



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
VANCOUVER

REQUEST FOR QUOTATION / PROPOSAL

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

The Philippine Consulate General in Vancouver, on behalf of the Commission on Elections of the Republic of the Philippines, intends to engage the services of a qualified and licensed courier provider for the shipment of election paraphernalia, equipment, records and materials used in the 2019 National and Local Elections and previous years to the Commission on Elections, Philippines. Quotations/Proposals received in excess of the Approved Budget for Contract (ABC) shall be automatically rejected.

**Name of Project : Reverse Logistics of Election Paraphernalia, Equipment, Records
and Materials used in 2019 and previous years**

Terms of Reference : Please see attached Annex "A"

**Approved Budget : US Dollars Seven Thousand Eight Hundred Thirty-Three and 33/100
(US\$ 7,833.33), chargeable against COMELEC's Fund**

The Philippine Consulate General in Vancouver invites all interested technically, legally and financially capable companies to submit their respective proposals for the procurement not later than 22 November 2021, 1700H. The Consulate accepts open quotations submitted directly or through email at the address given below:

Ms. Carlota T. Halili-Castañeda / Mr. Kenneth C. Joya
Administrative Officer / Property Officer
Philippine Consulate General
999 Canada Place, Suite 660
Vancouver, BC V6C 3E1
Email address: carlota.castaneda@dfa.gov.ph / kenneth.joya@dfa.gov.ph

The Consulate reserves the right to accept or reject any quotation, to annul the proposal process, and to reject all quotations/proposals at any time prior to contract of award without thereby incurring any liability to the affected supplier or suppliers.


ANALYN D. RATONEL
Chairman
Bids and Awards Committee

Vancouver, 15 November 2021

ENGAGEMENT OF COURIER SERVICE TO DELIVER ELECTION MATERIALS AND PARAPHERNALIA TO THE PHILIPPINES

TERMS OF REFERENCE

The Philippine Consulate General in Vancouver (PCG Vancouver), British Columbia, Canada needs to engage the services of a qualified and licensed courier 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 Consulate General in Vancouver, British Columbia, Canada, 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, particularly:
 - Ballot Boxes (body and top over)
 - Mailing Packets (official ballots, official ballot envelopes, paper seals, Instruction to voters), Return to Sender (RTS) used and unused Election envelopes
 - Various election materials
2. Pack properly the cargoes from PCG Vancouver in accordance with its nature, and packing and shipping standards.
3. Pick up the cargo from PCG Vancouver between 9:00 AM to 5:00 PM.
4. Delivery of cargoes to the COMELEC Central Warehouse.
5. Release of cargoes shall be made only to the addressee or to its authorized representative.
6. Submit to PCG Vancouver 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 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 documents 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 remain effective for a period of _____ from _____.

PCG Vancouver reserves the right to 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 PCG Vancouver or violation by the Service Provider or 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 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 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 offers for this project in the total amount of US Dollars Seven Thousand Eight Hundred Thirty-Three and 33/100 (US7,833.33), 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 for this Project is **US\$7,833.33**.

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.