



REQUEST FOR QUOTATION / PROPOSAL

CIAP-F-PRO-003 || Rev. 1 || 24/02/2022

Procurement of Courier Services for the CIAP and CIAC

P.R. No./Date Received: **22-07055 | 30 June 2022**

RFQ/P No. / Date: **2022-07-0048**

05-Jul-22

The Construction Industry Authority of the Philippines (CIAP) invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached **Terms of Reference/Technical Specifications** subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please check the appropriate documents needed to be submitted by the bidder. Please refer to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Professional License/Curriculum Vitae for consulting services
- PCAB Licence
- Net Financial Contracting Capacity Computation
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement
- Signed Terms of Reference or Technical Specifications, if applicable
- BIR Certificate of Registration (BIR Form No. 2303)

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to ciapbac@construction.gov.ph on or before **13 July 2022, 5:00 PM**, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following **Terms and Conditions**:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306) 5% R-VAT** and **(BIR 2307) 1% (PO) or 2% (JO) deductions**.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Terms of Reference/Technical Specifications**.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,

ALLEN MAR P. ANTALAN
 Secretariat, Bids and Awards Committee
 CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
 4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City
 Telephone: (+632)8896-4507 | e-mail: ciapbac@construction.gov.ph

| Item | QTY | ABC | Technical Specifications | Brand/Model | Unit Price | Total Amount |
|----------------------------------|-----|--------------|--|------------------------------------|------------|--------------|
| | | | | (To be filled-out by the supplier) | | |
| 1 | 1 | P 360,300.00 | Courier Services for the CIAP and CIAC (Please see attached Terms of Reference) | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total ABC | | P 360,300.00 | | TOTAL Amount | | |
| Delivery and Other Instructions: | | | Please refer to the attached Terms of Reference for delivery instruction and schedule. | | | |

(Please provide complete information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____
 Designation/Position : _____
 Name of Company : _____
 Address : _____
 Telephone / Fax : _____
 E-mail Address : _____
 Company Tax Identification Number : _____

TERMS OF REFERENCE

Provision of Courier Services for the Construction Industry Authority of the Philippines

I. BACKGROUND & RATIONALE

For the Construction Industry Authority of the Philippines (CIAP) to properly serve its clientele, both internal and external, it needs to engage the services of a qualified service provider to perform efficient, timely, and secure delivery of its official documents and relevant materials (the "Service Provider").

II. OBJECTIVE

The CIAP aims to engage the services of a courier service provider to ensure faster and secured delivery of both mails, documents and parcels (collectively "mails") for domestic locations with immediate tracking of documents.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Three Hundred Sixty Thousand Three Hundred Pesos (PhP360,300.00)**, inclusive of all applicable government taxes, service charges, and other additional fees for delivery to remote areas subject to the usual budgeting, accounting and auditing rules and regulation.

IV. MODE OF PROCUREMENT

The procurement of the Service Provider shall be through Negotiated Procurement – Small Value Procurement pursuant to R.A. No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR).

V. SCOPE OF WORKS

The Service Provider shall provide courier services for the CIAP. To this end, it shall perform the following functions and responsibilities:

1. Door-to-door collection and delivery of documents. Service Provider representative must pick-up the parcels from the CIAP office and deliver documents to the specified address. The pick-up and delivery shall follow the health protocols issued by the task force for the prevention of COVID-19.
2. Must have an assigned servicing branch and at least one (1) alternate branch to execute the terms in the contract between CIAP and the Service Provider. If both the main and the alternate branches are unavailable, the Service Provider must immediately endorse the CIAP to another servicing branch with the same terms as stated in the contract.
3. Ensure **on-time delivery of mails in all cities and municipalities** covered by the Service Provider within the National Capital Region, Luzon, Visayas and Mindanao, and international destinations, if any, based on the schedule of requirements issued

by the Construction Industry Arbitration Commission and the Records Unit of each of the Implementing Board of CIAP.

