



REQUEST FOR QUOTATION

Date _____

Sir / Madam:

Please furnish us with your quotation by filling up enclosed inside in a Sealed Envelope with markings on or before

at _____, SSS Visayas West 2 Division, 2/F GT Plaza Mall, Molo, Iloilo City for the following item/s:

No.	UNIT	PARTICULARS	Unit Cost	Total Cost
	LOT	Procurement of 2021 Messengerial Services of Visayas West 2 Division and Its Branches		P _____
		Item No. Office/Branch ABC		
		1 VW2 Division 45,525.00		
		2 Aklan 140,105.00		
		3 Antique 114,775.00		
		4 Iloilo Central 141,150.00		
		5 Iloilo Molo 34,575.00		
		6 Roxas 80,760.00		
		TOTAL 556,890.00		
		SPECIFICATIONS		
		1. The service provider must be operating a nationwide courier service for a minimum of 3 years		
		2. The service provided must have the capacity to accomplish the following: - Pick up of documents from all branches under Visayas West 2 including its corresponding service offices and delivery of documents and parcels to all SSS branches and service offices nationwide; - Ensure on time delivery of mails, packages and budgetary documents/ - publication based on the <u>Schedule of Requirements</u>		
		3. Must have an online document tracking system;		
		4. Can provide receipt tickets upon pick up;		
		5. Provide a clear pouch for its packaging, for easy identification of the content of each package.		
		ABC 556,890.00		

Delivery Terms: 5 Calendar Days from receipt of notarized Memorandum of Agreement

Mode of Procurement: SMALL VALUE PROCUREMENT

Payment Terms: Supplier shall be paid in accordance to Government Terms.

Price validity : Shall be based on amount specified per Memorandum of Agreement

GENERAL CONDITIONS:

- Messengerial or courier service provider shall submit this Request for Quotation duly filled up together with the latest Mayor's Permit, Philgeps Registration No. , BIR 2303, Sample Receipt and Omnibus Sworn Statement if ABC is greater than P50,000.00 and latest Income Tax Return for ABC above 500,000.00
- Price quoted shall be inclusive of VAT and shall be applicable from January 2021 to December 2021
- For canvass with an ABC of P 100,000.00 and above, the winning bidder is required to post a Performance Bond within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash, Cashier's / Manager's Check, Bank Guarantee / Draft or 30% Surety Bond callable upon demand of the contract price.
- SSS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract (Section 41, 2016 RA 9154)
- The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- Bids that are above the total Approved Budget for the Contract (ABC) and individual ABC for each branches shall be disqualified.
- For Inquiries, Please call **Kylie Nicole S. Carvajal**; Tel No. 320-2961

Reminder: Price Quotation shall be made with extra care when filling up on the next pages taking into account the number of pieces and the unit of quantity to avoid errors,

Very Truly Yours,

TROY T. MAGBANUA
CEO II, AGAS-VW2
Tel. No. (033) 3302961

Email Address : visayaswest2@sss.gov.ph

ANNEX A - BIDDER'S QUOTATION
PROJECT: 2021 MESSENGERIAL SERVICES OF VISAYAS WEST 2 DIVISION OFFICE, AKLAN, ANTIQUE, ILOILO CENTRAL, ILOILO MOLO AND ROXAS BRANCH

After having carefully read and accepted the terms and conditions for the above project as reflected on the face of Request for Quotation , I/We submit statement of compliance and our quotation/s for the item/s as follows:

ORIGIN/ BRANCH/ UNIT	AREA OF DISTRIBUTION	SIZE OF POUCH	No. of Pouches (a)	Quoted Price (b)	Amount (c= a x b)	Delivery dates (Indicate the no. of days)
OVP, VISAYAS WEST 2	NCR	Small (Up to 500g)Small (Up to 500g)	60			
		Large (Above 500g but not to exceed 3kg)Large (Above 500g but not to exceed 3kg)	70			
	Luzon	Small (Up to 500g)Small (Up to 500g)	0			
		Large (Above 500g but not to exceed 3kg)Large (Above 500g but not to exceed 3kg)	0			
	Visayas	Small (Up to 500g)Small (Up to 500g)	55			
		Large (Above 500g but not to exceed 3kg)Large (Above 500g but not to exceed 3kg)	120			
	Mindanao	Small (Up to 500g)Small (Up to 500g)	0			
		Large (Above 500g but not to exceed 3kg)Large (Above 500g but not to exceed 3kg)	0			
ABC = 45,525.00			TOTAL AMOUNT		P	

NOTE: Total quoted amount above ABC shall be disqualified.

