



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:

L. LOUIS P. VALERA
Chairman

OMAIMAH E. GANDAMRA
Vice-Chairperson

JANICE P. CASTELLANO
Member

DEMOSTHENES N. MISTAL
Member

ROSEWYN DALUZ G. GASCON
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LAMA GRACE C. MANG-EO
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ALDRICH G. LUNAG
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Vice-Chairperson

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Member

PROVISIONAL MEMBER:

DANNY MORRIS G. VALLEJOS
Provisional Member, IT Projects

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Secretary

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EMMANUEL B. ANDAYA
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RINA V. GARCIA
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ANNABELLE S. EUGENIO
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WIL CHARLOTTE G. OLARTE
Member

Section VII. Technical Specifications

Item	SPECIFICATION	Statement of Compliance <i>Statements of “Comply” or “Not Comply”</i>								
1.	Covered Items: a) Official documents b) Accountable Forms c) ICT Equipment d) Office Supplies e) Office Equipment f) Furniture and Fixtures g) Other related Items/materials									
2.	Quantity in Kilos <table><tr><th>Calendar Year</th><th>Estimated Number of Kilos</th></tr><tr><td>2024</td><td>Thirty Five Thousand (35,000) Kilos</td></tr><tr><td>2025</td><td>Fifty Four Thousand (54,000) Kilos</td></tr><tr><td>2026</td><td>Fifty Four Thousand (54,000) Kilos</td></tr></table>	Calendar Year	Estimated Number of Kilos	2024	Thirty Five Thousand (35,000) Kilos	2025	Fifty Four Thousand (54,000) Kilos	2026	Fifty Four Thousand (54,000) Kilos	
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2025	Fifty Four Thousand (54,000) Kilos									
2026	Fifty Four Thousand (54,000) Kilos									
3.	Door-to-door pick-up and delivery of all cargoes via land, air and/or sea from PRC Central Office to all Regional Offices and its offsite service centers/satellites and concerned parties.									
4.	Courier Services shall include hauling and delivery of all official documents, accountable forms, ICT equipment, office supplies, office equipment, furniture and fixture and other related items/materials.									
5.	Assignment of personnel to pick-up the daily shipment at PRC Central Office with a cut-off time of 4:00 p.m.									
6.	Lead time must not exceed three (3) working days for Luzon and five (5) working days for Visayas and Mindanao.									
7.	Except in case of force majeure, the Winning Bidder shall give priority to all PRC Cargoes for the shipment via land, air or sea and shall make sure that these are delivered on time to the specified consignee in undamaged condition.									
8.	The Winning Bidder shall provide the following provisions: a) Appropriate packaging and crafting services for fragile shipments; b) Use of “Fragile” stickers when requested; c) Cargo tracking and monitoring system through online website and SMS inquiry facilities, available 24/7 and seven days a week; d) Accessible customer service hotline for inquiries.									



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9.	No additional charges and changes in contract price and agreed charges during contract implementation and its extension period. In excess of the number of kilos or contract amount, existing rate, terms and conditions will apply.	
10.	At the start of the contract implementation, the Winning Bidder shall provide the PRC, for free or without cost, two (2) brand new heavy duty trolleys with a maximum capacity of 300kgs.	
11.	The Winning Bidder shall not assign this Contract to any party without the prior written consent of the PRC.	
12.	<p>The Winning Bidder shall provide the following add-on services/supplies at no cost to PRC:</p> <ul style="list-style-type: none">a) Boxes, packaging tapes, and forms for PRC's consumption in transporting their goods;b) Electronic cargo tracking and monitoring system for fast, regular and accurate information on PRC shipment;c) Specific designated and secured area with a dedicated team at Winning Bidder's sorting hub exclusively for PRC cargoes and official documents;d) Customized risk-based delivery systems for accountable forms, checks and other sensitive official documents;e) Assignment of Special Team to handle the PRC account to ensure full implementation of winning bidder contractual obligations; andf) Call center facility with courier services.	



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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.

**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