



**RELEASED**

DBM Regional Office VI

BY: JACT

DATE: April 16, 2024

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VI

April 16, 2024

**REQUEST FOR QUOTATION**  
**No. 2024-04-009**

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 April 23, 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	<b>Postage and Courier Service</b>  - Please see "Attachment 1 – Technical Specifications", and "Attachment 2 – Schedule of Requirements" for details, and accordingly accomplish both documents.	lot	1		

(Amount in Words)

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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:** \_\_\_\_\_ *de*



## 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	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:	
	<b>Municipality/City</b>	<b>Service Area</b>
	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
	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	
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	
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	

Digitally signed by John Arnold C. Toribio  
Digitally signed by Marissa C. Luna  
Digitally signed by Marissa C. Luna  
Digitally signed by Marissa C. Luna



Negros Occidental	Cauayan	
Negros Occidental	E.B. Magalona	
Negros Occidental	Escalante	
Negros Occidental	Himamaylan	
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	
	The courier must cover most of the majority areas in the RegionVI. For verification purposes, <b>bidder must submit a service directory of ALL coverage areas</b> upon the submission of the quotation.	
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.	

Digitally signed by Marites G. Lumagan

Digitally signed by John Arnold C. Tarba

Digitally signed by

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.	

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

\_\_\_\_\_  
Name of Company/Supplier

\_\_\_\_\_  
Signature over Printed Name of Representative

\_\_\_\_\_  
Date

Digitally signed by  
John Arnold  
C. Toronto

Digitally signed by  
Melissa G.  
Lumpkin

Digitally signed by  
Shawn G. Luper  
New York, NY



**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 (Inclusive of VAT) =(a*b) + (c*d)
		Quantity** (in units) a	Unit Cost (Inclusive of VAT) b	Quantity** (in units) c	Unit Cost (Inclusive of VAT) 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		
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		
<b>Total (Inclusive of VAT)</b>		<b>255</b>		<b>170</b>		

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

Digitally signed by John Arnold C. Toribio

Digitally signed by Marissa C. Lumanig