CONTRACT FOR
DIPLOMATIC POUCH DELIVERY SERVICES

KNOWN ALL MEN BY THESE PRESENTS

This Contract for Diplomatic Pouch Services (CONTRACT) entered into in Pasay City, Philippines, this ____day of JUL 0 1 2012 by and between the:

> **DEPARTMENT OF FOREIGN AFFAIRS**, with principal office located at 2330 Roxas Blvd., Pasay City, herein represented by the Honorable **RAFAEL E. SEGIUS**, Undersecretary of Foreign Affairs, hereinafter referred to as the "DEPARTMENT";
>
> -and the-
>
> **WIDE WIDE WORLD EXPRESS CORPORATION**, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with office address located at WWWE Building, Pascor Drive, Sto. Nino, Paranaque City 1700; herein represented by its President **JOSE B. FELICIANO** and its Chief Operating Officer **DAWN J. FELICIANO**, who are duly authorized to enter into this CONTRACT as evidenced by a Secretary's Certificate dated 13 August 2012, attached herein as Annex A and made an integral past of this CONTRACT, hereinafter referred to as the "CONTRACTOR".

WITNESSETH : That -

WHEREAS, the CONTRACTOR is engaged in the business of providing door-to-door pick-up and delivery of documents, parcels and cargoes, for both international and domestic destinations;

WHEREAS, the DEPARTMENT is in need of the services of a reputable firm for handling of its outgoing and incoming diplomatic pouches and air cargo;

WHEREAS, the CONTRACTOR has been selected by the DEPARTMENT in a public bidding for diplomatic pouch delivery services, provided for in Republic Act No. 9184 or the Government Procurement Act since its offer has been determined to be the most advantageous to the Government as provided for under Bids and Awards Committee Resolution No. 123-12 dated 11 June 2012, attached herein as Annex B.

NOW, THEREFORE, for and in consideration of the foregoing premises, the DEPARTMENT hereby engages the services of the CONTRACTOR under the following terms and conditions:

I. DUTIES AND OBLIGATIONS OF THE CONTRACTOR

1. The CONTRACTOR shall undertake daily (including weekends and holidays at agreed hours) door-to-door pick-up and delivery of documents, parcels and cargo for both outbound and inbound international and domestic destinations between the DEPARTMENT and the various Foreign Service Posts (FSPs) abroad including Regional Consular Offices (RCOs) in the Philippines. It shall be understood that any reference to the Department of Foreign Affairs includes the DFA Main Office located at 2330 Roxas Boulevard, Pasay City.

2. The CONTRACTOR shall give the DEPARTMENT a list showing its office addresses in countries where the FSPs are located as well as in the sites where the RCOs are located. In destinations where the CONTRACTOR has no established offices, it shall have at least one (1) courier company that will serve as its agent contracted to do pick-up and delivery services.

3. The CONTRACTOR's international and domestic network of offices must be adequately and properly equipped to perform the foregoing tasks to ensure the shortest possible time for deliveries which shall be 3-5 days for international shipments and 1-2 days for domestic shipments.

4. The computation of the consideration for the CONTRACT shall be based on the IATA exchange rate on the day the shipment is picked up. Peso rate shall be used in the computation of the financial bid for domestic pouch delivery service, while U.S. dollar rate shall be used in the computation of the financial bid for international pouch delivery service.

5. The CONTRACTOR shall be guided by the outbound diplomatic pouch pick-up schedule issued by the DEPARTMENT on 11 August 2010, attached herein as Annex C, for its daily pick-up of **regular** outbound diplomatic pouches between 1:00 p.m. and 5:00 p.m. Mondays to Fridays. Diplomatic pouches to FSPs and RCOs whose regular schedule shall fall on a holiday shall be sent on the next business day and shall be rated as a regular pouch in accordance with Annex D of this Contract.

   Outbound diplomatic pouches sent by the DEPARTMENT on a day other than that provided in the schedule in Annex C, shall be considered as Special Pouches and shall be rated in accordance with the Rate Sheet for Outgoing Pouch for International and Domestic Destinations, attached herein as Annex D.

6. The CONTRACTOR shall accommodate urgent pick-up requests of diplomatic pouches by the DEPARTMENT on any day including weekends and holidays which shall be treated rated as "regular" diplomatic pouches per Annex C of this Contract.

7. The collection of the DEPARTMENT's inbound diplomatic pouches from the airport for delivery to the DEPARTMENT's office shall be done expeditiously everyday including weekends and holidays. The DEPARTMENT shall have a personnel assigned to receive incoming diplomatic pouches from 7 a.m. to 5:00 p.m. daily including weekends and holidays.

8. For security reasons, only the CONTRACTOR's authorized personnel shall pick-up and deliver diplomatic pouches and its related documents/airway bills from various land shipping/airline cargo offices to protect the integrity of diplomatic pouches.

9. The CONTRACTOR shall immediately report to the DEPARTMENT any irregularity or breach in the security of the pouches, such as, but not limited to, damage to the pouch bags, broken bag seal/s, incomplete pouch count, etc. upon delivery of the pouches for appropriate information/action of the DEPARTMENT.

   The CONTRACTOR shall liaise with the airline concerned in tracing missing pouches and shall investigate irregularities relative to the diplomatic pouch shipments.

10. In cases of delay, damage to or loss of the pouch, the CONTRACTOR binds itself to be solidarily liable with its subcontractors for all damages as may be provided under the law where it is determined that the delay, damage to or loss of pouch is attributed either to the fault of, or negligence on the part of the CONTRACTOR. ("Loss of pouch" shall include delay in the delivery of the pouch/es whose contents shall no longer be of use to the DEPARTMENT even if delivered").

