



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
菲律賓共和國駐澳門特別行政區總領事館
MACAU SAR

REQUEST FOR QUOTATION

Sir/Madam:

The Philippine Consulate General in Macau SAR intends to procure One (1) Year Courier Service for Diplomatic Pouch and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached Terms of Reference for the procurement on or before 09 October 2021. The Consulate accepts open quotations submitted directly through email at macau.pcg@dfa.gov.ph. Quotations should not exceed the Approved Budget for the Contract (ABC) of One Hundred Seventy Two Thousand Philippine Pesos (PHP172,000.00) or Thirty One Thousand Four Hundred and Fifteen Macau Patacas (**MOP31,415.00**) and detailed in the attached Terms of Reference.

Kindly send us the signed copy stating the company's compliance to the said Terms of Reference.

Should you require further clarification, please contact Gina Clemencio at +85366981900 or send a message to macau.pcg@dfa.gov.ph.

Very truly yours,


MARIA ANGELICA C. GENOTIVA
BAC Chair

Macau SAR, 29 September 2021

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Price quotation shall be denominated in Macau Patacas and shall include all taxes, duties, and/or other lawful charges.
- Bidders shall comply with the Technical Specifications/Terms of Reference attached to this Request for Quotation.
- The Philippine Consulate General in Macau SAR reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

Units 1404-1406, 14/F AIA Tower, Nos. 251-A-301, Avenida Comercial de Macau, Macau SAR

Tel: (853) 28757111 Fax: (853) 28757227

Website: www.macaupcg.dfa.gov.ph Email: macau.pcg@dfa.gov.ph

TERMS OF REFERENCE

PROCUREMENT OF ONE (1) YEAR COURIER SERVICE FOR DIPLOMATIC POUCH

ITEMS	REFERENCE	
I.	<p>Background</p> <p>The Philippine Consulate General in Macau SAR intends to procure One (1) Year Courier Service for Diplomatic Pouch.</p> <p>The Consulate General needs a secure and reliable courier service as part of its continuous and regular transmittal of important correspondence to the Home Office via the Diplomatic Pouch.</p>	
II.	<p>Objective</p> <p>To provide the Consulate a secure and reliable courier service for the continuous and regular delivery of various documents and shipment of parcels for a period of one year commencing on 01 November 2021 to 31 October 2022.</p>	
III.	<p>Scope of Work and Obligations</p> <ol style="list-style-type: none"> 1. The Contractor shall provide door to door pick-up and delivery of diplomatic pouch and parcels to the Consulate General; 2. The Contractor must be available for pick-up of the outbound Diplomatic Pouch anytime; 3. The Contract shall provide service for unscheduled or special outgoing diplomatic pouch, when needed, within short notice, anytime during weekdays, weekends or holidays, at the contracted rate; 4. The Contractor shall comply with all relevant provisions of the Vienna Convention on Diplomatic and Consular Relations pertaining to the treatment of diplomatic pouches and other applicable security regulations and laws regarding pick-up and delivery of diplomatic pouch, parcels and cargo from the Consulate General to the Home Office; 5. The Contractor shall immediately inform the Consulate General in case any items for shipment are lost, or there is incidence of tampering of the seals and locks of the diplomatic pouches. The Contractor shall submit a formal written report detailing the circumstances pertaining to the events mentioned above. <p>In addition, if the incidence of missing shipments or tampering of the seals are attributable either to the fault or negligence of the Contractor, the Consulate General shall be reimbursed the production/manufacturing or reconstruction cost of the lost items;</p> <ol style="list-style-type: none"> 7. The Contractor shall establish a working monitoring system within the Consulate General's Administrative Officer and 	<p>STATEMENT OF COMPLIANCE</p>

	<p>Communication Officer to ensure close coordination and smooth implementation of the contract; and,</p> <p>8. The shipment rate shall be computed based on the actual weight of outgoing diplomatic pouches. Whenever applicable, cargo sent shall be computed based on volumetric weight.</p>	
VII.	<p>Contract Duration</p> <p>The contract shall be for the period starting from 01 November 2021 to 31 October 2022.</p>	
VIII.	<p>Terms of Payment</p> <ol style="list-style-type: none"> 1. The Contractor shall submit the weekly/monthly invoice together with the airway bills; 2. Payments shall be made within 30 days upon receipt of the weekly/monthly invoice with the complete required documents; and, 3. Billing must be addressed to the Philippine Consulate General in Macau SAR. 	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)

[Name of the Bidder/ Bidder’s Authorized Representative/s]

Signature over printed name

[Position]

[Date]

Contact Number (Landline and/or Cellphone)

Email address

Business Permit Number or License No.