4. Release of mails to proper recipients only upon presentation by the recipient of identification card/s. In cases the recipient cannot personally receive the mail, authorization letter and copy of identification card should be presented/submitted by the authorized receiver.
5. Provide a real time mobile or online document tracking system and should have an assigned point person that will handle the account and all necessary transactions of the CIAP with the Service Provider.
6. Submit a duly signed certified true and correct monthly summary report and/or Proof of deliveries (PODs) or other forms of verification **not later than ten (10) working days after the end of every month**. Delivery of PODs or other forms of verification to CIAP shall incur no additional charges. The veracity of the information stated in the summary of the PODs shall be duly certified by the Head of Service Provider or its authorized representative.
7. Undertake **at least two (2) attempts** to deliver the mails coursed through it. If undelivered after the first attempt, the Service Provider shall immediately notify the CIAP and wait for its instructions. The CIAP may then modify the delivery details (e.g., different floor/unit but same building, or different recipient but same address, etc.) to aid in the second attempt to deliver the documents, **without additional cost** unless such modification resulted to a new delivery address. If it remains undelivered, the Service Provider shall return the documents to the CIAP, stating a justifiable reason and proof for non-delivery thereof. If unable to return the undelivered mails/return to sender (RTS) mails to CIAP, the Service Provider must submit a notarized affidavit of loss. Said items shall also be deducted from the Statement of Account (SOA) based on its content including corresponding charges.
8. The delivery schedule or schedule or requirements provided below may be modified anytime at the option of the CIAP, provided that the Service Provider be given notice of such modifications one (1) week prior to the effectivity of the modification.

Delivery Schedule / Schedule of Requirements

| Area of Distribution | Expected Delivery Date |
|-----------------------------|--|
| Metro Manila (NCR) | To be delivered within two (2) working days upon receipt of the mails from the CIAP. <i>Daily pick-up time is 3:00 PM.</i> |
| Luzon | To be delivered within five (5) working days upon receipt of the mails from CIAP. <i>Daily pick-up time is 3:00 PM.</i> |
| Visayas | To be delivered within three (3) to five (5) working days upon receipt of the mails from CIAP. <i>Daily pick-up time is 3:00 PM.</i> |
| Mindanao | To be delivered within (3) to five (5) working days upon receipt of the mails from CIAP. |

| Area of Distribution | Expected Delivery Date |
|---------------------------|---|
| | <i>Daily pick-up time is 3:00 PM.</i> |
| International Destination | To be delivered within ten (10) working days upon receipt of the mails from CIAP. <i>Daily pick-up time is 3:00 PM.</i> |

9. Provide all accessory supplies and materials such as packing tapes, stickers, airway bill forms, pouches or boxes, or plastics for bulk transactions, and weighing scale.
10. Provide a facility to the CIAP focal wherein both shippers and consignee portions in the waybill can be pre-encoded/pre-printed, as well as to provide all necessary supplies for the sending of the mail.
11. The SOA to be issued by the Service Provider to the CIAP should be based on the **actual number of deliveries made per month**. In case of delivery to remote areas, additional fees may be charged accordingly. For mails that will exceed the legal-size envelope and/or contain materials other than documents, necessary fees may also be charged accordingly.
12. The Service Provider must attach to its bid the filled-out forms in *Annexes A and B* of this TOR and submit pertinent supporting documents. Aside from the accomplished Request for Quotation by the bidders, the Annex B shall be used as a reference for the evaluation and detailed breakdown of submitted financial quotation. This shall also be used for the identification of bidder who submitted the lowest bid based on the *Total Estimated Lot* in the submitted accomplished Annex B by the bidder.
13. Answer all queries and complaints of CIAP within three (3) working days.

