



# Bids and Awards Committee

Republic of the Philippines  
 Professional Regulation Commission  
 P. Paredes St., Sampaloc, Metro Manila  
 Facsimile: 5 310-0037 / email: bac@prc.gov.ph



## REGULAR MEMBERS:

ERWIN M. ENAD  
 Chairman

MARIA LIZA M. HERNANDEZ  
 Vice-Chairperson

GISELLE G. DURANA  
 Member

HENRIETTA P. NARVAEZ  
 Member

WILMA T. UNANA  
 Member

## ALTERNATE MEMBERS:

JANE R. SEVESES  
 Vice-Chairperson

OMAIMAH E. GANDAMRA  
 Member

MARIDEL G. BANASIG  
 Member

TEODORO V. MENDOZA II  
 Member

## PROVISIONAL MEMBERS:

REGIE O. TORRES  
 Provisional Member, IT Projects

CRISANTO L. DECENA  
 Provisional Member, Non-IT Projects

## SECRETARIAT:

KAREN M. MAGSALIN  
 Secretary

MARGIERY D. DULIN  
 Member

LIEZEL F. BURAGA  
 Member

CHRISTOPHER A. MAYO  
 Member

ELIEZER C. LEYCO  
 Member

JOEL P. IGNACIO  
 Member

ARVIN R. LUNAR  
 Member

MAUI G. EBORA  
 Member

## SECTION III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>Similar contracts shall refer to contracts for the Procurement of Courier Services.</li> <li>The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC within the period from <b>January 2018</b> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	No Further Instruction
12	The price of the Goods shall be quoted DDP in the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b>.</p> <p><i>Unnotarized Bid Securing Declaration may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020</i></p>
15	<p>Bidders shall enclose their original eligibility and technical components described in ITB Clause 10 &amp; 11 in one sealed envelope (First Envelope) marked <b>"ORIGINAL – TECHNICAL COMPONENT"</b>, and the original of their financial component in another sealed envelope (Second Envelope) marked <b>"ORIGINAL – FINANCIAL COMPONENT"</b>, sealing them all in an outer envelope (Mother Envelope) marked <b>"ORIGINAL BID"</b>.</p> <div style="text-align: center;"> <p><b>First Envelope</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>EARLY PROCUREMENT OF COURIER FOR 2023 - REBID            ITB No. 2023-08</p> <p>Name and Address of the Bidder</p> <p><b>"ORIGINAL - TECHNICAL COMPONENT"</b>            The Bids and Awards Committee            Professional Regulation Commission</p> <p>Do not open before:  <b>January 11, 2023 at 9:30 AM</b></p> </div> <p><b>Second Envelope</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>EARLY PROCUREMENT OF COURIER FOR 2023 - REBID            ITB No. 2023-08</p> <p>Name and Address of the Bidder</p> <p><b>"ORIGINAL - FINANCIAL COMPONENT"</b>            The Bids and Awards Committee            Professional Regulation Commission</p> <p>Do not open before:  <b>January 11, 2023 at 9:30 AM</b></p> </div> </div> <div style="text-align: center; margin-top: 20px;"> <p><b>Mother Envelope</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>EARLY PROCUREMENT OF COURIER FOR 2023 - REBID            ITB No. 2023-08</p> <p>Name and Address of the Bidder</p> <p><b>"ORIGINAL BID"</b>            The Bids and Awards Committee            Professional Regulation Commission</p> <p>Do not open before:  <b>January 11, 2023 at 9:30 AM</b></p> </div> </div>



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Facsimile: 5 310-0037 / email: bac@prc.gov.ph



### REGULAR MEMBERS:

**ERWIN M. ENAD**  
Chairman

**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**GISELLE G. DURANA**  
Member

**HENRIETTA P. NARVAEZ**  
Member

**WILMA T. UNANA**  
Member

### ALTERNATE MEMBERS:

**JANE R. SEVESES**  
Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
Member

**MARIDEL G. BANASIG**  
Member

**TEODORO V. MENDOZA II**  
Member

### PROVISIONAL MEMBERS:

**REGIE O. TORRES**  
Provisional Member, IT Projects

**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

### SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**MARGIERY D. DULIN**  
Member

**LIEZEL F. BURAGA**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**JOEL P. IGNACIO**  
Member

**ARVIN R. LUNAR**  
Member

**MAUI G. EBORA**  
Member

Each copy of the first and second envelopes shall contain three (3) envelopes, similarly sealed and marked as "ORIGINAL COPY, COPY NO. 1 and COPY NO. 2 - ELIGIBILITY and TECHNICAL COMPONENT" and "ORIGINAL COPY, COPY NO. 1 and COPY NO. 2 - FINANCIAL COMPONENT", respectively.

