

REPUBLIC OF THE PHILIPPINES
EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
BANGKOK, THAILAND

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Bangkok, Thailand intends to procure courier and packaging services for the return shipment from Bangkok, Thailand to Laguna, Philippines of election equipment and materials used in the 2019 and previous elections of the Philippines, and would like to request a quotation from your company. This request for quotation is being issued in accordance with Republic Act No. 9184, also known as the "Government Procurement Reform Act" of the Philippines. Below are the terms and conditions of the request for quotation:

- Name of Project : **Courier and Packaging Services for the Return Shipment of Election Equipment, Peripherals, Paraphernalia, Records, and Materials used in 2019 and past Philippine elections from Bangkok, Thailand to Laguna, Philippines**
- Terms of Reference : Please see attached Annex A
- Approved Budget : Not to exceed a total of THB135,692.74 (USD4,679.06)
- Payment : Send-bill Arrangement

Please submit a signed quotation and indicate your acceptance of the said procurement. The Embassy accepts quotations submitted directly, or by facsimile or email at the following address and fax numbers:

- 760 Sukhumvit Road corner Soi Philippines (30/1), Bangkok 10110, Thailand
- Fax nos. +662 259-2809/259-7373
- Email: bangkokpe.bac@dfa.gov.ph

The deadline for the submission of quotations is on **03 December 2021, 1730h**. Should you require further information and clarification, you may contact the Embassy at telephone no. +662 259 0139 ext. 120.

Very truly yours,

BEATRIZ INES L. HERRERA-DAVILA
Head, Bids and Awards Committee Secretariat

02 December 2021

TERMS OF REFERENCE

1. Project Name

Courier and Packaging Services for the Return Shipment of Election Equipment, Peripherals, Paraphernalia, Records, and Materials used in 2019 and past Philippine elections from Bangkok, Thailand to Laguna, Philippines

2. Objective and Rationale

This Request for Quotation is for the purpose of engaging the services of a provider that is technically, legally, and financially capable of shipping used and unused election materials and paraphernalia that are currently in the custody of the Embassy.

3. Duration and Scope

The shipment shall be one-time only and shall be done not later than **31 January 2022**. The bidder shall cover all the costs of the shipment from pick-up in Bangkok, Thailand to delivery in Laguna, Philippines.

4. Pick-up

The provider must pick up the used and unused election materials and paraphernalia from the following address within one (1) week before the agreed date of shipment:

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES

760 Sukhumvit Road corner Soi Philippines (30/1)
Klong Tan, Klong Toei, Bangkok 10110, Thailand
Email: bangkokpe.bac@dfa.gov.ph
Tel.: (+662) 259-0139 to 40

5. Delivery

The provider must deliver the used and unused election materials and paraphernalia to the following address:

COMMISSION ON ELECTIONS

Km. 43, Tagaytay-Sta. Rosa Road
Brgy. Pulong Sta. Cruz, Sta. Rosa City
4026 Laguna, Philippines
Email: overseasvoting@comelec.gov.ph
Tel.: +63 02 8521 2952

6. Invoicing and Payment Terms

The payment terms must conform to the existing auditing rules and regulations of the Philippine Government. Payment will be made in Thai Baht currency. The provided quotation shall include all applicable taxes and duties payable.

Payment for the shipment will be made within the first fifteen (15) days from the date of pick-up of the used and unused election materials and paraphernalia.

The invoice and receipt shall be under the name of the Embassy and the original copies of the same shall be immediately provided to the Embassy.