VI. Preferred Qualifications

1. The Service Provider must have a respectable track record in nationwide 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 other similar documents issued to it.
2. The Service Provider must have completed at least two (2) similar contracts with another Philippine government agency/ies for the past three years, submitting to CIAP a copy or proof of such.
3. The Service Provider must offer domestic and international courier services, submitting to CIAP a proof of such.
4. The Service Provider must have several branches nationwide, submitting to CIAP a proof of such.
5. The Service Provider must have a real time mobile or online document tracking system, submitting to CIAP a proof of such.

6. The Service Provider must have an assigned point person that will handle the account and all the necessary transactions of the CIAP with the Service Provider; submitting to CIAP a copy of his/her government-issued identification card and company employee ID.

VII. Contract Duration

The contract shall be from the signing of the Contract/issuance of Notice to Proceed to the 31 December 2022, subject to monthly renewal until a new Service Provider is procured.

VIII. Mode of Payment

The CIAP shall pay the Service Provider on a monthly basis, within 15 days upon receipt of the SOA or billing statement of a given period, duly certified true and correct monthly report and/or PODs or other forms of verification that the recipients have received their mails, and a Certificate of Satisfactory Services Rendered issued by the end-user. Should there be undelivered mails/RTS mails, the same should be completely delivered to CIAP prior to processing of payment. In case of lost or unlocated mails, the Service Provider shall provide a notarized affidavit of loss and the same must be deducted from the SOA. The CIAP may hold the processing of payment for failure to submit the complete documentary requirements stated above.

IX. Liquidated Damages

In case of delay in the delivery of expected service, the amount of the liquidated damages shall be one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. Pursuant to Section 68 of R.A. No. 9184, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

X. Dispute Resolution

1. Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue of proceedings shall be in Makati City.
2. In case of a court suit, the venue shall be courts of competent jurisdiction in Makati City, to the exclusion of all other courts.

Prepared by:


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Administrative Officer V

Reviewed by:



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Chief Administrative Officer

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DELIA B. PERLADA
Officer-in-Charge, AMCD

Approved by:

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Executive Director-in-Charge, CIAP

Engr. Rene E. Fafardo
ENGR. RENE E. FAFARDO
Director-in-Charge, CIAC

CONFORME:

This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all of the requirements and deliverables needed for the Provision of Courier Services for the Construction Industry Authority of the Philippines

Name and Signature of Authorized Representative of the Contractor

PhilGEPS Registration Number

Tax Identification Number

Date

Annex A. Technical Specifications

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance".

| Item | Specification/Requirement | Bidder's Statement of Compliance |
|--------------------------------------|--|----------------------------------|
| <i>Requirements / Scope of Works</i> | | |
| A | Door-to-door collection and delivery of documents. Service Provider representative must pick-up the parcels from the CIAP office and deliver documents to the specified address. The pick-up and delivery shall follow the health protocols issued by the task force for the prevention of COVID-19. | |
| B | Must have an assigned servicing branch and at least one (1) alternate branch to execute the terms in the contract between CIAP and the Service Provider. If both the main and the alternate branches are unavailable, the Service Provider must immediately endorse the CIAP to another servicing branch with the same terms as stated in the contract. | |
| C | Ensure on-time delivery of mails in all cities and municipalities covered by the Service Provider within the National Capital Region, Luzon, Visayas and Mindanao, and international destinations, if any, based on the schedule of requirements issued by the Construction Industry Arbitration Commission and the Records Unit of each of the Implementing Board of CIAP. | |
| D | Release of mails to proper recipients only upon presentation by the recipient of identification card/s. In cases the recipient cannot personally receive the mail, authorization letter and copy of identification card should be presented/submitted by the authorized receiver. | |
| E | Provide a real time mobile or online document tracking system and should have an assigned point person that will handle the account and all necessary transactions of the CIAP with the Service Provider. | |
| F | Submit a duly signed certified true and correct monthly summary report and/or Proof of deliveries (PODs) or other forms of verification not later than ten (10) working days after the end of every month. Delivery of PODs or other forms of verification to CIAP shall incur no additional charges. The veracity of the information stated in the summary of the PODs shall be duly certified by the Head of Service Provider or its authorized representative. | |
| G | Undertake at least two (2) attempts within to deliver the mails coursed through it. If undelivered after the first attempt, the Service Provider shall immediately notify the CIAP and wait for its instructions. The CIAP may then modify the delivery details (e.g., different floor/unit but same building, or different recipient but same address, etc.) to aid in the second attempt to deliver the documents, without additional cost unless such modification resulted to a new delivery address. If it remains undelivered, the Service Provider shall return | |



