



**COURIER SERVICES FOR NATIONAL CAPITAL REGION,  
INSTITUTE OF HUMAN GENETICS,  
UNIVERSITY OF THE PHILIPPINES MANILA  
(2021-2022)**

Prepared by:  
UP Manila Procurement Office and BAC2 Secretariat  
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in accordance with  
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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPBCircular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***



**UNIVERSITY OF THE PHILIPPINES MANILA**  
**The Health Sciences Center**  
**4<sup>th</sup> Floor UP Manila Dormitory, Procurement Office**

**INVITATION TO BID**  
**(Rebid)**

***COURIER SERVICES FOR NATIONAL CAPITAL REGION,***  
***INSTITUTE OF HUMAN GENETICS,***  
***UNIVERSITY OF THE PHILIPPINES MANILA (2021-2022)***

1. The University of the Philippines Manila, through the 2040101000-184-142 intends to apply the sum of *Twelve Million Pesos* (Php12,000,000.00) being the Approved Budget for the Contract for one year to payments under the contract for the Courier Services for National Capital Region, Institute of Human Genetics, University of the Philippines Manila (2021-2022). Bids received in excess of the ABC shall be automatically rejected at bidopening.
2. The *University of the Philippines Manila* now invites bids for the above Procurement Project. Delivery of the Services is required for *one (1) year*. Bidders should have completed, within the last five 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.
4. 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.
5. Prospective Bidders may obtain further information from University of the Philippines Procurement Office, BAC2 Secretariat and inspect the Bidding Documents at the address given below during office days, 8:00 to 4:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **05 March 2021** from the given address and website(s) below The Procuring Entity shall allow the bidder to present its proof of payment for the bidding documents fees amounting to ***Twelve Thousand Pesos Only. (Php12,000.00)*** in person, by facsimile or electronic means (email).
7. The University of the Philippines Manila will hold a Pre-Bid Conference<sup>1</sup> on **16 March 2021** through zoom which shall be open to prospective bidders

The BAC conduct meetings via zoom until such time that the implementation of community quarantine or similar government restrictions are lifted by the proper government authorities.

The prospective bidders are advised to register first @ <https://up-edu.zoom.us/meeting/register/tZUsce2oqD4jHdPSU02oHU4ypa4-zuOf0L3q> and wait for further advice for the zoom link which shall be provided to the prospective bidders who successfully registered.

- The prospective bidders are advised to register first @ [https://up.edu.zoom.us/meeting/register/tZUpfumvrjMuH9Jq1lSOZ8ri\\_c\\_YGkMnyzS](https://up.edu.zoom.us/meeting/register/tZUpfumvrjMuH9Jq1lSOZ8ri_c_YGkMnyzS) bidders who successfully registered.

- The prospective bidders/suppliers shall stay initially at the zoom waiting room until the discussion of the item where they intend to participate starts. The host of the meeting from the BAC Secretariat will then let them in to the meeting room just before the discussion of the specific matter they intend to participate.

- Ms. Melody Jane L. Rojo (Tel. No. 8814-1213)*  
*Mr. Jonald D. Karingal/Rose Ann delos Santos (Tel. No. 8814- 1224)*  
*BAC2 Secretariat, Procurement Office*  
*4<sup>th</sup> Floor Student Dormitory University*  
*of the Philippines Manila*

- MARIA ELIZA RUIZ AGUILA, PhD**  
Chair, Bids and Awards Committee 2

**ARLENE A. SAMANIEGO, MD**  
**Vice Chancellor for Administration**

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## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, *University of the Philippines Manila*, wishes to receive Bids for the Courier Services for National Capital Region, Institute of Human Genetics, University of the Philippines Manila with Project Identification Number \_\_\_\_\_

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of [*indicate number of lots or items*], the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

21. The GOP through the source of funding as indicated below for 2021 in the amount of Twelve Million Pesos (PhP12,000,000.00)

22 The source of funding is: **2040101000-184-142**

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

51. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

52 Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *{[insert if applicable]}* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

101. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

102. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five years prior to the deadline for the submission and receipt of bids.

103. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019

dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
  - a. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

## 12. Bid and Payment Currencies

- 12.1. Payment of the contract price shall be made in Philippine pesos

## 13. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until one hundred twenty (120) calendar days after the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non- responsive.

## 14. Sealing and Marking of Bids

Each Bidder shall submit **(3) three** Copies of the first and second components of its bid. **(1) one** Original and **(2) two** additional copies (**Copy 1 and Copy 2**)

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which Must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **15. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **16. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **17. Domestic Preference**

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **18. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. The Project shall be awarded as ONE CONTRACT.

19.3. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting

the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **19. Post-Qualification**

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **20. Signing of the Contract**

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>Contractor's Eligibility:</p> <ol style="list-style-type: none"> <li>1. Contractor/s must be duly licensed Philippine Courier Company</li> <li>2. Contractor/s is engaged in the business of providing domestic courier air freight, sea freight and land freight services to the general public, such as receiving , transporting and delivery of legitimate material like documents, parcel and merchandise.</li> <li>3. Contractor/s must be able to provide sound track record and years of experience in the business including their financial capacity.</li> </ol>
7.1	<i>Not applicable</i>
12	<i>Not applicable</i>
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> <ol style="list-style-type: none"> <li>a. The amount of not less than <b><i>Php240,000.00</i></b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><i>Php600,000.00</i></b> if bid security is in Surety Bond.</li> </ol>
19.3	<i>Not applicable</i>
20.2	<i>Not applicable</i>
21.2	<p><i>List here any additional contract documents relevant to the Project that may be required by existing law and/or the Procuring Entity: Copy of approved Terms of Reference with Conforme of the authorized representative of the bidder.</i></p>



## ***Section IV. General Conditions of Contract***

**Notes on the General Conditions of Contract**

**The Terms and Conditions for the Courier Services for National Capital Region, Institute of Human Genetics, University of the Philippines Manila (2021-2022).**

## *Section V. Special Conditions of Contract*

**NOT APPLICABLE FOR THIS SERVICE CONTRACT**

## ***Section VI. Schedule of Requirements***

**NOT APPLICABLE FOR THIS SERVICE CONTRACT**

## ***Section VII. TERMS OF REFERENCE***

# **TERMS OF REFERENCE FOR PROCUREMENT OF COURIER SERVICES**

INSTITUTE OF HUMAN GENETICS

**TERMS OF REFERENCE FOR PROCUREMENT OF COURIER SERVICES**  
**INSTITUTE OF HUMAN GENETICS**  
**(FOR 2021-2022 BID)**

**I. Background/Rationale:**

The Institute of Human Genetics (IHG) was created during the 1129th meeting of the UP Board of Regents on 25 February 1999 to promote health by understanding the genetic basis of common diseases in the Filipino population through diagnosis and early detection of potentially treatable genetic conditions and implement educational programs that will increase awareness of physicians and the general public on common genetic conditions and their prevention.

The Institute was also created to promote pioneering and socially relevant clinical researches and increase awareness and consciousness of genetic disorders among physicians, scientists and the public. It provides services that will allow definitive diagnosis and early detection of potentially treatable genetic conditions. IHG aims to be the center for excellence in comprehensive, quality genetic services, training and research committed to the improvement of the quality of life of Filipinos.

Today, the IHG houses a clinical genetics unit and six laboratories – Newborn Screening Center, Cytogenetics Laboratory, Molecular and Cancer Genetics Laboratory, Biochemical Genetics Laboratory, Microarray Core Laboratory Facility, and the Hemoglobinopathy Laboratory; all of which are providing both diagnostic and research services with a staff of over 100 consisting of geneticists, physicians, nurses, medical technologists, biochemists, chemists, biologists and administrative support staff.

One of the biggest laboratory needing logistics/courier providers is the Newborn Screening Center- National Institutes of Health (NSC-NIH). It is the first Department of Health (DOH) - accredited newborn screening center in the country providing newborn screening tests for a panel of congenital and metabolic disorders.

The NSC-NIH is a facility equipped with a newborn screening laboratory that complies with the established standards; provides all required laboratory tests; and has a recall /follow up system for newborns with heritable conditions.

Courier Services are important in the implementation of the Newborn Screening Program with regards to delivery/pick up of Newborn Screening kits, dried blood samples, results and reagents.

