



**SUPPLEMENTAL/BID BULLETIN NO. 3
For LBP-HOBAC-ITB-GS- 20211020-02**

PROJECT : **Three (3) Years Messengerial/Courier Services**
IMPLEMENTOR : **Procurement Department**
DATE : **December 28 , 2021**

This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Technical Specifications (Annexes D-1 to D-6), Invitation to Bid (Section I), Instruction to Bidders (Section II), ITB Clauses 14.1.1 14.1.7 & 16 and deletion of ITB Clause 20 of Bid Data Sheet (Section III), Technical Specifications (Section VII), Checklist of Bidding Documents (Item Nos. 1, 12, 14 to 18 of the Eligibility & Technical Components) have been revised. Please see attached revised Annexes D-1 to D-6 and specific sections of the Bidding Documents.
- 3) In view of the lifting of the suspension of the implementation of the mandatory submission of PhilGEPS Certificate of Platinum Registration and Membership in competitive bidding and limited source bidding per GPPB Resolution No. 15-2021 effective January 1, 2022, **bidders are required to submit their PhilGEPS Certificate of Registration (Platinum Membership) during bid submission, in lieu of the Class "A" eligibility documents, which were uploaded and maintained current and updated in PhilGEPS.** Failure by the prospective bidder to submit a PhilGEPS Certificate of Platinum Registration and membership with current and updated Class "A" Eligibility Documents shall result in its automatic disqualification.
- 4) LANDBANK responses to bidders' queries/clarifications per attached Annexes G-1 to G-3.
- 5) Provide data of declared value for CY 2021 per Annexes H-1 to H-2.


ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat

FACILITIES MANAGEMENT DEPARTMENT**MESSENGERIAL/COURIER SERVICES
TERMS OF REFERENCE****I. Three (3) Year Contract for Messengerial/Courier Services****A. Items for Shipment via Air Freight**

1. Accountable Forms
2. Cards and PIN Mailers (CAMD)
3. Documents
4. Office Uniforms
5. Plaques and other tokens for awardees (Crating not needed)
6. Supplies, Office Equipment/Furniture & Christmas Give-away weighing below 50 kg.

B. Items for Shipment via Sea Freight

1. Supplies, Office Equipment/Furniture & Christmas Give-away weighing 50 kg. & above
2. Items that are prohibited to be transported via air freight i.e. items with fuel/battery, etc.

II. Period Covered

3-Year Contract shall take effect fifteen (15) calendar days after receipt of the Notice to Proceed (NTP)

III. Areas of Coverage (All LBP Field Units- Annex "D.3.1 to D.3.12")**IV. Delivery Period**

- **Via Air Freight** - Seven (7) calendar days after receipt of items from LANDBANK
- **Via Sea Freight** - within thirty (30) calendar days after receipt of items from LANDBANK

V. Projected Volume per Area

AREA	ESTIMATED VOLUME (IN KILO)
AIR/LAND FREIGHT	
LUZON	1,238,582
VISAYAS	299,641
MINDANAO	383,276

TOTAL AIR FREIGHT	1,921,499
SEA FREIGHT*	
AREA	ESTIMATED VOLUME IN CBM
VISAYAS	1,200
MINDANAO	2,324
TOTAL SEA FREIGHT	3,524

VI. Qualification Requirements for Prospective Bidder/Supplier/Service Provider:

1. Must have at least one (1) on going or completed courier service contract with a universal bank in the Philippines;
2. The Service Provider shall submit certified true copies of the following documentary requirements:
 - a. List of branches/offices per province with addresses, telephone numbers and contact persons that can service LANDBANK Field Units.
 - b. List of Clients with name of contact person and contact number for each client;
 - c. Certificate of satisfactory performance from engagement with previous clients; including LANDBANK (at least 3 clients) one of which shall be issued by a universal bank in the Philippines with similar existing/completed projects for the last three (3) years.
3. Shall submit a duly notarized self-certification on the existence/availability of Disaster Recovery/Business Continuity Plan (BCP) to ensure continuity of service provided to LANDBANK;

VII. Scope of Services

The SERVICE PROVIDER shall undertake in an efficient and timely manner the following services:

1. Daily pick-up of documents, parcels and cargoes at LANDBANK Plaza and LBP Antipolo Warehouse.
2. Door-to-door delivery of documents, parcels, cargoes to LANDBANK Field Units with proper receipt of addressee/s.

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3. Track and Trace Capability to verify/update status of shipments thru on-line one (1) day after receipt.
4. Delivery shall be made twice in case the addressee or his/her authorized representative is not around at the time of first delivery without additional charges. The 2nd delivery shall be made the next day. Parcels not delivered within the stated transit time shall not be subject to delivery charges unless the failure to deliver is due to any of the following causes:
 - a. Defect in LANDBANK's destination or addressee's address;
 - b. Act or omission of the addressee or his/her authorized representative which directly caused the failure to deliver;
 - c. Order or act of competent public authority; and
 - d. Acts of God or Force Majeure.
5. Failure of delivery of parcels due to any of the causes enumerated above, Service Provider shall notify LANDBANK Facilities Management Department within three (3) working days from the date of failed delivery. The Service Provider shall not collect delivery charges if it fails to notify the Bank unless the failure to make such notification is due to fortuitous event or circumstances beyond the control of the Service Provider as enumerated in Section VII.4. If the undelivered documents, parcels and cargoes are subsequently and properly delivered, the Service Provider shall be entitled to collect the delivery charges. The Service Provider shall be financially liable for any loss of the parcel while in transit.
6. Return to LANDBANK all undelivered documents, parcels and cargoes via air freight within twelve (12) calendar days from the LANDBANK's dispatch. All undelivered cargoes via sea freight must be immediately coordinated/cleared with LANDBANK Facilities Management Department prior to its return.
7. Must have five (5) on-site personnel at LANDBANK Plaza and three (3) on-site personnel at LANDBANK Antipolo Warehouse to perform the documentation of shipment of documents, parcels and cargoes.
8. Liquidated damages shall be 1/10 of 1% of the total billing (normally on a bi-monthly cycle) applied on the longest day of delay in a particular billing cycle.
9. Place and schedule of pick-up by the Service Provider are as follows:

