



Republic of the Philippines  
Supreme Court  
Manila

**BIDS AND AWARDS COMMITTEE  
FOR GOODS AND SERVICES (SC-BAC-GS)**

**BID BULLETIN No. 2**

**Procurement of Freight Forwarding Services to Various Trial  
Courts Located in the National Capital Region and Provinces by  
Private Courier for Two (2) Years**

Notice is hereby given of the responses on prospective bidders' inquiries for the subject procurement:

<i>Questions/ Queries</i>	<i>Response/s</i>
<b>1. Bid Price Schedule</b>	
Can we get excel file of the Annex A & B with Declared value?	Yes, you can get excel file of the Annex A & B; No to declared value, prices varies in time.
Can we get excel file of Annex C with volume per delivery point?	Yes, you can get excel file of Annex C; No to volume per delivery point.
<b>2. In Sec II. 7, it is mentioned that Subcontracting is not allowed.</b>	
What is the Supreme Court's definition of subcontracting? Most, if not all bidders, will subcontract one-way or another: use of common carriers via air and sea, manpower, vehicles, etc.	Subcontracting? Incumbent on the company to execute delivery of SC lower courts items/properties.
We have network partners, managed by our company, that comprise our current network and backroom. All network partners have enforced agreements and SLAs currently in place. Further, our company will be liable for the performance of such network partners. Is this allowed?	The SC will only transact with the winning bidder. Yes, it is understood that the bidder's personnel will deliver.
Will the Supreme Court give the necessary consent to our company to share consignee data to the subcontractors in order to perform the services?	Not allowed
<b>3. Sec VII.XII.3 Adequacy of delivery vans and ten wheeler trucks (owned or leased). At least SEVEN (7) units of delivery vans and ten (10) wheeler trucks (owned or leased that can do simultaneous hauling and deliveries.</b>	





Our company has leased and owned trucks. Will the Supreme Court allow our company to enter into trucking agreements with third party truckers? Truckers are subject to SLA management by our company.	No the winning bidder personnel/contractual employee will perform/supervise deliveries.
<b>4. Sec VI.i and ii - We noticed 2 delivery leadtimes: urgent and non express.</b>	
What is the % of express vs non-express in the volume provided?	5% is the volume of express (this only applies normally for OR's and emergency delivery (affected by typhoon).
How do we treat leadtime for inter-island? Also Batanes? Can we request to extend leadtime?	No extension, same period
<b>5. Sec. VII.IV11 &amp; 12</b>	
Do we need to submit copies in advance of the billing as reference by SecVII.IV.11? Can this requirement be waived?	No, retain no. 11 for strict compliance. There is a need to monitor the status of delivery/tracking system
Can we confirm billing attachment to be original and 2 photocopies of return documents as referred in SecVII.IV.12? Can we waive the photocopy requirement?	Can be waived
Do we need to submit 3 original copies of Summary Report? Can we reduce the requirement to just 1 original copy?	Yes, the winning bidder to submit 3 original copy of summary report, No, it cannot be reduce
12. "Within ten (10) calendar days after the delivery of the cargo/s, duplicate/photo copies of the documents mentioned in Section IV, Item No. 10 above shall be submitted to the Property Division, OAS, OCA, and/or PMC for monitoring purposes" - is this different from billing attachment?	It's the same, for monitoring
13. Within ten (10) to thirty (30) calendar days after the completion of delivery, the freight Forwarder shall submit to the Supreme Court, as basis for payment the original and two (2) photocopies of the following:	
i. Bills of Lading, PAR for equipment, RIS for office supplies and other materials, RIS and IRAF for accountable forms and ICS for semi-expandable items, property signed over printed name by the COC/OIC of the concerned consignees. Date of receipt and the position of the person who received the items must also be indicated in the above-mentioned documents; and	Yes





