



## HRAS - PROCUREMENT

**REQUEST FOR QUOTATION**  
**Sealed Bidding**

PR No.: HRAS - 53362

Date: 11/11/2022

R.F.Q. No.: 202211-12266

Delivery as scheduled

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	UNIT	Courier Service Please see attached Terms of Reference (TOR)  Period Covered: January 1 - December 31, 2023		

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.  
ABC: 975,000.00

Prepared by:

*Paula*  
PAULA CAMILLE B. INCAPAS  
ADMIN. OFFICER II

Very truly yours,

*Mary Ann D. Yulas*  
MARY ANN D. YULAS  
SUPERVISING ADMIN.  
OFFICER *88*

**DTI SHOPPING COMMITTEE**

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION: \_\_\_\_\_

COMPANY: \_\_\_\_\_

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## HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

G/F, Trade and Industry Building, 361 Sen Gil J. Puyat Ave., City of Makati\* 1200 Philippines  
Tels. (632) 751-4997, 751-0384 loc. 2111, Fax (632) 895-3515, e-mail:procurement@dti.gov.ph

# **TERMS OF REFERENCE FOR DTI COURIER SERVICE PROVIDER**

## **1. SERVICE SPECIFICATION**

The courier service provider shall pick up, transfer and deliver all mailable matters and materials from the DTI Head Office to various locations in Metro Manila, Luzon, Visayas & Mindanao and International destinations.

## **2. OBLIGATION OF PARTIES:**

**The courier service provider shall:**

- 2.1 Pick up mailable matters and materials at the DTI Head Office located at 361 Sen. Gil J. Puyat Avenue, Makati City not later than 4:30 PM daily (Monday to Friday), except on declared holidays.
- 2.2 Deliver all picked-up mailable matters and materials to consignees with corresponding correct destination address and addressees within office hours between 8:00 AM – 5:00 PM for offices, mall hours for companies located at the malls and at any given hour for residential areas, based on the agreed turn-around time of one (1) to two (2) calendar days in the NCR/Metro Manila areas, one (1) to three (3) calendar days for Luzon addresses and two (2) to three (3) calendar days for Visayas and Mindanao locations. For international mails/ parcels, the corresponding delivery lead time specified by the Courier in its commercial transactions shall be adopted.
- 2.3 Pursue the delivery until three (3) attempts have been made within the agreed turn-around time if there is no one to receive the mail or if the company/house is closed.
- 2.4 Inform DTI-Records thru email of the undelivered documents/parcels within two (2) working days from the last unsuccessful delivery attempt and shall return the Return to Sender (RTS) mails and documents/parcels within five (5) working days from last unsuccessful attempt.
- 2.5 Provide the needed supplies and materials, including but not limited to bags, pouches, envelopes, boxes and other consumables for its effective operation/services in the DTI.
- 2.6 Provide and update regularly an online/web-based document tracking system that can provide a dedicated corporate tracking system for DTI, as well as SMS and Email notification system to facilitate verification of status of delivery.
- 2.7 Provide a nationwide coverage of delivery with no sub-contracting agents to be utilized and an assigned management team to handle the DTI account and provide a list of all branches nationwide. For international mails/ parcels, the Courier's official list of countries serviced and their official business offices shall be provided.
- 2.8 Provide Return of Acknowledgement Receipt with the full name and signature of recipient, date received and document tracking number for the status of deliveries through website, through phone (costumer service) and through e-mail, within 1 – 2 days from the date of pick-up within Metro Manila and 1-3 days for Luzon, Visayas & Mindanao Areas and 3-5 days for international mails/ parcels.

- 2.9 Advise DTI of the daily status report with the Delivery Report and Online Status Report of mails from day 1, day 2 & day 3 for Domestic or Local Mails and until days 4 and 5 for International mails/parcels via email.
- 2.10 Submit a Weekly Delivery Report to DTI which shall contain the following information:
  - a.) Reference No./Tracking No.
  - b.) Shipper's Name
  - c.) Consignee's Name and Address
  - d.) Pick-up Date
  - e.) Delivery Date & Time
- 2.11 Pick-up and deliver documents promptly, with no minimum amount of documents for pick-up.
- 2.12 Ensure that all mailable matters and materials will reach their destinations safely, in good condition and within the specified delivery period.
- 2.13 Submit to the HRAS-Records a regular progressive report on the tracking of deliveries stating reason/s of delay/s (if there are any), non-deliveries, loss or non-arrival of mails/materials within twenty-four (24) hours from the time of reported discovery.
- 2.14 Observe strict confidentiality and non-disclosure of information or materials which comes into its possession and shall not use the same in any manner or purpose.

**DTI shall:**

- 2.15 Prepare a daily report/list of all mailable matters and materials;
- 2.16 Receive Delivery Report from courier service provider;
- 2.17 Ensure that the contents of all mailable matters and materials have been properly disclosed to the courier service provider;

### **3. RATES AND TERMS OF PAYMENTS**

- 3.1. The courier service provider shall bill DTI on a monthly basis with detailed expenses for delivery services and related charges rendered;
- 3.2. A Statement of Account (SOA) or Billing Statement, together with copies of original reference numbers/waybills to serve as charge invoice and proofs of delivery (POD), shall be submitted by the courier service provider to DTI through the HRAS Records section;
- 3.3 The DTI, through the Records Section, shall immediately prepare the necessary voucher to process payment of the Statement of Account (SOA) or Billing, subject to the usual accounting and auditing regulations.

#### 4. APPROVED BUDGET CONTRACT (ABC)

4.1 Approved Budget Contract (ABC) is **NINE HUNDRED SEVENTY FIVE THOUSAND PESOS ONLY (₱975,000.00)** broken down as follows:

##### A. REGULAR COURIER SERVICE

Type of mail	Weight/ parcel	Area	Turnaround Time	Rate/ parcel	Estimated Volume*
Letter/ Documents	0 – 500 gms.	Metro Manila	1 – 2 days	128.00	5,570.3125
Letter/ Documents	0 – 500 gms.	Luzon	1-3 days	155.00	1,100
Letter/ Documents	0 – 500 gms.	Visayas	2-3 days	165.00	150
Letter/ Documents	0 – 500 gms.	Mindanao	2-3 days	165.00	150
Letter/ Documents	0 – 500 gms.	International Destinations	Based on Commercially Published Delivery Time	Based on Commercially Published Rate per Country of Destination	As need Arises

##### B. OTHER COURIER REQUIREMENTS

Type of mail	Dimension/ Weight	Area	Turnaround Time	Rate	Estimated Volume*
Other mail materials/ parcels (posters, books, etc.)	More than 500 gms	Metro Manila, Luzon, Visayas & Mindanao	2-3 days	700.00	60
		International Destinations	Based on Commercially Published Delivery Time	Based on Commercially Published Rate per Country of Destination	As need Arises

**\*NOTE:**

- Estimated volume/specified quantities are indicative numbers only and for procurement purposes
- During implementation, actual weight and rate of more than 500 gms will be specified based on the requirement of DTI and with mutual agreement of both parties

#### 5. PENALTY

5.1 Violations on Section 2.1 to 2.14 of this TOR, including those listed below shall be considered infractions of the contract to be executed with the winning provider:

- a. lost document/material
- b. damaged document/material
- c. failure to comply on agreed delivery timeline
- d. failure to provide POD on agreed timeline
- e. failure to return undelivered document/material on agreed timeline
- f. failure to advise DTI-Records of the failure of delivery

5.2 After ten (10) incurred infractions within the contract period, the courier service provider shall not be issued a Certificate of Satisfactory Performance for said contract.

## **6. OTHER PROVISIONS**

- 6.1 The courier service provider shall be liable for the declared value of any mailable matters and materials in the event of loss or damage while being delivered.
- 6.2 The courier service provider shall submit two (2) references from other government agencies in which similar services were provided or statements of completed contracts from the said government agencies.

## **7. EFFECTIVITY**

The contract shall be for a period of **One (1) Year**, i.e. from **January to December 2023**.