



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5288153  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Courier /Cargo Service Provider  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2014-04-0126 (2nd Posting)	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	Mail and Cargo Transport Services		
<b>Approved Budget for the Contract:</b>	PHP 300,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	1 Year/s		
<b>Client Agency:</b>		<b>Date Published</b>	14/04/2018
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaalmazan@yahoo.com.ph	<b>Last Updated / Time</b>	14/04/2018 00:00 AM
		<b>Closing Date / Time</b>	18/04/2018 10:00 AM

#### Description

##### TERMS OF REFERENCE

##### I. PROJECT

COURIER SERVICE PROVIDER for the Department of Tourism's mailing and cargo requirements. It is considered as the most effective way of sending door-to-door packages which is available at all service centers nationwide.

##### II. BACKGROUND

Point of Origin: Department of Tourism (Main Office)  
351 DOT Bldg. Senator Gil Puyat Avenue  
Makati City, Philippines

Destination: Across the Philippines and abroad

##### III. PURPOSE / OBJECTIVE

The Records and Communication Section is in need of a Courier Service to provide faster and better mailing

transactions, a next day delivery of mails, guaranteed door-to-door service and reliable tracking system of mails and cargo to any point in the Philippines and abroad.

#### IV. CONTENTS

Mails Documents and parcels

Cargo Promotional Materials, Brochures/Posters, Giveaways

#### V. MINIMUM REQUIREMENTS FOR SUPPLIERS

Has Express Delivery of small to heavy packages and cargo.

Has capacity to deliver door-to-door the next day.

Has over a hundred strategically located service centers.

Must have office near DOT.

Must be capable of tracking and tracing documents and can provide reporting system that determine the transit time of delivery/shipment including the person who received the delivery/shipment.

Must be willing to process all the documents related to the delivery.

Must be willing to deliver mails/cargo anywhere abroad which shall be billed separately.

Has clients in the Philippine government offices/agencies.

Willing to transact on send bill arrangements.

Must willing to pick-up documents / parcels from DOT anytime.

#### VI. BUDGET ESTIMATE

Total estimated budget for domestic mails only is THREE HUNDRED THOUSAND PESOS (Php300,000.00) for one (1) year contract

#### VII. PAYMENT PROCEDURE

Government Procedure (Send-bill Arrangements)

The estimated budget will cover documents/parcel for domestic mails only

Requests for international mail delivery and cargo shall be billed separately

#### VIII. CONTACT PERSON

Ms. SHIRLEY B. ABAD Tel. No. 459520 loc. 427

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

#### PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Bid: April 18, 2018 10:00 am

**Created by** Maria Alma O Almazan

**Date Created** 13/04/2018

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