



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
Port Area, Manila

Bids and Awards Committee

SUPPLEMENTAL/BID BULLETIN
ADDENDUM NO. 1
Courier Services

This Addendum No. 1 dated March 27, 2015 is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUE	CLARIFICATION/AMENDMENTS
<p>A. Section V. Item 10.2 Special Conditions of Contract</p> <p>Can packages that were attempted with valid reason of non-delivery such as refused to accept, moved out, incomplete address, unknown consignee and other valid reasons be included in the billing?</p>	<p>➤ Yes, provided that proof of actual attempt of delivery can be shown.</p>
<p>B. Section VI. Schedule of Requirements</p> <p>Can bidder's service reference guide be used as basis for delivery of documents, i.e., Next Day Delivery for NCR and provincial key cities and other provincial areas? In line with this, provide a list of collection agencies.</p>	<p>➤ Yes, the bidder's reference guide can be used as basis for delivery. The collection point or office is Central Records Management Division with office address at Ground Floor, OCOM Bldg., South Harbor, Port Area, Manila</p>
<p>C. Section VII. Technical Specifications</p> <ul style="list-style-type: none"> • The supplier must be able to provide receipt tickets or other forms of verification that the recipients have received their packages. • The supplier must ensure the successful delivery of the packages up to three (3) delivery attempts to the same address. • The supplier must submit to BOC progressive reporting/tracking of delivery status with reasons for non-deliveries starting on Day 2 from the pick-up date. 	<ul style="list-style-type: none"> ➤ Bidder is required to present actual delivery receipts for verification. ➤ Based on industry practice, the supplier must ensure the successful delivery of the packages up to two (2) delivery attempts to the same address. ➤ The automated delivery status report covering all BOC deliveries can be submitted in the form of a printed copy.
<p>D. Section VIII, Bid Form</p>	<p>➤ See attached revised Bid Form.</p>

Reminders:

- Submission of bids will be on or before 6 April 2015, Monday 1:00 PM
- Late bids shall not be accepted.

For guidance and information of all concerned.


ARTURO M. LACHICA, CESO II
Deputy Commissioner, Internal Administration Group
Chairperson, BOC-BAC

Bid Form

Date: _____

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the BOC, our services for the project, **Courier Services**, in conformity with the said Bidding Documents for the sum of _____.

ITEM/DESCRIPTION					
A. REGULAR COURIER SERVICE					
Area of Distribution	Letter Envelope		Large Envelope		TOTAL COST (inclusive of VAT)
	Quantity * (in units)	Unit Cost (inclusive of VAT)	Quantity * (in units)	Unit Cost (inclusive of VAT)	
NCR	600		400		
Luzon	300		300		
Visayas	300		300		
Mindanao	300		300		
Sub-total (inclusive of VAT)					
B. OTHER PACKAGES					
Area of Distribution	1kg Pouch		> 1 to 3kgs Pouch		TOTAL COST (inclusive of VAT)
	Quantity * (in units)	Unit Cost (inclusive of VAT)	Quantity * (in units)	Unit Cost (inclusive of VAT)	
NCR	400		400		
Luzon	200		200		
Visayas	200		200		
Mindanao					
Sub-total (inclusive of VAT)					-
TOTAL (inclusive of VAT)					-

* More or less

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____