



Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



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Vice-Chairperson

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**JOHN LEONARD I. RELLOSA**  
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**Section VII. Technical Specifications**

| ITEM  | QTY   | SPECIFICATION  | Statement of Compliance Statements of "Comply" or "Not Comply" |
|---|-------|--|--|
| PROCUREMENT OF COURIER SERVICE FOR DELIVERY OF THE 2024 SPECIAL PROFESSIONAL LICENSURE EXAMINATIONS (SPLE) TEST MATERIALS TO VARIOUS PHILIPPINE EMBASSIES | 1 LOT | <p><b>I. Approved Budget for the Contract</b></p> <p>The service provider shall not exceed the approved budget for the contract in the amount of FIVE MILLION THREE HUNDRED NINETY-TWO THOUSAND FOUR HUNDRED ONE PESOS AND THREE CENTAVOS (Php5,392,401.03) inclusive of all applicable bank and government charges.</p> <p><b>II. Description</b></p> <p>Door-to-door pick-up and delivery of parcels and cargo via air from the Department of Foreign Affairs (DFA) to the following countries:</p> <ol style="list-style-type: none"><li>1. Bahrain</li><li>2. Al-Khobar</li><li>3. Jeddah</li><li>4. Riyadh</li><li>5. Qatar</li><li>6. Kuwait</li><li>7. Abu Dhabi</li><li>8. Dubai</li><li>9. Singapore</li></ol> <p><b>III. Scope of Service</b></p> <p>The service provider shall be able to provide to the Professional Regulation Commission the undertaking that is necessary for the conduct and administration of the SPLE in the Middle East and Singapore this coming 2024, subject to the following conditions:</p> <ol style="list-style-type: none"><li>1. WINNING BIDDER shall deliver cargo via air only to the Consignee or a duly authorized PRC Representative at the address as specified on the top portion of the PRC Bill</li></ol> |  |



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|--|--|---|--|
|  |  | <p>of Lading which should be the same Consignee indicated in the WINNING BIDDER waybill. Any delivery made to a person or entity other than the intended Consignee, or a duly authorized representative shall be deemed a failure of delivery for which the WINNING BIDDER is liable to re-deliver and take the fastest means available and charge the difference in the shipment of freight cost to itself.</p> <p>2. WINNING BIDDER shall exercise extraordinary diligence in the handling of shipment via air. Except in cases of force majeure or fortuitous event, WINNING BIDDER agrees to compensate PRC's claim of damages and losses based on the formal claim letter duly filled complete documents and losses based on the formal claim letter duly filled with complete documents attached, accepted, processed, and determined as the fault of WINNING BIDDER. Payment of such a claim shall, however, be limited to the reasonable and correct value appearing in the Bill of Lading or has been fairly and freely agreed upon by both parties.</p> <p>3. Except in case of force majeure, the WINNING BIDDER shall give priority to all PRC cargoes in the shipment via air of the same and shall make sure that they are delivered on time to the specified Consignee in undamaged condition.</p> |  |
|--|--|---|--|





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4. majeure and fortuitous events, **WINNING BIDDER** shall be precluded from:

4.1 Bumping off PRC cargo in favor of other clients;

4.2 Refusing to transport, ship, and deliver PRC cargo via air;

4.3 Exercising stoppage in transit, or when a co-loader or subcontractor fails, for any justifiable reason, to fulfill the terms and conditions of co-loading or subcontracting agreements with **WINNING BIDDER**; and

4.4 Ceasing transport, shipment, and delivery operations involving PRC cargo.

5. Description of door-to-door pick-up and delivery of parcels and cargoes via air only from the PRC Central Office.

6. Above the estimated weight/volume, **WINNING BIDDER** shall bill PRC at the rates provided in the contract.

7. The **WINNING BIDDER** acknowledges that the services rendered under the Contract entered with PRC shall be solely as an independent contractor. **WINNING BIDDER** shall not enter into any Memorandum of Agreement or commitment on behalf of PRC. **WINNING BIDDER** further acknowledges that it is not entitled to any employment rights or benefits. It is expressly understood that the



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Contract is not a joint venture between PRC and the WINNING BIDDER.

8. WINNING BIDDER expressly agrees that the Contract entered with PRC and all its terms and conditions are subordinate to the rules and regulations that may be imposed from time to time by government regulatory bodies, instrumentalities, or agencies.

9. WINNING BIDDER shall post a performance Security, immediately prior to signing of the Contract in favor of PRC in the form and amount, or a combination thereof, relative to the Total Contract Price to secure and guarantee the faithful compliance of all the former's obligations and responsibilities under the Contract entered with PRC.

10. The Contract between PRC and the WINNING BIDDER shall be for a period commencing upon the execution of the contract with PRC up to December 31, 2024.

11. This contract shall not be assigned by the WINNING BIDDER to any party without the prior written consent of the PRC.

**IV. Payment Scheme**

The payment of the services rendered shall be made within 30 days upon issuance of the Statement of Account (SOA)/Billing Statement and on a bank-to-bank basis.

Failure to comply with the Terms of Reference and conditions of the





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Contract will result in the payment of the corresponding penalties/liquidated damages in the amount equivalent to 10% of the contract price by the WINNING SERVICE PROVIDER.

**Delivery Period:** The delivery of sealed boxes of test booklets, examination supplies, and forms via diplomatic pouch at the DFA Records, Roxas Boulevard, Manila, Philippines shall be on May 30, 2024.

The Winning Bidder shall transmit to the different Embassies/Consulate of the approved examination venues within seven (7) days upon turn over by the DFA to the Winning Bidder.

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.

**ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF  
REFERENCE FOR PROCUREMENT OF COURIER SERVICE FOR DELIVERY OF  
THE 2024 SPECIAL PROFESSIONAL LICENSURE EXAMINATIONS (SPLE) TEST  
MATERIALS TO VARIOUS PHILIPPINE EMBASSIES**

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