



جمهورية الفلبين
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KUWAIT

REQUEST FOR QUOTATION

Engagement of Courier Service to Deliver Election
Materials and Paraphernalia to the Philippines

Date: 21 November 2021

TO : All Eligible Bidders

The Philippine Embassy - Kuwait, through its Bids and Awards Committee (BAC), invites Suppliers to bid for the hereunder project:

- Name of Project : Engagement of Courier Service to Deliver Election Materials and Paraphernalia to the Philippines
- Brief Description : The Philippine Embassy Kuwait 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
- Procurement Mode : GPPB Resolution No. 28-2017 (Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas
- Approved Budget for the Contract (ABC) : Six Thousand Two Hundred Ninety Eight and Twenty-One US Dollars (US \$6,298.21) as approved by the COMELEC's Commission *En Banc*
- Contract Duration : One (1) Month

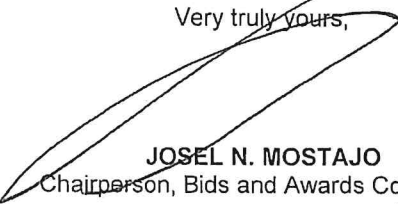
In accordance with the attached Request for Quotation, prospective bidders shall provide accurate information and **submit the Price Quotation not later than 02 December 2021**.

Open quotations shall be submitted personally at the Philippine Embassy Kuwait, Villa 15, Masjid Al-Aqsa Street, Block 1, Salwa Area, Kuwait or electronic mail to bac.kuwaitpe@gmail.com or kuwait.pe@dfa.gov.ph.

The Philippine Embassy – Kuwait reserves the right to accept or reject any or all quotations and to impose additional terms as it may deem proper.

For inquiries, you may contact the Acting Property Officer, Mr. Renan John B. Ruanes of the Philippine Embassy – Kuwait thru +965 6500 2612 from Sunday to Thursday, 07:00 AM to 04:00 PM, except on legal Philippine and Kuwait Holiday.

Very truly yours,


JOSEL N. MOSTAJO
Chairperson, Bids and Awards Committee



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**Engagement of Courier Service to Deliver Election
Materials and Paraphernalia to the Philippines**

TERMS OF REFERENCE

The Philippine Embassy Kuwait 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, to the satisfaction of the Philippine Embassy Kuwait, render, undertake and perform the following:

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.
2. Pack properly the cargoes from the Philippine Embassy Kuwait in accordance with its nature, and packing and shipping standards.
3. Pick up the election materials, equipment and paraphernalia from the following address, within one (1) week before the date of the shipment:

Embassy of the Republic of the Philippines
Villa 15, Masjid Al-Aqsa Street,
Block 1, Salwa Area, KUWAIT
Tel No.: +965 6990 2188
Email: kuwait.pe@dfa.gov.ph
Website: kuwaitpe.dfa.gov.ph

4. Delivery of the election materials, equipment and paraphernalia to the following COMELEC Central Warehouse address:

Commission on Elections
Km. 43, Tagaytay-Sta. Rosa Road
Brgy. Pulong Sta. Cruz
Sta. Rosa City
4026 Laguna, PHILIPPINES

5. Release of cargoes shall be made only to the addressee or to its authorized representative.
6. Submit to the Philippine Embassy Kuwait within thirty (30) calendar days, reckoned from the Philippine Embassy Kuwait's 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;

Villa 817, St. 101 cor. Abdullah Abdul Aziz Al Humaidi St., Block 1, Al-Siddeeq Area
P.O. Box : 47721 Al-Siddeeq, State of Kuwait

- Other reports and relevant documents as may be required by the Philippine Embassy Kuwait;
- Billing/Statement of Accounts.

II. MINIMUM QUALIFICATIONS

1. The Service Provider must have a respectable track record in nationwide or international courier services and must have been in the same business for at least three (3) years attested by previous or current clients through the submission of Certificate of Satisfactory Services Rendered or any other similar document issued to it.
2. The Service Provider must have completed at least two (2) similar contracts.
3. The Service Provider must offer domestic and international courier.
4. The Service Provider must have branches nationwide and international.
5. The Service Provider should have assigned point person that will handle the account and all the necessary transaction of the Post with the courier service provider.

III. DURATION OF ENGAGEMENT

The Contract shall immediately take effect upon its execution and shall not be later than 31 January 2022.

The Philippine Embassy Kuwait reserves the right 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 the Philippine Embassy Kuwait 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 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, 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 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.

Very truly yours,

JOSEL N. MOSTAJO
Chairperson, Bids and Awards Committee