



RELEASED

DBM Regional Office VI

BY: DACT

DATE: MAR 08 2024

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VI

March 8, 2024

REQUEST FOR QUOTATION
No. 2024-03-005

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: **Postage and Courier Service**, in accordance with **Section 53.9** of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	Postage and Courier Service	
Approved Budget for the Contract (PhP)		
Line Item No.	Product Name	Budget
1	Postage and Courier Service	210,000.00
Area of Delivery	251A General Hughes St., Iloilo City	

Submission of closed/sealed quotation using the Price Quotation Form (Annex A) is not later than **4:00 p.m. of March 15, 2024**, 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")
- Notarized Omnibus Sworn Statement

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.

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,


ATTY. 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 Service - Please see "Attachment 1 – Technical Specifications", and "Attachment 2 – Schedule of Requirements" for details, and accordingly accomplish both documents.	lot	1		

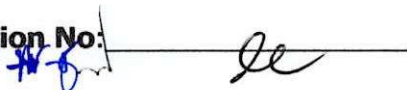
 (Amount in Words)

 The above-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	<p>Deliver to the following locations: Provinces and most of the major cities and municipalities in Iloilo, Antique, Aklan, Capiz, Negros Occidental, Guimaras, NCR, and other major provinces and cities, and municipalities in the Philippines:</p> <table border="1" data-bbox="478 545 1526 1433"> <thead> <tr> <th data-bbox="478 545 1009 577">Municipality/City</th> <th data-bbox="1009 545 1526 577">Service Area</th> </tr> </thead> <tbody> <tr><td>NCR and other parts of the Philippines</td><td>Manila</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>Quezon City</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>Baguio City</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>San Fernando, La Union</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>Tuguegarao City, Cagayan Valley</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>San Fernando, Pampanga</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>Legazpi City, Albay</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>Cebu City</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>Tacloban City</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>Zamboanga City</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>Cagayan de Oro City</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>Davao City</td></tr> <tr><td>NCR and other parts of the Philippines</td><td>Butuan City</td></tr> <tr><td>Aklan</td><td>Altavas</td></tr> <tr><td>Aklan</td><td>Balete</td></tr> <tr><td>Aklan</td><td>Banga</td></tr> <tr><td>Aklan</td><td>Batan</td></tr> <tr><td>Aklan</td><td>Buruanga</td></tr> <tr><td>Aklan</td><td>Ibajay</td></tr> <tr><td>Aklan</td><td>Kalibo</td></tr> <tr><td>Aklan</td><td>Lezo</td></tr> <tr><td>Aklan</td><td>Libacao</td></tr> <tr><td>Aklan</td><td>Madalag</td></tr> <tr><td>Aklan</td><td>Makato</td></tr> <tr><td>Aklan</td><td>Malay</td></tr> <tr><td>Aklan</td><td>Malinao</td></tr> <tr><td>Aklan</td><td>Nabas</td></tr> </tbody> </table>	Municipality/City	Service Area	NCR and other parts of the Philippines	Manila	NCR and other parts of the Philippines	Quezon City	NCR and other parts of the Philippines	Baguio City	NCR and other parts of the Philippines	San Fernando, La Union	NCR and other parts of the Philippines	Tuguegarao City, Cagayan Valley	NCR and other parts of the Philippines	San Fernando, Pampanga	NCR and other parts of the Philippines	Legazpi City, Albay	NCR and other parts of the Philippines	Cebu City	NCR and other parts of the Philippines	Tacloban City	NCR and other parts of the Philippines	Zamboanga City	NCR and other parts of the Philippines	Cagayan de Oro City	NCR and other parts of the Philippines	Davao City	NCR and other parts of the Philippines	Butuan City	Aklan	Altavas	Aklan	Balete	Aklan	Banga	Aklan	Batan	Aklan	Buruanga	Aklan	Ibajay	Aklan	Kalibo	Aklan	Lezo	Aklan	Libacao	Aklan	Madalag	Aklan	Makato	Aklan	Malay	Aklan	Malinao	Aklan	Nabas	
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Item	Specification	Bidder's Statement of Compliance
	Aklan	New Washington
	Aklan	Numancia
	Aklan	Tangalan
	Antique	Anini-y
	Antique	Barbaza
	Antique	Belison
	Antique	Bugasong
	Antique	Caluya
	Antique	Culasi
	Antique	Hamtic
	Antique	Laua-an
	Antique	Libertad
	Antique	Pandan
	Antique	Patnongon
	Antique	San Jose
	Antique	San Remigio
	Antique	Sebaste
	Antique	Sibalom
	Antique	Tibiao
	Antique	Tobias Fornier
	Antique	Valderrama
	Capiz	Cuartero
	Capiz	Dao
	Capiz	Dumalag
	Capiz	Dumarao
	Capiz	Ivisan
	Capiz	Jamindan
	Capiz	Maayon
	Capiz	Mambusao
	Capiz	Panay
	Capiz	Panit-an
	Capiz	Pilar

