



Republic of the Philippines
Department of Health
CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 4
06 December 2023

PROCUREMENT OF BROKERAGE SERVICE
IB No. 2024-089

This Bid Bulletin is being issued to announce the new schedule of the Submission and Opening of Bids and to amend or modify the bidding documents posted in the PhilGEPS and DOH websites for the above-mentioned project. This Bid Bulletin shall form an integral part of the bidding document.

Listed below are the corresponding modifications/ changes:

1. NEW SCHEDULE OF ACTIVITY

PARTICULAR	FROM	TO	VENUE
Submission and Opening of Bids	06 December 2023; 1:00 PM	14 December 2023; 9:00 AM	COBAC Conference Room., Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila

2. TERMS OF REFERENCE (TOR)

FROM	TO
VI. Additional Requirements: xxx Copy of valid Insurance policy for shipment commodities	VI. Additional Requirements: xxx Deleted

3. SECTION VII. TECHNICAL SPECIFICATIONS

FROM	TO
B. Additional Requirements in the Technical Specifications form arranged, numbered, and tabbed as enumerated below: xxx Copy of valid Insurance policy for shipment commodities	B. Additional Requirements in the Technical Specifications form arranged, numbered, and tabbed as enumerated below: xxx Deleted

4. SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

FROM	TO
III. Additional Documentary Requirements to be attached in the Technical Specifications <p align="center">xxx</p> Copy of valid Insurance policy for shipment commodities	III. Additional Documentary Requirements to be attached in the Technical Specifications <p align="center">xxx</p> Deleted

Attached are the revised Terms of Reference, Technical Specifications form, and Checklist of Technical and Financial Documents, for your reference.

All other provisions of the bidding documents which are not affected shall remain in force and in effect.

For guidance and information of all concerned.

Sgd
MARIA ROSARIO S. VERGEIRE, MD, MPH, CESO II
 Undersecretary of Health
 COBAC-G Chairperson

TERMS OF REFERENCE

I. RATIONALE

The Department of Health (DOH), as the lead Agency in the promotion of health, is tasked with the efficient management of incoming donated and procured health commodities. This is accomplished by the DOH through the intricate management of the Agency's supply chain, management activities that involve planning, forecasting, procurement, acceptance of donations, warehousing, hauling/ distribution and data gathering. With the identified supply chain processes, particularly for donations, procurement and warehousing/ distribution, the efficient facilitation and management of incoming health commodities either at the port or at the airport is of paramount importance to the Agency. The growth of the Agency through the years and the subsequent addition of health programs requiring health commodities resulting in varied responsibilities and tasks for the employees and staff of the DOH, prompting the DOH to outsource the services of a brokerage firm. As the Office primarily handling the management of all DOH procured and donated health commodities and the release of consigned goods from ports/airport, the Supply Chain Management Service (SCMS) is responsible for the identification and implementation of appropriate brokerage services of the Agency.

SCMS annually contracts a service provider to cover the brokerage services for all health commodities consigned to the Agency. However, there is a need to specifically identify and enumerate the various requirements and expectations of the outsourced brokerage service provider. With the challenges encountered in the past, particularly in advance payments and in the proper coordination of instructions/ recommendations from the Agency, it is significantly more important that the service provider contracted by the DOH through SCMS shall have the capability and adaptability to address the growing needs of the health sector. The brokerage service provider should ultimately be able to contribute to the effective overall function of the DOH supply chain.

II. OBJECTIVE

The goal of this procurement activity is to acquire the services of a qualified 3rd party Brokerage Service provider to process all the importation consigned to the procurement entity (DOH), which are at the port/ airport or are scheduled to arrive, and documentation of goods that are already outside the port of airport but are being donated procured or transferred by a tax-exempt owner or entity to the procuring entity, from the Department of Finance to the Bureau of Customs.

III. SCHEDULE OF REQUIREMENTS

- A.** The contract of Service shall commence upon receipt of approved Notice to Proceed for one (1) year or until the contract amount is consumed/ depleted whichever comes first.
- B.** The Service Provider shall be evaluated every quarter based on the timeliness, availability of personnel and trucks as well as the overall performance. The Procuring Entity shall issue request of action (RFA) on whatever findings not in conformance with the Terms of Reference (TOR) under the contract for corrective measures. Deficiencies or non-conformities committed by the Service Provider shall be subjected to the Termination of the Contract.
- C.** In case of termination of contract, the procuring entity will conduct another bidding.

