

## ANNEX A. Technical Specifications

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification".

Item	Specification	Bidder's Statement of Compliance
1	The Service Provider must have a reputable track record in nationwide courier services and must have been in the same business for <b>at least three years</b> attested by previous or current clients through the submission of Certificates of Satisfactory Services Rendered or any other similar document issued to it.	
2	The Service Provider must have completed <b>at least two similar contracts with another Philippine government agency/ies for the past three years</b> , submitting to BAFE a copy or proof of such.	
3	The service provider must offer <b>domestic and international</b> courier service.	
4	The service provider must have several branches nationwide.	
5	The service provider should have an <b>assigned point person</b> that will handle the account and all the necessary transactions of BAFE with the service provider.	
6	The Service Provider must have an assigned servicing branch and at least one (1) alternate branch to execute the terms in the contract agreement between BAFE and the Service Provider. If both the main and alternate branches are unavailable, the Service Provider must immediately endorse BAFE to another servicing branch with the same terms as stated in contract	
7	<p>The service provider must have the capacity to accomplish the following:</p> <ul style="list-style-type: none"> <li>a. Door-to-door collection and delivery of documents;</li> <li>b. Deliver to the following locations: <b>all</b> provinces, cities, municipalities, and barangays in NCR, Luzon, Visayas, and Mindanao;</li> <li>c. Ensure on-time delivery of mails and documents specified in the Terms of Reference;</li> <li>d. Provide real-time mobile or online document tracking system and submit a <b>daily</b></li> </ul>	

	<p><b>report of delivery status</b> to the Records Unit of the BAFE through e-mail;</p> <p>e. Submit a duly signed monthly summary report supported by Proof of Deliveries (PODs) or other forms of verification <b>not later than ten (10) working days after the end of the month.</b> Delivery of PODs or other forms of verification to BAFE shall incur no additional charges. The veracity of the information stated in the summary of the PODs shall be duly certified by the Head of the service provider or its authorized representative;</p> <p>f. Provide a <b>pouch and/or box</b> for packaging of parcels;</p> <p>g. Undertake <b>at least two (2) attempts</b> to deliver the mails and documents coursed through it. If undelivered after the first attempt, the service provider shall immediately notify the BAFE and wait for its instructions. The BAFE may then <b>modify</b> the delivery details(e.g. different floor/unit but same building, or different recipient but same address, etc.) to aid in the second attempt to deliver the documents, <b>without additional cost</b> unless such modification resulted in a new delivery address. If it remains undelivered, the service provider shall return the documents to BAFE, <b>stating a justifiable reason and proof for non-delivery thereof. If unable to return the undelivered parcels to BAFE, the Service Provider must submit a notarized affidavit of loss, Said items shall also be deducted from the SOA.</b></p> <p>h. Comply with the delivery schedule or schedule of requirements.</p>	
8	<p>The Statement of Account (SOA) to be issued by the Service Provider to BAFE should be based on the <b>actual number of deliveries made per month.</b> In case of delivery to remote areas, additional fees may charge accordingly. For parcels that will exceed the legal-size envelope and/or contain materials other than documents, necessary fees may also be charged accordingly.</p>	

**ANNEX B. Area of Distribution and Estimated Number of Parcels for Eleven Months**

Area of Distribution	Estimated Number of Parcels*		Estimated Price per unit/parcel**		Total Estimated Price	
	Legal Size Envelope	Packages	Legal Size Envelope	Packages	Legal Size Envelope	Packages
Metro Manila (NCR)	700	1100				
Luzon	950	1100				
Visayas	850	950				
Mindanao	850	1300				
<b>TOTAL</b>	3350	4450				
<b>TOTAL ESTIMATED LOT</b>	7800					

*\*Specified quantities are indicative numbers and for bidding purposes only.*

*\*\*Indicated price shall be used in the actual implementation of the contract, except for the estimated International Destination rates which may vary on the actual destination of parcels.*

*Packages may contain annual reports, publications, pamphlets, IEC materials, etc.*