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Item	Specification	Bidder's Statement of Compliance
	Capiz	Pontevedra
	Capiz	Pres. Roxas
	Capiz	Roxas City
	Capiz	Sapi-an
	Capiz	Sigma
	Capiz	Tapaz
	Guimaras	Buenavista
	Guimaras	Jordan
	Guimaras	Nueva Valencia
	Guimaras	San Lorenzo
	Guimaras	Sibunag
	Iloilo	Ajuy
	Iloilo	Alimodian
	Iloilo	Anilao
	Iloilo	Badiangan
	Iloilo	Balasan
	Iloilo	Banate
	Iloilo	Barotac Nuevo
	Iloilo	Barotac Viejo
	Iloilo	Batad
	Iloilo	Bingawan
	Iloilo	Cabatuan
	Iloilo	Calinog
	Iloilo	Carles
	Iloilo	Concepcion
	Iloilo	Dingle
	Iloilo	Dueñas
	Iloilo	Dumangas
	Iloilo	Estancia
	Iloilo	Guimbal
	Iloilo	Igbaras
	Iloilo	Iloilo City

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Item	Specification	Bidder's Statement of Compliance
	Iloilo Janiuay	
	Iloilo Lambunao	
	Iloilo Leganes	
	Iloilo Lemery	
	Iloilo Leon	
	Iloilo Maasin	
	Iloilo Miagao	
	Iloilo Mina	
	Iloilo New Lucena	
	Iloilo Oton	
	Iloilo Passi City	
	Iloilo Pavia	
	Iloilo Pototan	
	Iloilo San Dionisio	
	Iloilo San Enrique	
	Iloilo San Joaquin	
	Iloilo San Miguel	
	Iloilo San Rafael	
	Iloilo Sta. Barbara	
	Iloilo Sara	
	Iloilo Tigbauan	
	Iloilo Tubungan	
	Iloilo Zarraga	
	Negros Occidental Bacolod	
	Negros Occidental Bago	
	Negros Occidental Binalbagan	
	Negros Occidental Cadiz	
	Negros Occidental Calatrava	
	Negros Occidental Candoni	
	Negros Occidental Cauayan	
	Negros Occidental E.B. Magalona	
	Negros Occidental Escalante	
	Negros Occidental Himamaylan	

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Item	Specification	Bidder's Statement of Compliance
	Negros Occidental	Hinigaran
	Negros Occidental	Hinoba-an
	Negros Occidental	Ilog
	Negros Occidental	Isabela
	Negros Occidental	Kabankalan
	Negros Occidental	La Carlota
	Negros Occidental	La Castellana
	Negros Occidental	Manapla
	Negros Occidental	Moises Padilla
	Negros Occidental	Murcia
	Negros Occidental	Pontevedra
	Negros Occidental	Pulupandan
	Negros Occidental	Sagay
	Negros Occidental	Salvador Benedicto
	Negros Occidental	San Carlos
	Negros Occidental	San Enrique
	Negros Occidental	Silay
	Negros Occidental	Sipalay
	Negros Occidental	Taisay
	Negros Occidental	Toboso
	Negros Occidental	Valladolid
	Negros Occidental	Victorias
	<p>The courier must cover most of the majority areas in the RegionVI. For verification purposes, bidder must submit a service directory of ALL coverage areas upon the submission of the quotation.</p>	

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Item	Specification	Bidder's Statement of Compliance
3	The Contractor must have the capacity to accomplish the following: a. Ensure on-time delivery of mails, packages, and budgetary documents/publications based on the Schedule of Requirements. b. Provide real-time mobile or online document tracking systems. c. Provide receipt tickets with records of proofs of deliveries retrievable within the day. d. Provide a pouch for its packaging, for easy identification of the content of each package.	
4	The Contractor must have a progressive reporting/tracking of delivery status with reasons in case of delays, non-deliveries, open, lost or non-arrival of mails/packages within receipt of the courier.	
5	The provision of Courier Service shall take effect upon the issuance of Notice of Award until December 31, 2024 and may be renewed for a period of one year, subject to the evaluation by the Management.	
6	Billing and payment shall be based on the actual number of envelopes mailed.	
7	Payments shall be made only upon submission of the billing statement by the supplier at the end of the month.	

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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		Large Brown Envelope		Total Cost
		Quantity** (in units)	Unit Cost (Inclusive of VAT)	Quantity** (in units)	Unit Cost (Inclusive of VAT)	(Inclusive of VAT)
		a	b	c	d	=(a*b) + (c*d)
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 not beyond 4:00 p.m.	5		50		
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 not beyond 4:00 p.m.	20		10		
Iloilo Antique Aklan Capiz	To be delivered within three (3) working days upon receipt of the documents from the DBM RO VI Records; daily pick-up time not beyond 4:00 p.m.	150		80		
Negros Occidental Guimaras	To be delivered within five (5) working days upon receipt of the documents from the DBM RO VI Records; daily pick-up time not beyond 4:00 p.m.	80		30		
Total (Inclusive of VAT)		255		170		

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, and municipalities in Iloilo, Antique, Aklan, Capiz, Negros Occidental, Guimaras, NCR and other provinces, cities, and municipalities in the Philippines.
 ** 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