D. The Service Provider's qualifications are:

1. Have industry experience of at least three (3) years in Brokerage Services and at least one (1) year in releasing government importation processes
2. Have valid ISO certification on Customs Brokerage
3. Have at least three (3) trained personnel and staff in handling drugs/ medicines, vaccines and other health commodities and equipment
4. Have owned or contracted at least five (5) trucks, with at least two (2) tractor heads and chassis, and one (1) ten wheeler truck (not more than ten (10) years in service).
5. Have owned or contracted at least one (1) refrigerated van/ truck (not more than five (5) year in service) for the transportation of vaccines or any reagents that require cold chain.
6. Be equipped, either owned or with contract, for cold storage either a chiller or freezer with at least 30 cubic meters in volume for each storage for the use of the storage of vaccines, drugs and reagents in case the Procuring Entity's Cold storage is full or not available

IV. TECHNICAL SPECIFICATIONS:

A. The Services to be delivered or performed by the Service Provider shall consist of the following:

1. Processing of all importation consigned to the Procuring Entity, which are at the port/ airport or are scheduled to arrive, and documentation of goods that are already outside the port or airport but are being donated, procured or transferred by a tax exempt owner or entity to the Procuring Entity, from the Department of Finance to the Bureau of Customs (Port of Manila, Ninoy Aquino International Airport or at any designated port).
2. Processing includes lifting of abandonments, renewal of Procuring Entity's certificate of registration (Interim Customs Accreditation Registration Unit or ICARE), processing of flag waiver, and application of formal entry and any other activities relative to the release of the imported goods from the Bureau of Customs.
3. The processing services shall not be sub-contracted to any third party brokerage.
4. Only trucking services, loading and unloading of health commodities of up to 20% of the total handling services, may be sub-contracted.

5. The lead time or desirable number of working days to complete the processing per shipment shall be based on the following modalities:

- a) **By Air** - 3 days
- b) **By Sea** - 6 days

The “lead time” is referred to as the point when the concerned broker shall have received from the Supply Chain Management Service (SCMS) the complete documentary requirement including payment of duties and taxes through the Land Bank of the Philippines (LBP) for procured importation to enable the broker to process the release of the shipment from the Bureau of Customs (BOC) bonded warehouse up to the time of arrival to the designated warehouse of the Procuring Entity.

- 6. Handling shall include loading, transporting and unloading of shipments consigned to the Procuring Entity within and from the BOC area at the port to the Procuring Entity’s designated warehouses within Metro Manila upon securing approved Request for Schedule of Delivery (RSD).
- 7. Shall provide adequate manpower during unloading and conveying of health commodities
- 8. Facilitate the advance payment of the following fees regardless of the amount and regardless of the pending collectibles from the Procuring Entity:

- a) Demurrage Charges
- b) Storage Charges
- c) Electrical Charges
- d) Arrastre/ Wharfage
- e) Import Processing Fee (IPF)
- f) Flag Carrier Waiver’s Fee
- g) Equipment Rental (Forklift for cargoes of 2000 kgs and above)
- h) Other charges that may be incurred in the releasing of the shipment

The advance payment for the abovementioned fees should be facilitated immediately to comply with the releasing and delivery instruction. Additional Charges caused by delay or failure to make advance payment will be for the account of the concerned broker and will be a basis for pre-termination of contract. Note that the above fees should have an Official Receipt (OR) as requirement for the reimbursement of the said payment.

- 9. Deliver/ transport the imported goods to the designated warehouses between 8 AM to 5 PM except for perishable goods that which shall be scheduled in advance to the receiving office for proper receipt.
- 10. Provide warehousing of imported goods that will be released from the BOC after 5 PM as part of the handling.

11. Provide reefer or refrigerated vehicles for the transportation of vaccines and any perishable imported goods.
12. Monitor and record the status of the shipments from the arrival at port to releasing of imported goods from the BOC for submission to the SCMS together with billing for payment of services.

