

Engagement of Courier Service to Deliver PDIC Local Mail

TERMS OF REFERENCE

OBJECTIVES OF ENGAGEMENT

- To ensure faster, efficient, timely and secured delivery of official, sensitive and valuable documents including deposit insurance claims check payments/ notices and other printed matters to clients, various banks, closed bank's depositors, creditors, etc., in the specified geographic area/s.
- To facilitate immediate tracking of documents for delivery nationwide.

SPECIFIC SCOPE OF SERVICES

- Daily pick up of documents, other printed and non-printed matter as required by PDIC.
- Delivery of mails to the addressee or authorized representative¹ of PDIC's documents and other printed matter within the following periods, reckoned from the date of pick-up as required by PDIC, to wit:
 - a) Within Metro Manila - next day delivery
 - b) Nearby provinces (Regions 3 & 4) – within one (1) to two (2) calendar days
 - c) Other parts of Luzon – within two (2) to three (3) calendar days
 - d) Any part of Visayas Region – within three (3) to four (4) calendar days
 - e) Any part of Mindanao Region – within three (3) to four (4) calendar days
- In instances where the addressee/s cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the SERVICE PROVIDER, the latter shall pursue the delivery until three (3) attempts within the periods specified as follows:
 - a) Six (6) calendar days, if within Metro Manila, nearby provinces and other parts of Luzon,
 - b) Ten (10) calendar days in any part of Visayas and Mindanao Regions

Thereafter, the mails shall stay with the local courier for pick-up by depositors/recipients till the 19th calendar day from pick-up date from PDIC.

- Release of mail containing PDIC document and other printed matter shall be made only to the addressee or authorized representative¹, and only upon presentation to and verification by the SERVICE PROVIDER of the authenticity of the identification card/s presented by the addressee or authorized representative¹.

¹The Authorized Representative to be identified by PDIC

- Submit/Return to PDIC within the specified period, reckoned from pick-up date the following:
 - a) Delivery Status Report immediately on the 7th and 11th calendar day for Metro Manila/nearby provinces and for Visayas/Mindanao, respectively;
 - b) Undelivered/unclaimed mails containing PDIC documents and other printed materials within twenty (20) calendar days;
 - c) Delivery receipts duly acknowledged by the addressee or authorized representative¹, with signature over his/her printed name, proof that the addressee or authorized representative¹ has received the document/printed matter within thirty (30) calendar days;
 - d) Billing/Statement of Accounts every 15th and end of the month following the reference transaction period;
 - e) Other reports and relevant documents as may be required by PDIC.

A penalty shall be imposed against the courier service in case of failure to comply with the submission of required documents/reports within the above-stated prescribed period.

MINIMUM QUALIFICATIONS

- Proven track record of at least three (3) years in the handling of "door-to-door and immediate delivery" of sensitive and valuable documents.
- With wide-range delivery network nationwide.
- With online document tracking system to facilitate verification of status of delivery by PDIC.
- No claim against PDIC or in any way, a subsidiary, affiliate or holding company/division of any closed bank under the receivership/liquidation of PDIC.

DURATION OF ENGAGEMENT

The contract shall be effective for a period of one (1) year and shall commence immediately upon signing of the contract.

¹The Authorized Representative to be identified by PDIC

ALLOCATED BUDGET

The price ceiling and allocated budget per geographic area shall be as follows:

Geographic Area	Price Ceiling Per Area (in Php)	Estimated Annual Number of Mails for Delivery	Budget Allocation (Amounts in Php)
A. Documents			
Manila/NCR	45.00	1,000	45,000.00
Luzon	65.00	4,000	260,000.00
Visayas/Mindanao	75.00	2,000	150,000.00
Sub-total		7,000	455,000.00
B. Non-Printed Matter			
5 KG. BOX – MAX. 9 KG.			
Manila/NCR	531.00	4	2,124.00
Luzon North	622.00	4	2,488.00
Luzon South	650.00	4	2,600.00
Visayas	741.00	4	2,964.00
Mindanao	872.00	4	3,488.00
10 KG. BOX – MAX. 15 KG.			
Manila/NCR	779.00	4	3,116.00
Luzon North	979.00	4	3,916.00
Luzon South	1,036.00	4	4,144.00
Visayas	1,214.00	4	4,856.00
Mindanao	1,419.00	4	5,676.00
20 KG BOX. – MAX. 25 KG.			
Manila/NCR	1,202.00	4	4,808.00
Luzon North	1,432.00	4	5,728.00
Luzon South	1,735.00	4	6,940.00
Visayas	1,998.00	4	7,992.00
Mindanao	2,328.00	4	9,312.00
Sub-total		60	70,152.00
TOTAL		7,060	525,152.00

Rates inclusive of all applicable taxes and surcharges

TERMS AND MANNER OF PAYMENT

Payment shall be made in check by PDIC within thirty (30) calendar days from receipt of billing statement from the engaged courier service provider for both corporate and closed banks' account.

CONFIDENTIALITY AGREEMENT

The winning Courier Service Provider shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon Notice of Award.

No. of Mails sent thru Airfreight 2100
From April to November 2016

DEPARTMENT	NCR	LUZON	VISAYAS / MINDANAO
AASD		1	
AMDD1	37	248	173
AMDD2	27	30	167
AMDD3	172	1,201	159
BSD		15	8
CCD	22	1	3
CPD		1	
CSD	27	71	87
ED1	1	82	18
ED2	14	91	62
ED3	8	52	12
ED4	15	79	81
ERSD			1
FVP-CLG		2	
GSD	1		
HRAD	2		
ID	8	33	22
IRD		9	24
ISD		1	
LAS	99	174	150
LMD1	82	69	36
LMD2	1	2	1
LMD3	34	67	105
OEVP-RLS		1	
OP			
OSVP-DIS	1		
OVP-AMDG	2	5	8
OVP-EG2		2	
OVP-ITG	1		
PFU	1	1	
PPD	42	17	21
RBMD2	3	8	1
RBMD3	13	10	24
RCLD			1
RD1		19	
RD2	1	11	58
	614	2,303	1,222

DETAILS:

NCR 614 / 8 mos = 76.75 (monthly average)

$$76.75 \times 4 = 307$$

U
614
307

921

LUZON 2303 / 8 mos = 287.75 (monthly average)

$$287.75 \times 4 = 1151$$

2303
1151

3454

VISAYAS/
MINDANAO 1222 / 8 mos = 152.75 (monthly average)

$$152.75 \times 4 = 611$$

U
1222
611

1833

U