

Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte

TO: _____

PR NO: 21-02-081
 DATE: April 23, 2021
AD-RS

REQUEST FOR QUOTATION

Sealed proposal plainly marked Proposal to supply materials to the Government subject to terms and condition contained herein will be received at the BAC Office, Dep.Ed. RO 8, Government Center, Candahug, Palo, Leyte until _____ and publicly opened in the presence of the members of the committee on Awards or their Authorized representative and the bidders and or their representative.

QTY	UNIT	ARTICLE	UNIT PRICE	TOTAL
Procurement for Courier Services for One (1) Year for DepEd RO8 Records Section				
1	LOT	Terms and Conditions: 1. The courier is not a common courier 2. Delivery of items/goods/parcels 3. Responsibility for loss or damage to goods or mis-delivery 4. Claims for loss and damage 5. Customers warranty as to ownership or otherwise 6. Customers' / courier warranty as to packaging goods 7. Charges by the courier 8. Terms of payment 9. Cancellation of charges 10. Refunds Policy 11. General 12. Contract Duration: 1 year 13. See attached Technical Specifications		
For more details on the procurement contact End User: ADMIN. DIV. Records Section, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501 Contact No/s. (053) 323-3855 / Email: records.region8@deped.gov.ph				

ABC= Php124,000.00

Deadline of Submission of RFQ: April 26, 2021

Requirements in Canvassing on Accredited Stores/Suppliers

(Please comply with the following for ONLINE PAYMENT purposes)

1. Electronic copy of bank account, preferably Land Bank of the Philippines
2. Mayor's Permit/Business Permit
3. DTI Permit
4. Tax Certification/BIR Certificate
5. Philgeps Registration/ Certificate
6. Exact Location/ Address of the Store/ Establishment
7. Picture of Signage/Billboard of the Store/ Establishment
8. Statement of the Prospective Bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs as required in Item No. 9.2 of COA Circular No. 2012-001 dated June 14, 2012.
9. Sworn Affidavit of he bidder that it is not related to the Head of Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree as required in the same COA Circular.

TERMS AND CONDITION:

Place of delivery, Dep.Ed. RO 8, Government Center, Candahug, Palo, Leyte within immediate days from receipt of the order. Absence and/ or failure on the part of the bidder(s) to appear in the opening of the sealed bids shall be considered as a waiver.

I HEREBY CERTIFY that I am in a position to furnish the above articles and quantities stated except those marked " NONE". These terms and conditions specified above and at the back of this form are hereby offered.

Authorized Signature Over Printed Name:

Bidder: _____ **TIN No.** _____

Contact No: _____

Canvassed by: _____

Approved:

(SGD)

ARNULFO M. BALANE, CESO V
 Director III / BAC Chairman

OPENED:	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____

NOTE: Place this inside the official envelope sealed with your signature across the opening part and personally deliver this to DepEd RO VIII (Attn: ARNULFO M. BALANE, CESO V, BAC Chairman)



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS
...where LEADers create great schools



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

Technical Specifications

DEPED REGION VIII SPECIFICATIONS					
1 Lot	1 Year Courier Services consisting of the following				
Quantity (Estimated average quality per year)	Type of Cargo/ Documents	AREA			
		Metro Manila	Luzon	Visayas	Mindanao
40	Large Pouch (maximum of 2.5 to 3 kilos)	10	10	10	10
60	Super Large (maximum of 1.5 to 2.5 kilos)	15	20	15	10
250	Regular pouch (maximum of 500grms)	65	70	65	50
400	Express Letter (maximum of 100 grams)	90	120	110	80
300	Express letter (maximum of 20 grams)	70	90	85	55

Terms and Condition:

1. The items to be sent by the office of the DepEd Regional office must be picked up daily by the courier free of charge;
2. Items may be in the form of documents, information materials, and the like;
3. Packages to be sent may vary in size and weight;
4. The coverage of the service provider must be nationwide;



5. The delivery of the parcels/pouches/cargo boxes must be transported to the desired destination the day after the date of pickup for areas in Metro Manila, Luzon, Visayas and Mindanao and other areas, as agreed upon by the parties;
6. Payments shall be through monthly billing, and the Service Provided shall not impose a minimum amount to be charged to the monthly bill; the monthly bill must include a list of items delivered and copies of waybills.
7. The Service providers should indicate cost for return to sender of parcels/pouches/cargo boxes, provided the reasons for the return are valid, such as fortuitous events, or where addresses cannot be located, etc.
8. Rates should be inclusive of Value Added Tax (VAT).
9. The number of delivery attempts should conform to the terms of reference agreed upon by the parties;
10. The service Provider should provide appropriate sealed packaging that will ensure integrity and safety of the items to be delivered and the will prevent pilferage, damage or loss of items to be delivered; the packaging cost should form part of the delivery charges.
11. The end user will weigh each item to be delivered by the service provider as a means of checking correction of the waybill;
12. The service provider shall provide the waybill which should contain as far as practicable the weight of the item delivered, delivery cost, date of delivery, and proof of receipt to the addressee.

Delivery period:

- Required within one (1) year which shall commence upon receipt of the Notice to proceed.

Other Conditions:

- The supplier must have been in business for at least five (5) years and must be accredited as courier service provider.
- Monday to Friday, office hours nationwide technical support and services.
- With official website and must be capable of receiving request or queries on the support/services provided by phone and/ or official corporate email account.
- Compliance with the terms and conditions incorporated in the Contract Agreement.