B. Site Inspection shall be conducted during post qualification

V. CONTRACT IMPLEMENTATION, REVIEW AND PENALTIES

A. Key Performance Indicators (KPIs):

Evaluations based on KPIs shall be accomplished every quarter and the DOH will decide to issue RFAs (Request for Action), continue or terminate the contract based on the attainment/ non-attainment of the following KPIs:

1. Timely release and processing of shipments/ procured goods with summary reports every week and/ or monthly or as specified above as needed
2. Timely release and processing of shipments/ donated goods with summary reports every week and/or monthly or as specified above and as needed
3. Strict adherence to the abovementioned requirements with monthly monitoring of conformity from the SCMS.

B. Service Performance Monitoring and Evaluation

1. Service Provider shall be evaluated by SCMS every quarter based on the specified KPIs above and provided a copy of evaluation findings
2. The SCMS shall issue a Request for Action (RFA) on whatever findings not in conformance with the terms of reference (TOR) under this contract for corrective action. Any recurring deficiencies made by the Service Provider shall be considered for liquidated damages and potential termination of the contract.

C. Penalties

1. SCMS shall call the attention of the Service Provider officially and in writing for any breach of obligations. It shall then issue a Request for Action (RFA) on whatever findings not in conformance with the terms of reference (TOR) under this contract for corrective action. Any recurring deficiencies made by the Service Provider shall be considered for liquidated damages and potential termination of the contract and possible blacklisting from future biddings

D. Contract Pre-termination and Extension

1. In case of pre-termination of this contract with the Service Provider due to its failure to meet the required KPIs. TOR and/or other breaches of contract, the procuring entity will another conduct bidding. The General Conditions of Contract and

Specific Conditions of Contract of the bidding and relevant provisions of RA 9184 such as the Guidelines on the Termination of Contracts, and government accounting and auditing rules and regulations such as shall be adhered to.

2. In case of terminated contract, the service provider will continue services until a new contract is awarded to a new service provider

VI. ADDITIONAL REQUIREMENTS:

1. Company Profile
2. Letter of authority allowing DOH to conduct site inspection once declared S/LCB
3. List of clients for the past 3 years to current with contact details
4. Certification of at least one (1) Satisfactory Performance Evaluation from the previous contract.
5. Proofs of lease or ownership of property of Office in Metro Manila
6. Proofs of lease/contract or ownership of cold storage chiller/freezer with at least 30 cubic meters in volume for each storage.
7. Proofs of lease or ownership/registration of at least five (5) trucks, with at least two (2) tractor heads and chassis, one (1) ten wheeler truck and at least one (1) refrigerated van/truck for transportation of vaccines or any reagents that require cold chain.
8. List of subcontractors with details on what will be their responsibilities in the contract (if applicable).
9. Summary of list of minimum staff – at least three (3) trained personnel and in handling of drugs/medicines, vaccines and other health commodities and equipment are required indicating their names, designation for this contract, professional licenses (if applicable) and length of service in the company, with certificate of training/s as attachment.
10. Comprehensive CV including certifications of trainings of proposed personnel to be assigned.
11. Detailed Technical Proposal on how the Prospective Bidder intend to address the scope of work and technical specifications indicated in this Terms of Reference.
12. Copy of contingency plan, documented plan in case of emergencies that could paralyze in part or in full its operation such as: labor unrest, calamities/ disasters, etc.
13. Copy of valid **ISO 9001:2001** or **ISO 9001:2015** on Customs Brokerage to be presented during post-qualification for validation.

VII. TERMS OF PAYMENT

Payment to the winning bidder shall be based on the actual / completed transaction.

VIII. DELIVERY POINTS

1. Department of Health (DOH) Warehouses within Metro Manila.

Prospective bidders must pass the minimum qualifications to be considered responsive. Site visit(s) shall be undertaken by the COBAC and/or a duly constituted TWG to validate and ascertain claims and documents submitted by L/SCB

Signature over Printed Name

[date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company]

*[Complete office
address] [Contact No.]*

[Fax No.]