PARTICULARS	LOCATION	SCHEDULE
a. Document/parcels/cargoes	LBP Plaza	Daily from 8:00 AM – 5:00 PM Except Saturdays, Sundays & Holidays unless notified that pick-up is necessary
b. Supplies/Equipment/Furniture	LBP Antipolo Warehouse	

c. Bank Statement

LBP Plaza

Twice a month

d. Uniforms

e. Christmas Give-away



As per agreed location/schedule

10. In the event of loss or damage, the Service Provider shall pay the contents of the documents, parcels and cargoes within sixty (60) days upon receipt of corresponding Claim Form. In case of loss of accountable form, the SERVICE PROVIDER shall publish at its expense a Notice of Loss in newspaper/s of general circulation within one (1) week after confirmation of its loss.

VIII. Payment

In consideration for the delivery services rendered, LANDBANK shall pay the Service Provider in accordance with the schedule of rate submitted.

- a. Billings for the parcels/documents/cargoes dispatched by FMD and other H.O. units shall be processed/paid at LANDBANK Head Office on a bi-monthly cycle.
- b. Rate shall be computed as follows:

For Airfreight:

- 1. Minimum weight of 1 kilogram
- 2. Any excess shall be rounded of as follows:
 - 2.a Below .5 kilograms to the nearest whole number
 - 2.b 0.5 kilogram and more to the next whole number

For Sea freight:

- 1. Minimum of 50 kilograms which is equivalent to .05 cbm
- 2. Service Provider shall submit the rates for 50, 60, 70, 80, 90 and 100 kilograms including other incidental cost to facilitate the costing/validation.

Excess shall be rounded to the nearest ten, to wit:

- a. Below 5 kilograms i.e. 54 kg. To be rounded to 50 kg.
- b. 5 – 9 kilograms i.e. 57 kg. To be rounded to 60 kg.

IX. Other Terms and Conditions

- 1. It is understood that the service personnel of the Service Provider are not employees of LANDBANK. The Service Provider shall be solely responsible under existing labor laws, rules and regulations or those that may hereafter be enacted

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regulating employer – employee relationship, and/or other employment benefits which the service personnel may be entitled. The Service Provider 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 LANDBANK free and harmless from any liability whatsoever in the event that any claim arising under such laws, decrees, rules and regulations is presented/filed.


2. The Service Provider 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 LANDBANK in the course of the performance of its obligations. LANDBANK shall not be responsible for the death or injury sustained by the Service Provider's service personnel while in the performance of their obligation to LANDBANK. In case of such death, accident or damage, LANDBANK is specifically relieved of any damage and responsibility therefore.
3. In line with the BANK's Environmental Management System (EMS) program and being an ISO 14001 certified institution, prospective bidder shall be required to use appropriate materials (i.e. gloves, mask, etc.) during the performance of their duties.
4. The Service Provider shall ensure at all times the confidentiality of any personal information that comes to its knowledge and possession, prevent its use for unauthorized purposes, and generally, comply with the requirements of Republic Act 10173 – Data Privacy Act of 2012 and its Implementing Rules and Regulations.
5. The Service Provider shall exercise extreme caution and be responsible for the delivery, safe hauling/transfer of its supplies, tools and equipment to prevent damage to Bank properties. The corresponding cost of repair or replace the Bank equipment, facilities or properties including parts and components damaged or lost by the Service Provider or due entirely to the fault negligence and/or dishonesty of the Service Provider's personnel in the course of their duties shall be chargeable to the Service Provider.
6. The Service Provider shall be held directly responsible for any injury to person and/or damage to the Bank's property arising from the act, whether partial, contributory, or due entirely to the fault, negligence or dishonesty of the Service Provider's personnel in the course of their duties.
7. The Service Provider shall maintain cleanliness at all times. They shall clean their designated area after workday.
8. The Service Provider shall strictly observe the Bank's existing rules and regulations and shall be subject to the Bank's standard security policies and procedures while inside the LANDBANK premises.
9. In case of delay in the delivery or non-performance of the terms and conditions by the Service Provider where, damages to the operations of the branch were ascertained, LANDBANK reserves the right to pre-terminate the contract. A thirty

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(30) day notice of pre-termination shall be sent to the Service Provider, the period of which will run upon receipt of such notice.

10. Any action that may arise from the contract shall be filed in the Court of the City of Manila. It is expressly agreed that in case of litigation, the party at fault shall pay the aggrieved party an amount equivalent to 10% of the amount due.


