

**REQUEST FOR QUOTATION**

*the supplier*

Date:            2019

Sir/Madam :

Please furnish us with your quotation on or before \_\_\_\_\_ for items indicated below in accordance with its Technical Specifications, Schedule of Requirements and Terms and Conditions :

Description	QTY
<b>Provision of 2020 Messengerial Courier Services (Domestic) of the following SSS Visayas West 1 Division Branch Offices and unit for a period of One (1) year.</b>	<b>One (1) LOT</b>
1. Office of the Head Visayas West 1 Division - ABC = 139,000.00	
2. Bacolod Branch - ABC = 186,900.00	
3. Bacolod East Branch - ABC = 20,800.00	
4. Bago Branch - ABC = 16,200.00	
5. Bais Branch - ABC = 84,000.00	
6. Dumaguete Branch - ABC = 109,800.00	
7. Kabankalan Branch - ABC = 53,000.00	
8. Sagay Branch - ABC = 47,700.00	
9. San Carlos Branch - ABC = 66,500.00	
10. Victorias Branch - ABC = 64,400.00	
<b>GRAND TOTAL ABC = P 788,300.00</b>	

**TECHNICAL SPECIFICATIONS:**

1. The service provider must have a respectable track record in nationwide courier service delivery for a minimum of three (3) years.
2. The service provider must have the capacity to accomplish the following:
  - a. Deliver to the following locations : all provinces, cities, municipalities and barangays in NCR, Luzon, Visayas and Mindanao.
  - b. Ensure on-time delivery of mails and documents based and as stated on the number of days in delivery of the Schedule of Requirements.
  - c. Provide on-line document tracking systems.
  - d. Provide receipt tickets with records of proofs of delivery.
  - e. Provide a clear and durable pouch for its packaging for easy identification and safety of the of its contents.
3. The courier service provider must pick-up outgoing mails between 4:00 P.M. To 5:00 P.M. , Monday to Friday or as the need arises from SSS OVP VW1 Division, SSS Bacolod, SSS Bacolod East, SSS Bago, SSS Bais, SSS Dumaguete, SSS Kabankalan, SSS Sagay, SSS San Carlos and SSS Victorias.
4. The service provider must have entered into a similar contract made with the other government agency.

**SCHEDULE OF REQUIREMENTS:**

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates **
OFFICE OF THE HEAD Visayas West 1 Division	Visayas	Small (500g and below)	766	Within 1-3 days
		Large (Up to 2 Kg)	90	Within 1-3 days
	NCR	Small (500g and below)	80	Within 1-3 days
		Large (Up to 2 Kg)	140	Within 1-3 days
	Luzon	Small (500g and below)	12	Within 1-3 days
		Large (Up to 2 Kg)	18	Within 1-3 days
	Mindanao	Small (500g and below)	8	Within 1-3 days
		Large (Up to 2 Kg)	10	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates **
BACOLOD BRANCH	Visayas	Small (500g and below)	27	Within 1-3 days
		Large (Up to 2 Kg)	1100	Within 1-3 days
	NCR	Small (500g and below)	24	Within 1-3 days
		Large (Up to 2 Kg)	30	Within 1-3 days
	Luzon	Small (500g and below)	4	Within 1-3 days
		Large (Up to 2 Kg)	8	Within 1-3 days
	Mindanao	Small (500g and below)	7	Within 1-3 days
		Large (Up to 2 Kg)	4	Within 1-3 days

