



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



REGULAR MEMBERS:

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Vice-Chairperson

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Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item No.	Description	Delivered, Weeks/Months
1.	<p>The WINNING BIDDER shall ensure its nationwide coverage with company branches and/or agents to adequately service PRC Central Office at P. Paredes St., Sampaloc, Manila and deliver covered items to all Regional Offices and its offsite service centers/satellites and specific address of concerned parties.</p> <p>The PRC Regional Offices are located in the following:</p> <ul style="list-style-type: none">a) CAR – Baguio Cityb) National Capital Regionc) Region I – Rosales, Pangasinand) Region II – Tuguegarao Citye) Region III – San Fernando, Pampangaf) Region IV-A – Lucena Cityg) Region IV-B – MIMAROPAh) Region V – Legaspi Cityi) Region VI – Iloilo Cityj) Region VII – Cebu Cityk) Region VIII – Tacloban Cityl) Region IX – Cagayan de Oro Citym) Region X – Pagadian Cityn) Region XI – Davao Cityo) Region XII – Koronadalp) Region XIII – Butuan City	
2.	<p>The WINNING BIDDER shall cover insurance in case of loss or damage due to force majeure and/or fortuitous events for the restitution of loss or damage goods.</p>	During Contract implementation
3.	<p>Except in case of force majeure, the WINNING BIDDER shall give priority to all PRC Cargoes in the shipment via land, air and/or sea and shall make sure that these are delivered on time to the specified consignee in undamaged condition with lead time of not more than three (3) working days for Luzon and five (5) days for Visayas and Mindanao. All cargoes shall be handled with care and picked up by the winning bidder at the PRC Central Office, P. Paredes St., Sampaloc, Manila to deliver to all Regional Offices and offsite service centers/satellites and concerned parties.</p>	During Contract implementation
4.	<p>WINNING BIDDER shall bill PRC in accordance with the approved rates provided in the contract on a monthly basis attaching therein a List of Statement of Charges and Waybills for all deliveries.</p>	During Contract implementation



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5.	PRC shall pay WINNING BIDDER within fifteen (15) working days upon receipt of billing with complete and correct supporting documents. Upon receipt of payment and not more than twenty-four (24) hours thereafter, WINNING BIDDER shall issue the corresponding official receipt.	During Contract implementation
6.	Despite non-payment of bill, the WINNING BIDDER shall not discontinue the service without prior consent of PRC.	During Contract implementation
7.	The WINNING BIDDER is obliged to observe any existing land, air, and sea freight regulations. Winning bidder shall be precluded from: <ul style="list-style-type: none">• Bumping-off PRC cargoes in favor of other clients;• Refusing to transport, ship and deliver PRC cargoes via land, air and/or sea;• 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; and• Ceasing transport, shipment and delivery operations involving PRC cargo.	During Contract implementation
8.	WINNING BIDDER shall, upon prior notice, facilitate the entry of PRC representatives into the warehouses and cargo loading or unloading areas during reasonable office hours for purposes of inspection.	During Contract implementation
9.	WINNING BIDDER shall deliver cargoes via land, air and/or sea, only to the consignee or a duly authorized PRC representative on the address as specified on the top portion of Bill of Lading which should be the same consignee indicated in waybill. Any delivery made to a person or entity other than the intended consignee or 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.	During Contract implementation
10.	The WINNING BIDDER has the right but not the obligation to inspect any shipment, but shall not be authorized to open the shipment.	During Contract implementation
11.	The WINNING BIDDER shall be solely liable for all damage, loss and injury is caused by WINNING BIDDER's employees and representative's actions, fraud, fault, negligence and improper handling of the cargoes. In case of loss or theft of the cargo, the WINNING BIDDER shall notify the PRC within twenty-four (24) hours from WINNING BIDDER's discovery of such loss or theft. Notwithstanding the preceding provisions, WINNING BIDDER shall not be held liable for any unsuccessful deliveries due to the following causes: <ul style="list-style-type: none">• Wrong or incomplete address of the consignee;• Changes in address of PRC Regional Office without due notification to WINNING BIDDER;• Force majeure or other similar causes;• Causes other than the force majeure in which cause is beyond the control of WINNING BIDDER; and• Other causes analogous to the above.	During Contract implementation
12.	WINNING BIDDER shall declare document/mail/parcel as undelivered after two (2) unsuccessful delivery attempts, except in cases where the addressee has already moved out, deceased to received or in other circumstances where another	During Contract implementation



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	delivery attempt is futile or useless in which case, the document/mail/parcel shall immediately be declared as "undelivered". As such, courier shall inform the PRC through email or telephone call of the undelivered delivery attempt and shall return the undelivered document/mail/parcel within three (3) working days from last delivery attempt.	
13.	The WINNING BIDDER shall provide packaging and crafting services for fragile shipments as included in the approved Detailed Cost Breakdown of Delivery Charges (ANNEX "A"). The cost for packaging and crafting services for fragile shipments should be based on a Schedule of Charges and must be included in the monthly billing and specifically identified in the List of Statement of Charges.	During Contract implementation
14.	Courier Services shall include the delivery of all accountable forms, ICT equipment, office supplies, office equipment, furniture and fixtures, other related items/materials and all official documents including Notices, Summons, Orders and Decisions issued by the Professional Regulatory Boards at 400 documents per month. The WINNING BIDDER shall provide the following add-on services/supplies at no cost to PRC: <ul style="list-style-type: none">Boxes, pouches, 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;Specific designated and secured area with a dedicated team at WINNING BIDDERS sorting hub exclusively for PRC cargoes;Customized risk-based delivery systems for accountable forms, checks and other sensitive official documents; andAssignment of Special Team to handle the PRC account to ensure full implementation of WINNING BIDDER contractual obligations; andCall center facility with courier services;	During Contract implementation
15.	WINNING BIDDER expressly agrees that the Contract entered into with PRC and all its terms and conditions are subordinate to the rules and regulations which may be imposed from time to time by government regulatory bodies, instrumentalities or agencies.	During Contract implementation
16.	WINNING BIDDER shall post a Performance Security in favor of PRC, upon issuance of the Notice of Award and prior to signing of the Contract in the form and amount, or a combination thereof, relative to the Total Contract Price in order to secure and guarantee the faithful compliance of all the former's obligations and responsibilities under the Contract entered into with PRC.	Upon Issuance of the Notice of Award
17.	The Contract between PRC and the WINNING BIDDER shall be for a period of THREE (3) YEARS commencing upon the execution of the contract with PRC.	During Contract implementation
18.	The Contract cannot be assigned by the winning bidder to any third party without the prior written consent of the PRC.	During Contract implementation



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**ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROCUREMENT OF COURIER SERVICES OF
THE PROFESSIONAL REGULATION COMMISSION (PRC) – CENTRAL
OFFICE FOR CY 2024- 2026**

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