



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "**Provision of Courier Services for 3.5 Months**" for FY 2019, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **Provision of Courier Services for 3.5 Months**

Approved Budget for the Contract (ABC) : Nine Hundred Fifty-Four Thousand One Hundred Seven Pesos (Php954,107.00)

Specifications : See attached Annex "B" for the Technical Specifications

Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila

Delivery Term : Within one (1) calendar day upon receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return (for ABCs above Php500k), PhilGEPS Registration Number, Omnibus Sworn Statement, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **September 27, 2019** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service *ab/ms*

PRICE QUOTATION FORM

Date: _____

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano St.,
 San Miguel, Manila

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:

A. REGULAR COURIER SERVICE										
Area of Distribution	LETTER ENVELOPE		LARGE ENVELOPE		Total Price (Inclusive of VAT) = (a x b) + (c x d)	DELIVERY DATE				
	Estimated quantity (by piece)	Unit Price (Inclusive of VAT)	Estimated quantity (by piece)	Unit Price (Inclusive of VAT)						
	a	b	c	d						
NCR	333		130			To be delivered within twenty four (24) hours upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.				
Luzon	1000		700			To be delivered within three (3) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.				
Visayas	900		400			To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.				
Mindanao	600		600							
Sub-total (Inclusive of VAT)										
B. OTHER COURIER REQUIREMENTS (PUBLICATIONS)										
Area of Distribution (DBM ROs)	POUCH		BOX						Total Price (Inclusive of VAT)	DELIVERY DATE
	Less than 3kg		3 to 10kgs		10.01 to 20kgs		50 kgs			
	Estimated quantity	Unit Price (Inclusive of VAT)	Estimated quantity	Unit Price (Inclusive of VAT)	Estimated quantity	Unit Price (Inclusive of VAT)	Estimated quantity	Unit Price (Inclusive of VAT)		

NCR										To be delivered within twenty four (24) hours upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.
Luzon							19			To be delivered within three (3) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.
Visayas							19			To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.
Mindanao							40			
Sub-total (Inclusive of VAT)										

C. REGULAR COURIER SERVICE FOR INTERNATIONAL						DELIVERY DATE
Area of Distribution	Letter Envelope		Large Envelope		Total Price (Inclusive of VAT)	
	Estimated quantity	Unit Price (Inclusive of VAT)	Estimated quantity	Unit Price (Inclusive of VAT)		
International	2		1			To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.
Sub-total (Inclusive of VAT)						

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A. REGULAR COURIER SERVICE	
B. OTHER COURIER REQUIREMENTS (PUBLICATIONS)	
C. REGULAR COURIER SERVICE FOR INTERNATIONAL	
TOTAL PRICE (Inclusive of VAT)	
AMOUNT IN WORDS	

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

NOTES:

- Specified quantities are indicative numbers and for bidding purposes only.
- During implementation, the delivery schedule is subject to change based on mutual agreement by the parties

I hereby certify to comply and deliver all the above requirements.

Name of Company / Bidder

Signature over Printed Name of Representative

Date

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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	Statement of Compliance	
Provision of Courier Services for 3.5 Months	A. Regular Courier Services		
	1. Letter Envelope		
	Area of Distribution	Estimated Quantity	Conditions
	NCR	333	To be delivered within twenty four (24) hours upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.
	Luzon	1000	To be delivered within three (3) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.
	Visayas	900	To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.
	Mindanao	600	
	2. Large Envelope		
	Area of Distribution	Estimated Quantity	Conditions
	NCR	130	To be delivered within twenty four (24) hours upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.
Luzon	700	To be delivered within three (3) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.	
Visayas	400	To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.	
Mindanao	600		

<p>B. Other Courier Requirements</p> <p>1. Box 50 Kgs</p> <table border="1"> <thead> <tr> <th>Area of Distribution</th> <th>Estimated Quantity</th> <th>Conditions</th> </tr> </thead> <tbody> <tr> <td>Luzon</td> <td>19</td> <td>To be delivered within three (3) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.</td> </tr> <tr> <td>Visayas</td> <td>19</td> <td rowspan="2">To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.</td> </tr> <tr> <td>Mindanao</td> <td>40</td> </tr> </tbody> </table> <p>C. Regular Courier Services for International</p> <table border="1"> <thead> <tr> <th>Size</th> <th>Estimated Quantity</th> <th>Conditions</th> </tr> </thead> <tbody> <tr> <td>Letter Envelope</td> <td>2</td> <td rowspan="2">To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.</td> </tr> <tr> <td>Large Envelope</td> <td>1</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Specified quantities are indicative numbers and for bidding purposes only • During implementation, the delivery schedule is subject to change based on mutual agreement by the parties 			Area of Distribution	Estimated Quantity	Conditions	Luzon	19	To be delivered within three (3) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.	Visayas	19	To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.	Mindanao	40	Size	Estimated Quantity	Conditions	Letter Envelope	2	To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 5:00p.m.	Large Envelope	1
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<p>C. Delivery</p> <ul style="list-style-type: none"> - One (1) calendar day upon receipt of the Notice to Proceed. 																					
<p>D. The Contractor must have a respectable track record in nationwide courier service delivery (minimum of three (3) years).</p>																					
<p>E. The Contractor must have the capacity to accomplish the following:</p> <ol style="list-style-type: none"> 1. Deliver to the following locations: all provinces, cities, municipalities, and barangays in the Philippines (NCR, Luzon, Visayas and Mindanao) and international. 2. Ensure on-time delivery of mails, packages and budgetary documents/ publications based on the Schedule of Requirements. 3. Provide on-line document tracking system. 4. Provide automated e-mail and short messaging services (SMS) notification. 5. Provide receipt tickets with records of proofs of deliveries retrievable within the day. 6. Provide a clear pouch for its packaging, for easy identification of the content of each package. 																					
<p>F. The Contractor must submit to the AS Director a progressive</p>																					

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	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.	
	G. On top of the regular courier service, the Contractor must provide one (1) unit of motor vehicle courier service with pick-up time every 8:00 a.m. and 3:00 p.m. delivery must not be later than 5:00 p.m. of the same day.	

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

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

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**CHECKLIST OF ELIGIBILITY AND TECHNICAL
DOCUMENTS FOR SUBMISSION**

Class "A" Documents

(1) Legal Documents

- PhilGEPS Registration Number
- Mayor's/ Business Permit
Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.
- Income/ Business Tax Return (For ABCs above P500K)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number.

(2) Technical Documents

- Omnibus Sworn Statement
- Authority of the Signatory

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable.

Omnibus Sworn Statement

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

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the other:*

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* 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;
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. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: 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 by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is 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 by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is 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 by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards;

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- 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 [Name of the Project]; and

9. [Name of Bidder] 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT]