



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
CONSOLATO GENERALE DELLA REPUBBLICA DELLE FILIPPINE
MILAN

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BULLETIN BOARD
15 DIC. 2023

REQUEST FOR QUOTATION

Procurement of Courier Service for the Philippine Consulate General - Milan

Date: 15 December 2023

TO : All Eligible Bidders

The Philippine Consulate General –Milan, through its Bids and Awards Committee (BAC), invites Suppliers to bid for the hereunder project:

- Name of Project : Procurement of Courier Service for the Philippine Consulate General in Milan
- Brief Description : Procurement of Courier Service for outgoing Diplomatic Pouch of the Philippine Consulate General-Milan for the period 01 January 2024 to 31 December 2024
- Procurement Mode : GPPB Resolution no. 28-2017 (Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas)
- Approved Budget : 9,000.00 Euros inclusive of all applicable taxes.
- Contract Duration : One (1) year.

In accordance with the attached Request for Quotation (Annex A), prospective bidders shall provide accurate information and **submit the Price Quotation Form not later than 12:00 p.m. on 22 December 2023.**

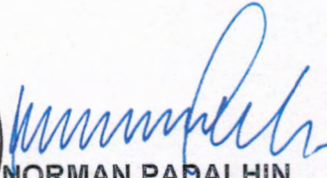
Open quotations shall be submitted personally at the Philippine Consulate General – Milan, Viale Stelvio 71 – Via Bernina, 18 20159, Milan, Italy or electronic mail (philcongenmilan@gmail.com)

The Philippine Consulate General – Milan reserves the right to accept or reject any or all quotations and to impose additional terms as it may deem proper.

For inquiries, you may contact the BAC Secretariat of the Philippine Consulate General – Milan, at telephone number +39 02 668 25232.

Very truly yours,




NORMAN PADALHIN
BAC Chairperson

TERMS OF REFERENCE

I. ITEM FOR PROCUREMENT

Procurement of Courier Service for outgoing Diplomatic Pouch of the Philippine Consulate General in Milan Italy.

II. APPROVED BUDGET FOR THE CONTRACT

Euros 9,000.00).

III. BASIC TERM

The term of the contract shall be for a period of one (1) year from 01 January 2024 to 31 December 2024.

IV. SCOPE / SPECIFICATIONS

- Door to door delivery of Diplomatic Pouch from the Philippine Consulate General in Milan Italy

V. MODE OF PAYMENT

Payment shall be made through bank transfer per Air Way Bill submitted by the courier service.

VI. REQUIREMENTS

To provide and make available services to the Philippine Consulate General in Milan, Italy:

1. The courier service shall deliver door-to-door the diplomatic pouch from the Philippine Consulate General in Milan to the Department of Foreign Affairs in Manila, weighting 35 kilos maximum on the first week of every month and as necessary. The courier shall pick up said diplomatic pouch bag on the 2nd floor of the Consulate building.
2. Payment for the courier service shall be made via bank transfer based on the Air Way Bill submitted by the courier.
3. The Air Way Bill shall indicate a breakdown of the costs of the services rendered.
4. The courier shall assume responsibility for any loss or damage pertinent to the delivery of the articles/item shipped. In this connection, the courier shall identify and provide an insurer to cover costs that may accrue under such circumstances.
5. The courier shall have a facility, preferably accessible online, through which to track and verify the status of delivery.
6. The duration of the contract shall be for one (1) year.

PRICE QUOTATION FORM

Date

We are pleased to quote our lowest price for item herewith:

Quantity	Unit	Description	Unit Cost	Total Cost
1	lot	Procurement of Courier Service for the Philippine Consulate General in Milan, Italy. Specification: Door-to-door delivery of diplomatic pouch from the Philippine Consulate General in Milan to the Department of Foreign Affairs in Manila, weighting 35 kilos maximum on the first week of every month and as necessary. The courier shall pick up said diplomatic pouch on the 3 rd floor of the Consulate building.		

TOTAL AMOUNT IN WORDS: _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name of Bidder
Signature over printed name