11. The CONTRACTOR shall install a brand new desktop computer with printer and a facsimile machine with dedicated telephone line, free of charge, at the DEPARTMENT's premises, preferably at the pouch Section for the duration of the contract. The said facsimile machine shall be used solely for direct communications and relay of information and documents between the CONTRACTOR and the DEPARTMENT, and used for sending pre-alerts to FSPs and RCOs of the DEPARTMENT. Telephone line and internet utilities costs shall be for the account of the CONTRACTOR.

12. Subject to prior advice from the DEPARTMENT, the CONTRACTOR shall advance the payment of any unpaid incoming diplomatic pouch airway bill to expedite release and delivery of the inbound diplomatic pouch. The DEPARTMENT shall reimburse the CONTRACTOR any amount advanced by the CONTRACTOR in payment for any unpaid inbound air waybill for and in behalf of the DEPARTMENT.

13. The CONTRACTOR shall provide the Pouch Section of the DFA Central Records with brand new pouch bags with waterproof lining and durable locks in the following quantity and sizes:

a.	Extra Large (36' x 25")	- 100 pieces
b.	Large (29"x 28")	- 100 pieces
c.	Medium (29"x24")	- 100 pieces
d.	Small (25"x21")	- 100 pieces
e.	Custom Size for MECO Taipei (25"x18")	- 100 pieces
f.	Pouch Locks	- 1,000 pieces

14. The CONTRACTOR shall establish a working monitoring system with the Central Records Division of the DEPARTMENT. The CONTRACTOR shall assign one (1) representative to the DEPARTMENT to ensure close coordination and smooth implementation of the contract.

15. The total projected volume of shipment for the contract is detailed in the "Estimated Volume of Diplomatic Pouch", copy attached as Annex E. Billing of service fees by the CONTRACTOR and payment of billed service fees by the DEPARTMENT shall be computed based on the chargeable weight of outgoing pouches, for domestic and international destinations.

II. CONSIDERATION AND TERMS OF PAYMENT

1. For and in consideration of the diplomatic pouch services that have actually been rendered by the CONTRACTOR, the DEPARTMENT shall pay the CONTRACTOR, the amount provided for in the rate sheet, attached herein as Annex D which already includes the VAT and all applicable taxes. Whenever applicable, the DEPARTMENT agrees to pay the CONTRACTOR for related services actually rendered such as crating fees and insurance fees in accordance with Annex D of the Contract.

2. For new Foreign Service Posts (FSP) and/or Regional Consular Offices (RCO) opened during the term of this CONTRACT, but could not yet be ascertained and included in the list of FSPs and RCOs during the bidding, the DEPARTMENT agrees to pay the CONTRACTOR the amount provided for in Annex D-1.

3. The payment of the contract price for any given period of time shall be based on the actual service rendered.

4. The exchange rate to be used in the US dollar-denomination rate in Annex D shall be based on IATA exchange rate on the day of the shipment.

5. The billed services fees shall be due and payable within fifteen (15) days from the receipt of the billing fully supported by the required documentation in accordance with Government accounting and auditing rules and regulations.

III. PERFORMANCE BOND

To secure the faithful, complete and satisfactory performance of the CONTRACTOR's obligations and undertakings in this CONTRACT, the CONTRACTOR shall deliver a Performance Bond in the form of Manager's Checks, equivalent to FIVE PERCENT (5%) of the CONTRACT PRICE, callable on demand, in the amount of EIGHT HUNDRED SEVENTY SEVEN THOUSAND NINE HUNDRED EIGHTY NINE PESOS AND 43/100 (Php 877,989.43). The Performance Bond shall cover any loss, liability, injury and/or damage that maybe suffered out of the service and for the faithful performance of the CONTRACTOR of all the obligations and undertakings assumed and agreed by the CONTRACTOR under this CONTRACT. The bond shall be valid and in effect for the entire duration of the CONTRACT including extensions, if any, and will be released only after liquidated damages or other claims, if any, are settled.

Violation of any of the provisions of this CONTRACT shall be a ground for the forfeiture of the Performance Bond.

IV. REPRESENTATIONS AND WARRANTIES

The CONTRACTOR hereby represents, warrants, and covenants that:

1. The CONTRACTOR shall remain as a corporation duly organized and validly existing by virtue of the laws of the Republic of the Philippines, with full power, authority and legal right to execute, deliver and perform its obligations and undertakings under this CONTRACT and each and all of the other instruments and agreements herein mentioned to which it is or will be a party;

2. The CONTRACTOR has taken all necessary and proper governmental, corporate and/or legal action, clearance and approval to authorize the execution, delivery and performance of this CONTRACT;

3. The execution, delivery and performance of this CONTRACT and the other instruments and agreements herein referred to will not violate any provision of law, ordinance, rule, regulation or any judgment, order or decree of any court, tribunal or governmental authority, bureau or agency, or any provision of the Charter or by-laws or other corporate rules of the CONTRACTOR or any provision of any contract, agreement, indenture, or other undertaking to which the CONTRACTOR is a party.

4. The CONTRACTOR, as a member of the International Air Transportation Association (IATA) shall ensure strict implementation of the established transit time.

5. The CONTRACTOR has not offered or given any employee, agent or representative of the DEPARTMENT, any gratuity with a view toward securing any business or influencing such agent with respect to the terms, conditions, or performance of this CONTRACT. Breach of this warranty shall be considered as a material breach.

V. LIQUIDATED DAMAGES

Should the CONTRACTOR fail or refuse to comply with its obligations under this CONTRACT, the CONTRACTOR shall pay to the DEPARTMENT as liquidated damages for such default and not as penalty, the amount of TEN THOUSAND PESOS (Php10,000.00) per day of delay or default in the CONTRACTOR's performance of its obligations under the CONTRACT. Such amount shall be deducted from any money due or which may become due to the CONTRACTOR. It is hereby agreed that the damages herein provided are fixed and liquidated damages, and to recover such damages, the DEPARTMENT shall not be required to prove that it has incurred actual damages. However, the payment of such damages shall not relieve the CONTRACTOR of its other obligations and undertakings under this CONTRACT except as otherwise specified herein.