		Large (Up to 2 Kg)	100	Within 1-3 days
NCR		Small (500g and below)	6	Within 1-3 days
		Large (Up to 2 Kg)	8	Within 1-3 days
Luzon		Small (500g and below)	1	Within 1-3 days
		Large (Up to 2 Kg)	1	Within 1-3 days
Mindanao		Small (500g and below)	1	Within 1-3 days
		Large (Up to 2 Kg)	1	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates **
BAGO BRANCH	Visayas	Small (500g and below)	8	Within 1-3 days
		Large (Up to 2 Kg)	80	Within 1-3 days
	NCR	Small (500g and below)	6	Within 1-3 days
		Large (Up to 2 Kg)	6	Within 1-3 days
	Luzon	Small (500g and below)	1	Within 1-3 days
		Large (Up to 2 Kg)	2	Within 1-3 days
	Mindanao	Small (500g and below)	1	Within 1-3 days
		Large (Up to 2 Kg)	2	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates **
BAIS BRANCH	Visayas	Small (500g and below)	120	Within 1-3 days
		Large (Up to 2 Kg)	300	Within 1-3 days
	NCR	Small (500g and below)	62	Within 1-3 days
		Large (Up to 2 Kg)	60	Within 1-3 days
	Luzon	Small (500g and below)	10	Within 1-3 days
		Large (Up to 2 Kg)	12	Within 1-3 days
	Mindanao	Small (500g and below)	12	Within 1-3 days
		Large (Up to 2 Kg)	8	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates **
DUMAGUETE BRANCH	Visayas	Small (500g and below)	136	Within 1-3 days
		Large (Up to 2 Kg)	398	Within 1-3 days
	NCR	Small (500g and below)	68	Within 1-3 days
		Large (Up to 2 Kg)	107	Within 1-3 days
	Luzon	Small (500g and below)	14	Within 1-3 days
		Large (Up to 2 Kg)	12	Within 1-3 days
	Mindanao	Small (500g and below)	12	Within 1-3 days
		Large (Up to 2 Kg)	6	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates **
KABANKALAN BRANCH	Visayas	Small (500g and below)	62	Within 1-3 days
		Large (Up to 2 Kg)	190	Within 1-3 days
	NCR	Small (500g and below)	36	Within 1-3 days
		Large (Up to 2 Kg)	40	Within 1-3 days
	Luzon	Small (500g and below)	8	Within 1-3 days
		Large (Up to 2 Kg)	12	Within 1-3 days
	Mindanao	Small (500g and below)	8	Within 1-3 days
		Large (Up to 2 Kg)	6	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates **
SAGAY BRANCH	Visayas	Small (500g and below)	48	Within 1-3 days
		Large (Up to 2 Kg)	190	Within 1-3 days
	NCR	Small (500g and below)	24	Within 1-3 days
		Large (Up to 2 Kg)	34	Within 1-3 days
	Luzon	Small (500g and below)	6	Within 1-3 days
		Large (Up to 2 Kg)	10	Within 1-3 days
	Mindanao	Small (500g and below)	2	Within 1-3 days
		Large (Up to 2 Kg)	6	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates **
SAN CARLOS BRANCH	Visayas	Small (500g and below)	90	Within 1-3 days
		Large (Up to 2 Kg)	234	Within 1-3 days
	NCR	Small (500g and below)	24	Within 1-3 days
		Large (Up to 2 Kg)	80	Within 1-3 days
	Luzon	Small (500g and below)	6	Within 1-3 days
		Large (Up to 2 Kg)	10	Within 1-3 days
	Mindanao	Small (500g and below)	2	Within 1-3 days
		Large (Up to 2 Kg)	4	Within 1-3 days

BRANCH/UNIT	DESTINATION	SIZE OF POUCH	Estimated No. of Pieces *	Delivery Dates **
VICTORIAS BRANCH	Visayas	Small (500g and below)	95	Within 1-3 days
		Large (Up to 2 Kg)	238	Within 1-3 days
	NCR	Small (500g and below)	32	Within 1-3 days
		Large (Up to 2 Kg)	58	Within 1-3 days
	Luzon	Small (500g and below)	6	Within 1-3 days
		Large (Up to 2 Kg)	8	Within 1-3 days
	Mindanao	Small (500g and below)	1	Within 1-3 days
		Large (Up to 2 Kg)	4	Within 1-3 days

**NOTES :**

- \* No. of pieces are indicative number and for bidding purposes only
- \*\* During the contract implementation, the Delivery Schedule is subject to change based upon on mutual agreement by the parties.

**TERMS AND CONDITIONS :**

1. Subject for quotations is One (1) lot Provision of 2020 SSS Messengerial/Courier Services for One (1) year of Visayas West 1 Division Branch Office and unit consisting of Office of the Head Visayas West 1 Division, Bacolod Branch, Bacolod East Branch, Bago Branch, Bais Branch, Dumaguete Branch, Kabankalan Branch, Sagay Branch, San Carlos Branch, and Victorias Branch.
2. Supplier shall submit this form duly filled up with its corresponding price quotations as staed on Annex A together with its related pages.
3. Price quoted shall be inclusive of VAT.
4. For an ABC of P100,000.00 and above, winning bidder is required to post a Performance Security after receipt of the winning bidder of the Notice of Award, equivalent to Five (5%) percent of the total bid price in the form of Cash or Manager's Check or Bank Draft/Guarantee or irrevocable letter of credit or surety bond callable upon demand equivalent to Thirty (30%) percent of the total bid price.
5. Bids that are above the Approved Budget for the Contract for evey Branch/Unit and or item shall be disqualified.
6. Price validity shall be from January to December 2019.
7. Supplier shall submit valid copies of latest Mayor's Permit, PhilGeps Registration No., BIR 2303 and Sample Receipt (For New Supplier only), Income/Business Tax Return and Omnibus Sworn Statement.
8. For winning bidder, billing shall be forwarded to the Branches or Unit concern on a monthly basis and SSS shall withhold the applicable government taxes from the amount payable in accordance with the BIR regulations.
9. SSS reserves the right to reject any and or all bids, declares a failure of bidding, or not award the contract (Sec. 41, RA 9184, 2016). For details and other information you may email at [batacml@sss.gov.ph](mailto:batacml@sss.gov.ph) or call telephone number 4350161/4331378 loc 202.

**Reminder :** Price quotation on Annex A should be made with extra care taking into account the Technical Specifications and the unit of quantities to avoid errors. The offerors binds himself to this quotation Schedule of Requirements and Terms and Conditions.

Very Truly yours,

