



Republic of the Philippines
Professional Regulation Commission
Regional Office IV-B
Regional Bids and Awards Committee

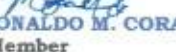
4th Floor Sunnymede IT Center, 1614 Quezon Avenue, South Triangle, Quezon City
Telephone No.: (02)8733-1045
E-add: bac.4b@prc.gov.ph

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Member

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Member

REQUEST FOR QUOTATION
(RFQ) No. 2025-08

Date:

Contact Person:

Name of Company:

Address:

Contact Details:

PhilGEPS Registration Number (Required):

Dear Sir/Madam:

The **PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE (RO) IV-B**, with address at 4th Floor Sunnymede IT Center, 1614 Quezon Avenue, South Triangle, Quezon City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 for the project:

PROVISION OF POSTAGE AND COURIER SERVICES

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, or via email at bac.4b@prc.gov.ph, using the "PRC Official Forms" provided herein, duly signed by the owner or his duly authorized representative **not later than 20 May 2025 at 9:00 AM**. Evaluation of quotation/proposal will be on **20 May 2025 at 10:00 AM** at the PRC Regional Office IV-B, 4th Floor Sunnymede IT Center, 1614 Quezon Ave., South Triangle, Quezon City. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the RBAC email address.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:


1. Valid Mayor's / Business Permit
(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment)
2. Valid PhilGEPS Registration Number
3. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
4. Duly notarized Omnibus Sworn Statement
5. Duly notarized Secretary's Certificate with a copy of valid government issued ID of the Corporate Secretary *(for partnership, corporation, cooperative, or joint venture)* / Special Power of Attorney as representative *(if sole proprietorship)*.



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- ❖ *For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)*
- ❖ *For procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum membership may be submitted in lieu of the said documents.*

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC reserves the right to accept or reject any or all quotations, and to impose additional terms and conditions as it may deem proper.

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-E" for your reference.

For inquiries you may send an e-mail to RBAC Secretariat at bac.4b@prc.gov.ph or call at Tel. No. (02)8733-1045.

Thank you.

Very truly yours,


MAYROSE L. QUEZON
RBAC Chairperson



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ANNEX "A"

❖ **TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex "A-D")**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Lowest Calculated Bidder may be subjected to Post Qualification Conference whenever necessary.
7. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

❖ **TERMS OF REFERENCE**

Name of Project:	PROVISION OF POSTAGE AND COURIER SERVICES
Approved Budget for the Contract:	The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of Eighty Thousand Pesos (Php80,000.00) , inclusive of all applicable bank and government charges.
Location:	Professional Regulation Commission Regional Office IV-B - 4th Floor Sunnymede IT Center, 1614 Quezon Avenue, South Triangle, Quezon City

No.	Scope of Work/ Schedule of Requirements	Schedule of Delivery
1	All cargoes, documents and records of PRC Regional Office IV-B shall be handled with care and picked up by the WINNING BIDDER at the following addresses: 1. PRC Regional Office IV-B – 4 th Floor Sunnymede IT Center, 1614 Quezon Avenue, South Triangle, Quezon City 2. PRC Palawan Service Center - 2 nd Floor, Robinsons Place Palawan, Puerto Princesa City, Palawan.	During Contract Implementation



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	<p>3. PRC Calapan City Service Center – Mindoro State University, Calapan City, Oriental Mindoro.</p> <p>and be delivered to its clientele and its Central Office in PRC Manila, as well as to Fifteen (15) other Regional Offices, Satellite Offices, and Off-site Service Centers.</p>	
2	<p>Nationwide coverage of its services originated at PRC Regional Office IV-B (MIMAROPA), stationed in Metro Manila to its clientele and its Central Office in PRC Manila, as well as to Fifteen (15) other Regional Offices, Satellite Offices, and Off-site Service Centers.</p> <p>The fifteen (15) other Regional Offices are in National Capital Region, Cordillera Administrative Region (Baguio City), Regional Office I (Rosales), Regional Office II (Tuguegarao City), Regional Office III (San Fernando City), Regional Office IV-A (Lucena City), Regional Office V (Legazpi City), Regional Office VI (Iloilo City), Regional Office VII (Cebu City), Regional Office VIII (Tacloban City), Regional Office IX (Pagadian City), Regional Office X (Cagayan de Oro City), Regional Office XI (Davao City), Regional Office XII (Koronadal), Regional Office XIII (Butuan City).</p> <p>The satellite office is located in Zamboanga City.</p> <p>The off-site service centers are located in:</p> <p>GT Town Center Koronadal Service Center Kidapawan Service Center Tagbilaran Service Center Robinsons Place Bacolod City Robinsons Galleria Cebu City Robinsons Place Dasmariñas, Cavite Robinsons Place Dumaguete City Robinsons Place Iligan City Robinsons Place Ilocos Robinsons Place Iloilo City Robinsons Place Naga City Robinsons Place Ormoc City Robinsons Place Palawan Robinsons Place Pangasinan Robinsons Place Santiago, Isabela Robinsons Place Sta. Rosa, Laguna Robinsons Starmills Robinsons Place Tagum, Davao OSSCO Clark, Angeles City OSSCO Davao City OSSCO Palayan City Ayala Mall Manila Bay Calapan City Service Center Lucky Chinatown, Binondo, Manila Maasin City, Tacloban Robinsons North Tacloban Digos Business Center, Digos City, Davao del Sur</p>	During Contract Implementation



