

## **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 and other printed matter as required by PDIC.
- Delivery of mails to the addressee or authorized representative<sup>1</sup> 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 to 4) – within one to two (2) calendar days
  - c) Other parts of Luzon - within two (2) to three (3) calendar days
  - c) Any part of Visayas Region – within three to four (4) calendar days
  - d) 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 19<sup>th</sup> 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 representative<sup>1</sup>, 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 representative<sup>1</sup>.
- Submit/Return to PDIC within the specified period, reckoned from pick up date the following:
  - a. Delivery Status Report immediately on the 7<sup>th</sup> and 11<sup>th</sup> calendar day for Metro Manila/nearby provinces and for Visayas/Mindanao, respectively;

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<sup>1</sup> The Authorized Representative to be identified by PDIC

- 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 representative<sup>1</sup>, with signature over his/her printed name, proof that the addressee or authorized representative<sup>1</sup> has received the document/printed matter within thirty (30) calendar days;
- d. Billing/Statement of Accounts every 15<sup>th</sup> and end of 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 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.

### ALLOCATED BUDGET

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

<b>Geographic Area</b>	<b>Price Ceiling Per Area<sup>2</sup> (in Php)</b>	<b>Estimated Annual Number of Mails for Delivery</b>	<b>Budget Allocation (Amounts in Php)</b>
Manila/NCR	45.00	1,300	58,500.00
Luzon	65.00	3,600	234,000.00
Visayas/Mindanao	75.00	2,200	165,000.00
<b>Sub-total</b>		<b>7,100</b>	<b>Php 457,500.00</b>

Prices include 12% VAT

<sup>1</sup> The Authorized Representative to be identified by PDIC

## **ERMS 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' accounts.

## **CONFIDENTIALITY AGREEMENT**

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