capability and that FSP, if awarded the contract, has a capability to station at least two (2) On-site personnel in the DBP-HO during banking days from 9:00 a.m. – 5:00 p.m., to perform the documentation of shipment / delivery	5. FSP must have the <u>capability to station at least two (2) On-site personnel in DBP-HO during banking days from 9:00 a.m. – 5:00 p.m., to perform the documentation of shipment / delivery of supplies, accountable forms, office equipment, furniture and</u>	

From		To	
accountable forms, office equipment, furniture and fixtures, among others.	of supplies, accountable forms, office equipment, furniture and fixtures, among others.	fixtures, among others.	accountable forms, office equipment, furniture and fixtures, among others.
6. FSP with previous engagement with DBP should have at least a 'Satisfactory' Performance Rating.	Certificate of at least 'Satisfactory' performance issued by the DBP.	6. FSP with previous engagement with DBP should have <u>earned</u> at least a 'Satisfactory' Performance Rating.	Certificate of at least 'Satisfactory' performance issued by the DBP.
V. PAYMENT Billing Statements of the FSP shall be processed and paid at the DBP-HO. It should state the Off-site Offices that were indicated during dispatch for easy validation of charges and should also attach corresponding acknowledged Proof of Delivery (POD)		V. PAYMENT 1. Billing Statements of the FSP shall be processed and paid at the DBP-HO. It should state the Off-site Offices that were indicated during dispatch for easy validation of charges and should also attach corresponding acknowledged Proof of Delivery (POD) <p><u>In the event of loss of PODs, DBP-HO shall accept system-generated waybills but to a maximum of five (5) waybills per month only.</u></p> <p><u>In excess of the five (5) lost PODs, succeeding lost PODs shall not be processed for payment.</u></p> <p><u>System-generated waybills should be stamped "Certified True Copy" and signed by the authorized signatory of the FSP. A duly-notarized Affidavit of Loss should also be attached.</u></p>	

5. Revision on the Checklist of Requirements

(Please refer to the [Revised Checklist of Requirements](#) attached in this Supplemental Bid Bulletin No. 2 dated 26 April 2023)

From	To
<p>TAB 5</p> <p>Statement of single completed contract of similar nature (government or private contract) within the last five (5) years equivalent to at least fifty percent (50%) of the ABC (<i>Template per FORM 4</i>), duly signed by the bidder's authorized representative.</p> <p>Similar contract refers to freight and/or courier service provider.</p> <p>xxx...</p>	<p>TAB 5</p> <p><u>Revised Statement of single completed contract of similar nature (government or private contract) within the last seven (7) years equivalent to at least fifty percent (50%) of the ABC (<i>Template per REVISED FORM 4 attached in the Supplemental Bid Bulletin No. 2 dated 26 April 2023</i>), duly signed by the bidder's authorized representative.</u></p> <p>Similar contract refers to freight and/or courier service provider.</p> <p>xxx...</p>

From	To
<p>TAB 10</p> <p>Accomplished/conformed Technical Specifications per <i>FORM 9</i>, duly signed by the bidder’s authorized representative.</p> <p>Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification and must state their conformance in each and every page of the Technical Specifications.</p>	<p>TAB 10</p> <p>Accomplished/conformed <u>Revised Technical Specifications</u> per <u>REVISED FORM 9 (attached in the Supplemental Bid Bulletin No. 2 dated 26 April 2023)</u>, duly signed by the bidder’s authorized representative.</p> <p>Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification and must state their conformance in each and every page of the Technical Specifications.</p>

6. Bidders are reminded to use the following forms as attached in this Supplemental Bid Bulletin No. 2 dated 26 April 2023 and submit it together with [ALL](#) other required documents for the Submission and Opening of Eligibility, Technical, and Financial Documents:
 - i. [REVISED FORM 4](#) for the [Revised Statement of Single Completed Contract of Similar Nature](#); and
 - ii. [REVISED FORM 9](#) for the [Revised Technical Specifications](#).
7. Bidders are also reminded to use as guide/reference in preparing their Bidding Documents the [Revised Checklist of Requirements](#) attached in this Supplemental Bid Bulletin No. 2 dated 26 April 2023.
8. The Eligibility, Technical Documents and Financial Proposals [must be properly tabbed](#) for easy reference and must be submitted in sequence/order per [Revised Checklist of Requirements](#).
9. The BAC shall no longer entertain any question/request for clarification after the issuance of this Bid Bulletin.
10. Please be advised that bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.