VI. NO EMPLOYEE-EMPLOYER RELATIONSHIP

The CONTRACTOR is an independent contractor, hence, there is no employer-employee relationship between the DEPARTMENT and the CONTRACTOR or any of the latter's employees, agents, representatives and/or sub-contractors.

VII. GOVERNING LAW

This CONTRACT shall be governed by and construed according to Philippine laws.

VIII. DISPUTE SETTLEMENT

In case of dispute or disagreement arising from, or by reason of, or in connection with any of the terms and conditions of this CONTRACT, the same shall be resolved amicably by the authorized representatives of the DEPARTMENT and the CONTRACTOR.

IX. INDEMNITY

The CONTRACTOR shall hold the DEPARTMENT free and harmless from suit and hereby binds and obligates itself to indemnify the DEPARTMENT for any and all liabilities, losses, damages, injuries including death, claims, demands, suits, proceedings, judgment, awards, penalties and all expenses, legal or otherwise, of whatever kind and nature, arising from and by reason of this CONTRACT, due to the faults, negligence, act, omission, delays, conducts, breach of trust of, or non-observance or violation of the CONTRACT or any of the stipulations and warranties by the CONTRACTOR and/or any of its employees, agents, representatives or sub-contractors.

The CONTRACTOR will not be held liable for the delays in the delivery of pouches for caused by force majeure or otherwise not attributable to its act, omission, faults, or negligence. Nonetheless, in case of delay, loss, or damage due to the act, omission, fault, or negligence of the carrier, the DEPARTMENT has the right to claim damages from the CONTRACTOR without prejudice to the right of the CONTRACTOR to claim damages from the carrier.

X. ASSIGNS AND SUCCESSORS

This CONTRACT shall be binding upon and inure to the benefit of the parties hereto and their assigns and successors-in-interest, provided, however, that the CONTRACTOR shall not assign or transfer any or all of the rights and obligations hereunder to any third party without the prior written consent of the DEPARTMENT.

XI. AMENDMENT/MODIFICATION

Any amendment/modification of this CONTRACT shall be mutually agreed upon by the parties in writing.

XII. SEPARABILITY CLAUSE

If any terms or conditions of this CONTRACT are held invalid or contrary to law, the validity of the other terms and conditions hereof shall not be affected thereby. The parties hereby agreed to amend or modify any CONTRACT provision which has been declared invalid or contrary to law, to conform with the subject and objective thereof.

XIII. OTHER CONDITIONS

1. Without prejudice to Section I item number 10 of this CONTRACT, the DEPARTMENT was duly informed and has agreed that the required international services under this CONTRACT shall be sub-contracted by the CONTRACTOR to its affiliate, DHL Express (Philippines) Corporation.

XIV. EFFECTIVITY CLAUSE

This Contract shall take effect on **01 July 2012** and shall be valid until **30 June 2013**.

After said period, it shall remain in effect on a month-to-month basis until a new bidder shall have won and qualified, unless otherwise revoked by either party, by giving due notice in writing at least 30 (thirty) days prior to the intended date of revocation.

XV. TERMINATION CLAUSE

Notwithstanding any provision to the contrary, the DEPARTMENT has the right to terminate, cancel and/or rescind this CONTRACT without need of judicial intervention by giving written notice upon the CONTRACTOR ninety (90) days before the intended date of termination, which notice shall be final and binding on all the parties.

Within thirty (30) days after termination, cancellation or rescission of this CONTRACT, the parties shall settle their respective accountabilities as of date of termination, cancellation or rescission including the refund of any and all advances made plus legal interest from the date of receipt of the amount or amounts so advanced. In cases of disagreement, the provision of Article VIII hereof shall apply.

IN WITNESS WHEREOF, the parties have caused their respective representatives to execute this CONTRACT on the date and at the place first set out above.

DEPARTMENT OF FOREIGN AFFAIRS

By the Authority of the Secretary of Foreign Affairs:

RAFAEL E. SEGUIS
Undersecretary of Foreign Affairs
And Head of the Procuring Entity

WIDE WIDE WORLD EXPRESS CORPORATION

By:

JOSE B. FELICIANO
President

DAWN J. FELICIANO
Chief Operating Officer

Signed in the presence of:

ATTY. ALVAR E. ROSALES
Acting Chief Accountant
Department of Foreign Affairs

EMILY L. ALCID
Senior Vice President

ACKNOWLEDGEMENT

Republic of the Philippines}
Pasay City } S.S.

BEFORE ME, a Notary Public for and in the City of Pasay Philippines, on this 0 8 OCT 2012 day of _____ 2012, personally appeared The Honorable **RAFAEL E. SEGUIS**, Undersecretary of Foreign Affairs and **JOSE B. FELICIANO**, President and **DAWN J. FELICIANO**, Chief Operating Officer of WIDE WIDE WORLD EXPRESS CORPORATION, known to me to be the same persons who executed the foregoing **CONTRACT FOR DIPLOMATIC POUCH SERVICES** which instrument consists of twenty two (22) pages including the page on which this Acknowledgment is written and the Annexes attached thereto, which pages are all signed at the left hand margin of each and every page by the parties executing this instrument and their witnesses, and sealed with my notarial seal and aforesaid parties acknowledged to me that the same is their free and voluntary act and deed. The proof of identification of the parties were exhibited to me, the same bearing:

NAME	NO.	PLACE OF ISSUE	DATE OF ISSUE
RAFAEL E. SEGUIS	Passport DP-000675	Manila	May 11, 2010
JOSE B. FELICIANO	7008637	Makati	Jan. 17, 2012
DAWN J. FELICIANO	7008633	Makati	Jan. 17, 2012

WITNESS MY HAND AND SEAL on the date and place above-written.