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	Festive Walk Mall Iloilo My Metro Town Mall Tarlac Candon City Sports Complex Service Center																			
3	<p>Except in case of force majeure, the winning bidder shall give priority to all PRC Cargoes in the shipment via air or sea of the same and shall make sure that they are delivered on time to the specified Consignee in undamaged condition, at 4:00 P.M. cut-off time. Due to the current situation that we're in and limited airline flights and ship movements the lead time shall now be adjusted, as reflected on the table below.</p> <table><tr><th>SERVICEABLE AREA (SA)</th><th>LEAD TIME</th></tr><tr><td>NCR</td><td>1-3 DAYS</td></tr><tr><td>LUZON</td><td>3-5 DAYS</td></tr><tr><td>VISAYAS</td><td>5-8 DAYS</td></tr><tr><td>MINDANAO</td><td>5-8 DAYS</td></tr></table> <table><tr><th>OUTSIDE SERVICEABLE AREA (OSA)</th><th>LEAD TIME</th></tr><tr><td>LUZON</td><td>7-8 DAYS</td></tr><tr><td>VISAYAS</td><td>10-14 DAYS</td></tr><tr><td>MINDANAO</td><td>10-14 DAYS</td></tr></table>	SERVICEABLE AREA (SA)	LEAD TIME	NCR	1-3 DAYS	LUZON	3-5 DAYS	VISAYAS	5-8 DAYS	MINDANAO	5-8 DAYS	OUTSIDE SERVICEABLE AREA (OSA)	LEAD TIME	LUZON	7-8 DAYS	VISAYAS	10-14 DAYS	MINDANAO	10-14 DAYS	During Contract implementation
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4	WINNING BIDDER shall bill PRC Regional Office IV-B in accordance with the rates provided in the contract on a monthly basis attaching therein a List of Statement of Charges and Waybills of WINNING BIDDER for all deliveries made within themonth.	During Contract implementation																		
5	In excess of the minimum guaranteed weight/volume of FOUR HUNDRED FORTY (440) KILOGRAMS, WINNING BIDDER shall bill PRC in accordance with the rates provided in the contract.	During Contract implementation																		
6	PRC Regional Office IV-B shall pay the WINNING BIDDER within ten (10) days upon receipt of billing with complete documents. WINNING BIDDER shall, upon receipt of payment issue the corresponding official receipt, or at least within 24 hours from receipt of payment.	During Contract implementation																		
7	<p>Except in cases of force majeure and fortuitous events, WINNING BIDDER shall be precluded from:</p> <p>7.1 Bumping-off PRC cargo in favor of other clients; 7.2 Refusing to transport, ship and deliver PRC cargo; 7.3 Exercising stoppage in transit, or when a co-loader or subcontractor fails, for any justifiable reason, to fulfill the terms and conditions of co-loading or subcontracting agreements with WINNING BIDDER; and 7.4 Ceasing transport, shipment and delivery operations involving PRC cargo.</p>	During Contract implementation																		
8	WINNING BIDDER shall, upon prior notice, facilitate the entry of PRC representatives into warehouses and cargo loading or unloading areas during reasonable office hours for purposes of inspection.	During Contract implementation																		



