



REQUEST FOR QUOTATION

REFERENCE NO. BAC-RFQ-2024-062

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF COURIER SERVICE (PR NO. 2024-133)**.

Specification	Qty.	Unit	Estimated Unit Cost	Estimated Amount
Courier Service	1,350	pcs	₱ 150.00	₱ 202,500.00
Delivery of Notice of Meeting for Stockholders				
Please see attached Terms of Reference				
TOTAL				₱ 202,500.00

Approved Budget : ₱ 202,500.00

Submission of Quotation and Eligibility Requirements : 22 October 2024

Mode of Procurement : Small Value Procurement (SVP)

Eligibility Requirements:

1. Valid and current Mayor's/Business Permit (Certified True Copy)
2. PhilGeps Registration Certificate (Certified True Copy) or PhilGeps Registration Number
3. Omnibus Sworn Statement (Notarized)
4. Income/Business Tax Return (Certified True Copy)

Please submit your quotation and eligibility requirements in a **sealed envelope** at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE

Philippine National Construction Corporation
Km15 East Service Road Bicutan Parañaque City
Metro Manila
Tel. No. 8846-3414
Attn: BAC Secretariat

Reference Number: BAC-RFQ-2024-062

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment: Government terms or 30 days
2. Delivery Period: Immediate
3. Tax Identification No. (TIN)

ILIE LIONEL B. GRAMATA

Chairman, Bids and Awards Committee

TERMS OF REFERENCE **FOR THE AVAILMENT OF COURIER SERVICE**

Objective of the Engagement:

- To ensure fast and efficient, timely and secure delivery of official, sensitive and valuable documents and other materials to the Stockholders (addressee) of Philippine National Construction Corporation (PNCC).
- To be able to track documents/materials delivered to nationwide immediately and with wide-range delivery network for local destinations.

Specific Scope of Services:

- The pickup of all mails/parcels is on 23 October 2024 at PNCC Main Office, KM15 East Service Road, Bicutan, Parañaque City.
- The start of door to door delivery of mails/parcels should be on 24 October 2024.
- Door to door pickup and delivery of mails/parcels intended for the Stockholders of PNCC from the PNCC Main Office.
- Provide manifesto of all mails/parcel dispatched.
- With an online document tracking system for easy verification of status of delivery
- Delivery to the addressee of PNCC's documents reckoned from the date of pick-up within 1-2 days for NCR/Luzon and 3-5 days for Visayas and Mindanao.
- Release of mails/parcel shall be made only to the addressee or authorized representative, and only upon presentation and verification by the Service Provider of the authenticity of the identification card/s presented by the addressee or authorized representative.
- In instances where the addressee cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the Service Provider, the latter shall pursue the delivery until three (3) attempts
- Return to PNCC all unclaimed mails/parcels containing PNCC documents within five (5) working days from dispatch.

Minimum Qualifications:

- With wide range delivery network for local destinations.
- With online document tracking system for easy verification of status of delivery.

Received by: 
Cristian P. Onigo

OCT 17 2024
2:37pm

Duration of the Engagement:

- From 23 October 2024 up to the time all the mails/parcels were actually delivered to the addressees and up to time the unclaimed mails/parcels containing PNCC documents were returned to PNCC Main Office.

Allocated Budget

- A budget of Two Hundred Two Thousand Five Hundred Pesos (PhP 202,500) is appropriated for the engagement of courier services.

Terms and Manner of Payment:

- Payment shall be made in check by PNCC within thirty (30) calendar days from receipt of billing statement.

Prepared By:


JANNA CASTILLO
Executive Secretary - OC

Noted By:


JOHN BENEDICK R. DELA CRUZ
Corporate Secretary


ROSALYN S. DELIVIOS
Head, MIS Department/Assistant Compliance Officer

LUZON

1. Bataan	3
2. Batangas	2
3. Benguet	17
4. Bulacan	39
5. Cagayan	2
6. Camarines Norte	2
7. Cavite	35
8. Ilocos Norte	1
9. La Union	2
10. Laguna	20
11. Marinduque	1
12. Nueva Ecija	5
13. Pampanga	29
14. Pangasinan	11
15. Quezon	1
16. Rizal	17
17. Tarlac	2
18. Zambales	1
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	190

VISAYAS

1. Capiz	8
2. Cebu	18
3. Dumaguete	1
4. Iloilo	3
5. Leyte	2
6. Negros Occidental	4
7. Negros Oriental	1
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	37

MINDANAO

1. Agusan Del Norte	1
2. Bukidnon	1
3. Davao City	11
4. Davao Del Norte	2
5. Davao Del Sur	2
6. Misamis Occidental	1
7. South Cotabato	1
8. Zamboanga Del Sur	1
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	20

OVERSEAS

1. Australia	1
2. Canada	3
3. Hawaii	1
4. Indonesia	1
5. Japan	1
6. Singapore	1
7. USA	6
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	14

Luzon	190
Visayas	37
Mindanao	20
NCR	1045
Overseas	14
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	1,306

NCR

1. Caloocan	53
2. Las Pinas	15
3. Makati	185
4. Malabon	9
5. Mandaluyong	41
6. Manila	218
7. Marikina	14
8. Muntinlupa	33
9. Navotas	1
10. Paranaque	44
11. Pasay	29
12. Pasig	58
13. Quezon City	268
14. San Juan	27
15. Taguig	43
16. Valenzuela	7
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	1,045