ATTY. GERVACIO B. ORTIZ JR.
NOTARY PUBLIC
UNTIL DECEMBER 31, 2012
NO. 3173140-1/3/12 MAKATI CITY
IBP NO. 822156-LIFETIME MEMBER
PTR NO. 8347/2012 ROLL NO. 40[illegible]
IPPT M-84/2012

NOTARY PUBLIC

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Series of 2012

ANNEX A

REPUBLIC OF THE PHILIPPINES)
CITY OF TAGUIG) S. S.

SECRETARY'S CERTIFICATE

I, **JOSELITO M. BAUTISTA**, of legal age, Filipino, with business address at the 22nd Floor, ACCRALAW Tower, Second Avenue corner 30th Street, Crescent Park West, Bonifacio Global City, 0399 Taguig, Metro Manila, after having been duly sworn in accordance with law, hereby certify that:

1. I am the duly elected and incumbent Assistant Corporate Secretary of **WIDE WIDE WORLD EXPRESS CORPORATION** (formerly known as DHL Philippines Corporation), a corporation organized and existing under the laws of the Philippines (the "Corporation"), with office address at the 6th Floor, The World Centre Bldg., 330 Sen. Gil Puyat Avenue, Makati City.

2. At the special meeting of the Board of Directors of the Corporation held on 1 August 2012, the following resolution was approved:

> "**RESOLVED**, that the Corporation enter into a contract with the Department of Foreign Affairs ("DFA") for the DFA Diplomatic Pouch Delivery Services and, for this purpose, the Corporation's President, Mr. JOSE B. FELICIANO, and Chief Operating Officer, Ms. DAWN J. FELICIANO, be, as they are hereby, authorized to sign, execute and deliver, for and in behalf of the Corporation, any and all documents, agreements, and contracts necessary to implement the foregoing."

IN WITNESS WHEREOF, I have hereunto set my hand this AUG 13 2012 of August 2012 at Taguig City.

JOSELITO M. BAUTISTA
Assistant Corporate Secretary

SUBSCRIBED AND SWORN TO before me this AUG 13 2012 of August 2012, at Taguig City, affiant who is personally known to me exhibiting to me the following:

Affiant	Competent Evidence of Identity		Community Tax Certificate	
	Type of ID	ID Number and Expiry Date (if applicable)	Number	Date/Place Issued
JOSELITO M. BAUTISTA	1 IBP	46824	07037065	3 February 2012; Makati City
	2 SSS	33-2896948-0		

Doc. No. 617;
Page No. 105;
Book No. I;
Series of 2012.

KATHERINE L. SOTO
NOTARY PUBLIC
ROLL NO. 58606
TAGUIG CITY, PHILIPPINES

KATHERINE L. SOTO
Notary Public for Taguig City
Until December 31, 2012
PTR NO. A-1404830 ; 01-04-2012 ; TAGUIG CITY
IBP NO. 879863 ; 01-06-2012 ; RSM CHAPTER
ROLL OF ATTORNEYS NO. 58606
NOTARIAL COMMISSION NO. 175 (2011-2012))
22/F ACCRALAW Tower
Second Avenue corner 30th St.
Crescent Park West
Bonifacio Global City
0399 Taguig, Metro Manila

ANNEX B

Kagawaran ng Ugnayang Panlabas

Department of Foreign Affairs

BIDS AND AWARDS COMMITTEE

BAC Resolution No. 123-12

RESOLUTION RECOMMENDING THE AWARD OF CONTRACT FOR THE DEPARTMENT'S DELIVERY SERVICES FOR DIPLOMATIC POUCH PROJECT

WHEREAS, there is a need to conduct competitive bidding for the procurement of Delivery Services for Diplomatic Pouch for FY 2012 for the Department of Foreign Affairs to facilitate the continuous and timely delivery of documents and parcels of the Department for international and domestic destinations;

WHEREAS, the Office of Fiscal Management (OFM) issued a ***Certificate of Availability of Funds*** for the Delivery Services for Diplomatic Pouch Contract of the Department for FY 2012 in the amount of ***Twenty-Four Million, Four Hundred Eighteen Thousand, Five Hundred Forty-Six Pesos Only*** **(Php24,418,546.00)**;

WHEREAS, in compliance with Section 21.2 of the Revised Implementing Rules and Regulations (RIRR) of the Government Procurement Reform Act (R.A. 9184), the Department of Foreign Affairs (DFA) advertised in Manila Times and posted, for seven (7) consecutive days an ***Invitation to Bid*** for the Procurement of the Delivery Services for Diplomatic Pouch for FY 2012 of the Department in the DFA Website, PhilGeps and in conspicuous places within the premises of the DFA;

WHEREAS, in response to said advertisements, three companies, namely, *Wide Wide World Express/DHL* ***(WWW Express/DHL),*** *Airfreight 2100, Inc.* ***(Air21),*** and *2GO ATS Express, Inc.* ***(2GO),*** purchased ***Bid Documents*** in the amount of ***Twenty Thousand Pesos Only (Php20,000.00)***;

WHEREAS, on 9 February 2012, in compliance with Section 22 of the RIRR of R.A. 9184, the DFA-Bids and Awards Committee (DFA-BAC), in the presence of the observers from the Commission on Audit (COA), Coalition Against Graft and Corruption- Bishops-Businessmen's Conference (CAC-BBC) and DFAPA, as well as representatives from the OPAS-Central Records Division, held a Pre-Bid Conference with the prospective bidders to discuss the eligibility requirements and the technical and financial components of the contract to be bid and to allow the bidders to raise or submit written queries or clarifications;

WHEREAS, on 20 February 2012 during the ***Opening of Bids***, consistent with Section 23 of the RIRR of R.A. 9184, only two (2) bidders, ***WWW Express/DHL,*** and ***Air21*** submitted their respective sealed ***Eligibility and Technical Requirements, and Financial Proposal*** envelopes. Only ***WWW Express/DHL*** was declared "ELIGIBLE TO BID", as well as "TECHNICALLY COMPLYING";