## II. AREA OF COVERAGE

- Contractor/s must have the ability and qualifications to bid and serve various locations and possible isolated/critical areas in entire NATIONAL CAPITAL REGION. See lot breakdown below.

Lot	Region	*Specific Location/Address	Specific Details
Lot 1	NCR	All barangays (purok/street/poblacion) and critical areas in the 16 cities and 1 municipality	Door to Door for both pick-up and Delivery

- INBOUND** (Newborn Screening blood samples and parcels from the various locations specified in LOT1) going to either/any of the specific location below:

- Newborn Screening Center- National Institutes of Health, University of the Philippines Manila with its current address:** Building H, Ground Floor, and Newborn Screening Center- NIH, UP -Ayala Land Techno Hub, Commonwealth, and Quezon City
- Institute of Human Genetics- 625 National Institutes of Health Building, Pedro Gil St. Malate, Manila**

- LOCAL OUTBOUND** Results, Parcels, Newborn Screening Kits, and sample collection kits and other IHG laboratories' forms, info materials and other documents.

- From: Institute of Human Genetics located at 625 NIH Bldg. Pedro Gil St. Malate, Manila or from Newborn Screening Center- NIH, UP Ayala Land Technohub, Quezon City
- Going to: Various locations included in LOT1

## II. REFERENCE OF WEIGHT PER TRANSACTION

### A. Approximate average weight per transaction

Outbound	Kits	More than 1Kilo
	Samples, padded forms	Less than 1 kilo
	Results	Less than .5 kilo- 1 kilo
	Styro/Boxes, info materials (posters, brochures)	Between2- 5 kilos Bulk orders may exceed 5 kilos
Inbound	Dried Blood Samples using NBS Filter Cards	Less than 1 kilo
	Styro/Boxes	Less than 5 Kilos Bulk Transactions may

	exceed 5 Kilos
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**B. Minimum measurement of Pouches**

1. Small Pouch – 30 cm (length) x 20 cm (width)
2. Large Pouch – 42 cm (length) x 30 cm (width)

**III. SERVICE DELIVERY AND COMMITMENT**

**A. BOOKING SERVICES** must be made available through Customer Care Hotlines and Direct Lines provided by the Contractor. At least 2 Customer Hotlines and 4 direct lines are provided for daily booking requests. Booking cut off maybe specified by the contractor to manage the service.

**B. ON TIME PICK-UP UPON BOOKING.** From Various Client Location to NSC- NIH and SEND OUT from NSC- NIH to Various Client location **DELIVERY COMMITMENT (TURN-OVER TIME/LEAD TIME OF TRANSACTION)**

LOT/ AREA	Region	Booking to Pick up	Delivery Lead Time
1	NCR	Same day pick up within cut off	1 day from pick up date

**C. HANDLING, TRANSPORT and DELIVERY including adherence to Data Privacy Act**

1. Contractor/s shall observe extraordinary diligence in the handling, and transport of **CLIENT's** shipments. Contractor's accountability and responsibility of the shipment shall continue until the goods or merchandise is received in order and in good condition. Guidelines and Adherence to DATA PRIVACY ACT must be strictly implemented. Thus, **POUCHES** used for transport must be **OPAQUE** (not clear, not transparent)
2. Proper storage and safekeeping of packages with blood samples must be kept in warehouses with a maintaining temperature of not higher than 25 Degrees Celsius. Appropriate vehicle must be a 4-wheeler type for **OUTBOUND SERVICES** from IHG and NSC NIH must be used for pick- up of packages.
3. Contractor/s should be able to transport samples packed in dry ice or liquid nitrogen *(only for a very limited number of samples)*
4. Newborn Screening **OUTBOUND** packages and parcels must be picked up on a regular basis during **WORKING DAYS** not later than 5:00 PM. **A Checker or a personnel from the Contractor's Hub** must be deployed daily, from Mondays to Fridays at the Newborn Screening Center- NIH at UP Techno hub, QC to process waybills for outbound transactions.



