



**BIDS AND AWARDS COMMITTEE**

**Bidding of Courier Services for OWWA's Official Mails and Parcels Delivery  
for Overseas Destinations**

**SUPPLEMENTAL BID BULLETIN NO. 3**

17 April 2024

This Supplemental Bid Bulletin No. 03 is issued to address the issues and concerns in the Bidding Documents. This shall form an integral part of the Bid Documents:

- I. **Amendment of Guidelines** *(please see attached)*
- II. **Amendment of Format of Bid Submission thru Email** *(please see attached)*

For guidance and information of all concerned.

**Atty. EDELYN A. DUNGAN-CLAUSTRO**  
BAC Chairperson

## **Bidding of Courier Services for OWWA's Official Mails and Parcels Delivery for Overseas Destinations**

### **GUIDELINES**

#### **I. Payment of non-refundable bidding documents fee**

##### **Manual Payment**

1. Bidder/Representative shall request for Order of Payment for the payment of bidding document at the 5<sup>th</sup> Floor, Accounting Division, OWWA Center Building, 7<sup>th</sup> St., Corner F.B. Harrison St., Pasay City.
2. Bidder/Representative shall pay the corresponding amount either cash or check to the Cash Division which is also located at 4<sup>th</sup> floor. Payment of non-refundable fee should not be later than the submission of bids.
3. Bidder/Representative shall proceed to the Procurement and Property Management Division at Room 301 and present proof of payment for the issuance of bidding documents.

#### **II. Pre-Bid Conference**

1. Prospective bidders shall submit a letter request signifying their intention to participate in the Pre-bid Conference either by mail or through email at **bac@owwa.gov.ph** before the scheduled activity.
2. The BAC Secretariat shall assign a number to each representative for proper sequence/arrangement during the open forum.
3. Each representative shall be given a period of thirty (30) minutes to raise questions and/or clarifications during the **(video conferencing, webcasting or similar technology)**. If there are still questions or in need of clarifications after the time limit, the representative may submit a letter addressed to the BAC Chairperson. The BAC shall issue a Supplemental Bid Bulletin to address the issues and concerns.

#### **III. Bid Submission**

The BAC shall adhere and adopt the Government Procurement Policy Board (GPPB) Resolution No. 09-2020 dated 7 May 2020, approving measures for the efficient conduct of procurement activities during the State of Calamity or Implementation of Community Quarantine or Similar Restrictions to prevent transmission of the novel coronavirus disease (COVID-19) and ensure the efficient conduct of all procurement activities.

1. Bidders shall submit their bids proposal via email at bac@owwa.gov.ph before the closing date and time, and shall comply with the following requirements:
  - o Use a two-factor security procedure consisting of an archive format compression (winrar or winzip) and password protection to ensure the security, integrity and confidentiality of the bids submitted; and
  - o allows access to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology;

2. Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in two (2) password-protected Bidding Documents in compressed archive folders, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements as specified in the bidding documents, and the second shall contain the financial component of the bid. Likewise, the authorized representative shall submit an affidavit attesting that the submitted electronic documents, electronic messages, and electronic signatures are authentic.

Format of bid submission:

- TECHNICAL COMPONENT FOLDER - PASSWORD PROTECTED
- FINANCIAL COMPONENT FOLDER – PASSWORD PROTECTED

*Note:*

- *The Technical Component Folder and Financial Component Folder shall contain all the required documents as specified in the Checklist of Technical and Financial Documents as indicated in the Bidding Documents.*

3. Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, **provided** that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the improperly compressed or password-protected folder, or for its premature opening.
4. Upon receipt of the first and second envelopes, BAC Secretariat shall generate a Bid receipt page for the official time of submission which can be saved or printed by the bidder.
5. Bidders may modify or withdraw their Bid at any time before the deadline for the submission and receipt of bids. Bidders shall not be allowed to retrieve its original Bid, but shall only be allowed to send another Bid equally secured, properly identified, and labelled as a “modification” of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission.
6. Bids submitted after the deadline shall not be accepted.

#### **IV. Eligibility Check and Bid Opening via ZOOM**

1. The BAC shall open the submitted bids after the scheduled deadline via ZOOM meeting.
2. Only those who paid the corresponding fee and submitted their bid before the deadline shall be provided with the details and link to be used during the meeting.
3. Only one (1) authorized representative of the company shall be allowed to participate in the meeting;
4. The passwords for accessing the Bidding Documents shall be disclosed by the Bidders only during the actual bid opening.

#### **V. Alternate Documentary Requirements during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the Procuring Entity or of the Bidder (per GPPB Resolution No. 09-2020):**

1. Unnotarized Bid Securing Declaration;

