



## REQUEST FOR QUOTATION

Date : \_\_\_\_\_

RFQ No.: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

TIN : \_\_\_\_\_

PhilGEPS Registration Number(required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Courier Service Provider** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **August 15, 2023 at 10:00am**. A copy of your **Latest Business/Mayor's Permit, Omnibus Sworn Statement (notarized), Philgeps Registration and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at [jbperrez@sbcorp.gov.ph](mailto:jbperrez@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson 

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements. Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item #	Item & Description	Qty.	Unit Price

Procurement of (Name of Item/s to be procured)					
TECHNICAL SPECIFICATIONS (detailed)	REMARKS				
<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p><b>I. Name of Project</b> Courier Service Provider (CSP) of Small Business Corporation for August 2023 to February 2024.</p> <p><b>II. Purpose</b> The CSP will handle the mailing services requirements of Small Business Corporation Head Office for the period August to February 2024.</p> <p><b>III. Approved Budget for the Contract</b> The Approved Budget for the Contract (ABC) is PESOS: ONE HUNDRED EIGHTY THOUSAND ONLY (P180,000.00), inclusive of VAT and other applicable government taxes.</p> <p><b>IV. Technical Specifications</b></p> <ol style="list-style-type: none"> <li>1. The CSP must have a respectable track record in nationwide courier service delivery for at least five (5) years.</li> <li>2. The CSP must have the capacity to accomplish the following: <ol style="list-style-type: none"> <li>a. Provide fast and dependable delivery of documents, mails, parcels, packages and pouches to any point of the Philippines covered by the CSP zones and must have the following maximum delivery period: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">NCR - 3 days</td> <td style="width: 50%;">Visayas - 7 days</td> </tr> <tr> <td>Luzon - 4 days</td> <td>Mindanao - 8 days</td> </tr> </table> </li> <li>b. Provide notification to addressee through short messaging services.</li> <li>c. Provide receipt tickets with records of proofs of deliveries retrievable within the day.</li> </ol> </li> </ol> <p>All Proof of Deliveries (POD's) must be provided in a separate cover, one week from the pick-up date.</p>	NCR - 3 days	Visayas - 7 days	Luzon - 4 days	Mindanao - 8 days	
NCR - 3 days	Visayas - 7 days				
Luzon - 4 days	Mindanao - 8 days				

d. Provide a clear pouch for its packaging, for easy identification of the content of each package.

3. The CSP must submit to SB Corporation, Attention: HR and Administrative Services Group a progressive reporting/tracking of delivery status, with reasons in case of delays, non-deliveries, open, lost or non-arrival of mails/packages within twenty-four (24) hours from discovery
4. In case of urgent deliveries as requested by the end-user, the CSP should prioritize its delivery of the requested mails/parcels at the earliest possible time.
5. The CSP shall pick-up all mails/packages at the following address:  
Small Business Corporation  
17<sup>th</sup> Floor, 139 Corporate Center  
No. 139 Valero St. Salcedo Village  
Makati City

Time of pick-up: 3:00PM

Frequency : Daily

6. All mails/parcels shall be delivered to the identified recipients based on number of days indicated under Item No. 2 of the Technical Specifications.
7. All mails intended for areas that are declared OUT OF DELIVERY ZONE by CSP may be given to a third-party courier service provided that the delivery of said mails must be under the supervision and monitoring of the CSP.
8. The CSP must be held liable for damages sustained by the client for losses arising from the performance of its obligation within the period agreed upon which shall not exceed the value declared by the Client in the original receipt, except or causes due to force majeure or those not due to fault or negligence if the Contractor, its employees in which case the Contractor shall not be liable.
9. Documents which were returned-to-sender (RTS) must be submitted to SBC within one (1) month.
10. Receiving copy which was requested by the sender must be forwarded to SBC free of charge.



<b>DELIVERY REQUIREMENT</b>	
a) Makati City	
b) 1 lot	
c) Thirty (30) working days upon receipt of the Notice to Proceed (NTP)	
Terms of Payment: Check payment, 15 days after delivery	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
<b>P 180,000.00 Tax inclusive</b>			In words _____
			In figures: _____

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.

9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.

12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SBCorp shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_

## TERMS OF REFERENCE

### I. Name of Project

Courier Service Provider (CSP) of Small Business Corporation for August 2023 to February 2024.

### II. Purpose

The CSP will handle the mailing services requirements of Small Business Corporation Head Office for the period August to February 2024.

### III. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is PESOS: ONE HUNDRED EIGHTY THOUSAND ONLY (P180,000.00), inclusive of VAT and other applicable government taxes.

### IV. Technical Specifications

1. The CSP must have a respectable track record in nationwide courier service delivery for at least five (5) years.
2. The CSP must have the capacity to accomplish the following:
  - a. Provide fast and dependable delivery of documents, mails, parcels, packages and pouches to any point of the Philippines covered by the CSP zones and must have the following maximum delivery period:

NCR	-	3 days	Visayas	-	7 days
Luzon	-	4 days	Mindanao	-	8 days
  - b. Provide notification to addressee through short messaging services.
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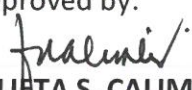
Prepared by:

  
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CEO III

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OIC-CEO IV

Approved by:

  
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ASU/HR, Head