WHEREAS, the financial bid of the bidder was:

Bidders	Financial Bid
Approved Budget for the Contract	**Php24,418,546.00** (***Twenty-Four Million, Four Hundred Eighteen Thousand, Five Hundred Forty-Six Pesos Only***)
Wide Wide World Express/DHL	**Php17,559,788.78** (***Seventeen Million, Five Hundred Fifty-Nine Thousand, Seven Hundred Eighty-Eight Pesos and 78/100 Centavos***)

WHEREAS, in compliance with Section 34 of the RIRR of R.A. 9184, ***Wide Wide World Express/DHL*** after being declared as the company with the ***Single Calculated Bid*** underwent ***Post-Qualification*** conducted on 7 June 2012 by the DFA-BAC and representative/s of OPAS-CRD, as the end-user office and was determined to have passed all the criteria for ***Post-Qualification*** and is therefore the company with the ***Single Calculated Responsive Bid***;

WHEREFORE, premises considered, the Committee unanimously resolves to recommend to the Head of the Procuring Entity of the Department Foreign Affairs:

1.) to award the contract of the Delivery Services for Diplomatic Pouch for FY 2012 for the Department of Foreign Affairs at its submitted bid price of ***Php17,559,788.78*** for having submitted the ***Single Calculated Responsive Bid***; and

2.) to commence **Contract Negotiation** with ***Wide Wide World Express/DHL*** upon the issuance of the ***Notice of Award***.

ADOPTED this 11th day of June 2012, Pasay City.

JOSEPH GERARD B. ANGELES
BAC Chairman

on official travel

ANTONIO A. MORALES
BAC Vice-Chairman

LAMBERTO V. MONSANTO
BAC Member

KRISTINE LEILANI R. SALLE
BAC Member

JAN KENNETH E. BOLANTE
BAC Member

MELITA S. STA. MARIA-THOMECZEK
BAC Provisional Member
Representative of the End-User

Approved:
By the Authority of the Secretary of Foreign Affairs:

RAFAEL E. SEGUIS
Undersecretary for Administration
and Head of the Procuring Entity

Kagawaran ng Ugnayang Panlabas

Department of Foreign Affairs

ANNEX C

DEPARTMENT CIRCULAR NO. 07-10

SUBJECT: REVISED SCHEDULE OF OUTGOING DIPLOMATIC POUCH

For the information of all concerned, the Outgoing Diplomatic Pouch Schedule will be as follows:

MONDAY

ATHENS	HELSINKI	OSLO
BARCELONA	DUBLIN	PARIS
BERLIN	KOROR	STOCKHOLM
BERNE	LONDON	THE HAGUE
BRUSSELS	LISBON	VATICAN/ROME
FRANKFURT	MADRID	VIENNA
GENEVA	MILAN	WARSAW

TUESDAY

BANGKOK	JAKARTA (PM)	SEOUL
BRUNEI	KUALA LUMPUR	SHANGHAI
CANBERRA	MACAU	SINGAPORE
CHONGQING	MANADO	SYDNEY
DILI EAST TIMOR	NEW DELHI	TAIPEI
HANOI	OSAKA	TOKYO
HONGKONG	PHNOM PENH	WELLINGTON
JAKARTA (PE)	PORT MORESBY	YANGOON

WEDNESDAY

AGANA	SAIPAN	RCO LA UNION
CHICAGO	SAN FRANCISCO	RCO LEGASPI
HONOLULU	TORONTO	RCO LUCENA
LOS ANGELES	VANCOUVER	RCO PALAWAN
MEXICO	WASHINGTON DC	RCO PAMPANGA
NEW YORK (PCG)	RCO BACOLOD	RCO TUGUEGARAO
NEW YORK (PM)	RCO BAGUIO	
OTTAWA	RCO BATANGAS	

THURSDAY

ABU DHABI	ISLAMABAD	RCO CAGAYAN DE ORO
AMMAN	JEDDAH	RCO CEBU
BAGHDAD	KUWAIT	RCO COTABATO
BEIRUT	MANAMA	RCO DAVAO
CAIRO	MUSCAT	RCO GEN. SANTOS
DAMASCUS	RIYADH	RCO ILOILO
DOHA	TEHERAN	RCO TACLOBAN
DUBAI	RCO BUTUAN	RCO ZAMBOANGA

FRIDAY

ABUJA	CARACAS	PRETORIA
ANKARA	DHAKA	SANTIAGO
BEIJING	GUANGZHOU	TEL AVIV
BRASILIA	HAVANA	TRIPOLI
BUCHAREST	MOSCOW	VIENTIANE
BUDAPEST	NAIROBI	XIAMEN
BUENOS AIRES	PRAGUE	

To ensure proper monitoring and classification, all pouch materials should be turned over to the Central Records Division before **10:00 AM** of the days indicated above, while Pouch Committee Members should report for duty at **1:30 PM** to enable the closing of the Diplomatic Pouches at **2:00 PM**. The official cargo forwarder's fetching time is at **3:00 PM**.

For strict compliance.

