



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines
http://www.cda.gov.ph | helpdesk@cda.gov.ph | CDA Philippines



REQUEST FOR QUOTATION

Date: October 24, 2024
RFQ No.: 2024-244

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.

[Signature]
JOSELITO O. HALLAZGO
Chairman, Bids & Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	PRICE			OFFER		REMARKS																								
			QTY	Unit Price	Total Price	Compliance with Technical Specifications (please check)																										
						Yes	No																									
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE		P200,000.00																														
<p>PROCUREMENT OF COURIER SERVICES</p> <p>1.0 Provision of Courier</p> <p>1.1 Contract Duration</p> <p>The Service Provider shall provide the Authority through the Records Section – GSS/Administrative Division, nationwide and international courier services for the period covering January 1, 2025 to December 31, 2025.</p> <p>1.2 Supply and Materials</p> <p>The Service Provider shall provide all the necessary supplies and materials, such as, but not limited to, pouches, boxes, and labeled packaging tapes, upon the commencement of the contract implementation and as prompted by the Records Section.</p> <p>1.3 Pick-up Schedule</p> <p>The Service Provider shall schedule the daily pick-up of mails/packages from the Records Section, during working weekdays, between 2:00 p.m. and 4:00 p.m. The Records Section is located at the G/F CDA Building, 827 Aurora Blvd. Service Road, Brgy. Immaculate Conception, Cubao, Quezon City.</p> <p>On top of the regular daily pick-up of documents, the Service Provider must be able to provide same-day delivery service, the mail/packages shall be picked-up from the Records Section upon notice to the Service Provider.</p> <p>1.4 Delivery Schedule</p> <p>1.4.1 The Service Provider must follow the following delivery schedules for regular service, cargo and regular international courier service, upon receipt of the mails/packages for the Records Section:</p>	1 lot																															
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<p>Notes:</p> <p>1. During implementation, in case of changes in the delivery schedule, the Service Provider shall immediately inform the Records Section of the same through writing or email.</p>																																

2. In case of delay in the delivery of the expected service, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (1/10 of 1% or 0.1%) of the cost of the unperformed portion for every day of delay.

1.5 Quantity

The Service Provider should provide courier services for the following estimated annual quantities for regular courier service, cargo and regular international courier service

I. REGULAR COURIER SERVICE

AREA OF DISTRIBUTION	ANNUAL REQUIREMENTS (in unit)		
	Pouch		
	0-0.5 kg	0.5 > 1 kg	1 > 2 kg
NCR	200	100	50
Luzon	300	50	50
Visayas	100	100	50
Mindanao	150	250	50

II. CARGO

AREA OF DISTRIBUTION	ANNUAL REQUIREMENTS (in unit)								
	3	4	5	10	20	30	40	50	
NCR	2	2	2	2	2	2	2	2	
Luzon	2	2	2	2	2	2	2	2	
Visayas	2	2	2	2	2	2	2	2	
Mindanao	2	2	2	2	2	2	2	2	

2.0 Tracking of Packages

2.1 The Service Provider must ensure that the Records Section can track the mails/packages while in transit through the following:

2.1.1 On-line Tracking System, such as those that are accessible through the Service Provider's website, if applicable;

2.1.2 Automated electronic mail (email) and short messaging services (SMS) notification; and

2.1.3 Receipt tickets with records of proofs of deliveries which can be retrieved within the day

2.2 The Service Provider must submit to the Records Section, a progressive reporting/tracking of delivery status, with reasons, in case of the following: (i) delays; (ii) non-deliveries; or (iii) open, lost or non-arrival of mails/packages, within twenty-four (24) hours from discovery.

2.3 For lost mails/packages, upon notification to the Records Section, the Service Provider shall submit a notarized Affidavit of Loss with an attached incident report within ten (10) working days from the date of the incident. If the mails/packages can be reconstructed or reproduced, it shall then be redelivered provided that the cost shall be waived.

2.4 A mail/package shall be declared undelivered after three (3) unsuccessful delivery attempts, except when the delivery is deemed futile, e.g. when the addressee has moved out, is deceased, or has outright refused to accept the delivery, then no further delivery attempts shall be made.

In such cases, the Service Provider shall return the mail/package to the Records Section accompanied by a Return Manifest stating the reason why the document has been undelivered.

3.0 Urgent Courier Services

On top of the regular courier service and in case of urgent deliveries as notified by the Records Section, the Service Provider must ensure the timely provision of courier services.

4.0 Performance Review and Assessment

The Records Section shall conduct a mid-term performance review and assessment of the performance of the Service Provider based on the following rating standards:

No.	CRITERIA	Weight
1	Conformity to the technical requirements	40
2	Quality of service delivered/provided	30
3	Timeliness in the delivery of service and response to complaints	30
TOTAL		100%

Adjectival Rating	Numerical Rating
Very Satisfactory	90% - 100%
Satisfactory	80% - 89%
Needs Improvement	70% - 79%
Poor	69% - below

The CDA may terminate the contract for failure of the Service Provider to perform its obligations therein.

5.0 Payment Terms

The Service Provider shall issue a monthly invoice/billing during contract implementation provided that the following conditions are met:

5.1 Upon delivery of the mail/package, the following information must be clearly indicated in the proof of delivery:

- 5.1.1 Full name of the recipient;
- 5.1.2 Signature;
- 5.1.3 Relationship to the addressee, if applicable; and
- 5.1.4 Date of receipt.

5.2 Original acknowledged ink-signed proof of delivery (POD) for all mails are attached to the billing statement/sales invoice. If ink-signed PODs are lost or unreturned, the Service Provider shall issue a certified Delivery receipt or an alternate document, signed by the recipient.

6.0 Contract Cost and Duration of the Contract

6.1 The estimated cost is PhP 200,000.00 for the contract

6.2 All bids shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.

6.3 Contract duration is twelve (12) months - January 1, 2025 to December 31, 2025

*****nothing follows*****

Note: •Quoted price/s must be VAT inclusive.

- Supplier must have a Land Bank of the Phil. Account.
- Supplier must submit a sealed quotation.
- Sealed quotation must be submitted together with the following requirements:
Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

Signature over Printed Name

Contact Numbers (Landline and/or
Cellphone Nos.)/E-mail address

Canvasser