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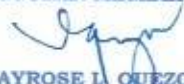
9	WINNING BIDDER shall deliver cargo only to the Consignee or a duly authorized PRC representative on the address as specified on the top portion of PRC Bill of Lading which should be the same Consignee indicated in WINNING BIDDER waybill. Any delivery made to a person or entity other than the intended Consignee or duly authorized representative shall be deemed a failure of delivery for which the WINNING BIDDER is liable to re-deliver and take the fastest means available, and charge the difference in the shipment of freight cost to itself, if necessary.	During Contract implementation
9.a.	In cases where the WINNING BIDDER has no delivery for far-flung areas or OUT of Service Areas, e.g. barangays, document drop-off points shall be at the office of the WINNING BIDDER within the city/town proper or at the nearest branch. The WINNING BIDDER shall inform the client of the availability of documents for pick-up.	During Contract implementation
10	The WINNING BIDDER has the right but not the obligation to inspect any shipment, but shall not be authorized to open the shipment.	During Contract implementation
11	WINNING BIDDER shall exercise extra-ordinary diligence in the handling of shipment. Except in cases of force majeure or fortuitous event, WINNING BIDDER agrees to compensate PRC's claim of damages and losses based on the formal claim letter duly filed with complete documents attached, accepted, processed and determined as the fault of WINNING BIDDER. Such claims must be filed within thirty (30) days from date of damages or from the time the consignee receives the shipment from WINNING BIDDER. Payment of such claim shall, however, be limited to the reasonable and correct value appearing on the Bill of Lading or has been fairly and freely agreed upon by both parties.	During Contract implementation
12	In cases where the goods of PRC, are already covered by a separate Bill of Lading or Consignment Note ("BL/CN"), the parties agree that such goods shall be governed by the terms and conditions of the BL/CN, it being understood that in case of conflict between such conditions and this agreement, the conditions in the BL/CN shall prevail and the conditions of this Agreement shall only be supplementary in so far as there is no conflict.	During Contract implementation
13	The WINNING BIDDER shall not be responsible for any failure to comply with, or for any delay in performance of the terms of the Contract where failure or delay is due to causes beyond WINNING BIDDER reasonable control included, but not limited to, acts of God or the public enemy, war, riot, embargo, fire explosion, sabotage, flood, accident, labor disputes,	During Contract implementation



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	default of common carrier and any other similar or analogous causes.	
14	<p>The liability of WINNING BIDDER for any direct loss, theft, damage, or for any other similar cause to the cargoes shall be governed exclusively by the terms and conditions of WINNING BIDDER waybill, whether or not the waybill is actually issued. However, in the event of loss or theft of the cargo, beyond the control of the WINNING BIDDER shall notify the PRC in accordance with the notice provisions herein stated below, within seven (7) working days from WINNING BIDDER discovery of such loss or theft. Notwithstanding the preceding provisions, WINNING BIDDER shall not be held liable for any unsuccessful deliveries due to the following causes:</p> <p>14.1 Wrong or incomplete address of the Consignee; 14.2 Changes in address of PRC Regional Office with WINNING BIDDER not duly notified; 14.3 Force majeure or other similar causes as stated in paragraph 11; 14.4 Causes other than the force majeure and which cause is beyond the control of WINNING BIDDER; and 14.5 Other causes analogous to the above statement.</p>	During Contract implementation
15	<p>The WINNING BIDDER shall provide packaging and crating services for fragile shipments with charge to be included in monthly billing and specifically identified in the List of Statement of Charges.</p>	During Contract implementation
16	<p>Courier Services shall include the hauling of Office Supplies, Examination Materials and Office Equipment. The WINNING BIDDER shall provide the following add-on services, as provided for in its Technical bid, at no cost to PRC:</p> <p>16.1 Boxes, pouches, packaging tapes, and forms for PRC's consumption in transporting their goods; 16.2 Electronic cargo tracking and monitoring system for fast, regular and accurate information on PRC shipment; 16.3 Specifically designated and secure area with a dedicated team at WINNING BIDDERS sorting hub exclusively for PRC cargoes and documents; 16.4 Customized risk-based delivery systems for accountable forms, checks and other sensitive official documents; 16.5 Assignment of Special Team to handle the PRC account to ensure full implementation of WINNING BIDDER contractual obligations; 16.6 Delivery of unclaimed PRC documents to clientele with secure, and fool-proof system at the option of the consignee; 16.7 Call center facility with courier services; and 16.8 Assistance in public information, surveys and social marketing programs.</p>	During Contract implementation