RAFAEL E. SEGUIS
Undersecretary for Administration

Pasay City, AUG 1 1 2010

ANNEX D

DFA DIPLOMATIC POUCH DELIVERY SERVICES

RATE SHEET

FOR OUTGOING POUCH TO INTERNATIONAL AND DOMESTIC DESTINATIONS

DESTINATION	MINIMUM GUARANTEED WEIGHT (IN KILOGRAMS)	NUMBER OF SHIPMENTS PER YEAR (REGULAR & SPECIAL)	RATE PER KG (USD)	MINIMUM WEIGHT BREAK GUARANTEED RATE (USD)	ANNUAL GUARANTEED RATE (USD)	ADD-ON RATE PER 0.5 KG (USD)	SPECIAL POUCH RATE PER 0.5 KG (USD)
AFRICA							
ABUJA	10	55	6.94	69.37	3,815.35	7.95	7.95
CAIRO	10	55	5.43	54.30	2,986.50	5.53	5.53
NAIROBI	12	55	4.88	58.54	3,219.70	5.53	5.53
PRETORIA	10	56	5.43	54.29	3,040.24	5.53	5.53
UNITED STATES							
CHICAGO	12	60	5.00	60.00	4,200.00	4.10	4.10
HONOLULU	12	59	5.00	60.00	3,540.00	4.10	4.10
LOS ANGELES	15	69	5.00	75.00	7,245.00	4.10	4.10
NEW YORK PCG	15	74	5.00	75.00	8,880.00	4.10	4.10
NEW YORK PM	15	74	5.00	75.00	8,880.00	4.10	4.10
SAN FRANCISCO	10	71	5.00	50.00	6,390.00	4.10	4.10
WASHINGTON	10	65	5.00	50.00	4,225.00	4.10	4.10
CANADA							
OTTAWA	10	58	5.59	55.90	3,242.20	5.53	5.53
TORONTO	10	67	5.59	55.90	5,243.42	5.53	5.53
VANCOUVER	12	71	5.59	67.08	4,762.68	5.53	5.53
SOUTH AMERICA							
BRASILIA	10	57	7.83	78.30	4,463.10	10.96	10.96
BUENOS AIRES	10	55	8.24	82.40	4,532.00	9.76	9.76
CARACAS	10	55	7.51	75.10	4,130.50	10.96	10.96
HAVANA	12	55	5.49	65.88	3,623.40	7.34	7.34
MEXICO	10	55	5.34	53.40	2,937.00	7.34	7.34
SANTIAGO	10	55	8.26	82.60	4,543,00	11.57	11.57
ASIA PACIFIC							
AGANA	10	55	5.22	52.17	2,869.35	3.72	3.72
BANGKOK	12	58	3.27	39.20	2,273.60	2.51	2.51
BEIJING	12	55	3.30	39.60	2,178.00	3.72	3.72
BRUNEI	12	58	3.61	43.32	2,512.56	2.51	2.51
CANBERRA	12	55	4.03	48.36	2,659.80	3.72	3.72
CHONGQING	10	55	3.30	33.00	1,815.00	3.72	3.72
DHAKA	10	56	3.43	34.26	1,918.56	3.12	3.12
DILI	10	56	5.75	57.53	3,221.68	2.97	2.97
GUANGZHOU	10	56	3.30	33.00	1,848.00	3.72	3.72
HANOI	10	55	3.20	32.01	1,760.55	3.72	3.72
HONG KONG	15	84	1.93	28.95	2,756.04	1.30	1.30
ISLAMABAD	10	59	5.87	58.66	3,460.94	3.72	3.72

DFA DIPLOMATIC POUCH DELIVERY SERVICES

RATE SHEET

FOR OUTGOING POUCH TO INTERNATIONAL AND DOMESTIC DESTINATIONS

DESTINATION	MINIMUM GUARANTEED WEIGHT (IN KILOGRAMS)	NUMBER OF SHIPMENTS PER YEAR (REGULAR & SPECIAL)	RATE PER KG (USD)	MINIMUM WEIGHT BREAK GUARANTEED RATE (USD)	ANNUAL GUARANTEED RATE (USD)	ADD-ON RATE PER 0.5 KG (USD)	SPECIAL POUCH RATE PER 0.5 KG (USD)
ASIA PACIFIC							
JAKARTA	10	55	3.00	30.00	1,650.00	3.72	3.72
KOROR	12	56	5.21	62.54	3,502.46	3.72	3.72
KUALA LUMPUR	12	58	3.99	47.88	2,777.04	2.20	2.20
MANADO	10	56	3.00	30.00	1,680.00	2.51	2.51
MACAU	10	59	3.36	33.60	1,982.40	3.72	3.72
NEW DELHI	10	55	4.60	45.97	2,528.35	3.12	3.12
OSAKA	10	65	5.62	56.17	3,651.05	3.00	3.00
PHNOM PENH	10	55	6.80	68.00	3,740.00	6.74	6.74
PORT MORESBY	10	55	4.60	45.97	2,528.35	2.51	2.51
SAIPAN	10	56	5.01	50.06	2,803.36	3.12	3.12
SEOUL	12	59	3.32	39.83	2,349.97	2.21	2.21
SHANGHAI	10	56	3.30	33.00	1,848.00	3.72	3.72
SINGAPORE	10	83	3.99	39.90	5,298.72	2.15	2.15
SYDNEY	10	55	4.84	48.36	2,659.80	2.63	2.63
TAIPEI (MECO)	6	55	2.61	15.67	1,149.13	1.79	1.79
TOKYO	12	74	4.68	56.17	7,620.40	2.60	2.60
VIENTIANNE	10	56	4.10	41.03	2,297.68	3.72	3.72
WELLINGTON	10	60	5.20	52.00	3,120.00	4.93	4.93
XIAMEN	10	60	3.30	33.00	1,980.00	3.72	3.72
YANGON	12	56	4.02	48.22	2,700.32	3.72	3.72
EUROPE							
ANKARA	10	55	5.87	58.66	3,226.30	4.93	4.93
ATHENS	12	60	5.79	69.51	4,170.60	6.74	6.74
BARCELONA	10	56	6.11	61.05	3,418.80	3.35	3.35
BERNE	12	56	5.06	60.77	3,403.12	6.74	6.74
BERLIN	10	55	6.91	69.09	3,799.95	6.74	6.74
BRUSSELS	10	57	8.00	80.00	4,560.00	6.74	6.74
BUCHAREST	10	57	6.08	60.77	3,463.89	6.74	6.74
BUDAPEST	10	55	6.08	60.77	3,342.35	6.74	6.74
DUBLIN	10	58	8.00	80.00	4,640.00	6.74	6.74
FRANKFURT	10	56	8.00	80.00	4,480.00	6.74	6.74
GENEVA	12	56	5.06	60.77	3,403.12	6.74	6.74
HELSINKI	10	55	6.91	69.09	3,799.95	6.74	6.74
LONDON	15	67	6.80	102.00	7,745.20	4.08	4.08
MADRID	15	56	6.11	91.58	5,128.48	6.74	6.74
OSLO	10	57	8.00	80.00	4,560.00	6.74	6.74
MILAN	12	66	6.80	81.60	6,283.20	3.72	3.72
MOSCOW	10	55	5.85	58.52	3,218.60	6.13	6.13
PARIS	15	59	6.80	102.00	6,018.00	4.08	4.08
PRAGUE	10	55	5.30	53.02	2,916.10	6.74	6.74
ROME	12	55	5.80	69.65	5,426.90	3.72	3.72

