



Republic of the Philippines  
Office of the Solicitor General

## Request for Quotation

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Attention: \_\_\_\_\_

Date: January 7, 2025  
Quotation #: PS 025-01-004  
ABC: \_\_\_\_\_

Sir/Madam:

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

**RODRIGO L. OJENAL**  
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE								
1	<p><b>Procurement of:</b> <b>Courier Service Provider for FY 2025</b> Duration: February 13, 2025 to February 12, 2026</p> <p>Local Destinations:</p> <table border="1"> <tr> <td>Geographic Area</td> <td>Estimated Annual Number of Mails for Courier Delivery</td> </tr> <tr> <td>Manila/NCR</td> <td>3379</td> </tr> <tr> <td>Luzon</td> <td>3200</td> </tr> <tr> <td>Visayas/Mindanao</td> <td>3207</td> </tr> </table> <p>Obligation of Service Provider:</p> <p>a. Daily pick-up of documents and other printed matter from the OSG, at 2:30pm, 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 within 1 calendar day, reckoned from the date of pick-up, to wit:</p> <ul style="list-style-type: none"> <li>- Within Metro Manila and nearby provinces (Region 3 &amp; 4) - within two (2) calendar days or within one (1) to two (2) days outside of Metro Manila;</li> <li>- Other parts of Luzon Region - within two (2) calendar days;</li> <li>- Any part of Visayas Region - within two (2) calendar day;</li> <li>- Any part of Mindanao Region - within two (2) calendar day;</li> </ul> <p>c. In instances where the addressee/s cannot be located, or delivery is not effected 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> <p>e. Return to the OSG all unclaimed couriers containing the OSG documents and other printed matter within five (5) calendar days from OSG's dispatch.</p> <p>f. Submit to the OSG within thirty (30) calendar days, reckoned from the OSG's dispatch the following:</p> <ul style="list-style-type: none"> <li>- Delivery Status Report and Delivery Receipt duly acknowledged by the addressee/s or his/her authorized representative, with signature over his/her printed name as proof that the addressee has received the document/printed matter.;</li> <li>- Other reports and relevant documents as may be required by the OSG; and</li> <li>- Billing/Statement of Account on a monthly basis.</li> </ul>	Geographic Area	Estimated Annual Number of Mails for Courier Delivery	Manila/NCR	3379	Luzon	3200	Visayas/Mindanao	3207	1	year			
Geographic Area	Estimated Annual Number of Mails for Courier Delivery													
Manila/NCR	3379													
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Visayas/Mindanao	3207													

	<p><i>Note: Attached herewith the Provided Terms of Reference for Courier Service. Kindly submit your Statement of Compliance for each items/requirements. This procurement is considered as regular and recurring services, interested suppliers conform with the rules and procedure of Appendix 37 of the Revised 2016 IRR of RA 9184</i></p> <p><b>(Price Vat-Included)</b></p>					
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Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:**
1. Please quote within \_\_\_ days from the date 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 Small Value Procurement);
    - d.  Omnibus Sworn Statement for Small Value Procurement (for above P50K);
    - e.  Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

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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.

  
**MARIJOIE V. CASTILLO / RHODORA T. GARDEL / ROBERT ADRIAN B. BORJA**  
SIGNATURE OF CANVASSER

**For more information, you may contact us:**  
Telephone: 8836-3314  
Telefax: 8813-1174  
**Please send your quotation to:**

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)