For the guidance and information of all concerned.

(SIGNED)
NOMERLITO A. JUATCHON
 Vice President, and
 Vice Chairperson, DBP Bids and Awards Committee

REVISED FORM 4

(use Bidder's Official Letterhead)

**PROCUREMENT OF FREIGHT SERVICE PROVIDER FOR THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. G-2023-05**

REVISED STATEMENT OF SINGLE CONTRACT (GOVERNMENT OR PRIVATE), OF SIMILAR NATURE COMPLETED WITHIN THE LAST SEVEN (7) YEARS EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC

Business Name : _____
Business Address : _____

Name of Contract	a) Owner's Name b) Address c) Telephone Nos.	Nature of Work	Bidder's Role		a) Amount Awarded b) Amount Completion c) Duration	at at	a) Date Awarded b) Contract Effectivity c) Date Completed
			Description	%			

IMPORTANT: Please attach the following supporting documents related to each listed completed similar contract:

Listed completed contracts must be supported by the following:

- 1) Notice of Award (NOA), **OR** Notice to Proceed (NTP), **OR** Contract/Purchase Order (PO)

AND

- 2) **Any one** of the following documents:

- 2.1) Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the bidder's client;
- 2.2) Copy of Official Receipt/s or Sales Invoice/s issued by the bidder to the client (ORs/ SIs must sum up to the full amount of total contract price of completed project).

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

Note: Similar contract shall refer to freight and/or courier service provider.

REVISED FORM 9 (page 1 of 5)

Technical Specifications/ Requirement

Bidder's Statement of Compliance
Bidders must state here either "Comply" or "Not Comply"

TERMS OF REFERENCE

PROCUREMENT OF FREIGHT SERVICE PROVIDER

I. OBJECTIVES:

To engage the services of a Freight Service Provider (FSP) to render door-to-door delivery/shipment of cargoes/other items from DBP- Head Office (DBP-HO) to various DBP Off-site Offices nationwide.

Cargoes/Other Items for shipment/delivery such as but not limited to the following:

1. Official Documents
2. Accountable Forms
3. Supplies
4. Office Equipment, Furniture and Fixtures
5. Promotional Items
6. Information Technology Equipment

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is PESOS: Fourteen Million Nine Hundred Thirty Thousand (Php14,930,000.00) for a period of one (1) year or upon the full consumption of the ABC, whichever comes first.

The estimated volume in kilograms for one (1) year is One Hundred Forty-Four Thousand Four Hundred Fifty (144,450), details of rates as follows:

Description	ABC per Kilo Inclusive of Taxes
1. Freight Rate from DBP Head Office-Makati to any point in Luzon (via land transportation)	90.00
2. Freight Rate from DBP Head Office-Makati to any point in Luzon (Inter-Island) and Visayas	110.00
3. Freight Rate from DBP Head Office-Makati to any point in Mindanao	110.00

III. PERIOD COVERED:

The project shall be for a period of one (1) year or upon the full consumption of the ABC, whichever comes first. The contract will take effect fifteen (15) calendar days after the receipt of the Notice to Proceed (NTP).

IV. AREAS OF COVERAGE:

DBP-HO to DBP Off-site Offices per Annex A.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

REVISED FORM 9 (page 2 of 5)

