### Republic of the Philippines

## Department of Education

### **REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**

TO:				PR NO: DATE:	21-02-081
_				DATE:	April23, 2021 <b>AD-RS</b>
	ened in the p	REQUEST FOR QUOT  Sealed proposal plainly marked Proposal to supply mater e BAC office, Dep.Ed. RO 8, Government Center, Candahug, Pa presence of the members of the committee on Awards or their resentative.	ials to the Govern lo, Leyte until		
QTY	UNIT	ARTICLE	UNIT PRI	CE	TOTAL
Procurement Records Sec		rrier Services for One (1) Year for DepEd RO8			
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			
	ction, De Contact				
		ABC= Php124,000.00	Deadline of S	ubmission of RI	Q: April 26, 2021
(Please comply 1 2 3 4 5 6 7 8	with the foll L Electronic (2) Mayor's Pe 3. DTI Permit L Tax Certific Philgeps Re 5. Exact Locat Picture of S 3. Statement or any of it 2012-001 (9) Sworn Affic	g on Accredited Stores/Suppliers owing for ONLINE PAYMENT purposes) copy of bank account, preferably Land Bank of the Philippines rmit/Business Permit ation/BIR Certificate gistration/ Certificate ion/ Address of the Store/ Establishment ignage/Billboard of the Store/ Establishment of the Prospective Bidder that it is not blacklisted or barred fro s agencies, offices, corporations or LGUs as required in Item No lated June 14, 2012. lavit of he bidder that it is not related to the Head of Procuring hity up to the third civil degree as required in the same COA Cir	o. 9.2 of COA Circu ; Entity (HOPE) by	ular No.	
		TERMS AND CONDITION: D 8, Government Center, Candahug, Palo, Leyte within immedi the part of the bidder(s) to appear in the opening of the sealed	ate days from rec	•	
		(-),			
Absence and/ o		in a position to furnish the above articles and quantities stated ove and at the back of this form are hereby offered.		rked " NONE". Thes	e terms
Absence and/ of the HEREBY CERTI and conditions	specified abo	in a position to furnish the above articles and quantities stated	OPENED:		e terms
Absence and/ of the HEREBY CERTI and conditions	specified abo	in a position to furnish the above articles and quantities stated ove and at the back of this form are hereby offered.		DATE:	
Absence and/ of I HEREBY CERTI and conditions  Authorized Sig  Bidder:	specified abo	in a position to furnish the above articles and quantities stated ove and at the back of this form are hereby offered.  Printed Name:		DATE:	

Approved:

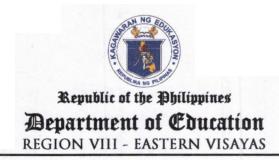
(SGD)

ARNULFO M. BALANE, CESO V

Director III / BAC Chairman

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) NOTE:





# **Technical Specifications**

1 Lot					
Quantity (Estimated	Type of Cargo/ Documents	AREA			
average quality per year)		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).
- 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.