



CONSULATE GENERAL OF THE REPUBLIC OF THE
PHILIPPINES
AGANA, GUAM, USA

Date: 30 September 2021

REQUEST FOR QUOTATION
Logistical Services
Project No. PCGAG-2021-54

Sir/Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Consulate hereby reserves the right to reject any/all offers and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied/delivered shall be subject to the usual inspection by the Consulate's duly authorized representative.
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Submit your quotation using this form or on company letterhead duly signed by the company's authorized representative not later than 06 October 2021.

| QTY. | UNIT | PARTICULARS | UNIT PRICE | TOTAL AMOUNT (INCLUSIVE OF TAXES, AND DELIVERY AND INSTALLATION COSTS) |
|------|------|---|------------|--|
| 1 | lot | <ul style="list-style-type: none"> • Packaging and courier services for the return shipment [via sea cargo] of election equipment, peripherals, paraphernalia, records and materials used in 2019 and past elections from Agana PCG, Guam to the Commission on Elections, Philippines. | | |

COMPANY NAME/SUPPLIER: _____
CONTACT PERSON: _____
ADDRESS AND TELEPHONE NO.: _____


EMMANUEL M. VICENCIO
Cavasser


RUBY R. FERNANDEZ
Administrative Officer



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

TERMS OF REFERENCE

The **Philippine Consulate General in Agana, Guam (Agana PCG)** needs to engage the services of a qualified and licensed courier service provider to 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 **Agana PCG**, render, undertake and perform the following:

1. Forward deployment via sea cargo 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, including but not limited to the following:
 - a) 117 ballot boxes;
 - b) 24 white plastic ballot bins;
 - c) 1 Printer;
 - d) 2 Laptop;
 - e) 1 Finger scanner;
 - f) 1 Camera; and
 - g) Other election materials and paraphernalia.
2. Pack properly the cargoes from Agana PCG in accordance with its nature, and packing and shipping standards.
3. Pick up the cargoes from Agana PCG during business hours from 0900H to 1500H, Monday-Friday (except holidays).
4. Deliver cargoes to the COMELEC Central Warehouse.
5. Release cargoes made only to the addressee or to its authorized representative.
6. Submit to Agana PCG within thirty (30) calendar days, reckoned from the Post'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;
- Other reports and relevant documents as may be required by the Post;
- Billing/Statement of Accounts

II. MINIMUM QUALIFICATIONS

1. The Service Provider must be a duly licensed commercial entity in Guam engaged in the international courier business, with a local partner in the Philippines.
2. The Service Provider must have a respectable track record in international courier services.
3. The Service Provider must have completed at least two (2) similar contracts.
4. The Service Provider must offer international courier service.
5. The Service Provider should have an assigned point person in Guam who will handle the account and all the necessary transactions of the Post with the courier service provider.

III. DURATION OF ENGAGEMENT

The Terms of Reference shall immediately take effect upon its execution and shall remain effective from date of signing of the contract up to 31 January 2022, the last day to ship out all election materials and paraphernalia from 2019 and past elections.

Agana PCG reserves the right to terminate this Terms of Reference 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 Agana PCG or violation by the Service Provider of any part of this Terms of Reference, 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 Terms of Reference.

Whenever the performance of the obligations under this Terms of Reference 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 to facilitate and/or 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 offer for this project in the maximum total amount of eight thousand US Dollars (USD8,000.00) only VAT exempt, inclusive of all 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

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.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for this Project is Eight Thousand US Dollars (USD 8,000.00) only.

VIII. CONFIDENTIALITY AGREEMENT

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