Philippine International Convention Center

REQUEST FOR QUOTATION

Date: July 3, 2026
RFQ No. 2026-092

_____
_____
_____
_____
(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center, Inc. (PICCI),** through its Bids and Awards Committee, intends to procure **Procurement of Courier Services for Marketing and Events Management Department (MEMD),** with an **Approved Budget for Contract (ABC) of Eighty-Three Thousand Three Hundred Thirty-Four Pesos (₱83,334.00), VAT Inclusive,** which will be undertaken in accordance with Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009, New Government Procurement Act (NGPA).

Please quote your **best offer** for the service/s described herein, subject to the Technical Specifications provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **3:00 p.m. of July 7, 2026.** A copy of the following shall be submitted along with your quotation/offer:

a. **2026 Mayor's/Business Permit;**
b. **BIR Registration Certificate;**
c. **PhilGEPS Registration Number or copy of valid Certificate of Platinum Membership;**
d. **Notarized Omnibus Sworn Statement with attachments (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney);**
e. **Copy of the Technical Specifications duly signed on all pages**

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

For any clarifications, you may contact **Ms. Carreen M. Mangaya** at telephone no. **(02) 8789-4761** or email address at **cmmangaya@picc.gov.ph**

KRISTINE ANGELICA E. AGUJO
Head, BAC Secretariat/
Procurement Unit

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

Procurement of Courier Services for Marketing and Events Management Department (MEMD)

II. APPROVED BUDGET FOR CONTRACT (ABC):

Eighty-Three Thousand Three Hundred Thirty-Four Pesos (₱83,334.00), VAT Inclusive. (*Quotations exceeding this amount shall be disqualified.*)

III. GENERAL REQUIREMENTS:

The Philippine International Convention Center (PICC) invites eligible suppliers to submit quotations for the Procurement of Courier Services for MEMD.

Suppliers are required to submit the following:

- Billing Invoice (BIR Compliant)
- Waybill where 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).

IV. SPECIFICATIONS:

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 1-2 days within Metro Manila and 3-5 days if outside Metro Manila

V. TERMS OF PAYMENT:

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

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/her services/equipment 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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Date:
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TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER, INC.
ROXAS BLVD., 1307 PASAY CITY

Sir/Madam:

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

DESCRIPTION	AMOUNT
PROCUREMENT OF COURIER SERVICES FOR MARKETING AND EVENTS MANAGEMENT DEPARTMENT (MEMD)	₱ _____, **VAT Inclusive**

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

We acknowledge that PICCI 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.: _____