5. INBOUND packages and parcels must be delivered during WORKING DAYS or WHEN REQUESTED EVEN ON REGULAR HOLIDAYS AND NON - WORKING HOLIDAYS (following the regular rates indicated in the BID) to the Newborn Screening Center Laboratory (UP TECHNOHUB, QC) not later than 9:00 AM.

D. SUPPLIES AND AFTER- SALES SERVICES

SUPPLIES and AFTER- SALES SERVICES	Description
Software for WAYBILL PRINTING	A software installed at NSC- NIH for printing shippers details prior to shipment of parcels and packages to various NSFs and NSCs
Pre-printed waybills and Pouches	Waybills solely used by a specific Newborn Screening Facility in sending NBS Samples. The details of the shipper (NSF) and the consignees address and account number (NSC- NIH) is already pre-printed to avoid misroute  Material of Pouches <b>should not</b> be made of clear/transparent plastic  Pouches and Waybills should be made available to all member NSFS and to the Institute
Clinical Packs	Pouch with an overwrap for exempt clinical sample shipment (insulated packaging)
Bi-Monthly Delivery Reports	Provide delivery reports specifying the consignee, shipper, date of pick up, date of delivery, date of receipt and name and designation of receiver including the weight, amount and transit time per transaction
Trace Handling/Tracking Services	Customer Service hotline is available anytime to ensure "real-time" mobility of parcel
Pick Up Booking or Fixed and or Flexible Booking Schedule	Customer Service hotline available anytime to book pick up request based on specified "cut-off" from various NSFS. Fixed pick up schedule to regularly sending clients including Newborn Screening Center- NIH. Contractor should be amenable to booking and pick-up flexibility schedule especially during holidays and emergency
Customer Feedback Services	Tracking services should have an immediate feedback to inquiring client.  Provide "ALERT" for undelivered and problematic shipments within 24 hours from the time the items were received by contractor
Account Specialist/ Manager	Represents the company in handling immediate queries, trouble shooting and disputes that cut

SUPPLIES and AFTER- SALES SERVICES	Description
	across transaction between the courier and client and vice versa
Contingency Services	Ensure availability of courier services at all times. This includes provision of contingency services in times of management and internal operational problems.

#### V. INSURANCE

**Contractor must have stipulated terms on INSURANCE OF PARCELS and COMMODITIES (Insurance Fee of not more than 1% of the total declared value of each parcel/ commodity)**

However, CLIENT shall have the option to insure the goods/supplies and CONTRACTOR shall not claim any right over the proceeds of the insurance policy secured or obtained by CLIENT. All shipments for Domestic and International delivery are insured based on the value declared by CLIENT on the domestic waybill.

If no value is indicated, it is understood that the CLIENT chose not to insure the package for shipping.

#### VI. SUBCONTRACTING

In CRITICAL and ISOLATED areas not covered or with Limited Coverage, (NON- SERVICEABLE OR OUT OF DELIVERY AREAs, etc.) CONTRACTOR/S MUST SUBCONTRACT IN ORDER TO FULFILL the required services, but this does not relieve the contractor/s of any liability or obligation under this Contract. The CONTRACTOR/S will still be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the contractor's own acts, defaults, or negligence, or those of its agents, servants or workmen.

#### VII. BILLING SPECIFICATIONS

The Contractor/s shall have the ability to send billing statements/invoices with attached transaction WAYBILL. Only one copy of each transaction waybill will be accepted as attachment to the invoice, which must be consistent during the period of the contract in compliance with the regulations of the Commission on Audit (COA). The Proof of Delivery (POD) copy of the waybill (for both inbound and outbound) is the only acceptable and official attachment that can be used as part of the requirement based on actual consumption. Actual consumption maybe less than or more than the amount allocated for one year.

## **VIII. PAYMENT and CHARGES**

1. Contractor/s can provide a discounted rate detailed in a PRICE SCHEDULE
2. Contractor/s must provide a credit limit of Two Million Pesos (₱2, 000,000.00) and provide a reasonable extension if client exceeds the credit limit and payment terms of at least 60 - working days upon receipt of the sales invoice.
3. Any disputed bill/invoice shall be deemed void or cannot be claimed if not presented with an official or required billing attachments.
4. Contractor/s must be accountable and amenable to apply DEBIT MEMO (deductions) in line with NEGLIGENCE of COURIER AGENT/S related to LOSS and CONTAMINATION or results, per blood sample/ per filter card.

