



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



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ERWIN M. ENAD
 Chairman

Maria Liza M. Hernandez
MARIA LIZA M. HERNANDEZ
 Vice-Chairperson

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GISELLE G. DURANA
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HENRIETTA P. NARVAEZ
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WILMA T. UNANA
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MARIDEL G. BANASAG
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TEODORO V. MENDOZA II
 Member

PROVISIONAL MEMBERS:

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REGIE O. TORRES
 Provisional Member, IT Projects

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 Provisional Member, Non-IT Projects

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KAREN M. MAGSALIN
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MARGIERY D. DULIN
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Eliezer C. Leyco
ELIEZER C. LEYCO
 Member

Joel P. Ignacio
JOEL P. IGNACIO
 Member

Arvin R. Lunar
ARVIN R. LUNAR
 Member

Maui G. Ebor
MAUI G. EBORA
 Member

Section VII. Technical Specifications

Lot	SPECIFICATION	Statement of Compliance Statements of "Comply" or "Not Comply"
1 Lot	Nationwide coverage and with company branch and / or agents to service PRC Central Office at P. Paredes St., Sampaloc, Manila, and at the PICC, to its Regional Offices, Satellite Office and Off-site Service Centers. The Regional Offices are located in Rosales-Pangasinan, Tuguegarao-Cagayan, Baguio, San Fernando-Pampanga, Lucena-Quezon, Legaspi-Albay, Cebu, Iloilo, Tacloban, Cagayan de Oro, Davao, Koronadal, Pagadian and Butuan.	
	The Satellite Office is located in Zamboanga City. The Off-site Service Centers are located in: Calbayog City Government Center Bldg. Tacloban Festive Walk Mall, Iloilo LGU – Kidapawan City LGU – Tagbilaran, Bohol GT Town Center, Iloilo My Metro Town Mall, Tarlac OSSCO Davao, City OSSCO Palayan City Robinsons Place Antique Robinsons Place Bacolod City Robinsons Galleria Cebu City Robinsons Place Dasmariñas, Cavite Robinsons Place Dumaguete City Robinsons Place Gensan City Robinsons Place Iligan City Robinsons Place Ilocos Robinsons Place Iloilo City Robinsons Place Las Pinas City Robinsons Place Naga City Robinsons Place Novaliches, Quezon City Robinsons Place Ormoc City Robinsons Place Palawan Robinsons Place Pangasinan Robinsons Place Santiago, Isabela Robinsons Place Sta.Rosa, Laguna Robinsons Place Tagum, Davao Robinsons Place Valencia Robinsons Starmills, Pampanga	
	Total of 16,355 kilos	
	Door-to-door pick-up and delivery of parcel and cargoes via AIR or SEA.	
	Door-to-door pick-up and delivery of parcel and cargoes via air or sea from the PRC Central Office to the Fourteen (14)	



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Regional Offices, Satellite Office and Off-site Service Centers.	
List of Branches nationwide with the name of contact persons/agents and contact details (contact/fax numbers and e-mail/skype address).	
Weekly/monthly schedule of the assigned personnel to pick-up the daily shipment at PRC (cut-off time is 4:00 p.m.).	
Except in case of force majeure, the winning bidder shall give priority to all PRC Cargoes in the shipment via air or sea of the same and shall make sure that they are delivered on time to the specified Consignee in undamaged condition, on 4:00 p.m. cut-off time.	
Delivery lead time must not exceed more than two (2) days for Luzon and not more than four (4) days for Visayas and Mindanao.	
Schedule of next day delivery for rush shipments with 3:00 pm cut-off time for PRC.	
Packaging and crating services for fragile shipments for PRC.	
Cargo tracking and monitoring system for PRC through on-line website and SMS inquiry facilities.	
Availability of Customer Service Hotline for inquiries.	
No additional charges and changes in price during the implementation of contract.	
Provision of the following: <ul style="list-style-type: none"> ○ 50 “Fragile” Stickers must be provided by the winning bidder every month without additional charges. ○ Free two (2) brand new Heavy Duty Weighing Scale (digital) with a maximum limit of 150kgs at the start of the implementation of contract. ○ Free Two (2) brand new Heavy Duty Trolleys with a maximum capacity of 150kgs will be provided by the winning bidder at the start of the implementation of contract. The above items will become properties of PRC upon expiration of contract.	
The winning bidder shall provide a summary of pick-up date and received date for every waybill on a monthly basis.	
The Contract between PRC and the WINNING BIDDER shall be for a period of ONE (1) YEAR commencing upon the execution of the contract with PRC. Provided however, that the services of the WINNING BIDDER is automatically extended until such time that a new Courier Contract has been executed.	
In excess of the estimated weight/volume of 16,355 kilos,	



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	existing rates provided in the contract shall apply.	
	The winning bidder shall not assign this Contract to any party without the prior written consent of the PRC.	
	<p>Courier Services shall include mailing and hauling of Official Documents Accountable Forms, ICT Equipment, hauling of Office Supplies, Examination Materials and Office Equipment, Furniture and Fixtures and other related items/materials, Notices, Summons, Orders and Decisions. The WINNING BIDDER shall provide the following add-on services, as provided for in its Technical bid, at no cost to PRC:</p> <ul style="list-style-type: none"> ○ Boxes, packaging tapes, and forms for PRC's consumption in transporting their goods; ○ Electronic cargo tracking and monitoring system for fast, regular and accurate information on PRC shipment; ○ Specifically designated and secure area with a dedicated team at WINNING BIDDERS sorting hub exclusively for PRC cargoes and documents; ○ Customized risk-based delivery systems for accountable forms, checks and other sensitive official documents; ○ Assignment of Special Team to handle the PRC account to ensure full implementation of WINNING BIDDER contractual obligations; ○ Call center facility with courier services 	

1. Compliance with the statements 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.
2. 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.
3. 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 provisions of ITB Clause 4.

**ACKNOWLEDGMENT AND COMPLIANCE
 WITH THE TERMS OF REFERENCE FOR THE
 EARLY PROCUREMENT OF COURIER SERVICES FOR 2023**

 SIGNATURE OVER PRINTED NAME
 OF AUTHORIZED REPRESENTATIVE,
 DESIGNATION AND PRINTED NAME OF COMPANY