Technical Specifications/ Requirement	Bidder's Statement of Compliance <i>Bidders must state here either "Comply" or "Not Comply"</i>						
<p><i>Terms of Reference – Procurement of Freight Service Provider</i></p> <p>V. TERMS AND CONDITIONS OF THE SERVICES</p> <ol style="list-style-type: none"> 1. The FSP shall render Door-to-Door deliveries/shipments of cargoes/other items from the DBP-HO to DBP Off-site Offices. 2. The FSP must document all transaction/s and item/s for delivery/shipment. 3. Rounding-off of weight shall be as follows: <ol style="list-style-type: none"> a. Below 0.5 kilogram to the nearest whole number b. 0.5 kilogram and higher to the next whole number 4. The basis of the rate per kilogram is the chargeable weight which is the actual weight or volumetric weight, whichever is higher, computed as follows: $\frac{\text{Length (in cm.)} \times \text{Width (in cm.)} \times \text{Height (in cm.)}}{3500}$ 5. The FSP shall provide the needed supplies and materials such as pouches, boxes, styrofoams, bubble wraps, packaging tapes and other consumables as may be needed, for the effective operations/services. 6. New IT equipment will not require additional crating since these are shipped using the manufacturer's own packaging. 7. The FSP may allow network partners to deliver the cargoes to Off-site Offices provided however that the FSP is principally liable to DBP for any loss, damages of items and among others. 8. Place and schedule of pick-up of packed cargoes for delivery/shipment by the FSP are as follows: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">Location at the DBP HO</th> <th style="text-align: center;">Schedule</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Cargoes/other items</td> <td style="padding: 2px;">Warehouse Team, Inventory Management Unit (IMU-PIMD), Basement</td> <td style="padding: 2px;">Daily, except Saturdays, Sundays and Holidays, from 9:00 A.M. to 5:00 P.M.</td> </tr> </tbody> </table> 9. Track and Trace Capability Status of delivery/shipments shall be available through on-line tracking one (1) day after receipt of item/s from DBP-HO. The FSP shall send an email for the status of deliveries/shipments including those which require disposition i.e. local holidays, order or act of competent public authority, force majeure and among others. 10. Delivery/shipment of cargoes/other items, reckoned from the pick-up date from the DBP- HO, shall be as follows: <ol style="list-style-type: none"> a. By land/air, whichever shall be applicable – within five (5) working days; 	Particulars	Location at the DBP HO	Schedule	Cargoes/other items	Warehouse Team, Inventory Management Unit (IMU-PIMD), Basement	Daily, except Saturdays, Sundays and Holidays, from 9:00 A.M. to 5:00 P.M.	
Particulars	Location at the DBP HO	Schedule					
Cargoes/other items	Warehouse Team, Inventory Management Unit (IMU-PIMD), Basement	Daily, except Saturdays, Sundays and Holidays, from 9:00 A.M. to 5:00 P.M.					

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

REVISED FORM 9 (page 3 of 5)

Technical Specifications/ Requirement

Bidder's Statement of Compliance
Bidders must state here either "Comply" or "Not Comply"

Terms of Reference – Procurement of Freight Service Provider

- b. For sea freight (combustible items only)– within **twenty-five (25) calendar days**.
11. The FSP shall notify PIMD within three (3) working days from the date of failure to deliver the cause of undelivered cargoes/other items. DBP will have the right to require a full report surrounding the cause/s of the incident and may also impose penalty/ies if cause is due to Service Provider's act of negligence.
12. Reports
- Summary of Reports/Status of Deliveries (i.e. delivered, pending, pull-out, Return-to-Sender (RTS), Un-updated, etc.) should be issued to IMU-PIMD.
13. The FSP shall be financially liable for any loss or damage of the cargoes/other items while in transit. It shall pay the full cost of the contents of the said cargoes in such cases.
- In case of loss of Accountable Forms, the FSP shall publish at its own expense, a Notice of Loss in newspaper/s of general circulation for three (3) consecutive days reckoning from the date of the discovery of such loss.
14. FSP shall provide insurance coverage for cargoes with declared value against damage, misplacement or loss of items while in their custody.
15. For every day of delay, one tenth (1/10) of one percent (1%) of the cost of the unperformed services/transactions shall be deducted from the payment.