ii. Three (3) original copies of the Summary Report, Which shall be contain the following data: i) Description of cargos/items; ii)Tracking Number; iii) Bills of Lading/Waybill; iv) Date of pick-up; v)Weight of the cargo; vi) Total quantity and sizes of packing materials, crates and boxes used; vii) Date of receipt by the Consignee, and vii) Name and position of the actual recipient of the shipment.	Yes
<b>7. What is the dispatch procedure/frequency? Are these scheduled and released to forwarder in bulk or are these on a per request basis as needed?</b>	Per request
<b>8. Are all cargoes for repacking/crating? What % of volume is for repacking/crating? Where is it the repacking/crating done?</b>	Yes, 100% is for repacking / crating, 500 sq. mtrs area for repacking and crating that will be provided by the winning bidder
<b>9. Sec VI The Freight shall pick-up the cargos at the Procurement Service, supplier's warehouse and/or Supreme Court premises, upon the instruction of the Supreme Court within forty-eight (48) hours from receipt of call/notice and within twenty-four (24) hours for Official Receipts, E-payment Receipts and other urgent matters.</b>	Yes, depends on PS-DBM, Supreme Court premises / warehouse, Warehouse supplier
Can we get the addresses of the pick-up location specified above	<p>PS-DBM - PS-DBM Compound, Cristobal St., Paco, Manila</p> <p>Supreme Court Premises - Padre Faura St. Ermita, Manila</p> <p>Supreme Court warehouse - SMED PHLPPost, 2nd St. Port Area, Manila</p> <p>Supplier's warehouse - depend who will be the winning bidder/supplier</p>
What commodities are pick-up from each location?	Depends on the procurement through PS-DBM, bidding and shopping
<b>10. SecVII.XII.4 FIVE (5) AND MORE, AS NEEDED, capable and competent personnel</b>	
Where will the manpower required be stationed?	Warehouse of winning bidder, pls. see section VII. II.4





<b>11. SecVII.IV.17 Loss and Damage</b>	
Will the Supreme Court file a claim against Service Provider or just auto deduct for loss and damage?	Auto deduct
<b>12. SecVII.V.3&amp;4</b>	
3. The contract agreement cannot be altered, modified, amended, changed, extended, waived or terminated, except in writing and signed by both parties.	Yes, Please see Sec. VII.II.4
4. Any amendment to the contract agreement, if any, shall take effect only upon mutual written consent from both parties.	
a. Given the rising fuel prices, does this mean a request of pricing change or any other term can be done within the contract term?	No, the terms of the contract is fixed
13. As mentioned in the requirements, repacking/crating are included in the project, in that case, may we have the complete details of the commodities to be delivered? This will be needed in our end to prepare the Bid rates based on the Product Details (Type of Products, Dimension, Quantity/Volume) and determining Packaging Materials to be used.	Provided in the Bid Documents
14. As mentioned in Section VI. Schedule of Requirements, Pick-up points will be at Procurement Service, Supplier's Warehouse and/or Supreme Court premises. May we request to have the location addresses for the preparation of Bid Rates?	PS-DBM - PS-DBM Compound, Cristobal St., Paco, Manila  Supreme Court Premises - Padre Faura St. Ermita, Manila  Supreme Court warehouse - SMED PHLPPost, 2nd St. Port Area, Manila  Supplier's warehouse - depend who will be the winning bidder/supplier
15. Also, after determining the exact Pick-up points, may we have a Distribution List of all recipients/Destinations for every region?	Yes to be provided.
16. In Section VII. Technical Specifications, may we clarify the requirement for type of trucks and its count/number of trucks required? It is a combination of 6-Wheeler Trucks, 10-Wheeler Trucks, Tractor Head and Chassis?	Provided in the Bid documents.
17. For the personnel requirement, do you have required number of people/manpower for every regions?	Please see Sec. VII.II.4
18. With regards in the Fuel Price Situation, will there be a consideration or Rates revisions for the next two (2) years if it will increase more?	No, the terms of the contract is fixed




Lastly, information is hereby given of the revised schedule of bidding activities for the subject procurement:

<i>Procurement Activity</i>	<i>Date &amp; Time</i>
Deadline of Submission of Bids	23 August 2022 (Tuesday) 10:00 A.M.
Opening of Bids	23 August 2022 (Tuesday) 2:00 P.M.

Please be guided accordingly.

15 August 2022



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and Chairperson, SC-BAC-GS