### First Envelope

**EARLY PROCUREMENT OF COURIER FOR 2023 - REBID**  
ITB No. 2023-08  
Name and Address of the Bidder  
**"ORIGINAL - TECHNICAL COMPONENT"**  
The Bids and Awards Committee  
Professional Regulation Commission  
Do not open before:  
**January 11, 2023 at 9:30 AM**

**EARLY PROCUREMENT OF COURIER FOR 2023 - REBID**  
ITB No. 2023-08  
Name and Address of the Bidder  
**"ORIGINAL COPY - ELIGIBILITY AND TECHNICAL COMPONENT"**  
The Bids and Awards Committee  
Professional Regulation Commission  
Do not open before:  
**January 11, 2023 at 9:30 AM**

**EARLY PROCUREMENT OF COURIER FOR 2023 - REBID**  
ITB No. 2023-08  
Name and Address of the Bidder  
**"COPY NO. 1 - ELIGIBILITY AND TECHNICAL COMPONENT"**  
The Bids and Awards Committee  
Professional Regulation Commission  
Do not open before:  
**January 11, 2023 at 9:30 AM**

**EARLY PROCUREMENT OF COURIER FOR 2023 - REBID**  
ITB No. 2023-08  
Name and Address of the Bidder  
**"COPY NO. 2 - ELIGIBILITY AND TECHNICAL COMPONENT"**  
The Bids and Awards Committee  
Professional Regulation Commission  
Do not open before:  
**January 11, 2023 at 9:30 AM**

### Second Envelope

**EARLY PROCUREMENT OF COURIER FOR 2023 - REBID**  
ITB No. 2023-08  
Name and Address of the Bidder  
**"ORIGINAL - FINANCIAL COMPONENT"**  
The Bids and Awards Committee  
Professional Regulation Commission  
Do not open before:  
**January 11, 2023 at 9:30 AM**

**EARLY PROCUREMENT OF COURIER FOR 2023 - REBID**  
ITB No. 2023-08  
Name and Address of the Bidder  
**"ORIGINAL COPY - FINANCIAL COMPONENT"**  
The Bids and Awards Committee  
Professional Regulation Commission  
Do not open before:  
**January 11, 2023 at 9:30 AM**

**EARLY PROCUREMENT OF COURIER FOR 2023 - REBID**  
ITB No. 2023-08  
Name and Address of the Bidder  
**"COPY NO. 1 - FINANCIAL COMPONENT"**  
The Bids and Awards Committee  
Professional Regulation Commission  
Do not open before:  
**January 11, 2023 at 9:30 AM**

**EARLY PROCUREMENT OF COURIER FOR 2023 - REBID**  
ITB No. 2023-08  
Name and Address of the Bidder  
**"COPY NO. 2 - FINANCIAL COMPONENT"**  
The Bids and Awards Committee  
Professional Regulation Commission  
Do not open before:  
**January 11, 2023 at 9:30 AM**

The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.

All envelopes shall:



# Bids and Awards Committee

Republic of the Philippines  
 Professional Regulation Commission  
 P. Paredes St., Sampaloc, Metro Manila  
 Facsimile: 5 310-0037 / email: bac@prc.gov.ph



**REGULAR MEMBERS:**

**ERWIN M. ENAD**  
 Chairman

**MARIA LIZA M. HERNANDEZ**  
 Vice-Chairperson

**GISELLE G. DURANA**  
 Member

**HENRIETTA P. NARVAEZ**  
 Member

**WILMA T. UNANA**  
 Member

**ALTERNATE MEMBERS:**

**JANE R. SEVESES**  
 Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
 Member

**MARIDEL G. BANASIG**  
 Member

**TEODORO V. MENDOZA II**  
 Member

**PROVISIONAL MEMBERS:**

**REGIE O. TORRES**  
 Provisional Member, IT Projects

**CRISANTO L. DECENA**  
 Provisional Member, Non-IT Projects

**SECRETARIAT:**

**KAREN M. MAGSALIN**  
 Secretary

**MARGIERY D. DULIN**  
 Member

**LIEZEL F. BURAGA**  
 Member

**CHRISTOPHER A. MAYO**  
 Member

**ELIEZER C. LEYCO**  
 Member

**JOEL P. IGNACIO**  
 Member

**ARVIN R. LUNAR**  
 Member

**MAUI G. EBORA**  
 Member

	<p>(a) contain the name of the contract to be bid in capital letters;</p> <p>(b) bear the name and address of the Bidder in capital letters;</p> <p>(c) be addressed to the Procuring Entity's BAC in accordance with <b>ITB</b> Clause 1.1;</p> <p>(d) bear the specific identification of this bidding process indicated in the <b>ITB</b> Clause 1; and</p> <p>(e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with <b>ITB</b> Clause 16.</p> <p>Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</p>
19.3	<p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>
20.2	<p><i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i></p> <p><b><u>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</u></b></p> <p>Note: <i>The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p> <p><b><u>Compliance with applicable Labor Laws</u></b></p> <p>Compliance with all the rights and benefits of the employees under Labor Code and applicable Wage Laws such as but not limited to: service incentive leave, rest days, overtime pay, 13<sup>th</sup> month pay, contributions and regular remittances of SSS, PhilHealth, and PAG-IBIG shall be mandatory.</p> <p><i>Latest three (3) months proof of remittances.</i></p>
21.2	<p><i>No further instruction</i></p>