VI. REQUIRED QUALIFICATIONS AND DOCUMENTARY REQUIREMENTS OF THE FSP:

In addition to standard documents required for public bidding pursuant to Republic Act (RA) No. 9184, the following shall be required to prove qualification of the FSP:

Required Qualifications	Requirement for the Bid Opening
1. The FSP shall be in business for at least ten (10) years.	The FSP shall submit PhilGEPS registration; Securities and Exchange Commission or Department of Trade and Industry Registration, as applicable.
2. The FSP shall have at least three hundred (300) company-owned branches/outlets nationwide and has a capability to service all DBP locations either through FSP company-owned branches/outlets or its authorized network partners.	List of FSP's branches/outlets, including the addresses, contact numbers, e-mail and contact person. The FSP may allow network partners to deliver the cargoes to Off-site Offices provided however that the FSP is principally liable to DBP for any loss, damages of items and among others.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

REVISED FORM 9 (page 4 of 5)

Technical Specifications/ Requirement

Bidder's Statement of Compliance
Bidders must state here either "Comply" or "Not Comply"

Terms of Reference – Procurement of Freight Service Provider

<p>3. The FSP must have at least one <u>completed contract of similar nature of business as DBP</u>, within the last seven (7) years equivalent to at least fifty percent (50%) of the Approved Budget for the Contract (ABC).</p>	<p>FSP's statement of single completed contract of similar nature within the last seven (7) years equivalent to at least fifty percent (50%) of the ABC supported by the following proofs: Contract/PO/NOA/NTP, issued by the FSP's client, and Certificate of Completion or Acceptance issued by the FSP's client, or the Official Receipt issued by the FSP to its client.</p>
<p>4. FSP must have a Track and Trace Capability.</p>	<p>Certificate from the FSP certifying the following: That they have a Track and Trace Capability and that FSP, if awarded the contract, have the capability to station at least two (2) On-site personnel in the DBP-HO during banking days from 9:00 a.m. – 5:00 p.m., to perform the documentation of shipment / delivery of supplies, accountable forms, office equipment, furniture and fixtures, among others.</p>
<p>5. FSP must have the capability to station at least two (2) On-site personnel in DBP-HO during banking days from 9:00 a.m. – 5:00 p.m., to perform the documentation of shipment / delivery of supplies, accountable forms, office equipment, furniture and fixtures, among others.</p>	
<p>6. FSP with previous engagement with DBP should have earned at least a 'Satisfactory' Performance Rating.</p>	<p>Certificate of at least 'Satisfactory' performance issued by the DBP.</p>

VII. PAYMENT

- Billing Statements of the FSP shall be processed and paid at the DBP-HO. It should state the Off-site Offices that were indicated during dispatch for easy validation of charges and should also attach corresponding acknowledged Proof of Delivery (POD)

In the event of loss of PODs, DBP-HO shall accept system-generated waybills up to a maximum of five (5) waybills per month only.

Succeeding PODs in excess of the five (5) lost PODs shall not be processed for payment.

System-generated waybills should be stamped "Certified True Copy" and duly signed by the authorized signatory of the FSP. A duly-notarized Affidavit of Loss should also be attached.
- If there will be errors in the submitted Billing Statements, the FSP shall promptly pick-up and return the corrected document to DBP-HO. Processing of payment will be upon the receipt of the DBP-HO of the duly corrected/adjusted Billing Statements, with complete PODs.
- The FSP shall open a savings or current account/s with DBP, which shall be used for payment purposes.

Conforme:

 Bidder's Company Name

 Name & Signature of Authorized Representative

 Designation

 Date

REVISED FORM 9 (page 5 of 5)

