



RELEASED

DBM Regional Office VI

BY: John K
DATE: MAR 20 2023

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI

March 20, 2023

REQUEST FOR QUOTATION
No. 2023-03-006

The Department of Budget and Management Regional Office VI, through its Bids and Awards Committee, intends to undertake **Negotiated Procurement - Small Value Procurement** for the procurement project: **Procurement of Postage and Courier Services for FY 2023**, in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project		
Procurement of Postage and Courier Services		
Approved Budget for the Contract (Php)		
Line Item No.	Product Name	Budget
1	Postage and Courier Services	210,000.00
Area of Delivery	Department of Budget and Management Regional Office VI - 251-A General Hughes, St., Iloilo City	

Submission of closed/sealed quotation using the Price Quotation Form (Annex "A") shall not be later than **4:00 p.m. of March 27, 2023**, at Division C, 1st Floor, DBM RO VI Old Building, 251-A General Hughes St., Iloilo City. Due to the non-availability of an online bidding facility, online or electronic submission and receipt of quotation is not allowed.

The following documents shall be submitted together with the quotation:

- Valid and current Mayor's Permit/Business Permit
- PhilGEPS Registration Number (Preferably indicated on the space provided in the attached Annex "A")

Any interlineations, erasures or overwriting in the closed/sealed quotation shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Award of contract shall be made to the supplier with the lowest quotation and complies with the minimum description as stated above and other terms and conditions stated in the price quotation form (Annex A) per line item, as applicable.

The BAC Secretariat and their respective contact information are as follows:

1. Ms. Maritess G. Lumajen – telephone no. (033) 335-0354;
2. Mr. Stanley G. Superticioso – telephone no. (033) 337-2589; and
3. Mr. John Arnold C. Toribio - telephone no. (033) 335-0354.

Truly yours,


MARIEL DAVE M. GALLEGO
BAC Chairperson

PRICE QUOTATION FORM

Date

Department of Budget and Management
Regional Office VI
251-A General Hughes St., Iloilo City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Line Item	Description	Unit	Qty	Unit Cost	Total Cost
1	Postage and Courier Services (Please see "Attachment 1 – Technical Specifications" and "Attachment 2 – Schedule of Requirements" for details and accordingly accomplish said documents.)	lot	1		
TOTAL					

(Total Amount in Words) _____

The quoted prices are inclusive of all costs and applicable taxes.

Truly yours,

Name and Signature of Representative

Name of Company and Tel. No.

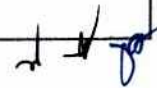
PhilGEPS Registration No: _____

ATTACHMENT 1 - Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification".

Item	Specification	Bidder's Statement of Compliance
1	The Contractor must have a respectable track record in nationwide courier service delivery (minimum of three [3] years).	
2	The Contractor must have the capacity to accomplish the following: a. Deliver to the following locations: all provinces, cities, municipalities and barangays in Iloilo, Antique, Aklan, Capiz, Negros Occidental, Guimaras, NCR and all other areas in the Philippines not previously mentioned. b. Ensure on-time delivery of mails, packages and budgetary documents/publications based on the Schedule of Requirements. c. Provide real-time mobile or on-line document tracking systems. d. Provide receipt tickets with records of proofs of deliveries retrievable within the day. e. Provide a clear pouch for its packaging, for easy identification of the content of each package.	
3	The Contractor must submit to the DBM RO VI Director a progressive reporting/tracking of delivery status with reasons in case of delays, non-deliveries, open, lost or non-arrival of mails/packages within twenty four (24) hours from discovery.	
4	The provision of Courier Services shall take effect upon the issuance of Notice of Award until December 31, 2023 and may be renewed for a period of one year, subject to the evaluation by the Management.	
5	Billing and payment shall be based on the actual number of envelopes mailed.	
6	Payments shall be made only upon submission by the supplier in billing statement at the end of the month.	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Supplier

Signature over Printed Name of Representative

Date

ATTACHMENT 2 - Schedule of Requirements

DBM RO VI ANNUAL REQUIREMENTS

A. REGULAR COURIER SERVICE						
Area of Distribution	Delivery Date*	White Mailing Envelope		Quantity** (in units) c	Unit Cost (Inclusive of VAT) d	Total Cost (Inclusive of VAT) =(a*b) + (c*d)
		Quantity** (in units) a	Unit Cost (Inclusive of VAT) b			
		NCR and all other areas in the Philippines not listed below	To be delivered within seven (7) working days upon receipt of the documents from the DBM RO VI Records; daily pick-up time is 4:00 p.m.			
Iloilo City	To be delivered within twenty four (24) hours upon receipt of the documents from the DBM RO VI Records; daily pick-up time is 4:00 p.m.	30		80		
Iloilo	To be delivered within three (3) working days upon receipt of the documents from the DBM RO VI Records; daily pick-up time is 4:00 p.m.	152		99		
Antique						
Aklan						
Capiz						
Negros Occidental	To be delivered within five (5) working days upon receipt of the documents from the DBM RO VI Records; daily pick-up time is 4:00 p.m.	100		64		
Guimaras						
Total (Inclusive of VAT)		292		308		

NOTES:

* During implementation, the delivery schedule is subject to change based on mutual agreement by the parties. Further, the delivery date is the date of delivery to all provinces, cities, municipalities and barangays in Iloilo, Antique, Aklan, Capiz, Negros Occidental, Guimaras, NCR and all other areas in the Philippines not previously mentioned.

** Specified quantities are indicative numbers for procurement purposes only to determine the Lowest Calculated and Responsive Bidder (LCRB).

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Supplier

Signature over Printed Name of Representative

Date