



REQUEST FOR QUOTATION

Date: February 28, 2020

RFQ No. 2020-127

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **ONE (1)-YEAR CONTRACT OF COURIER SERVICES**, with an **Approved Budget for Contract (ABC) of One Hundred Forty Four Thousand Six Hundred Pesos (Php 144,600.00), VAT Inclusive**, which will be undertaken 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 service/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **5:00 p.m. of March 5, 2020**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2020 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number; and**
- d. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier)**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at cdesteban@picc.gov.ph.


ALBERTO C. GONZALES
OIC, Procurement Unit

TERMS OF REFERENCE

I. PROJECT TITLE:

One (1)-Year Contract of Courier Services

II. APPROVED BUDGET FOR CONTRACT (ABC):

One Hundred Forty Four Thousand Six Hundred Pesos (Php 144,600.00),
VAT Inclusive

III. SCOPE OF WORKS:

1. The delivery shall cover areas within and outside Metro Manila and International locations.
2. Pick-up of documents are within Metro Manila only (as needed).
3. Transit period should be one (1) to two (2) days within Metro Manila and three (3) to five (5) days outside Metro Manila.

IV. SCHEDULE OF REQUIREMENT:

The service will end a year from the date of receipt of Notice to Proceed or until the contract amount is utilized, whichever comes first.

V. TERMS OF PAYMENT:

Payment will be processed on a monthly basis provided all documents needed are submitted to Marketing and Events Management Department.

Note: Each transaction (delivery/pick-up) must have shipment details (stating date of delivery, item code for document transmitted, consignee's name and status of delivery) and billing invoice to be submitted to PICC as a requirement in processing of payment.

VI. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective for One Hundred Twenty (120) calendar days from date of quotation.
2. The Awardee shall be responsible for the source(s) of his services/equipment ; shall make deliveries in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The Awardee shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email

shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

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**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
One (1)-Year Contract of Courier Services	₱ _____ VAT Inclusive

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____

Fax No: _____

Email Address/es: _____

Mobile No.: _____