Technical Specifications/ Requirement	Bidder's Statement of Compliance <i>Bidders must state here either "Comply" or "Not Comply"</i>
<p><i>Terms of Reference – Procurement of Freight Service Provider</i></p> <p>VIII. CONFIDENTIALITY AGREEMENT</p> <p>The FSP shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon receipt of the Notice of Award.</p> <p>IX. SIGNING OF THE CONTRACT</p> <p>The documents required in Section 37.2 of the 2016 revised IRR of RA 9184 shall form part of the Contract. Additional Contract documents are indicated in the Bid Data Sheet.</p> <p>X. OGCC REVIEW</p> <p>The Parties acknowledge that the Agreement is still subject to the review/clearance of the Office of the Government Corporate Counsel (OGCC). Accordingly, the Parties agree to supplement/amend/restate the Agreement and incorporate the additional comments/revisions which the OGCC may impose in its review/clearance Memorandum, with effect from the date of signing hereof.</p> <p>XI. OTHER CONDITIONS</p> <ol style="list-style-type: none"> 1. It is understood that the service personnel of the FSP are not employees of the DBP. The FSP shall be solely responsible under existing labor laws, rules and regulations or those that may hereafter be enacted regulating employer – employee relationship, and/or other employment benefits which the service personnel may be entitled. The FSP hereby warrants that it shall fully and faithfully comply with the labor laws, including but not limited to the statutory minimum wage decrees, rules and regulations and that it shall keep DBP free and harmless from any liability whatsoever in the event that any claim arising under such laws, decrees, rules and regulations is presented/tied. 2. In case of an increase in the number of Off-site Offices of DBP, the same rate shall be applied by the FSP. 3. The FSP shall be solely responsible for any and all injuries or damages to persons or property caused by it and/or of its service personnel assigned to DBP in the course of the performance of its obligations. 4. DBP shall not be responsible for the death or injury sustained by FSP's personnel while in the performance of their obligation to DBP. In case of such death, accident or damage, DBP is specifically relieved of any damage and responsibility, therefore. 5. The FSP acknowledges that under DBP policy, any form of gift, fee, commission or benefit in favor of any DBP's officers and/or employees and/or any other persons that will require as a condition or as an additional consideration for the award of the contract to the FSP is absolutely unacceptable. The FSP further acknowledges that under the DBP's Code of Ethics, DBP personnel have the duty to report to superior officers any possible violation of the Bank policy. 	

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

**PROCUREMENT OF FREIGHT SERVICE PROVIDER FOR THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. G-2023-05**

TRANSMITTAL FORM

REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS

Note: Please fill-out this form and submit directly to the BAC Secretariat outside of the sealed envelopes.

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT
Received: _____

Name of Bidder: _____

Complete Address: _____

Submitted by: _____

Landline: _____ Email: _____

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
LEGAL ELIGIBILITY DOCUMENTS	
TAB 1	<p>If the bidder is a joint venture (JV):</p> <p>a. <u>If bidding as a formed JV:</u> Submit the existing valid, duly accomplished, signed and notarized JV Agreement (JVA). The JVA must specifically indicate among others, the following: the partner company that will represent the JV, the shareholdings of each partner company in the JV (to determine which partner company and its nationality has the controlling majority share), and the share of each partner company in the JV.</p> <p>Moreover, please likewise note:</p> <ol style="list-style-type: none"> 1) <u>If the JV is incorporated or registered with the relevant government agency</u>, all documents listed in this checklist must be under the JV's name and shall submit the PhilGEPS Certificate of Registration under Platinum Category also under the JV's name. 2) <u>If the JV is unincorporated</u>, the PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial eligibility documents (Tab 4 onwards) by any one of the JV partners constitutes collective compliance. <p>b. <u>If bidding as a JV that is yet to be formed:</u> Submit duly notarized Agreement to Enter into Joint Venture (<i>Template per FORM 1</i>). Please likewise note:</p> <p>PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial documents (Tab 4 onwards) by any one of the JV partners constitutes collective compliance.</p>