Prepared by:


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Land Bank of the Philippines

INVITATION TO BID FOR

Three (3) Years Messengerial/Courier Services

1. The LAND BANK OF THE PHILIPPINES (LANDBANK), through its 2021 Corporate Operating Budget approved by the Board of Directors intends to apply the total sum of One Hundred Sixty Nine Million Five Hundred Ten Thousand Pesos Only (Php169,510,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Three (3) Years Messengerial/Courier Services with Project Identification Number LBP-HOBAC-ITB-GS-20211020-02. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The LANDBANK now invites bids for the Three (3) Years Messengerial/Courier Services with Project Identification Number LBP-HOBAC-ITB-GS-20211020-02. The contract period is indicated in Section VI, Schedule of Requirements. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information and/or shortened electronic copy of the Bidding Documents by contacting LANDBANK – Procurement Department at the telephone numbers and email address given below during banking days from 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents in electronic format may be acquired by interested Bidders on December 3, 2021 to January 7, 2022 from LANDBANK – Procurement Department upon payment of the non-refundable Bidding Fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of Fifty Thousand Pesos Only (P50,000.00).

The Bidding Documents Fee may be paid at any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal, provided a Payment Acceptance Order (PAO) is secured first from **LANDBANK – HOBAC Secretariat**. The steps to follow in the payment of the Bidding Document Fee through the LANDBANK Link.BizPortal are found in Annex A of the Bidding Documents.

To obtain a PAO, interested Bidders shall send a request email to lbphobac@mail.landbank.com with subject "PAO - LBP-HOBAC-ITB-GS-20211020-02" as its subject. The specific instructions on how to pay the Bidding Documents Fee and receive the Bidding Documents shall be provided in the reply email of LANDBANK to the interested Bidders.

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the LANDBANK website, provided that Bidders shall pay the corresponding cost of Bidding Documents not later than the submission of their bids.

6. The LANDBANK will hold a Pre-Bid Conference on December 10, 2021 a 1:00 P.M. through videoconferencing using Microsoft (MS) Teams Application.

Interested Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (Annex B of the Bidding Documents) to lbphobac@mail.landbank.com on or before 12:00 noon of December 9, 2021. The PBCR Form can also be downloaded from the PhilGEPS website, LANDBANK website (<https://landbank.com/forms>) or requested from Ms. CHARMAINE S. FLORIDO at charm.florido.landbank@gmail.com. Interested Bidders shall state "PBCR – LBP-HOBAC-ITB-GS-20211020-02" in their request email as subject. The specific instructions on how to join the Pre-Bid Conference shall be provided by LANDBANK to the interested Bidders through email.

For new bidders, a briefing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bids shall be conducted on December 9, 2021 4:00 PM through videoconferencing using MS Teams application.

7. All bids shall be submitted electronically on or before the 10:00 A.M. deadline on January 7, 2022. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility (SFTF) of LANDBANK on or before the deadline shall be accepted. Submission of physical bid (hard copy) shall not be accepted. The prescribed procedures in the submission and opening of electronic bids are stated in the Detailed Procedures in Submission and Opening of Electronic Bids (Annexes C-1 to C-8 of the Bidding Documents). Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

9. Bid opening shall be on January 7, 2022 through videoconferencing using Microsoft (MS) Teams Application. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The LANDBANK reserves the right to (a) reject any and all bids at any time prior to the award of the contract; (b) waive any minor formal requirements in the bid documents; (c) accept such bids it may consider to be advantageous and beneficial to the Bank; (d) declare a failure of bidding; or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:


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Email lbphobac@mail.landbank.com

-Signed-

ALEX A. LORAYES

Executive Vice President

Chairman, Bids and Awards Committee

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Bid Data Sheet

ITB Clause								
5.3	A contract shall be considered similar to this Project if it involves messengerial/courier services . Moreover, it must have been completed within five (5) years prior to the set deadline for the submission and receipt of bids.							
7	Subcontracting is not allowed.							
12	The price of the Goods shall be quoted DDP specified delivery site/s or the applicable International Commercial Terms (INCOTERMS) for this Project.							
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1"> <thead> <tr> <th>Form of Bid Security</th><th>Minimum Amount of Bid Security</th></tr> </thead> <tbody> <tr> <td>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td><td rowspan="2">P3,390,200.00</td></tr> <tr> <td>(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; and</td></tr> <tr> <td>(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.</td><td>P8,475,500.00</td></tr> </tbody> </table> <p>1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal. The bidder shall first secure an electronic PAO from LANDBANK – HOBAC Secretariat. If the bidder opts to pay at any LANDBANK Branch, the electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.</p> <p>If the bidder opts to pay through the LANDBANK Link.BizPortal, the</p>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P3,390,200.00	(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; and	(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.	P8,475,500.00
Form of Bid Security	Minimum Amount of Bid Security							
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	P3,390,200.00							
(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; and								
(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.	P8,475,500.00							

steps to follow are found in Annex A of the Bidding Documents. The Payment Confirmation shall serve as proof of payment of the cash bid security.

2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.
3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided the Project Title and Project Identification Number are indicated therein.
4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:
 - (a) CBD 2 - 18th Floor, LANDBANK Plaza Building
Telephone No. 8-405-7345 local 2117
(For Assets 1 Billion and up)
 - (b) SME-MLD 2 - 18th Floor, LANDBANK Plaza Building
Telephone No. 8-405-7431 local 7431
(For Assets below 1 Billion)
5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.