DFA DIPLOMATIC POUCH DELIVERY SERVICES

RATE SHEET

FOR OUTGOING POUCH TO INTERNATIONAL AND DOMESTIC DESTINATIONS

DESTINATION	MINIMUM GUARANTEED WEIGHT (IN KILOGRAMS)	NUMBER OF SHIPMENTS PER YEAR (REGULAR & SPECIAL)	RATE PER KG (USD)	MINIMUM WEIGHT BREAK GUARANTEED RATE (USD)	ANNUAL GUARANTEED RATE (USD)	ADD-ON RATE PER 0.5 KG (USD)	SPECIAL POUCH RATE PER 0.5 KG (USD)
EUROPE							
STCCKHOLM	10	56	6.70	66.98	3,750.88	6.74	6.74
THE HAGUE	10	55	5.85	58.52	3,218.60	6.74	6.74
VATICAN	10	62	7.00	69.95	4,336.90	3.72	3.72
WARSAW	10	56	8.00	80.00	4,480.00	6.74	6.74
VIENNA	10	56	6.26	62.60	3,505.60	6.74	6.74
MIDDLE EAST							
ABU DHABI	15	73	7.57	113.48	16,015.81	4.00	4.00
AMMAN	10	55	5.85	58.52	3,218.60	4.06	4.06
BAGHDAD	10	60	4.29	42.86	2,571.60	4.93	4.93
BEIRUT	10	55	4.78	47.80	2,629.00	4.93	4.93
DAMASCUS	10	55	3.98	39.76	2,186.80	4.93	4.93
DOHA	15	71	4.42	66.30	4,707.30	3.00	3.00
DUBAI	15	81	7.57	113.48	17,770.97	4.00	4.00
JEDDAH	15	73	7.57	113.48	9,388.58	4.00	4.00
KUWAIT	15	55	7.57	113.48	9,986.24	4.00	4.00
MANAMA	10	57	6.29	62.89	3,584.73	4.93	4.93
MUSCAT	10	59	4.29	42.86	2,528.74	5.53	5.53
RIYADH	15	82	7.57	113.48	18,610.72	4.00	4.00
TEHRAN	10	55	6.16	61.63	3,389.65	3.25	3.25
TEL AVIV	10	55	7.11	71.06	3,908.30	3.75	3.75
TRIPOLI	10	55	5.31	53.09	2,919.95	4.93	4.93
TOTAL				**5,576.56**	**390,753.73**		

TOTAL IN PHILIPPINE PESOS (estimated IAT rate Php42.60 = USD1.00) **16,646,108.78**

ANNUAL BID RATE FOR THE FOREIGN SERVICE POSTS **PHP 16,646,108.78**

Sixteen Million Six Hundred Forty Six Thousand
One Hundred Eight Pesos & 78/100

DFA DIPLOMATIC POUCH DELIVERY SERVICES

BID RATE SHEET

OR OUTGOING POUCH TO INTERNATIONAL AND DOMESTIC DESTINATIONS

REGIONAL CONSULAR OFFICE (RCO)	Estimated Weight (Kgs) (OPAS-CRD)	Rate Per Kg (PHP)	Minimum Guaranteed Rate Per shipment (PHP)	Estimated Rate Per Month (PHP)	Annual Rate (PHP)	Add-on Rate
Bacolod	5	45.00	225.00	2,250.00	27,000.00	45.00
Baguio	5	45.00	225.00	2,250.00	27,000.00	45.00
Butuan	5	45.00	225.00	3,600.00	43,200.00	45.00
Batangas	5	45.00	225.00	2,250.00	27,000.00	45.00
Cagayan De oro	5	45.00	225.00	3,825.00	45,900.00	45.00
Cebu	5	45.00	225.00	5,400.00	64,800.00	45.00
Cotabato	5	45.00	225.00	2,250.00	27,000.00	45.00
Davao	5	45.00	225.00	4,500.00	54,000.00	45.00
Gen. Santos	5	45.00	225.00	2,700.00	32,400.00	45.00
Iloilo	5	45.00	225.00	3,600.00	43,200.00	45.00
La Union	5	45.00	225.00	4,500.00	54,000.00	45.00
Legaspi	5	45.00	225.00	2,250.00	27,000.00	45.00
Lucena	5	45.00	225.00	2,700.00	32,400.00	45.00
Palawan	5	45.00	225.00	7,200.00	86,400.00	45.00
Pampanga	5	45.00	225.00	6,750.00	81,000.00	45.00
Tacloban	5	45.00	225.00	2,250.00	27,000.00	45.00
Tuguegarao	5	45.00	225.00	4,500.00	54,000.00	45.00
Zamboanga	5	45.00	225.00	3,150.00	37,800.00	45.00
TOTAL					813,680.00	

Other Charges where applicable:

Crating charges		50,000.00
Insurance (valuation charges)	1% of the declared value maximum of Php1K per shpt	50,000.00