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
TAB 2	<p>Proof of appointment/authority of bidder’s representative:</p> <p>a. Duly notarized Special Power of Attorney (if the bidder is a sole proprietorship) - <i>Template per FORM 2-A</i></p> <p>OR</p> <p>b. Duly notarized Secretary’s Certificate (if the bidder is a corporation, partnership, cooperative or joint venture)</p> <p>b.1 If the bidder is a corporation - <i>Template per FORM 2-B</i></p> <p>b.2 If the bidder is an INCORPORATED JV - <i>Template per FORM 2-C</i></p> <p>b.3 If the bidder is an UNINCORPORATED JV - <i>Template per FORM 2-D</i> <i>Each JV partner must submit its duly notarized Special Power of Attorney or Secretary’s Certificate, whichever is applicable, indicating therein the following:</i></p> <ol style="list-style-type: none"> <i>1. That they are duly authorized to participate in the bidding as a JV;</i> <i>2. The authorized Lead Company to represent the JV;</i> <i>3. The person designated as the duly authorized representative of the JV to participate in the bidding, sign the bid proposals/bidding documents and sign the ensuing contract with DBP.</i> <p>b.4 If the bidder is a JV THAT IS YET TO BE FORMED -</p> <p><i>Each JV partner must submit its duly notarized Special Power of Attorney (SPA) or Secretary’s Certificate (Template per FORM 2-E), whichever is applicable.</i></p> <p>In case there are more than one appointed/designated representatives, bidders must tick ONE of the checkboxes provided in the form to identify if acting ANY ONE OF THE SIGNATORIES, ALL OF THE SIGNATORIES, or ANY (NUMBER) OF THE SIGNATORIES.</p> <p><u>FAILURE TO TICK A CHECKBOX SHALL MEAN THAT ALL AUTHORIZED REPRESENTATIVES MUST SIGN THE BIDDING FORMS.</u></p>
TAB 3	<p>Valid and current Certificate of PhilGEPS Registration (Platinum Membership), in three (3) pages, including Annex “A” or the List of Class “A” Eligibility Documents required to be uploaded and maintained current and updated in PhilGEPS in accordance with section 8.5.2. of the IRR of RA 9184.</p> <p><u>Only the current/updated Certificate of PhilGEPS Registration (Platinum Membership) shall be accepted during the opening of bids. Expired Certificate or any of the Eligibility Documents listed in Annex “A” shall be a ground for failure of the bidder.</u></p>
<p><i>Following are the related provisions/requirements based on GPPB Resolution 15-2021 dated 14 October 2021 regarding submission of valid/current PhilGEPS Certificate of Registration (Platinum Membership):</i></p> <p>- <i>LIFT the suspension on the implementation of mandatory submission of the PhilGEPS Certificate of Registration (Platinum Membership) in Competitive Bidding and Limited Source Bidding, thus, fully enforcing Sections 8.5.2 and 54.6 of the 2016 revised IRR of RA No. 9184 starting 01 January 2022;</i></p>	

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<p>- <u>AMEND Sections 23.1(a)(ii) and 24.1(a)(ii) of the 2016 revised IRR of RA No. 9184 to reflect that the submission of the recently expired Mayor’s Permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 8.5.2 of the 2016 revised IRR of RA 9184.</u></p>
<p>TECHNICAL ELIGIBILITY DOCUMENTS</p>	
<p>TAB 4</p>	<p>Statement by the bidder of ALL its <u>ongoing</u> government and/or private contracts (including those awarded but not yet started, if any), whether similar or not similar in nature and complexity to the contract to be bid (include all contracts with the DBP for the said period, if any (Template per FORM 3), duly signed by the bidder’s authorized representative.</p> <p>Note: For bidders who have no ongoing government and/or private contracts, kindly indicate in their statement “NONE” to comply with the requirement. Bidders will be rated “failed” if no document is submitted or if the document submitted is incomplete or patently insufficient (<i>per GPPB NPM 094-2013 dtd. 2013-12-19</i>).</p>
Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
<p>TAB 5</p>	<p>Revised Statement of single completed contract of similar nature (government or private contract) within the last seven (7) years equivalent to at least fifty percent (50%) of the ABC (Template per REVISED FORM 4, attached in the Supplemental Bid Bulletin No. 2 dated 26 April 2023), duly signed by the bidder’s authorized representative.</p> <p>Statement of single completed contract of similar nature (government or private contract) within the last five (5) years equivalent to at least fifty percent (50%) of the ABC (Template per FORM 4), duly signed by the bidder’s authorized representative.</p> <p>Similar contract refers to freight and/or courier service provider.</p> <p>Listed completed contract must be supported by the following:</p> <p>a) <u>Notice of Award (NOA)</u>, OR <u>Notice to Proceed (NTP)</u>, OR <u>Contract</u>, OR <u>Purchase Order (PO)</u></p> <p>AND</p> <p>b) <u>Any one</u> of the following documents:</p> <p>b.1) Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the bidder’s client.</p> <p>b.2) Copy of Official Receipt/s or Sales Invoice/s issued by the bidder to the client (ORs/SIs must sum up to the full amount of total contract price of completed project).</p>

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
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FINANCIAL ELIGIBILITY DOCUMENTS

TAB 6

Completely accomplished computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC (*Template per FORM 5*), **duly signed by the bidder's authorized representative.**

- 1) The values of the bidder's current assets and current liabilities shall be based on the AFS for **CY 2021 or latest**;
- 2) The value of the NFCC must at least be equal to the ABC of this project.