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17	<p>All notices required under this agreement shall be deemed given, if and when personally delivered in writing to the party or its designated agent/representative, faxed, or mailed by registered mail or sent by reputable courier services or by means of electronic mail, return receipt requested, postage prepaid and properly addressed. Such notices shall be deemed given upon three (3) business days after mailing.</p> <p>All notices, requests, consents and other documents ("Notices") shall be deemed served or given.</p>	During Contract implementation																		
18	<p>18.1 If personally served by being left at the address of the party to whom the Notice is given between the hours of 8:00 a.m. and 5:00 p.m. on any business day then in such case at the time Notice is duly received;</p> <p>18.2 If sent by facsimile, then in such case when successfully transmitted during business hours, or if not during business hours, then on the next business/working hours; and</p> <p>18.3 If sent by electronic mail, then upon receipt by Sender of the acknowledgment of the "receipt requested" message from the recipient.</p> <p>Any party may change its address for receipt of Notices at any time by giving notice thereof to the party. The duly authorized representative of that party may sign any Notice given under this Agreement on behalf of any party. Either party may change the manner by which notice is to be given provided that the other party was advised of such change in writing, duly received.</p>	During Contract implementation																		
19	<p>Except in cases of force majeure, the service areas with corresponding lead times are as follows:</p> <table><tr><th>SERVICEABLE AREA (SA)</th><th>LEAD TIME</th></tr><tr><td>NCR</td><td>1-3 DAYS</td></tr><tr><td>LUZON</td><td>3-5 DAYS</td></tr><tr><td>VISAYAS</td><td>5-8 DAYS</td></tr><tr><td>MINDANAO</td><td>5-8 DAYS</td></tr></table> <table><tr><th>OUTSIDE SERVICEABLE AREA (OSA)</th><th>LEAD TIME</th></tr><tr><td>LUZON</td><td>7-8 DAYS</td></tr><tr><td>VISAYAS</td><td>10-14 DAYS</td></tr><tr><td>MINDANAO</td><td>10-14 DAYS</td></tr></table> <p>19.1 Should any loss, theft, damage or any other similar cause occur while shipment is in custody of WINNING BIDDER, it is understood that arrangements for its replacement including assistance, costs among others shall be limited to WINNING BIDDER and the applicant and vice versa.</p>	SERVICEABLE AREA (SA)	LEAD TIME	NCR	1-3 DAYS	LUZON	3-5 DAYS	VISAYAS	5-8 DAYS	MINDANAO	5-8 DAYS	OUTSIDE SERVICEABLE AREA (OSA)	LEAD TIME	LUZON	7-8 DAYS	VISAYAS	10-14 DAYS	MINDANAO	10-14 DAYS	During Contract implementation
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	<p>19.2 The agreed upon procedures and lead times for Return to Sender (RTS) are as follows:</p> <ol style="list-style-type: none">Undelivered transactions due to Bad Address or Unknown Consignee – For both Manila and other Provincial transactions – 3 delivery attempts.Undelivered transactions after making 3 delivery attempts – FOR MANILA TRANSACTIONS - The document will stay at the WINNING BIDDER. <p>19.3 If the consignee calls WINNING BIDDER within 5 days:</p> <ol style="list-style-type: none">1st option – Pick up at WINNING BIDDER2nd option – If not accessible to the applicant, pick up at the nearest WINNING BIDDER outlet. <p>19.4 If the consignee does not call WINNING BIDDER within 5 days, all undelivered transactions should be returned to PRC Regional Office IV-B within twenty-four (24) hours from the said 5th day.</p> <p>19.5 FOR PROVINCIAL TRANSACTIONS – the document will stay at the branch/agent office for 10 days.</p> <ol style="list-style-type: none">If the Consignee calls WINNING BIDDER within 10 days:<ol style="list-style-type: none">1st option – Pick up at branch/agent office.2nd option – If not accessible to the client, pick up at the nearest WINNING BIDDER Outlet.If the consignee does not call WINNING BIDDER within 10 days, all undelivered transactions should be returned to PRC Regional Office IV-B c/o WINNING BIDDER within twenty four (24) hours from the said 5th day.	
20	<p>The WINNING BIDDER acknowledges that the services rendered under the Contract entered into with PRC shall be solely as an independent contractor. WINNING BIDDER shall not enter into any Memorandum of Agreement or commitment in behalf of PRC. WINNING BIDDER further acknowledges that it is not entitled to any employment rights or benefits. It is expressly understood that the Contract is not a joint venture between PRC and the WINNING BIDDER.</p>	During Contract implementation
21	<p>WINNING BIDDER expressly agrees that the Contract entered into with PRC and all its terms and conditions are subordinate to the rules and regulations which may be imposed from time to time by government regulatory bodies, instrumentalities or agencies.</p>	During Contract implementation