## **IX. BID/ PRICE QUOTATION (SEE SEPARATE MATRIX AS ATTACHED)**

1. Contractor/s will be provided by the END USER of an existing DATABASE of Newborn Screening Facilities under LOT 1
2. Contractor/s MUST be able to serve all Newborn Screening Facilities under LOT 1.
3. Contractor/s MUST SERVE future NSFS and similarly identify and charge END USER accordingly ,
4. Contractor/s must be able to provide bid USING THE MATRIX ATTACHED
5. Price Quote in NET CHARGES ( include VAT and TAXES)
6. Contractor/s acknowledges that it has the full responsibility for the prompt and complete delivery, in good order and condition, of the particular items covered by the waybill and therefore assumes the obligation to devise and adopt the most efficient method and techniques of rendering the Service including cases of HOLIDAYS, emergency and disasters.

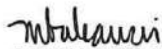
## **VII. CONTRACTORS' ELIGIBILITY**

1. Contractor/s must be duly licensed Philippine courier company
2. Contractor/s is engaged in the business of providing domestic courier air freight, sea freight and land freight services to the general public, such as receiving, transporting and delivery of legitimate materials like documents, parcels and merchandise.
3. Contractor/s must be able to provide sound track record and years of experience in the business including their financial capacity.

## VII. CRITERIA FOR SELECTION OF SERVICE PROVIDER UNDER LOT 1

1. The contract **may be** awarded to only one courier company
2. The ABC and projected number of transactions are for reference purposes only and payment is based on the actual usage and or transactions. Ceiling Amount is also based on the prevailing rates offered to OTHER NSCS and prevailing PUBLISHED RATES. Basis for selection of winning bidder will be the ability of the contractor to provide and adhere to all stipulated requirements in the TERMS OF REFERENCE and the REASONABLE BID PRICE/ QUOTE per category / pouch since actual usage or fix quantity of samples cannot be presented for a One Year Contract.
3. SELECTION OF SERVICE PROVIDER/ CONTRACTOR is BASED on LOWEST PRICE BID FOR THE ENTIRE LOT with all AREAS in LOT 1 are fully covered, in the event there are minimal areas identified OUT OF SERVICEABLE OR NON SERVICEABLE, subcontracting must be an option for the CONTRACTOR.

Prepared By:



MARIA MELANIE LIBERTY B. ALCAUSIN, MD, FPPS

Director

Institute of Human Genetics

Approved By:



CARMENCITA D. PADILLA, MD, MAHPS

Professor and Chancellor

**Courier BID MATRIX (VAT INCLUSIVE)**

LOT	Small/ Medium Pouch	Big Pouch(LARGE)-	Parcel	Small Pouch	Large/Big Pouch	Parcel >3kgs to 5 kgs (OUTBOUND)	Small Pouch	Big Pouch	Parcel	Turn Around Time	<b>**ABC (12 M)</b>
	Minimum required: 30 cm (length) x 20 cm (width)	Minimum required Large Pouch – 42 cm (length) x 30 cm (width)	>3kgs- 5kgs in boxes	(Estimated Number of Inbound - Blood Samples & Outbound - Results/Letters)	(Estimated Number of Outbound - ENBS Kits)	Estimated of OUTBOUND PARCEL	<b>ESTIMATED COSTS ( VOLUME X INDICATIVE CEILING BUDGET PER TRANSACTION)</b>			From Booking to Pick up and Delivery	
National Capital Region	₱75.00	₱150.00	₱250.00	140,000 (small pouches)	5,000 (large/big pouches)	100(boxes)	₱10,500,000	₱750,000	₱25,000	1-2 days	₱11,275,000