IN case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

TECHNICAL COMPONENT

TAB 7

Original Bid Security issued in favor of the Development Bank of the Philippines (must be valid for at least 120 calendar days from the date of bid opening); **any one of the following is acceptable:**

- a. Cashier's/manager's check issued by a Universal or Commercial Bank (at least 2% of ABC);
- b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (at least 2% of ABC);
- 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 (at least 5% of ABC);
- d. Duly notarized Bid Securing Declaration (*Template per FORM 6*) **duly signed by the bidder's authorized representative.**

Approved Budget for the Contract (ABC)	Cashier's/ Manager's check, Bank draft/ guarantee or irrevocable letter of credit (2% of ABC)	Surety bond (5% of ABC)	Bid Securing Declaration
14,930,000.00	298,600.00	746,500.00	No required percentage

For bidders who opt to submit a surety bond must also submit copy of Certification issued by Insurance Commission that the surety or insurance company is authorized to issue such security.

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the performance security required under ITB Clause 31, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.
TAB 8	Accomplished Omnibus Sworn Statement (with ten [10] statements) (<i>Template per FORM 7</i>), duly signed by the bidder's authorized representative and notarized.
TAB 9	Accomplished Data Privacy Consent Form <i>per FORM 8</i> , duly signed by the bidder's authorized representative.
TAB 10	Accomplished/conformed Revised Technical Specifications per <u><i>REVISED FORM 9, attached in the Supplemental Bid Bulletin No. 2 dated 26 April 2023</i></u> , duly signed by the bidder's authorized representative. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification and must state their conformance in each and every page of the Technical Specifications. Attached as Annex A of Form 9 is the list of the DBP Branches/Offices, for reference.
TAB 11	List of service provider's branches/outlets which must include or state the addresses, contact numbers, e-mail addresses, and contact person per branch/outlets, signed by the bidder's authorized representative. The list must have at least three hundred (300) branches/outlets nationwide in the Philippines and has a capability to service all DBP locations either through service provider company-owned branches/outlets or their authorized network partners.
TAB 12	Certificate from the service provider signed by the authorized representative , certifying the following: a. That they have a Track and Trace Capability; and b. That they have a capability to station at least two (2) on-site personnel in DBP-HO during banking days from 9:00 AM – 5:00 PM to perform the documentation of shipment / delivery of supplies, accountable forms, office equipment, furniture and fixtures, among others.
TAB 13	For service providers with previous engagement with DBP, certificate of performance evaluation issued by DBP <u>which must have earned a rating of at least "Satisfactory"</u> .

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	Duly accomplished Financial Proposal Form (<i>Template per FORM 10</i>), duly signed by the bidder's authorized representative. Note: Total bid shall not exceed the ABC of PhP 14,930,000.00 inclusive of taxes. Lowest Calculated Proposal shall be based on the LOWEST AVERAGE BID (FREIGHT AND COURIER RATE FOR LUZON, VISAYAS AND MINDANAO) BID/RATE FOR LUZON (VIA LAND TRANSPORTATION) + BID/RATE FOR LUZON (INTER-ISLAND) & VISAYAS + BID/RATE FOR MINDANAO) DIVIDED BY 3

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 2	<p>Detailed Financial Proposal/Price Schedule duly signed by the bidder's authorized representative. Bidders shall use either <i>FORM 11-A</i> or <i>FORM 11-B</i> as template.</p> <p>The total detailed bid must not exceed the ABC and must be consistent with the financial bid per TAB 1.</p>