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E-add: bac.4b@prc.gov.ph

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RONILO A. DELA CERNA
Vice-Chairperson


MELQUIADES C. ANCHETA
Member


RONALDO M. CORALES
Member

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EDUARDO R. AZAGRA
Provisional Member

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Secretary

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Member

ARVIN R. LUNAR
Member

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Member

JOHN MARVIN P. MAGSALIN
Member

22	The Contract between PRC and the WINNING BIDDER shall be for a period of SIX (6) Months commencing upon the execution of the contract with PRC. <i>Provided however, that the services of the WINNING BIDDER are automatically extended until such time that a new Courier Contract shall have been executed.</i>	During Contract implementation
23	This Contract shall not be assigned by the winning bidder to any party without the prior written consent of the PRC Regional Office IV-B.	During Contract implementation

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TECHNICAL SPECIFICATIONS

Item/Description	Bidder's Statement of Compliance
<p>1. Nationwide coverage of its services originated at PRC Regional Office IV-B (MIMAROPA), stationed in Metro Manila to its clienteles and its Central Office in PRC Manila, as well as to Fifteen (15) other Regional Offices, Satellite Offices, and Off-site Service Centers.</p> <p>The fifteen (15) other Regional Offices are in National Capital Region, Cordillera Administrative Region (Baguio City), Regional Office I (Rosales), Regional Office II (Tuguegarao City), Regional Office III (San Fernando City), Regional Office IV-A (Lucena City), Regional Office V (Legazpi City), Regional Office VI (Iloilo City), Regional Office VII (Cebu City), Regional Office VIII (Tacloban City), Regional Office IX (Pagadian City), Regional Office X (Cagayan de Oro City), Regional Office XI (Davao City), Regional Office XII (Koronadal), Regional Office XIII (Butuan City).</p> <p>The satellite office is located in Zamboanga City.</p> <p>The off-site service centers are located in:</p> <p>GT Town Center Koronadal Service Center Kidapawan Service Center Tagbilaran Service Center Robinsons Place Bacolod City Robinsons Galleria Cebu City Robinsons Place Dasmariñas, Cavite Robinsons Place Dumaguete City Robinsons Place Iligan City Robinsons Place Ilocos Robinsons Place Iloilo City Robinsons Place Naga City Robinsons Place Ormoc City Robinsons Place Palawan Robinsons Place Pangasinan Robinsons Place Santiago, Isabela Robinsons Place Sta. Rosa, Laguna Robinsons Starmills Robinsons Place Tagum, Davao OSSCO Clark, Angeles City OSSCO Davao City OSSCO Palayan City Ayala Mall Manila Bay Calapan City Service Center Lucky Chinatown, Binondo, Manila Maasin City, Tacloban Robinsons North Tacloban Digos Business Center, Digos City, Davao del Sur</p>	<p>During Contract implementation</p>



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Festive Walk Mall Iloilo My Metro Town Mall Tarlac Candon City Sports Complex Service Center	
1.1. Description of door-to-door pick-up and delivery of parcel and cargoes from the PRC Regional Office IV-B to PRC Central Office and fifteen (15) other regional offices, satellite offices, and off-site service centers.	During Contract implementation
1.2. List of Branches nationwide with the name of contact persons/agents and contact details (<i>contact/fax numbers and e-mail/skype address</i>).	During Contract implementation
1.3. Weekly/monthly schedule of the assigned personnel to pick-up the daily shipment at PRC (cut-off time is 4:00 p.m.).	During Contract implementation
1.4. Schedule of next day delivery or lead time for ordinary delivery for PRC.	During Contract implementation
1.5. Schedule of next day delivery for rush shipments with 3:00pm cut-off time for PRC.	During Contract implementation
1.6. Packaging and crating services for fragile shipments for PRC.	During Contract implementation
1.7. Cargo tracking and monitoring system for PRC.	During Contract implementation
2. With cargo tracking and monitoring system by both consignee and consignor through on-line website and SMS inquiry facilities.	During Contract implementation
2.1. Description of cargo tracking and monitoring system through on-line Website and SMS inquiry facilities.	During Contract implementation
2.2. Customer Service Hotline for inquiries.	During Contract implementation

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ANNEX "C"

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Member

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Member

APPLICABLE RATES

Origin: Metro Manila (Quezon City)

