



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MIMAROPA REGIONAL OFFICE

March 14, 2024

REQUEST FOR QUOTATION
(RFQ No. 2024-008)

PROVISION OF COURIER SERVICES

The Department of Budget and Management (DBM) MIMAROPA Regional Office hereinafter referred to as "Procuring Entity" (PE), through its Bids and Awards Committee (BAC), invites interested parties to submit price quotation for the **Provision of Courier Services**, through Small Value Procurement (Sec. 53.9 IRR of R.A. No. 9184) with an Approved Budget for the Contract (ABC) of **Fifty-Two Thousand Pesos (P52,000.00)**.

All items listed under the PE's specifications/ scope of service must be complied with on a pass-fail basis. Failure to meet any of the requirements will result to disqualification. Likewise, it is understood that PE's specifications/ scope of service are minimum requirements. The Bidder/Service Provider may offer higher specifications or additional items.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA 9184, the supplier/service provider shall provide the following documentary requirements, which shall be submitted together with the duly accomplished Quotation Form (Attachment A), as a condition for the award of contract:

1. PhilGEPS Registration Number; and
2. Mayor's/Business Permit (if recently expired, submit a copy of the official receipt as proof that it has applied for renewal).
3. Duly accomplished and notarized Omnibus Sworn Statement (Attachment B).

PhilGEPS Platinum Registration Certificate may be submitted in lieu of eligibility documents 1 and 2.

Your price quotation must be in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental costs to the delivery site if the contract is awarded.

The prospective bidder/service provider shall submit the following:

1. Duly accomplished Quotation Form (Attachment A); and
2. Brochures of the items offered, if any.

All quotations may be typewritten or handwritten and must be placed in sealed envelope marked as "**Provision of Courier Services (RFQ No. 2024-008)**" and must be delivered/submitted on **March 20, 2024, 1:00 pm** at the DBM MIMAROPA Regional Office, 2nd Floor CSP Bldg., 815 Quezon Avenue, Brgy. Sta. Cruz, Quezon City. Quotations may also be submitted through the email address indicated below. Late quotations shall not be accepted

and considered.

Opening of Quotations/Proposals shall be on March 20, 2024, 1:30 pm at DBM MiMaRoPa Regional Office Conference Room, 2nd Floor CSP Bldg., 815 Quezon Avenue, Brgy. Sta. Cruz, Quezon City. Quotations shall be valid for one hundred twenty (120) calendar days from the deadline of submission of the same.

The DBM MIMAROPA Regional Office reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder/service provider or bidders/service providers. DBM MIMAROPA Regional Office also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be most advantageous to the government.

For any clarification, you may contact us at telephone no. (02) 8374-7839 or email address at mfetalino@dbm.gov.ph and jgamboa@dbm.gov.ph

 Digitally signed by Fetalino
Maryrose Espinosa
Date: 2024.03.15 11:19:38
+08'00'

MARYROSE E. FETALINO
Acting Chief Administrative Officer

QUOTATION FORM

THE CHAIRPERSON

Bids and Awards Committee Department
of Budget and Management MIMAROPA
Regional Office
2nd Floor CSP Bldg., 815 Quezon Ave., Brgy. Sta. Cruz, Quezon City

Madam:

Having examined the subject Request for Quotation (RFQ) including the Technical Specifications/Requirements, we, the undersigned offer to supply/deliver/install the following items (with our unit price and total price):

Item/ Lot No.	Qty	Item Description	Bidder's Compliance	Unit Price	Total Price
1	1 lot	<p>Scope of Service:</p> <ol style="list-style-type: none"> Pick-up documents/parcels from DBM MIMAROPA Regional Office every Thursday of the week for delivery/ distribution to specified address within MIMAROPA Region. Service Provider shall return the undelivered documents/parcels to DBM MIMAROPA RO after two (2) delivery attempts, within ten (10) working days from the last delivery attempt. Submit a duly signed certified true and correct monthly summary report and/or Proof of Deliveries (PODs) or other forms of verification not later than ten (10) working days after the end of every month. Delivery of PODs or other forms of verification shall incur no additional charges. The Statement of Account (SOA) to be issued by the Service Provider should be based on the actual number of deliveries made per month. In case of delivery to remote areas, additional fees may be charged accordingly. The contract period is from April 1 to December 31, 2024. <p>Description of Package:</p> <ul style="list-style-type: none"> Small pouch (Mailing envelope, Legal Size, Minimum of 200 grams) - 180 parcels Medium pouch (Brown Envelope, Minimum of 500 grams)- 80 parcels Large pouch (Minimum of 3 kilograms)- 30 parcels 			
TOTAL					

Total Price in Words: _____

We undertake, if our Quotation/Proposal is accepted to perform the services/deliver the above goods as identified in the Technical Specifications/Requirements within fifteen (15) calendar days period from the receipt of notice.

We agree to abide by this Quotation for a period of one hundred twenty (120) calendar days after the dated deadline of submission specified in your RFQ.

We understand that payment for items delivered and installed will be made to the winning bidder/service provider after the inspection and acceptance of goods/services delivered and installed.

Until a formal Contract/Purchase Order is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

_____	_____
Supplier's/authorized representative signature over printed name	Date
Designation: _____	
Name of Company: _____	
Address: _____	
Contact No.: _____	
Tax Identification Number (TIN): _____	
PhilGEPS Registration Number: _____	

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, _____, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor/duly authorized and designated representative of _____ with office address at _____;
2. As the owner and sole proprietor/duly authorized and designated representative of _____, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for **Provision of Courier Services (RFQ No. 2024-008)** of the DBM MIMAROPA Regional Office;
3. _____ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants of the DBM MIMAROP Regional Office by consanguinity or affinity up to the third civil degree;
7. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents/Request for Quotation;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **Provision of Courier Services (RFQ No. 2024-008)**.

9. _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2024 at _____, Philippines.

Bidder/Authorized Representative Signature