

Bid Bulletin No. 1

**Provision of Courier Service for the Department of Trade and Industry (DTI)
Bidding No. 24-051**

December 2, 2024

This Bid Bulletin No. 1 is hereby issued to modify or amend the Bidding Documents.

Section VII. Technical Specifications

2. OBLIGATION OF PARTIES:

The courier service provider shall:

Deliver all picked-up mailable matters and materials to consignees with corresponding correct destination address and addressees within office hours between 8:00 AM – 5:00 PM for offices, mall hours for companies located at the malls and at any given hour for residential areas, based on the agreed turn-around time of two (2) to three (3) calendar days in the Metro Manila/NCR areas, three (3) to five (5) calendar days for Luzon addresses and five (5) to seven (7) calendar days for Visayas and Mindanao locations. For international mails/ parcels, the corresponding delivery lead time specified by the Courier in its commercial transactions shall be adopted.

4. APPROVED BUDGET CONTRACT (ABC)

4.1 Approved Budget Contract (ABC) is **Two Million Fifty-Five Thousand Three Hundred (PhP2,055,300.00) PESOS ONLY** broken down as follows:

A. REGULAR COURIER SERVICE

| Type of mail | Weight/ parcel | Area | Turnaround Time | Rate/ parcel | Estimated Volume* |
|-------------------|----------------|----------------------------|---|---|-------------------|
| Letter/ Documents | 0 – 500 gms. | Metro Manila/ NCR | 1 – 3 days | PhP128.00 | 11,500 |
| Letter/ Documents | 0 – 500 gms. | Luzon | 3 – 5 days | PhP155.00 | 2,000 |
| Letter/ Documents | 0 – 500 gms. | Visayas | 5 – 7 days | PhP165.00 | 300 |
| Letter/ Documents | 0 – 500 gms. | Mindanao | 5 – 7 days | PhP165.00 | 300 |
| Letter/ Documents | 0 – 500 gms. | International Destinations | Based on Commercially Published Delivery Time | Based on Commercially Published Rate per Country of Destination | As need Arises |

B. OTHER COURIER REQUIREMENTS

| Type of mail | Dimensi on/ Weight | Area | Turnaround Time | Rate | Estimated Volume* |
|--------------------------------|--------------------|-------------------|-----------------|---|-------------------|
| Other mail materials / parcels | More than 500 | Metro Manila/ NCR | 1 – 3 days | PhP697.20 (minimum; excluding declared value) | 250 |
| | | Luzon | 3 – 5 days | | |

BIDS AND AWARDS COMMITTEE

Provision of Courier Service for the Department of Trade and Industry (DTI) (Bidding No. 24-051)
02 December 2024

| | | | | | |
|--|-------------------------------|----------------------------|---|--|----------------|
| (posters, books, lightweight shirts, novelty items etc.) | gms but not to exceed 20 kgs. | Visayas and Mindanao | 5 – 7 days | which is to be computed and incorporated in the total cost of the parcel) [as contained in courier-supplied boxes not to exceed 20 kgs; For parcels exceeding 20kgs, Courier's Commercially Published Rates Per Area of Destination shall apply] | |
| | | International Destinations | Based on Commercially Published Delivery Time | Based on Commercially Published Rate per Country of Destination | As need Arises |

Costs to be quoted should be VAT and other charges inclusive.

For the guidance and information of all concerned.

SGD.

KRISTIAN R. ABLAN

Assistant Secretary

Chairperson, DTI Bids and Awards Committee

Conforme:

Name and Signature of
Authorized Representative

Date: _____