The surety bond may be secured through LANDBANK Insurance Brokerage, Inc. (LIBI) with the following contact details:

- (a) LIBI-Forex
14th Floor, LANDBANK Plaza Building
Telephone No. 8-710-7114
(Every Tuesday and Thursday)
- (b) 12th Floor, SSHG Law Center Bldg.
105 Paseo de Roxas, Legaspi Village
Makati City
Telephone Nos. 8-812-4911 and 8-867-1064

Surety bonds with the following or similar conditions/phrases shall not be accepted:

- (a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case

	<p>exceed the amount of the bond"; or</p> <p>(b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."</p> <p>6. If in the form of Bid Securing Declaration, the attached Form No. 8 of the Bidding Documents must be used.</p> <p>7. A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or Payment Confirmation and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. In the case of cashier's/manager's check bid security, the physical check must be delivered to and received by LANDBANK – HOBAC Secretariat not later than 5:00 P.M. of the following banking day after the opening of bids. In the case of the other forms of bid security, the physical document must be submitted to LANDBANK – HOBAC Secretariat during the post-qualification stage.</p>
15	<p>The electronic bid shall consist of two identical copies of archived/compressed files (Copy 1 and Copy 2). The archived/compressed files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBPHOBAC-ITB-GS-20200819-01(2) that XYZ Company wants to bid on, the archived/compressed files shall be labelled as XYZ-081901(2)-C1 (for Copy 1) and XYZ-081901(2)-C2 (for Copy 2). Copy 1 shall serve as the primary file while Copy 2 shall be the backup file. The archived/compressed files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>The above mentioned archived/compressed files shall contain the Technical Component and Financial Component files in PDF format. These PDF files shall be labelled with bidder's assigned short name, last seven (7) digits of the bidding reference number including the parenthesis if there are any, and the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively, each separated with a dash sign. Thus, using the above example, the archived/compressed files XYZ-081901(2)-C1 and XYZ-081901(2)-C2 shall both contain the PDF files labelled XYZ-081901(2)-Tech and XYZ-081901(2)-Fin.</p> <p><u>All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents.</u> The documents must be signed by the authorized signatory/ies when required in the form.</p>

	<p><u>The archived file and the PDF files shall be assigned with a different password</u> and these passwords shall be disclosed by the bidder only upon the instruction of HOBAC during the actual bid opening. The passwords for Copy 1 and Copy 2 shall be the same.</p> <p>Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The HOBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.</p> <p>In case of modification of bid, a modified version of Copy 1 and Copy 2 of the bid (archived/compressed) files shall be uploaded to the SFTF. The qualifier "Mod" and a numeric counter indicating the number of times that the bid had been modified shall be added at the end of the filenames of both the archived and PDF files. Using again the earlier example, the sample labels and contents of the modified bid shall be as follows: a) First Modification: XYZ-081901(2)-C1-Mod1 and XYZ-081901(2)-C2-Mod1 containing XYZ-081901(2)-Tech-Mod1 and XYZ-081901(2)-Fin-Mod1 and b) Second Modification: XYZ-081901(2)-C1-Mod2 and XYZ-081901(2)-C2-Mod2, containing XYZ-081901(2)-Tech-Mod2 and XYZ-081901(2)-Fin-Mod2]. Only the latest modified bid shall be opened while the rest of the superseded bids will be rejected.</p>
16	<p>All bids shall be submitted electronically on or before the 10:00 A.M. deadline on <u>January 7, 2022</u>. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.1. Only electronic bids that are successfully uploaded to the Secure File Transfer Facility of LANDBANK on or before the deadline shall be accepted. The procedures that will be followed in the submission and opening of electronic bids are described in the Detailed Procedures in Submission and Opening of Electronic Bids per attached Annexes C-1 to C-7. The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached Annexes C-4 to C-7).</p> <p><u>Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the HOBAC.</u> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his/her electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the HOBAC Secretariat at (02) 8405-7746 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.</p>

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On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the HOBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the HOBAC meeting. Only one account/connection per participating bidder shall be allowed to join the meeting. A maximum of two (2) accounts/connections per participating interested bidder shall be allowed to join the meetings.

Projects with participating bidders in attendance shall be given priority in the queuing.

Upon the instruction of the HOBAC Chairperson to start the bid opening activity, the HOBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The HOBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.

In case a bidder cannot connect to the videoconferencing via MS Teams application, the HOBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the HOBAC Secretariat. If the HOBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the HOBAC Secretariat to provide the passwords needed to open its electronic bids when required by the HOBAC, the bidder concerned shall be disqualified from further participating in the bidding process.

Once the connections are in place, the HOBAC, with the assistance of the HOBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the HOBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.

The HOBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.

The HOBAC, with the assistance of the HOBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the HOBAC, the bidder concerned shall disclose the password for its/his/her Financial Component.

