



**OPEN QUOTATION FORM**

Date: 4 February 2021

Sir/ Madam:

Please furnish us with your quotation on or before 9 February 2021, 5:00PM for the following:

QTY	UNIT	PARTICULARS
1	lot	<b>Messengerial Services</b> <b>Provision of 2021 Messengerial Courier Services (Domestic) of SSS Urdaneta Branch</b>  Originating Unit: <b>SSS Urdaneta</b> 3/F CB Mall, McArthur Highway, Urdaneta City 2428

No.	Destination	Size of Pouch	No. of Pieces* (a)	Unit Price (b)	Amount (c = a x b)	Delivery Dates
1	NCR	Express Letter (500g and below)	55			
2		One Pounder (500g up to 1kg)	77			
3	Luzon	Express Letter (500g and below)	77			
4		One Pounder (500g up to 1kg)	77			
5	Visayas	Express Letter (500g and below)	22			
6		One Pounder (500g up to 1kg)	0			
7	Mindanao	Express Letter (500g and below)	11			
8		One Pounder (500g up to 1kg)	0			
<b>ABC = 53,717.80</b> <b>*Pieces are indicative number and for quotation purposes only.</b>			<b>TOTAL AMOUNT</b>		P	

Requesting Branch: SSS Urdaneta  
 Clearance Request No.: 2021-001  
 Purchase Request No.: 2021-12  
 Method of Procurement: NP-SVP  
 Mode of Evaluation: Per Lot  
 Date Received: 3 February 2021

**Technical Specifications:**

- The service provider must have a respectable track record in nationwide courier service delivery for a minimum of three (3) years.
- The service provider must have the capacity to accomplish the following:
  - Deliver to Luzon, Visayas and Mindanao;
  - Ensure on-time delivery of mails and documents based on and as stated on the number of days based on Schedule of Requirements;
  - Provide online document tracking systems;
  - Provide receipt tickets with records of proof of delivery;
  - Provide a clear and durable pouch for its packaging for easy identification and safety of its contents.
- The courier service provider must pick-up outgoing mails between 4:00 PM to 5:00 PM, Monday to Friday or as the need arises from the above office.

**Schedule of Requirements:**

No.	Destination	Size of Pouch	Estimated No. of Pieces*	Delivery Dates
1	NCR	Express Letter (500g and below)	55	Within 1-3 days
2		One Pounder (500g up to 1kg)	77	Within 1-3 days
3	Luzon	Express Letter (500g and below)	77	Within 1-3 days
4		One Pounder (500g up to 1kg)	77	Within 1-3 days
5	Visayas	Express Letter (500g and below)	22	Within 1-5 days
6		One Pounder (500g up to 1kg)	0	Within 1-5 days
7	Mindanao	Express Letter (500g and below)	11	Within 1-5 days
8		One Pounder (500g up to 1kg)	0	Within 1-5 days

\*Pieces are indicative number and for quotation purposes only.

**Payment Terms:** Supplier shall be paid in accordance to Government Terms and upon delivery of items/services and submission of billing documents; willing to be paid on a monthly basis

**Price validity:** Three (3) months.

**NOTE/S:**

- 1.) **For canvass with an ABC of P100,000.00 and above**, the winning bidder is required to post a Performance/Warranty Security within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash (Goods and Consulting Services) & 10% Cash (Infrastructure), Cashier's / Manager's Check, Bank Guarantee/Draft or 30% Surety Bond callable upon demand, of the contract price.
- 2.) The supplier is required to indicate his PhilGEPS Registration Number on the request for quotation form.
- 3.) Price quoted should be inclusive of VAT.
- 4.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 5.) Alternative offer is not allowed.
- 6.) Award shall be on a "PER LOT" basis.
- 7.) Price quotation should be made with extra care taking into account the specification, unit and quantity to avoid errors. The offeror binds himself to this quotation's TERMS & CONDITIONS.
- 8.) **This canvass shall only determine the supplier who has the lowest bid for the amount of the Purchase Order (PO) and the check/fund transfer payable to the winning bidder shall be based on actual cost and up to the extent of the approved budget only.**
- 9.) For further inquiries, kindly call Mr. Christopher A. Servas, Administrative of SSS Urdaneta at (075)696-0331/(075)568-8512 or at email address [urdaneta@sss.gov.ph](mailto:urdaneta@sss.gov.ph).

*This is to certify that the price offer conforms to the specification of the project and that the above terms and conditions are understood and complied.*

\_\_\_\_\_  
**Owner/Company Representative  
(Signature over Printed Name)**

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

Your Business SSS No.:  
PhilGEPS Registration No.:  
T I N.:  
Date Received:

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Address & Telephone No.)

Very truly yours,

  
**PRIMITIVO D. VERANIA, JR.**

Division BAC Chairperson, Luzon Central 1

Canvassed by:

**CEO Christopher A. Servas**

Signature over printed name

Contact detail of Canvasser:

Telephone Number: (075)696-0331/(075)568-8512  
Email Address: [urdaneta@sss.gov.ph](mailto:urdaneta@sss.gov.ph)