



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
General Solano Street, San Miguel, Manila

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**REQUEST FOR QUOTATION**

The **Department of Budget and Management (DBM)** – Bids and Awards Committee (BAC) through its **Administrative Service - Procurement Management Division**, will undertake a Small Value Procurement for the **Provision of Courier Services** for FY 2020 in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than August 11, 2020, 2:00 P.M.** at the Administrative Service, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Open submission may be submitted, manually or through email at [mcadiz@dbm.gov.ph](mailto:mcadiz@dbm.gov.ph).

A copy of your **2020 Business/Mayor's Permit<sup>1</sup>** and **PhilGEPS Registration Number** are required to be submitted along with your quotation/proposal.

An **Omnibus Sworn Statement<sup>2</sup>** and **Latest Income Tax Return** shall also be required prior to award.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115**

 Recoverable Signature

X

Joyce D. Labao

X

Joyce D. Labao

Signed by: Joyce D. Labao

**JOYCE D. LABAO**  
OIC- Chief Administrative Officer,  
Procurement Management Division

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<sup>1</sup> In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

<sup>2</sup> In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

**Date:** \_\_\_\_\_

*Name of Company:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Name of Store/Shop:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*TIN:* \_\_\_\_\_

*PhilGEPS Registration Number:* \_\_\_\_\_



**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Bidder's 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.

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

<b>Provision of Courier Services</b>			
<b>TECHNICAL SPECIFICATIONS</b>	<b>Quantity</b>	<b>Bidder's Statement of Compliance</b>	<b>Unit Price</b>
See attached Annex "A" for the Technical Specifications.	1 lot		

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

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date to the project site.

<b>Provision of Courier Services</b>	
<b>SCHEDULE OF REQUIREMENTS</b>	<b>Delivery Schedule</b>
Contract period: September 17 – December 31, 2020. See attached Annex "A" for the Schedule of Requirements.	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<b>Subscription of Secure Socket Layer (SSL) Certificate</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Nine Hundred Fifty Thousand Pesos (Php950,000.00)</b>	In words: _____ _____ _____  In figures: _____ _____ _____

***Payment Details:***

<i>Banking Institution:</i> _____
<i>Account Number:</i> _____
<i>Account Name :</i> _____
<i>Branch:</i> _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email address/es

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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Signature over Printed Name

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Position/Designation

## TECHNICAL SPECIFICATIONS AND SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to project site.

<b>A. REGULAR COURIER SERVICES (Documents)</b>			
Area of Distribution	Quantity (in units)*		Delivery Date**
	Letter Envelope (max of 500 grams)	Large Envelope (max of 2 kilos)	
	3.5 months		
NCR	500	200	To be delivered within three (3) days upon receipt of the documents from the AS-CRD; daily pick-up time is 3:00 p.m.
Luzon	1,000	700	To be delivered within four (4) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 3:00 p.m.
Visayas	1,000	700	To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 3:00 p.m.
Mindanao	600	600	To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 3:00 p.m.
Total	3,100	2,200	
<b>B. OTHER COURIER REQUIREMENTS (CARGO)</b>			
Area of Distribution	Quantity (in kilo)*		Delivery Date**
	50 kilos		
	3.5 months		
Luzon	20		To be delivered within four (4) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 3:00 p.m.
Visayas	20		To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 3:00 p.m.
Mindanao	40		To be delivered within seven (7) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 3:00 p.m.
Total	80		

<b>C. INTERNATIONAL (Documents)</b>			
<b>Area of Distribution</b>	<b>Quantity (in units)*</b>		<b>Delivery Date**</b>
	<b>Letter Envelope</b>	<b>Large Envelope</b>	
	<b>(max of 500 grams)</b>	<b>(max of 2 kilos)</b>	
	<b>3.5 months</b>		
International	2	1	To be delivered within ten (10) working days upon receipt of the documents from the AS-CRD; daily pick-up time is 3:00 p.m.
Total	2	1	
On top of the scheduled daily courier service, provision of one (1) unit of motor vehicle courier service			One (1) unit of motor vehicle courier service with daily pick-up time every 8:00 a.m and 3:00 p.m; delivery must not be later than 3:00 p.m of the same day

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 with all the above Technical Specifications and Schedule of Requirements.**

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date