



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
菲律宾共和国驻厦门总领事馆  
XIAMEN

RFQ-XN-2021-10-0046

**REQUEST FOR QUOTATION**

The Philippine Consulate General Xiamen, PROC intends to purchase courier and packaging services and would like to request for a quotation from your company.

Name of Project : Procurement of Courier and Packaging Services  
Location : Philippine Consulate General Grounds, Nos. 2-3,  
Ling Xiang Li, Lian Hua Xin Cun, Siming District,  
Xiamen City, 361009 Fujian Province, PROC  
Specifications : Please see attached  
Approved Budget : Not to exceed US\$ 831.00 / PHP 40,000.006

Deadline for Submission of Quotation : 5:00pm , 11 November 2021

Quotations must be delivered to the address mentioned above or e-mailed to [xiamenpcg@dfa.gov.ph](mailto:xiamenpcg@dfa.gov.ph) or [marcilyn.tubongbanua@dfa.gov.ph](mailto:marcilyn.tubongbanua@dfa.gov.ph) on or before the deadline of submission of quotations.

The Consulate General of the Philippines reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected suppliers.

For further information, please contact:

BIDS AND AWARDS COMMITTEE SECRETARIAT  
Philippine Consulate General, Xiamen  
Nos. 2-3, Lingxiang Li, Lianhua Xin Cun, Siming District,  
Xiamen city, 361009, Fujian Province, PROC  
Tel Nos. (+86-592) 5130355 / 5130366  
Fax Nos (0086) 592-5530803

Very truly yours,

  
ELAINE MAE V. LARUAN-HERNANDEZ  
BAC Chairperson

08 November 2021

**ENGAGEMENT OF COURIER SERVICE TO DELIVER ELECTION MATERIALS  
AND PARAPHERNALIA TO THE PHILIPPINES  
TERMS OF REFERENCE /TECHNICAL SPECIFICATION**

The Philippine Consulate General in Xiamen, also known as Xiamen PCG, needs to engage the services of a qualified and licensed courier service provider which would ensure a faster, efficient and timely delivery of all election materials and paraphernalia used in the 2019 National and Local Elections and previous years to the Commission on Elections, Philippines.

**I. SCOPE OF SERVICES**

The Service Provider shall render the following services:

1. Forward deployment via sea cargo, if possible, of all election-related equipment, paraphernalia, forms and supplies used in the 2019 National and Local Elections and previous years to the Commission on Elections in the Philippines. Please see attached list of election materials subject to reverse logistics.
2. Pack properly the cargoes from Xiamen PCG in accordance with its nature, and packing and shipping standards.
3. Pick up the cargo from Xiamen PCG premises during office hours (Monday to Friday, except holidays, 10:00 am to 3:00 pm).
4. Ship the cargoes to the Philippines on or before 31 January 2022.
5. Deliver the cargoes to the COMELEC Central Warehouse (*provide exact address and contact person*).
6. Release of cargoes shall be made only to the addressee or to its authorized representative.
7. Submit to Xiamen PCG within thirty (30) calendar days, reckoned from its dispatch the following:
  - Delivery Status Report and Delivery Receipts duly acknowledged by the addressee or his/her authorized representatives, with signature over his/her printed name as proof that the addressee has received the cargoes;
  - Other reports and relevant documents as may be required by the Post;
  - Billing/Statement of Accounts reflecting the total amount with US Dollar equivalent.

**II. MINIMUM QUALIFICATIONS**

1. The Service Provider must have a respectable track record in nationwide or international courier services.
2. The Service Provider must have an experience in handling similar contracts in the past.
3. The Service Provider must have a local counterpart, partner or affiliate based in the Philippines to whom payment shall be made after delivery of the shipment to the Commission's designated warehouse.
4. The Service Provider should assign a point person that will handle the account and all the necessary transaction of Xiamen PCG with the courier service provider.

### **III. DURATION OF ENGAGEMENT**

The Contract shall immediately take effect upon its execution and shall remain effective for a period of six months from 01 November 2021.

Xiamen PCG reserves the right to terminate this Contract for any cause which may include failure of the Service Provider to perform in a timely and acceptable manner any of their works, duties, functions, responsibilities or obligations stipulated herein or failure to carry out the tasks herein required in a manner acceptable to Xiamen PCG or violation by the Service Provider of any of the terms and conditions of this Contract, subject to sanctions and remedies provided for herein and under the pertinent laws, rules and regulations.

### **IV. RESPONSIBILITIES OF THE COMELEC**

The COMELEC agrees to pay the Service Provider the Contract Price in accordance with the mode and terms of payment set for in this Contract.

Whenever the performance of the obligations under this Contract requires the Service Provider to obtain permits, approvals, import, and other licenses from local authorities, the COMELEC shall, if so needed by the Service Provider, make its best effort facilitate and/or to assist the Service Provider in complying with such requirements in a timely and expeditious manner.

### **V. TERMS AND MANNER OF PAYMENT**

Payment shall be made in [check] by the COMELEC within thirty (30) calendar days upon receipt of the billing statement.

COMELEC shall pay the Service Provider for its services actually rendered. Such payment shall not exceed Service Provider's financial offers for this project in the total amount of [ ] VAT exempt, inclusive of all other applicable taxes. For the purpose of claiming payments, the all-in rates of Service Provider are fixed and not subject to variation or price escalation on any account.

### **VI. CHARGING RATES**

Rates shall be based on the amount of the award and no payment therefor shall be made except upon issuance by the COMELEC or its authorized representative of a Certificate of Completion of delivery to COMELEC.

Rates are "ALL IN" for all Cargoes such as freight, relevant taxes as may be applicable, subject to tax treatment on the exemption of this Commission from taxes and customs duties pursuant to RA 9369, insurance, handling fee, fuel, waybill issuance fees, and all other charges, fees or fiscal levies pertinent to this Project, shipment of cargoes, including manpower.

In the quotation of rates, the following general parameters shall be considered:

- a. Actual weight or volumetric weight in kilograms, for cargo movement using air, sea or land transportation, whichever is higher. Volumetric weight of cargoes shall be computed according to International Airfreight Transportation Association (IATA) standard, which is volume weight in kilos equals length x width x height in centimeter (cm.) divided by 5,000.
- b. During the weighing before dispatch of Cargoes, the COMELEC shall determine if the weight to be applied is actual or volumetric, in the presence of the representatives of the Provider, Commission on Audit, Finance Services Department and Internal Audit Department.

**VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC for this Project is PHP 40,000.00 (\$831.00).

The ABC is merely an estimate for budget purposes and does not entitle the winning bidder to claim the entire amount it offered during the bidding per lot or lots. Payments to the winning bidder shall be based on the actual/exact total weight of delivered Cargoes up to two (2) decimal points, or the approved minimum weight, whichever is applicable, as indicated in the BL, to be multiplied by the all-in rate/s offered by such bidder during the submission of bids.

**VIII. CONFIDENTIALITY AGREEMENT**

The winning bidder shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon Notice of Award.

**CONFORME:**

\_\_\_\_\_  
Signature Over Printed Name

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

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
Contact Number (Landline and/or Cellphone)

\_\_\_\_\_  
Email Address

Business Permit No.

Tax Identification No.