**BID PROPOSAL for Courier Service**

Area/ Location	Small/Medium Pouch	Big Pouch(LARGE)-	Parcel
	Minimum required: 30 cm (length) x 20 cm (width)	Minimum required Large Pouch – 42 cm (length) x 30 cm (width)	>3kgs-5kgs in boxes
	<b>Budget Ceiling in Php</b>		
NCR	₱75.00	₱150.00	₱250.00
<b>Estimated Volume</b>	(Estimated Number of Inbound - Blood Samples & Outbound -Results/Letters)	(Estimated Number of Outbound ENBS Kits)	<b>Estimated of OUTBOUND PARCEL</b>
	<b>140,000 (small pouches)</b>	<b>5,000 (large/big pouches)</b>	<b>100(boxes)</b>
	<b>Bid Proposal in Php</b>		
NCR			
Subtotal			
TOTAL BID PRICE			

## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**And**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**And**
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**And**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)

#### Technical Documents

- ☐ (e) Statement of all its ongoing government and private contracts, within five (5) years similar in nature and complexity to the contract to be bid, including contracts awarded but not yet started, if any. The statement shall be supported by notices of award, and/or notices to proceed issued by the owners. **and**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**



- ☐ (h) Conformity with the Terms of Reference, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Note: The authorized signatory who executed the OSS and given authority to sign in the Secretary's Certificate should indicate his/her position in the company participating in this bidding.**

**Additional requirement:**

- (j) UP Questionnaire (notarized)

**Financial Documents**

- ☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier'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; **and**
- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

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

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

- ☐ (n) *[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.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

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

## ***Section IX. STANDARD FORMS***

- ***BID FORM***
- ***OMNIBUS SWORN STATEMENT***
- ***U.P QUESTIONNAIRE***

## Bid Form

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Date: \_\_\_\_\_  
Invitation to Bid<sup>1</sup> N°: \_\_\_\_\_

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 *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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 **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>2</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
<del>—(if none, state “None”)—</del>	_____	_____

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<sup>2</sup> If ADB, JICA and WB funded projects, use IFB.  
Applicable only if the Funding Source is the ADB, JICA or WB.

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

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

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

*[signature]* \_\_\_\_\_

*[in the capacity of]* \_\_\_\_\_

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

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

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

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

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

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

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. [Name of Bidder] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.
- Telephone No/s. : \_\_\_\_\_
- Fax No/s. : \_\_\_\_\_
- E-mail Add/s. : \_\_\_\_\_
- Mobile No/s. : \_\_\_\_\_

It is understood that notice/s transmitted in any of the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution],  
Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent  
evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s  
exhibited to me his/her [insert type of government identification card used], with his/her photograph and  
signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_  
issued on \_at\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

MCLE No. \_\_\_\_

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_

**QUESTIONNAIRE FOR PROSPECTIVE BIDDERS**  
(additional requirement for eligibility)

1. Have you ever participated in any bidding in the University of the Philippines System?

YES	NO

If YES, fill up the table below, Use additional pages if necessary.

Constituent University / UP Campus	Name of Project	Amount of Project	Duration Start / End (Dates)	Status (On-going / completed)

2. Has your company ever been suspended or Blacklisted by the University of the Philippines System?

YES	NO

If YES, fill up the table below, Use additional pages if necessary

Constituent University/UP Campus	Name of project	Reason for suspension / Blacklisting	Status (on-going / lifted)



3. Has your company ever been suspended or Blacklisted by any government agency / Company

YES	NO
	<input checked="" type="checkbox"/>

If YES, FILL UP THE Table below, Use additional pages if necessary

Name of government Agency / Company	Name of Project	Reason for suspension / Blacklisting	Status (on-going / lifted)

4. Has there been any project of your company In the University of the Philippines that was terminated By Administration

YES	NO

If YES, FILL UP THE TABLE BELOW, Use additional pages if necessary

Constituents University / UP Campus	Name of Project	Reason for termination	Date of termination

5. Do you certify that all documents submitted by Your company and personnel are authentic?

YES	NO
<input checked="" type="checkbox"/>	

YES	NO

6. Is there any pending cases in a Court or any similar institutions in relation to any Government contract awarded to your company? In relation to practice or profession of any of your personnel?

If YES, fill up the table below. Use additional pages if necessary

For Company

Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

For Personnel

Name of Personnel & Designation	Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

I hereby certify that all statements and information provided herein are complete, true and correct.

Name & Signature of Bidder's  
Authorized Representative

Official Designation  
Company  
Date

Republic of the Philippines



Government Procurement Policy Board