| Item | Specification/Requirement | Bidder's Statement of Compliance |
|---------------------------------|---|----------------------------------|
| | the documents to the CIAP, stating a justifiable reason and proof for non-delivery thereof. If unable to return the undelivered mails/return to sender (RTS) mails to CIAP, the Service Provider must submit a notarized affidavit of loss. Said items shall also be deducted from the Statement of Account (SOA) based on its content including corresponding charges. | |
| H | Comply with the delivery schedule or schedule of requirements | |
| I | Provide all accessory supplies and materials such as packing tapes, stickers, airway bill forms, pouches or boxes, or plastics for bulk transactions, and weighing scale. | |
| J | Provide a facility to the CIAP focal wherein both shippers and consignee portions in the waybill can be pre-encoded/pre-printed, as well as to provide all necessary supplies for the sending of the mail. | |
| K | The SOA to be issued by the Service Provider to the CIAP should be based on the actual number of deliveries made per month. In case of delivery to remote areas, additional fees may be charged accordingly. For mails that will exceed the legal-size envelope and/or contain materials other than documents, necessary fees may also be charged accordingly. | |
| L | Answer all queries and complaints of CIAP within three (3) working days. | |
| Preferred Qualifications | | |
| A | The Service Provider must have a respectable track record in nationwide 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 other similar documents issued to it. | |
| B | The Service Provider must have completed at least two (2) similar contracts with another Philippine government agency/ies for the past three years, submitting to CIAP a copy or proof of such. | |
| C | The Service Provider must offer domestic and international courier services, submitting to CIAP a proof of such. | |
| D | The Service Provider must have several branches nationwide, submitting to CIAP a proof of such. | |
| E | The Service Provider must have a real time mobile or online document tracking system, submitting to CIAP a proof of such. | |
| F | The Service Provider must have an assigned point person that will handle the account and all the necessary transactions of the CIAP with the Service Provider; submitting to CIAP a copy of his/her government-issued identification card and company employee ID. | |

Annex B
Estimated Courier Service Cost Distribution

To be used as a reference for the evaluation of submitted quotations and identification of bidder who submitted the lowest bid.

| Area of Distribution | Estimated Number of Mails* | | | Estimated Price per Unit/Parcel** | | | Total Estimated Price | | |
|----------------------------|-------------------------------|------------------|---------------------|-----------------------------------|------------------|---------------------|-----------------------|------------------|---------------------|
| | Letter Size Envelope | A4 Size Envelope | Legal Size Envelope | Letter Size Envelope | A4 Size Envelope | Legal Size Envelope | Letter Size Envelope | A4 Size Envelope | Legal Size Envelope |
| Metro Manila (NCR) | 800 | 120 | 300 | | | | | | |
| Luzon | 250 | 55 | 78 | | | | | | |
| Visayas | 273 | 33 | 85 | | | | | | |
| Mindanao | 273 | 33 | 85 | | | | | | |
| International Destination | 4 | 2 | 2 | | | | | | |
| Total | 1,600 | 243 | 550 | | | | | | |
| Total Estimated Lot | 2,393 (in 6 months) | | | | | | | | |

*Specified quantities are indicative numbers and for bidding purposes only.

** Indicated price shall be used in the actual implementation of contract, except for the estimated International Destination rates which may vary on the actual destination of mails.

Total Financial Proposal (in Figures) : _____

Total Financial Proposal (in Words) _____

Submitted by:

 Name and Signature of Authorized Representative of the Service Provider