[Email Address]

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

Technical Specifications

Republic of the Philippines Department of Health TECHNICAL SPECIFICATIONS			
Lot No. 1	Brokerage Service	Quantity / Unit	1 Lot
ABC: PhP30,000,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
A. The Services to be delivered or performed by the Service Provider shall consist of the following:			
1. Processing of all importation consigned to the Procuring Entity, which are at the port/ airport or are scheduled to arrive, and documentation of goods that are already outside the port or airport but are being donated, procured or transferred by a tax exempt owner or entity to the Procuring Entity, from the Department of Finance to the Bureau of Customs (Port of Manila, Ninoy Aquino International Airport or at any designated port)			
2. Processing includes lifting of abandonments, renewal of Procuring Entity's certificate of registration (Interim Customs Accreditation Registration Unit or ICARE), processing of flag waiver, and application of formal entry and any other activities relative to the release of the imported goods from the Bureau of Customs.			
3. The processing services shall not be sub-contracted to any third party brokerage.			
4. Only trucking services, loading and unloading of health commodities of up to 20% of the total handling services, may be sub- contracted.			
5. The lead time or desirable number of working days to complete the processing per shipment shall be based on the following modalities: <ul style="list-style-type: none"> a) By Air - 3 days b) By Sea - 6 days <p>The "lead time" is referred to as the point when the concerned broker shall have received from the Supply Chain Management Service (SCMS) the complete documentary requirement including payment of duties and taxes through the Land Bank of the Philippines (LBP) for procured importation to enable the broker to process the release of the shipment from the Bureau of Customs (BOC) bonded warehouse up to the time of arrival to the</p>			

Republic of the Philippines
Department of Health
TECHNICAL SPECIFICATIONS

Lot No. 1	Brokerage Service	Quantity / Unit	1 Lot
ABC: PhP30,000,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
designated warehouse of the Procuring Entity.			
6. Handling shall include loading, transporting and unloading of shipments consigned to the Procuring Entity within and from the BOC area at the port to the Procuring Entity's designated warehouses within Metro Manila upon securing approved Request for Schedule of Delivery (RSD)			
7. Shall provide adequate manpower during unloading and conveying of health commodities.			
<p>8. Facilitate the advance payment of the following fees regardless of the amount and regardless of the pending collectibles from the Procuring Entity:</p> <ul style="list-style-type: none"> a) Demurrage Charges b) Storage Charges c) Electrical Charges d) Arrastre/ Wharfage e) Import Processing Fee (IPF) f) Flag Carrier Waiver's Fee g) Equipment Rental (Forklift for cargoes of 2000 kgs and above) h) Other charges that may be incurred in the releasing of the shipment <p>The advance payment for the abovementioned fees should be facilitated immediately to comply with the releasing and delivery instruction. Additional Charges caused by delay or failure to make advance payment will be for the account of the concerned broker and will be a basis for pre-termination of contract. Note that the above fees should have an Official Receipt (OR) as requirement for the reimbursement of the said payment.</p>			
9. Deliver/ transport the imported goods to the designated warehouses between 8 AM to 5 PM except for perishable goods that which shall be scheduled in advance to the receiving office for proper receipt.			
10. Provide warehousing of imported goods that will be released from the BOC after 5 PM as part of the handling.			

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TECHNICAL SPECIFICATIONS

Lot No. 1	Brokerage Service	Quantity / Unit	1 Lot
ABC: PhP30,000,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
11. Provide reefer or refrigerated vehicles for the transportation of vaccines and any perishable imported goods.			
12. Monitor and record the status of the shipments from the arrival at port to releasing of imported goods from the BOC for submission to the SCMS together with billing for payment of services.			
<p>B. Additional Requirements in the Technical Specifications form arranged, numbered, and tabbed as enumerated below:</p> <ol style="list-style-type: none"> 1. Company Profile 2. Letter of authority allowing DOH to conduct site inspection once declared S/LCB 3. List of clients for the past 3 years to current with contact details 4. Certification of at least one (1) Satisfactory Performance Evaluation from the previous contract. 5. Proofs of lease or ownership of property of Office in Metro Manila 6. Proofs of lease/contract or ownership of cold storage chiller/freezer with at least 30 cubic meters in volume for each storage. 7. Proofs of lease or ownership/registration of at least five (5) trucks, with at least two (2) tractor heads and chassis, one (1) ten wheeler truck and at least one (1) refrigerated van/truck for transportation of vaccines or any reagents that require cold chain. 8. List of subcontractors with details on what will be their responsibilities in the contract (if applicable). 9. Summary of list of minimum staff – at least three (3) trained personnel and in handling of drugs/medicines, vaccines and other health commodities and equipment are required indicating their names, designation for this contract, professional licenses (if applicable) and length of service in the company, with certificate of training/s as attachment. 10. Comprehensive CV including certifications of trainings of proposed personnel to 			

be assigned.