ORIGIN/ BRANCH/ UNIT	AREA OF DISTRIBUTION	SIZE OF POUCH	No. of Pouches (a)	Quoted Price (b)	Amount (c= a x b)	Delivery dates (Indicate the no. of days)
AKLAN	NCR	Small (Up to 500g)Small (Up to 500g)	207			
		Large (Above 500g but not to exceed 3kg)Large (Above 500g but not to exceed 3kg)	200			
	Luzon	Small (Up to 500g)Small (Up to 500g)	85			
		Large (Above 500g but not to exceed 3kg)	0			
	Visayas	Small (Up to 500g)	250			
		Large (Above 500g but not to exceed 3kg)	200			
	Mindanao	Small (Up to 500g)	85			
		Large (Above 500g but not to exceed 3kg)	0			
ABC = 140, 105.00			TOTAL AMOUNT		P	

NOTE: Total quoted amount above ABC shall be disqualified.

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ORIGIN/ BRANCH/ UNIT	AREA OF DISTRIBUTION	SIZE OF POUCH	No. of Pouches (a)	Quoted Price (b)	Amount (c= a x b)	Delivery dates (Indicate the no. of days)
ANTIQUE	NCR	Small (Up to 500g)	150			
		Large (Above 500g but not to exceed 3kg)	150			
	Luzon	Small (Up to 500g)	65			
		Large (Above 500g but not to exceed 3kg)	0			
	Visayas	Small (Up to 500g)	120			
		Large (Above 500g but not to exceed 3kg)	285			
	Mindanao	Small (Up to 500g)	20			
		Large (Above 500g but not to exceed 3kg)	0			
ABC = 114,775.00			TOTAL AMOUNT		P	

NOTE: Total quoted amount above ABC shall be disqualified.

ORIGIN/ BRANCH/ UNIT	AREA OF DISTRIBUTION	SIZE OF POUCH	No. of Pouches (a)	Quoted Price (b)	Amount (c= a x b)	Delivery dates (Indicate the no. of days)
ILOILO CENTRAL	NCR	Small (Up to 500g)	212			
		Large (Above 500g but not to exceed 3kg)	231			
	Luzon	Small (Up to 500g)	30			
		Large (Above 500g but not to exceed 3kg)	20			
	Visayas	Small (Up to 500g)	200			
		Large (Above 500g but not to exceed 3kg)	230			
	Mindanao	Small (Up to 500g)	30			
		Large (Above 500g but not to exceed 3kg)	30			
ABC = 141, 150.00			TOTAL AMOUNT		P	

NOTE: Total quoted amount above ABC shall be disqualified.

ORIGIN/ BRANCH/ UNIT	AREA OF DISTRIBUTION	SIZE OF POUCH	No. of Pouches (a)	Quoted Price (b)	Amount (c= a x b)	Delivery dates (Indicate the no. of days)
ILOILO MOLO	NCR	Small (Up to 500g)	60			
		Large (Above 500g but not to exceed 3kg)	50			
	Luzon	Small (Up to 500g)	20			
		Large (Above 500g but not to exceed 3kg)	20			
	Visayas	Small (Up to 500g)	40			
		Large (Above 500g but not to exceed 3kg)	38			
	Mindanao	Small (Up to 500g)	20			
		Large (Above 500g but not to exceed 3kg)	0			
ABC = 34, 575.00			TOTAL AMOUNT		P	

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ORIGIN/ BRANCH/ UNIT	AREA OF DISTRIBUTION	SIZE OF POUCH	No. of Pouches (a)	Quoted Price (b)	Amount (c= a x b)	Delivery dates (Indicate the no. of days)
ROXAS	NCR	Small (Up to 500g)	80			
		Large (Above 500g but not to exceed 3kg)	130			
	Luzon	Small (Up to 500g)	20			
		Large (Above 500g but not to exceed 3kg)	30			
	Visayas	Small (Up to 500g)	90			
		Large (Above 500g but not to exceed 3kg)	143			
	Mindanao	Small (Up to 500g)	20			
		Large (Above 500g but not to exceed 3kg)	30			
ABC = 80, 760.00			TOTAL AMOUNT		P	

NOTE: Total quoted amount above ABC shall be disqualified.

This is to certify that my Company is updated in the payment of contributions and loans to SSS and after having carefully read and accepted your General Conditions, we bind ourselves to the price quoted on space provided above.

Owner/Company Representative
(Sign over Printed Name)

**Please indicate below your Business Name,
Address and Telephone Number and Date Received.**

Business Name:_____

Business Address: _____

TIN No.:_____

PhilGeps Registration No. _____

E Mail Address:_____

Tel. No.:_____

Your Business SSS Number:_____

Date Received : _____