



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

To: _____
Tel. No.: _____
Fax No.: _____

Date: January 23, 2023
Quotation #: PS-023-01-006
ABC: _____

Attention: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL

SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	Price Ceiling Per Area (in Php)	TOTAL PRICE								
1	<p>Procurement of: COURIER SERVICE PROVIDER FOR FY 2023 Duration: February 12, 2023 to February 11, 2024</p> <p>Local Destinations:</p> <table border="1"> <thead> <tr> <th>Geographic Area</th> <th>Estimated Annual Number of Mails for Courier Delivery</th> </tr> </thead> <tbody> <tr> <td>Manila/NCR</td> <td>3000</td> </tr> <tr> <td>Luzon</td> <td>3198</td> </tr> <tr> <td>Visayas/Mindanao</td> <td>2690</td> </tr> </tbody> </table> <p>Obligations of Service Provider:</p> <p>a. Daily pick-up of documents and other printed matter from the OSG, at 2:00pm, or as often as the need arises.</p> <p>b. Delivery of mails to the addressee/s of the OSG's documents and other printed matter w/in 1 calendar day, reckoned from the date of pick-up, to wit:</p> <ul style="list-style-type: none"> - Within Metro Manila and nearby provinces (Region 3 & 4) - within one (1) calendar day; - Other parts of Luzon Region - within one (1) calendar day; - Any part of Visayas Region - within one (1) calendar day; - Any part of Mindanao Region - within one (1) calendar day; <p>c. In instances where the addressee/s cannot be located, or delivery is not affected at the first attempt for the reasons not due to the fault of the SERVICE PROVIDER, the latter shall pursue the delivery until three (3) attempts within the period specified as follows: (i) three (3) calendar days, if within Metro Manila, nearby provinces and other parts of Luzon; and, (ii) five (5) days, in any parts of Visayas and Mindanao Regions.</p> <p>d. Release of courier containing OSG document and other printed matters shall be made and received by any person of legal age at the given address</p>	Geographic Area	Estimated Annual Number of Mails for Courier Delivery	Manila/NCR	3000	Luzon	3198	Visayas/Mindanao	2690	1	year			
Geographic Area	Estimated Annual Number of Mails for Courier Delivery													
Manila/NCR	3000													
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e. Return to the **OSG** all unclaimed couriers containing the OSG documents and other printed matter within five (5) calendar days from the **OSG's** dispatch.

f. Submit to the **OSG** within thirty (30) calendar days, reckoned from the **OSG's** dispatch the following:

-Delivery Status Report and Delivery Receipts duly acknowledged by the addressee/s or his/her authorized representatives, with signature over his/her printed name as proof that the addressee has received the document/printed matter.;

- Other reports and relevant documents as may be required by the **OSG**;

- Billing/Statement of Accounts on a monthly basis

Note: Attached herewith the Provided Terms of Reference for Courier Service CY 2023. Kindly submit your Statement of Compliance for each items/requirements.

(Price Vat-Included)

Delivery Period : _____

Warranty : _____

Price Validity : _____

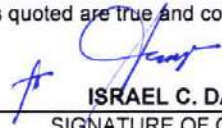
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within ____ days from the date of receipt/posting of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum Red
 - c. Income / Business Tax Return (for above P500K);
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
 - e. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.



ISRAEL C. DALLUAY
SIGNATURE OF CANVASSER

For more information, you may contact us:

Tel: (02) 8836-3314, (02) 8988-1674 loc 777

Telefax: (02) 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)