

**PROJECT: MESSENGERIAL SERVICES (RE-ADVERTISEMENT)****QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:**

	<b>Query/Clarifications</b>	<b>TWG/BAC Reply</b>
1	Regarding the technical specifications, what are we going to fill in in the Annex portion of the 2 <sup>nd</sup> column?	In the annex column, you will indicate the documents as proof of compliance with each specification.
2	About the technical specifications on the length of experience of at least seven (7) years, what type of document will you require us to submit?	You need to submit your authority to operate or any documents about the length of service of your company.
3	Regarding the Department of Information and Communications Technology (DICT) certificate, we have a pending approval for the certification. Can we attach our previous certification as well as our new application form?	Yes, you may do so provided that you submit the complete documents to support your claim.
4	Regarding the Single Largest Completed Contract (SLCC), do we need to submit supporting documents?	Yes. This is for us to validate and evaluate the submitted documents that you have the corresponding completed contract which is equivalent to 50% of the ABC.
5	Is there a requirement for the statement of on-going contract?	No. All you need to do is to submit your ongoing contracts and it will be part of your computation for the NFCC
6	What is the covered period for audited financial statement (AFS)?	2022 Audited Financial Statements
7	Do we have an additional lead time delivery for Sulu, Tawi-Tawi and far-flung areas?	We have considered the lead time from those areas by increasing/adding working days. If there is an instance for the cause of delay, just send us the reason for the cause of delay so we can approve it accordingly.
8	About proof of delivery (POD), do we have a required authorized signatory for the POD?	The representatives of the consignee, for as long as they are authorized by the head of the concerned office.
9	The POD can be signed even when they are not the consignee, right?	Yes, there are offices wherein the admin section has assigned an employee to receive and sign the POD.
10	In case there is a lost POD, will a system generated POD or certified true copies be acceptable?	Please put it in writing and it will be clarified through the bid bulletin.
11	How many attempts would you require us to do before we declare it RTS?	At least 3 attempts.

	<b>Query/Clarifications</b>	<b>TWG/BAC Reply</b>
	<p>The attempt is too many. Maybe we can do until 2 attempts.</p> <p>We have a Visayas and Mindanao, do we have a scheduled delivery?</p> <p>Are all the documents be coming from Manila?</p> <p>Is this like to be an inter-exchange from different areas/locations between branches?</p> <p>About tracking/tracing, will we be the one to instruct them how to log in to track the documents?</p>	<p>Yes. But subject for evaluation of the reason why it is not being received.</p> <p>Once the item was picked up, the bidder is obliged to deliver the item based on the SLR.</p> <p>No, there will be branch to branch, any office or branch.</p> <p>Yes.</p> <p>It will be discussed once the contract is awarded to the winning bidder</p>
12	Regarding the SLCC, is it within 5 years and not for the past 5 years?	Yes, it is within 5 years.
13	Will you consider one SLCC for all the lots?	It depends on the amount of each lot since we have 3 lots and the total ABC of which is ₱6,953,300.00. The SLCC should be 50% of the total ABC. But if you are going to participate in just one lot, 50% of that particular lot.
14	Are the documentary requirements also per lot? Or if we participate in all the lots, will there be one document only?	Please refer to the main Bid Bulletin for the documents applicable per lot and the documents applicable for all the lots.
15	Can we also include in the bid bulletin the forms like bid securing declaration, omnibus sworn statement and secretary's certificate, if it to be submitted separately?	Yes, it will be included in the bid bulletin. The omnibus sworn statement is applicable for all the lots but bid securing declaration is per lot.
16	With the secretary's certificate attached to the omnibus, do we need to provide just one secretary's certificate?	Yes, that is applicable in all the lots.
17	Is the bid securing declaration the only document to be separated?	Yes.
18	Regarding SLCC, will you accept a redacted contract since we have a Non-Disclosure Agreement (NDA)?	With the SLCC, we will not accept contracts with NDA. Because we have to validate the completeness and satisfactory performance for that particular contract.
19	With bidding documents, will you accept single check payment?	Yes, but with R6 and you must specify which lot you will participate in.
20	About the bid breakdown, should there be only one column?	Yes. A soft copy in excel format will be provided to the bidder.

	<b>Query/Clarifications</b>	<b>TWG/BAC Reply</b>
21	Should we only submit one copy for the documents which is the original?	No. It should be 3 sets, 1 original and 2 duplicate copies.
22	Do we have the required number of vehicles to be presented?	None. As long as you have presented the list of your vehicles to show that your company could handle the task and we can check the capacity, tools, vehicles & equipment of your company so we can evaluate that you can perform the scope of services of this project.
23	The price schedule form that we are going to use is the form 02 that you have provided, and we are not going to use the standard price scheduled form from GPPB?	Yes.

**WRITTEN QUERIES:**

	<b>Query/Clarifications</b>	<b>TWG/BAC Reply</b>
1	For any instance of lost PODs, will system generated or the Certified True Copy PODs acceptable?	Readable Certified True Copy of Proof of Delivery (POD) is acceptable.
2	May we know how much is the estimated value for parcel?	The estimated value of parcel ranges from ₱500 to ₱3,000.
3	What is the maximum kilo for parcel?	Maximum of 5kg.
4	And what are the commodities for parcel?	<ol style="list-style-type: none"> <li>1. Documents (legal, employees' IDs, property titles and other housing loan documents, travel orders, service records, etc.)</li> <li>2. Checks</li> <li>3. Letters</li> </ol>