In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the HOBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts or

	<p>due to technical issues, the bidder concerned shall be disqualified from further participating in the bidding process. Thus, the bidders are encouraged to test their electronic bids and ensure that they are free from technical errors prior to uploading of the same to the SFTF.</p> <p>The HOBAC, with the assistance of the HOBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the HOBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>
19.3	<p>The lot and reference is:</p> <p>Three (3) Years Messengerial/Courier Services with Project Identification Number LBP-HOBAC-ITB-GS-20211020-02.</p> <p>The goods are grouped in a single lot and the lot shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.</p>

Technical Specifications

Specification	Statement of Compliance																						
<p style="text-align: center;">Three (3) Years Messenger/Courier Services</p> <table border="1" data-bbox="167 1413 826 1798"> <thead> <tr> <th colspan="2">Projected Volume per Area:</th></tr> <tr> <th>AREA</th><th>Estimated Volume</th></tr> </thead> <tbody> <tr> <td>Air/Land Freight</td><td>(IN KILO)</td></tr> <tr> <td>-Luzon</td><td>1,238,582</td></tr> <tr> <td>-Visayas</td><td>299,641</td></tr> <tr> <td>-Mindanao</td><td>383,276</td></tr> <tr> <td>Total Air/Land Freight</td><td>1,921,499</td></tr> <tr> <td>Sea Freight</td><td>(IN CBM)</td></tr> <tr> <td>-Visayas</td><td>1,200</td></tr> <tr> <td>- Mindanao</td><td>2,324</td></tr> <tr> <td>Total Sea Freight</td><td>3,524</td></tr> </tbody> </table> <ol style="list-style-type: none"> Scope of works and other requirements per attached Revised Terms of Reference (Annexes D-1 to D-6). Areas of coverage per attached list of Field Units (Annexes D.3.1 to D.3.12) 	Projected Volume per Area:		AREA	Estimated Volume	Air/Land Freight	(IN KILO)	-Luzon	1,238,582	-Visayas	299,641	-Mindanao	383,276	Total Air/Land Freight	1,921,499	Sea Freight	(IN CBM)	-Visayas	1,200	- Mindanao	2,324	Total Sea Freight	3,524	<p>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each Specification preferably stating the corresponding performance parameter of the product offered</p> <p>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 Bidders 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 style="text-align: center;">Please state here either "Comply" or "Not Comply"</p>
Projected Volume per Area:																							
AREA	Estimated Volume																						
Air/Land Freight	(IN KILO)																						
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Sea Freight	(IN CBM)																						
-Visayas	1,200																						
- Mindanao	2,324																						
Total Sea Freight	3,524																						

3. The following documents shall be submitted in support of the compliance of the Bid to the Technical Specifications and other requirements:

3.1 At least one (1) ongoing or completed courier service contract with a universal bank in the Philippines.

3.2 List of branches/offices per province with addresses, telephone numbers and contact persons that can service LANDBANK Field Units.

3.3 List of clients with name of contact person and contact number for each client

3.4 Certificate of satisfactory performance from engagement with previous clients including LANDBANK (at least 3 clients) one of which shall be issued by a universal bank in the Philippines with similar existing/completed projects for the last three (3) years.

3.5 Duly notarized self-certification on the existence/availability of Disaster Recovery/Business Continuity Plan (BCP) to ensure continuity of service provided to LANDBANK

Non-submission of above documents may result to post-disqualification of the bidder.

Conforme:

Name of Bidder

Signature over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Goods and Services

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Components (PDF File)

- The Eligibility and Technical Component shall contain documents sequentially arranged as follows:
 - Eligibility Documents – Class “A”

Legal Eligibility Documents

1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages).

Technical Eligibility Documents

2. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture 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. (sample form - Form No. 7).
3. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the last five (5) years from the date of submission and receipt of bids. The statement shall include all information required in the sample form (Form No. 3).
4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the sample form (Form No. 4).

Financial Eligibility Documents

5. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

6. The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) following the sample form (Form No. 5), or in the case of Procurement of Goods, a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

- Eligibility Documents – Class “B”

7. Duly signed valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, 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 shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit its legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.
8. 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.
9. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

- Technical Documents

10. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
11. Section VI – Schedule of Requirements with signature of bidder's authorized representative.
12. **Revised Section VII – Specifications with response on compliance and signature of bidder's authorized representative.**
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

Note: During the opening of the first bid envelopes (Eligibility and Technical Component) only the above documents will be checked by the BAC if they are all present using a non-discretionary “pass/fail” criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

- **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)]**
 - 14. At least one (1) ongoing or completed courier service contract with a universal bank in the Philippines.**
 - 15. List of branches/offices per province with addresses, telephone numbers and contact persons that can service LANDBANK Field Units.**
 - 16. List of clients with name of contact person and contact number for each client.**
 - 17. Certificate of satisfactory performance from engagement with previous clients including LANDBANK (at least 3 clients) one of which shall be issued by a universal bank in the Philippines with similar existing/completed projects for the last three (3) years.**
 - 18. Duly notarized self-certification on the existence/availability of Disaster Recovery/Business Continuity Plan (BCP) to ensure continuity of service provided to LANDBANK.**
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 - 19. Business Tax Returns per Revenue Regulations 3-2005 (BIR No.2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
 - 20. Latest Income Tax Return filed manually or through EFPS.
 - 21. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
 - 22. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
 - 23. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding (sample form – Form No. 7).

Financial Component (PDF File)

- The Financial Component shall contain the documents sequentially arranged as follows:
 1. Duly filled out Bid Form signed by the bidder's authorized representative (sample form - Form No.1).
 2. Duly filled out Schedule of Prices signed by the bidder's authorized representative (sample form - Form No.2).

