

**Engagement of Courier Service to Deliver
PDIC Official Documents to International Destinations**

TERMS OF REFERENCE

OBJECTIVES OF ENGAGEMENT

- To ensure faster, efficient, timely and secure delivery of official, sensitive and valuable documents and other printed matter to clients, closed bank's depositors, creditors, International Association of Deposit Insurers (IADI) members, etc., to international destinations.
- To be able to track documents delivered worldwide immediately.

SPECIFIC SCOPE OF SERVICES

- Daily pick-up of documents and other printed matter from PDIC, or as the need arises.
- Delivery to the addressee of PDIC's documents and other printed matter within the following periods, reckoned from the date within two (2) to six (6) calendar days upon pick-up.
- 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.
- Release of PDIC mail shall be made only to the addressee or authorized representative, 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.
- Return to PDIC all unclaimed mails containing PDIC documents and other printed matter within 20 days from PDIC's dispatch.
- Submit to PDIC within thirty (30) calendar days, reckoned from PDIC's dispatch the following:
 - a) Delivery Status Report and Delivery Receipts duly acknowledged by the addressee or his/her authorized representative, with signature over his/her printed name as proof that the addressee has received the document/printed matter.
 - b) Other reports and relevant documents as may be required by PDIC.
 - c) Billing/Statement of Accounts

MINIMUM QUALIFICATIONS

- Proven track record of at least 3 years in the handling of "door-to-door and express delivery" of sensitive and valuable documents, proof of which should be presented in the attached Information Sheet.
- With wide-range delivery network for international destinations.
- With online document tracking system to facilitate verification of status of delivery by PDIC.
- No claim against PDIC or 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 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:

International Destinations

Geographic Area	Price Ceiling Per Area (in Php)	Estimated Annual Number of Mails for Delivery	Budget Allocation (Amounts in Php)
China (South) Hongkong/Singapore/Taiwan	700.00	15	10,500.00
Brunei/ Japan/ Indonesia/ Malaysia/ South Korea/ Vietnam	950.00	25	23,750.00
Australia/ India/ Thailand	1,500.00	15	22,500.00
Canada	1,550.00	25	38,750.00
Belgium/ France/ Germany/ Italy/ Switzerland/ United Kingdom	2,350.00	15	35,250.00
Bangladesh/ Czech Republic/ Finland/ Hungary/ Jordan/ Kuwait/ Lebanon/ Poland/Sweden/ Turkey	2,250.00	15	33,750.00
Argentina/ Barbados/ Brazil/ Colombia/ Costa Rica/ Ecuador/ El Salvador/ Guatemala/ Honduras/ Jamaica/ Nicaragua/ Paraguay/ Peru/ Trinidad and Tobago/ Uruguay/ Venezuela	2,500.00	15	37,500.00

Albania/ Azerbaijan/ Bosnia-Herzegovina/ Bulgaria/ Kazakhstan/ Kenya/ Kosovo- Macedonia/ Kyrgyzstan/ Libya/ Morocco/ Nigeria/ Romania/ Russia/ Serbia/ Tanzania/ Uganda/ Ukraine/ Zimbabwe	2,700.00	15	40,500.00
U.S. (Western Region) Colorado/Idaho/Utah/Arizona/ Nevada/California/ Oregon/Washington, etc.	1,550.00	25	38,750.00
Croatia/ Greece	2,850.00	5	14,250.00
Guernsey/ Spain	2,450.00	5	12,250.00
Liechtenstein/ Norway	4,000.00	5	20,000.00
Mexico	2,000.00	5	10,000.00
Mongolia/ Montenegro	3,550.00	5	17,750.00
Palestine	4,450.00	5	22,250.00
Slovenia	3,950.00	5	19,750.00
Sudan	4,600.00	5	23,000.00
TOTAL		205	420,500.00

Price include Fuel Surcharge and 12% VAT

TERMS AND MANNER OF PAYMENT

Payment shall be made in check by PDIC within thirty (3) calendar days from receipt of billing statement.

CONFIDENTIALITY AGREEMENT

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