ANNUAL BID RATE FOR REGIONAL CONSULAR OFFICES PHP 913,680.00

Nine Hundred Thirteen Thousand Six Hundred Eighty Pesos Only

DFA DIPLOMATIC POUCH DELIVERY SERVICES

BID RATE SHEET

FOR OUTGOING POUCH TO INTERNATIONAL AND DOMESTIC DESTINATIONS

Annual Bid for the Foreign Service Posts	PHP	16,646,108.78
Annual Bid for the Regional Consular Offices	PHP	913,680.00
TOTAL ANNUAL BID FOR DIPLOMATIC POUCH DELIVERY SERVICES	**PHP**	**17,559,788.78**

*******Seventeen Million Five Hundred Fifty Nine Thousand Seven Hundred Eighty Eight Pesos & 78/100*******

Philippine Airlines
Asia's First, Shining Airline

February 8, 2012

CARGO SALES BULLETIN NO. 07

NEW AIRLINE CONVERSION RATE – USD TO PHP

Effective **09 February 2012,** the Airline Conversion Rate will be ***PHP42.60 PER USD1.00,*** applicable for both incoming and outgoing shipments.

Above rate shall remain applicable until further notice.

DANILO M. LIM
AVP – Cargo Sales

pc: AVP-Cargo Services
BB
File/RF

Note: Due to frequent fluctuation of conversion rate, please verify/validate conversion rate with other airlines or CASS/IATA. Philippine Airlines ***DOES NOT*** assume the responsibility for any rate advisory on airline conversion rate.

Annex D-1

FSP	MINIMUM GUARANTEED WEIGHT (IN KILOGRAMS)	RATE PER KG (USD)	MINIMUM WEIGHT BREAK GUARANTEED RATE (USD)	ANNUAL GUARANTEED RATE (USD)	ADD-ON RATE PER 0.5 KG (USD)	SPECIAL POUCH RATE PER 0.5 KG (USD)
ZONE A ASIA PACIFIC	10	6.80	68.00	3,740.00	6.74	6.74
ZONE B CANADA	12	5.59	67.08	4,762.68	5.53	5.53
ZONE B USA	10	4.90	49.00	3,185.00	4.10	4.10
ZONE C MIDDLE EAST / EUROPE	10	7.57	75.65	5,522.69	4.00	4.00
ZONE D REST OF THE WORLD	10	6.94	69.37	3,815.35	7.95	7.95

RCO	MINIMUM GUARANTEED WEIGHT (IN KILOGRAMS)	RATE PER KG (PHP)	MINIMUM GUARANTEED WEEKLY RATE (PHP)	MONTHLY GUARANTEED RATE (PHP)	ADD-ON PER 1 KG (PHP)	SPECIAL POUCH RATE PER 1 KG (PHP)
LUZON	5	45.00	225	900	45.00	45.00
VISAYAS	5	45.00	225	900	45.00	45.00
MINDANAO	5	45.00	225	900	45.00	45.00

ANNEX E

CENTRAL RECORDS DIVISION

MONTHLY VOLUME OF DELIVERY OF REGULAR DIPLOMATIC POUCH

Period	Volume of Delivery	Amount
October 2010	309	1,603,251.20
November 2010	326	1,599,358.27
December 2010	211	1,301,383.76
January 2011	368	1,727,644.06
February 2011	350	1,574,660.97
March 2011	380	1,970,473.64
April 2011	304	1,474,474.42
May 2011	381	1,679,200.79
June 2011	351	2,183,082.27
July 2011	350	1,896,314.28
August 2011	371	1,821,907.63
September 2011	358	1,671,589.00
Total Volume	**4,059**	**20,503,340.29**
Average per Month	**338**	**1,708,611.69**

OFFICIAL RECEIPT

Republic of the Philippines

Department of Foreign Affairs

Accountable Form No. 51 Revised January, 1992	ORIGINAL
DATE 06 JULY 2012	Nº 0541996

PAYOR

W.W.W. EXPRESS

NATURE OF COLLECTION	AMOUNT	
PAYMENT FOR PERFORMANCE	₱877,989	44
BOND FOR DIPLOMATIC POUCH		
DELIVERY CONTRACT. CY 2012		
TOTAL ▶	₱877,989	44

AMOUNT IN WORDS EIGHT HUNDRED SEVENTY SEVEN THOUSAND NINE HUNDRED EIGHTY NINE & 44/100 ONLY

Received	Received from the Amount Stated Above
☐ Cash ☐ Treasury Warrant ☑ Check ☐ Money Order	
Treasury Warrant, Check, Money Order Number 000513	
Date of Treasury Warrant, Check, Money Order 06 JULY 2012	COLLECTING OFFICER

NOTE: Write the number and date of this receipt on the back of treasury warrant, check or money order received.

OFFICIAL RECEIPT

Republic of the Philippines

Department of Foreign Affairs

Accountable Form No. 51 Revised January, 1992	ORIGINAL
DATE 08 JUNE 2012	Nº 0540935

PAYOR

WIDE - WIDE WORLD EXPRESS CORPORATION

NATURE OF COLLECTION	AMOUNT	
payment for Security Bid - Delivery Service for Diplomatic Pouch	₱488,370	92
TOTAL ▶	₱488,370	.92

AMOUNT IN WORDS: Four Hundred Eighty-Eight Thousand Three Hundred Seventy & 92/100 pesos only

Received	Treasury Warrant, Check, Money Order Number	Date of Treasury Warrant, Check, Money Order
☐ Cash ☐ Treasury Warrant ☑ Check #92772 ☐ Money Order	92772	6/12/12

Received from the Amount Stated Above

COLLECTING OFFICER

NOTE: Write the number and date of this receipt on the back of treasury warrant, check or money order received.

Received by: [illegible] 6/29/12

BID SECURITY