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

FACILITIES MANAGEMENT DEPARTMENT**MESSENGERIAL/COURIER SERVICES
TERMS OF REFERENCE****I. Three (3) Year Contract for Messengerial/Courier Services****A. Items for Shipment via Air Freight**

1. Accountable Forms
2. Cards and PIN Mailers (CAMD)
3. Documents
4. Office Uniforms
5. Plaques and other tokens for awardees (Crating not needed)
6. Supplies, Office Equipment/Furniture & Christmas Give-away weighing below 50 kg.

B. Items for Shipment via Sea Freight

1. Supplies, Office Equipment/Furniture & Christmas Give-away weighing 50 kg. & above
2. Items that are prohibited to be transported via air freight i.e. items with fuel/battery, etc.

II. Period Covered

3-Year Contract shall take effect fifteen (15) calendar days after receipt of the Notice to Proceed (NTP)

III. Areas of Coverage (All LBP Field Units- Annex "D.3.1 to D.3.12")**IV. Delivery Period**

- **Via Air Freight** - Seven (7) calendar days after receipt of items from LANDBANK
- **Via Sea Freight** - within thirty (30) calendar days after receipt of items from LANDBANK

V. Projected Volume per Area

AREA	ESTIMATED VOLUME (IN KILO)
AIR/LAND FREIGHT	
LUZON	1,238,582
VISAYAS	299,641
MINDANAO	383,276

TOTAL AIR FREIGHT	1,921,499
SEA FREIGHT*	
AREA	ESTIMATED VOLUME IN CBM
VISAYAS	1,200
MINDANAO	2,324
TOTAL SEA FREIGHT	3,524

VI. Qualification Requirements for Prospective Bidder/Supplier/Service Provider:

1. Must have at least one (1) on going or completed courier service contract with a universal bank in the Philippines;
2. The Service Provider shall submit certified true copies of the following documentary requirements;
 - a. List of branches/offices per province with addresses, telephone numbers and contact persons that can service LANDBANK Field Units.
 - b. List of Clients with name of contact person and contact number for each client;
 - c. Certificate of satisfactory performance from engagement with previous clients; including LANDBANK (at least 3 clients) one of which shall be issued by a universal bank in the Philippines with similar existing/completed projects for the last three (3) years.
3. Shall submit a duly notarized self-certification on the existence/availability of Disaster Recovery/Business Continuity Plan (BCP) to ensure continuity of service provided to LANDBANK;

VII. Scope of Services

The SERVICE PROVIDER shall undertake in an efficient and timely manner the following services:

1. Daily pick-up of documents, parcels and cargoes at LANDBANK Plaza and LBP Antipolo Warehouse.
2. Door-to-door delivery of documents, parcels, cargoes to LANDBANK Field Units with proper receipt of addressee/s.

CLASS D

3. Track and Trace Capability to verify/update status of shipments thru on-line one (1) day after receipt.
4. Delivery shall be made twice in case the addressee or his/her authorized representative is not around at the time of first delivery without additional charges. The 2nd delivery shall be made the next day. Parcels not delivered within the stated transit time shall not be subject to delivery charges unless the failure to deliver is due to any of the following causes:
 - a. Defect in LANDBANK's destination or addressee's address;
 - b. Act or omission of the addressee or his/her authorized representative which directly caused the failure to deliver;
 - c. Order or act of competent public authority; and
 - d. Acts of God or Force Majeure.
5. Failure of delivery of parcels due to any of the causes enumerated above, Service Provider shall notify LANDBANK Facilities Management Department within three (3) working days from the date of failed delivery. The Service Provider shall not collect delivery charges if it fails to notify the Bank unless the failure to make such notification is due to fortuitous event or circumstances beyond the control of the Service Provider as enumerated in Section VII.4. If the undelivered documents, parcels and cargoes are subsequently and properly delivered, the Service Provider shall be entitled to collect the delivery charges. The Service Provider shall be financially liable for any loss of the parcel while in transit.
6. Return to LANDBANK all undelivered documents, parcels and cargoes via air freight within twelve (12) calendar days from the LANDBANK's dispatch. All undelivered cargoes via sea freight must be immediately coordinated/cleared with LANDBANK Facilities Management Department prior to its return.
7. Must have five (5) on-site personnel at LANDBANK Plaza and three (3) on-site personnel at LANDBANK Antipolo Warehouse to perform the documentation of shipment of documents, parcels and cargoes.
8. Liquidated damages shall be 1/10 of 1% of the total billing (normally on a bi-monthly cycle) applied on the longest day of delay in a particular billing cycle.
9. Place and schedule of pick-up by the Service Provider are as follows:

PARTICULARS	LOCATION	SCHEDULE
a. Document/parcels/cargoes	LBP Plaza	Daily from 8:00 AM – 5:00 PM Except Saturdays, Sundays & Holidays unless notified that pick-up is necessary
b. Supplies/Equipment/Furniture	LBP Antipolo Warehouse	

- | | | |
|------------------------|-----------|---------------------------------|
| c. Bank Statement | LBP Plaza | Twice a month |
| d. Uniforms | { | As per agreed location/schedule |
| e. Christmas Give-away | | |

10. In the event of loss or damage, the Service Provider shall pay the contents of the documents, parcels and cargoes within sixty (60) days upon receipt of corresponding Claim Form. In case of loss of accountable form, the SERVICE PROVIDER shall publish at its expense a Notice of Loss in newspaper/s of general circulation within one (1) week after confirmation of its loss.