DOCUMENTS/POUCH (WEIGHT)	Intra City	Luzon	Visayas	Mindanao	Islander
Ordinary (20 grams – 100 grams)	110.00	130.00	150.00	170.00	200.00
Regular (minimum of 100-500 grams)	180.00	210.00	230.00	270.00	300.00
Large (minimum 500 grams – 2 kgs)	200.00	220.00	245.00	290.00	320.00
Extra-large (minimum of 2 kgs – 2.5 kgs)	230.00	275.00	300.00	330.00	350.00
Add on per exceeding kilogram	30.00	40.00	55.00	75.00	85.00

Origin: Metro Manila (Quezon City)

* Visayas rate will apply to Palawan

Above rates is inclusive of VAT

PARCEL/CARGO/KILOBOX	Intra City	Luzon	Visayas	Mindanao	Islander
Minimum of 3.1 kgs	300.00	320.00	335.00	350.00	360.00
Add on per exceeding kilogram	120.00	135.00	150.00	160.00	175.00

* Visayas rate will apply to Palawan

Above rates is inclusive of VAT

ORIGIN	DESTINATION	CHARGEABLE SECTOR RATE
Sector 1	Sector 1	Sector 1
Sector 1	Sector 2	Sector 2
Sector 1	Sector 3	Sector 3
Sector 2	Sector 1	Sector 2
Sector 2	Sector 2	Sector 1
Sector 2	Sector 3	Sector 2
Sector 3	Sector 1	Sector 3
Sector 3	Sector 2	Sector 2
Sector 3	Sector 3	Sector 1

* Sector 1 = Luzon; Sector 2 = Visayas; Sector 3 = Mindanao/Islander

APPLICABLE RATES FOR SECTORS

IMPORTANT REMINDER/S:

Pick-up and Delivery within city is chargeable as "INTRACITY" sector.

Other Charges:

- Outside Service Area, if applicable. Minimum of Php 350.00 (regular outside service area run)
- 1% Valuation Charge
- VAT on other charges
- Fuel Surcharge (FS): Php 17.00 (VAT Inclusive)



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PRICE QUOTATION SHEET
FINANCIAL BID

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

PROVISION OF POSTAGE AND COURIER SERVICES

In Figures: _____

In Words: _____

*** THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT, ALL TAXES, AND BANK CHARGES.**

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No:

Detailed Cost Breakdown
Delivery Charges for Domestic Documents/Parcels (Inclusive of all Applicable Taxes) FY 2025
Bid Form for Procurement of Courier Services

Weight	Within Metro Manila (Intracity)				Manila to Luzon (Sector 1)				Manila to Visayas (Sector 2)				Manila to Mindanao (Sector 3)			
	Projected Quantity up to December	Average Ceiling Price/Document/Parcel (Php)	Offered Unit Cost/Mail (Php)	Total delivery Charges (Php)	Approx. Quantity	Ceiling Price/Document/Parcel (Php)	Offered Unit Cost/Mail (Php)	Total delivery Charges (Php)	Approx. Quantity	Ceiling Price/Document/Parcel (Php)	Offered Unit Cost/Mail (Php)	Total delivery Charges (Php)	Approx. Quantity	Ceiling Price/Document/Parcel (Php)	Offered Unit Cost/Mail (Php)	Total delivery Charges (Php)
	(a)	(b)	(c)	(a) x (c) = (d)	(e)	(f)	(g)	(e) x (g) = (h)	(i)	(j)	(k)	(i) x (k) = (l)	(m)	(n)	(o)	(m) x (o) = (p)
A. Documents																
Ordinary 20 grams up to 100 grams	20	110.00			45	130.00			35	150.00			35	170.00		
Regular 101 grams to 0.5 kgs.	20	180.00			40	210.00			30	230.00			25	270.00		
Large 0.6 kgs. to 2 kgs.	20	200.00			35	220.00			25	245.00			25	290.00		
X-Large 2.1 kgs to 3 kgs.	5	230.00			20	275.00			5	300.00			5	330.00		
	67				140				95				90			
B. Parcels/Kilobox (Non-Documents)																
Minimum 3 kgs.	3	300.00			5	320.00			5	335.00			5	350.00		
Rate per kg. in excess of 3 kgs.		120.00				135.00				150.00				160.00		
	3				5				5				5			

Submitted by :

Signature over Printed Name of the Bidder/Authorized Representative

Name of Courier Service Provider/Address

Date

51 Jan 2025