11. Detailed Technical Proposal on how the Prospective Bidder intend to address the scope of work and technical specifications indicated in this Terms of Reference.
12. Copy of contingency plan, documented plan in case of emergencies that could paralyze in part or in full its operation such as: labor unrest, calamities/ disasters, etc.
13. Copy of valid ISO 9001:2001 or ISO 9001:2015 on Customs Brokerage to be presented during post-qualification for validation.

C. Additional Requirement from the Single/Lowest Calculated Bidder (S/LCB) as part of post qualification:

1. Site Inspection/Site visit(s) shall be undertaken by the COBAC designated TWG to validate claims and documents submitted by S/LCB.

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address]

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents Arranged numbered and tabbed as it appears below:

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- (e) Conformity with the Technical Specifications and Schedule of Requirements which may include production/delivery schedule, manpower requirements, and/or after- sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Note: In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, submission of Unnotarized Bid Securing Declaration and Omnibus Sworn Statement are acceptable for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder, subject to compliance therewith after award of contract but before payment (GPPB Circular 09-2020)

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (i) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule forms of both:
- (i) Price Schedule form using the form attached in *Annex A and*;
 - (ii) Price Schedule form using the Price Schedule in **GPPB Resolution No. 16-2020**.

III. ADDITIONAL DOCUMENTARY REQUIREMENTS TO BE ATTACHED IN THE TECHNICAL SPECIFICATIONS FORM:

1. Company Profile;
2. Letter of authority allowing DOH to conduct site inspection once declared S/LCB;
3. List of clients for the past 3 years to current with contact details;
4. Certification of at least one (1) Satisfactory Performance Evaluation from

the previous contract;

- 5. Proofs of lease or ownership of property of Office in Metro Manila;
- 6. Proofs of lease/contract or ownership of cold storage chiller/freezer with at least 30 cubic meters in volume for each storage;
- 7. Proofs of lease or ownership/registration of at least five (5) trucks, with at least two (2) tractor heads and chassis, one (1) ten wheeler truck and at least one (1)

refrigerated van/truck for transportation of vaccines or any reagents that require cold chain;

- 8. List of subcontractors with details on what will be their responsibilities in the contract (if applicable);
- 9. Summary of list of minimum staff – at least three (3) trained personnel and in handling of drugs/medicines, vaccines and other health commodities and equipment are required indicating their names, designation for this contract, professional licenses (if applicable) and length of service in the company. With certificate of training/s as attachment;
- 10. Comprehensive CV including certifications of trainings of proposed personnel to be assigned;
- 11. Detailed Technical Proposal on how the Prospective Bidder intend to address the scope of work and technical specifications indicated in this Terms of Reference;
- 12. Copy of contingency plan, documented plan in case of emergencies that could paralyze in part or in full its operation such as: labor unrest, calamities/ disasters, etc;
- 13. Copy of valid ISO 9001:2001 or ISO 9001:2015 on Customs Brokerage to be presented during post-qualification for validation; and
- 14. Sworn Statement using the prescribed form.

Note:

1) Please refer to <https://doh.gov.ph/sites/default/files/basic->

[page/COBAC-Sample- Forms.pdf](#) for the following requirements:

- a) Sworn Statement;**
- b) Computation of NFCC;**
- c) Manufacturer's Authorization (if applicable);**
- d) Secretary's Certificate;**
- e) Special Power of Attorney;**
- f) Statement of Ongoing Contracts; and**
- g) Statement of SLCC.**

2) For the following requirements, please refer to GPPB Resolution No. 16-2020:

- a) Bid Form;**
- b) Price Schedule;**
- c) Bid Securing Declaration; and**
- d) Omnibus Sworn Statement**