VIII. Payment

In consideration for the delivery services rendered, LANDBANK shall pay the Service Provider in accordance with the schedule of rate submitted.

- a. Billings for the parcels/documents/cargoes dispatched by FMD and other H.O. units shall be processed/paid at LANDBANK Head Office on a bi-monthly cycle.
- b. Rate shall be computed as follows:

For Airfreight:

1. Minimum weight of 1 kilogram
2. Any excess shall be rounded of as follows:
 - 2.a Below .5 kilograms to the nearest whole number
 - 2.b 0.5 kilogram and more to the next whole number

For Sea freight:

1. Minimum of 50 kilograms which is equivalent to .05 cbm
2. Service Provider shall submit the rates for 50, 60, 70, 80, 90 and 100 kilograms including other incidental cost to facilitate the costing/validation.

Excess shall be rounded to the nearest ten, to wit:

- a. Below 5 kilograms i.e. 54 kg. To be rounded to 50 kg.
- b. 5 – 9 kilograms i.e. 57 kg. To be rounded to 60 kg.

IX. Other Terms and Conditions

1. It is understood that the service personnel of the Service Provider are not employees of LANDBANK. The Service Provider shall be solely responsible under existing labor laws, rules and regulations or those that may hereafter be enacted

CLASS D

regulating employer – employee relationship, and/or other employment benefits which the service personnel may be entitled. The Service Provider 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 LANDBANK free and harmless from any liability whatsoever in the event that any claim arising under such laws, decrees, rules and regulations is presented/filed.

2. The Service Provider 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 LANDBANK in the course of the performance of its obligations. LANDBANK shall not be responsible for the death or injury sustained by the Service Provider's service personnel while in the performance of their obligation to LANDBANK. In case of such death, accident or damage, LANDBANK is specifically relieved of any damage and responsibility therefore.
3. In line with the BANK's Environmental Management System (EMS) program and being an ISO 14001 certified institution, prospective bidder shall be required to use appropriate materials (i.e. gloves, mask, etc.) during the performance of their duties.
4. The Service Provider shall ensure at all times the confidentiality of any personal information that comes to its knowledge and possession, prevent its use for unauthorized purposes, and generally, comply with the requirements of Republic Act 10173 – Data Privacy Act of 2012 and its Implementing Rules and Regulations.
5. The Service Provider shall exercise extreme caution and be responsible for the delivery, safe hauling/transfer of its supplies, tools and equipment to prevent damage to Bank properties. The corresponding cost of repair or replace the Bank equipment, facilities or properties including parts and components damaged or lost by the Service Provider or due entirely to the fault negligence and/or dishonesty of the Service Provider's personnel in the course of their duties shall be chargeable to the Service Provider.
6. The Service Provider shall be held directly responsible for any injury to person and/or damage to the Bank's property arising from the act, whether partial, contributory, or due entirely to the fault, negligence or dishonesty of the Service Provider's personnel in the course of their duties.
7. The Service Provider shall maintain cleanliness at all times. They shall clean their designated area after workday.
8. The Service Provider shall strictly observe the Bank's existing rules and regulations and shall be subject to the Bank's standard security policies and procedures while inside the LANDBANK premises.
9. In case of delay in the delivery or non-performance of the terms and conditions by the Service Provider where, damages to the operations of the branch were ascertained, LANDBANK reserves the right to pre-terminate the contract. A thirty

CLASS D

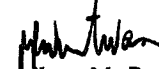
(30) day notice of pre-termination shall be sent to the Service Provider, the period of which will run upon receipt of such notice.

10. Any action that may arise from the contract shall be filed in the Court of the City of Manila. It is expressly agreed that in case of litigation, the party at fault shall pay the aggrieved party an amount equivalent to 10% of the amount due.


Prepared by:


John Michael B. Salvador
Property Analyst

Checked by:


Marilou V. Pamintuan
ADM, FMD-PASU

Approved by:


Ramil P. Remillano
AVP, FMD

Responses to Bidders' Queries/Clarifications

INQUIRIES/ISSUES	REMARKS																																								
A) 2GO Group, Inc.																																									
1. Based on your TOR your team will also be sending via sea freight items with fuel. May we ask what are the specific commodities you will be sending that contain fuel? We need to clarify on this since it should be approved first by our DG specialist.	Per FMD's TOR Item I.B Items for Shipment via Sea Freight																																								
2. Can we have the estimated number of pouches and boxes per pick-up, per region?	2. Items that are prohibited to be transported via air freight i.e. items with fuel/battery, etc. FMD only used as an example or reference for Items for Shipment via Sea Freight the DOTr Office for Transportation Security Memo Circular No. 005, s. of 2019 Re: Revised Guidelines on Prohibited Items On Board the Aircraft which includes fuel/battery. However, our regular shipment via sea freight includes UPS with batteries. So far, we have no shipment yet of fuel.																																								
3. What is the average weight of your box per pick-up?	<table><tr><th></th><th>AVE. NO. OF POUCHES & BOXES PER PICK-UP (QUERY #2)</th><th>AVE. WEIGHT OF POUCHES/BOXES (QUERY #3)</th><th>AVE. WEIGHT OF BOXES (3 KILOS AND ABOVE) PER TRANSACTION (QUERY #3)</th><th>AVE. VOLUME - SEA FREIGHT PER TRANSACTION (QUERY #3)</th></tr><tr><td>NCR</td><td>17</td><td>3 KG</td><td>18 KG</td><td></td></tr><tr><td>NORTH LUZON</td><td>157</td><td>5 KG</td><td>21 KG</td><td></td></tr><tr><td>SOUTH LUZON</td><td>121</td><td>7 KG</td><td>23 KG</td><td></td></tr><tr><td>VISAYAS</td><td>115</td><td>3 KG</td><td>11 KG</td><td>1.27 CBM</td></tr><tr><td>MINDANAO</td><td>174</td><td>3 KG</td><td>11 KG</td><td>1.24 CBM</td></tr><tr><td>TOTA AVE. PER PICK-UP</td><td>584</td><td></td><td></td><td></td></tr><tr><td>AVE. WEIGHT OVERALL</td><td></td><td>4 KG</td><td>17 KG</td><td>1.26 CBM</td></tr></table> <p>*Note the above data was based on historical data available Head office Unit/Department communications intended for LBP Field Units. All deliveries are for LBP Field units only.</p>		AVE. NO. OF POUCHES & BOXES PER PICK-UP (QUERY #2)	AVE. WEIGHT OF POUCHES/BOXES (QUERY #3)	AVE. WEIGHT OF BOXES (3 KILOS AND ABOVE) PER TRANSACTION (QUERY #3)	AVE. VOLUME - SEA FREIGHT PER TRANSACTION (QUERY #3)	NCR	17	3 KG	18 KG		NORTH LUZON	157	5 KG	21 KG		SOUTH LUZON	121	7 KG	23 KG		VISAYAS	115	3 KG	11 KG	1.27 CBM	MINDANAO	174	3 KG	11 KG	1.24 CBM	TOTA AVE. PER PICK-UP	584				AVE. WEIGHT OVERALL		4 KG	17 KG	1.26 CBM
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4. What are the types of documents you will be sending and will be packed individually per pouch? Do we have deliveries to residential areas?																																									
5. Where is the bulk pick-up of your item coming from Manila or Antipolo?	Both coming from LBP Plaza and Antipolo Warehouse																																								
6. Is your item for dispatch will be based on your Branches request?	No, we have daily dispatch/shipment.																																								

INQUIRIES/ISSUES	REMARKS
J & T Express	
<p>1. Supplies, Office Equipment/Furniture & Christmas Give-away 50 kg. & above. >>J & T can only accommodate up to 50 kg. weight, 150cm dimension.</p> <p>2. Via Air Freight - Seven (7) calendar days after receipt of items from LANDBANK >>J&T will be able to meet the delivery lead-time however, we will utilize the use of land-sea-land shipment.</p> <p>3. Liquidated damages shall be 1/10 of 1% of the total billing (normally on a bi-monthly cycle) applied on the longest day of delay in a particular billing cycle. >> J&T shall transport and deliver goods safely to its destination, but shall not be liable for delays due to unforeseen circumstances.</p> <p>4. For Airfreight: Any excess shall be rounded of as follows: 2.a Below .5 kilogram to the nearest whole number 2.b 0.5 kilogram and more to the next whole number >> .3 round of logic is being followed</p>	<p>FMD's dispatch/shipment to Field Units via sea freight includes 6 KVA Uninterrupted Power System (UPS) with a total weight of 109 kilograms and other equipment/supplies with a weight of 50 kilograms & above.</p> <p>In line with FMD's commitment to our internal/external clients to service their messengerial/courier needs within the fastest turn-around-time specifically for various cards being used for different national government projects, hence delivery via Air Freight is required.</p> <p>Delays due to causes as enumerated in Item VII.4 of the TOR will not be subjected to liquidated damages.</p> <p>Retain the provision in the TOR per Item VIII.b for guidance and consistency.</p>

<p>5. For Sea Freight:</p> <ol style="list-style-type: none"> 1. Minimum of 50 kg. which is equivalent to .5 cbm 2. Service Provider shall submit the rates for 50,60,70,80, 90 and 100 kilograms including incidental cost to facilitate the costing/validation. Excess shall be rounded to the nearest ten, to wit: <ol style="list-style-type: none"> a. Below 5 kilograms i.e 54 kg. to be rounded to 50 kg. b. 5-9 kilograms i.e 57 kg. to be rounded to 60 kg. <p>>>J&T can only accommodate weight up to 50kg and 150cm in dimension.</p>	<p>FMD's dispatch/shipment to Field Units via sea freight includes 6 KVA Uninterrupted Power System (UPS) with a total weight of 109 kilograms and other equipment/supplies with a weight of 50 kilograms & above.</p>
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COURIER SERVICES FOR CY2021

Declared Value per Month	
January	3,939,355.38
February	5,650,746.03
March	9,831,244.87
April	7,146,233.45
May	2,560,555.40
June	2,445,093.77
July	1,899,447.96
August	12,663,864.73
September	6,604,583.91
October	7,012,894.06
November	9,326,714.16
December	1,361,730.00
Total Annual Declared Value	70,442,463.72

Monthly Average of Declared Value
for the last 12 months

5,870,205.31

x

36

Estimated 3 years Value for Shipment
base on actual data of Declared Value
for the CY2021

211,327,391.16

Declared Value
Checks and Accountable Forms

11-Month Consumption January-November 2021	Average Monthly	Est. 36 Mos.
104,872,411.10	9,533,855.55	343,218,799.96



ANNEX H-2