

**PROCUREMENT OF FREIGHT/CARGO
FORWARDING AND TRANSPORTATION SERVICES
FOR THE DELIVERY OF VARIOUS ICT EQUIPMENT TO
REGIONAL OFFICES VI-XIV**

I. APPROVED BUDGET FOR THE CONTRACT:

**THREE HUNDRED THIRTY SEVEN THOUSAND PESOS (P337,000.00)
inclusive of all taxes, insurance and applicable costs**

II. MODE OF PROCUREMENT : NEGOTIATED PROCUREMENT

III. SOURCE OF FUNDS: FY 2021 GAA

IV. TERMS AND CONDITIONS:

A. Qualifications of the Service Provider/Contractor

The Contractor must be a licensed freight cargo forwarder and must have a track record or experience in cargo forwarding service for local consignees in the last five (5) years.

The contractor must have the necessary the necessary equipment (Trucks, Cranes, Forklift including drivers/operators) facilities, qualified personnel, expertise and other means necessary to perform the customs clearance, freight forwarding and inland transportation and related services in accordance with the best commercial practice.

B. Types of Consignments/Items

The main commodities to be transported are various Information, Communications Technology Equipment (ICT), and various books/educational printed materials (see attached list).

C. Scope of Work

1. Pick up cargo/equipment from the Property Management Section Department of Justice, Padre Faura Street, Ermita Manila during office hours.
2. Manage the entire transport chain and logistical functions from the point of origin to the point of destination, including all elements of the various modes of transport necessary up to and including the delivery to the pre-defined destination, based on the list as provided by the Property Management Section.

3. Assume full responsibility for the proper care and custody of the equipment until such time that those are delivered to their respective consignees.
4. Pay the full amount of declared value of the equipment/cargoes in case of loss, damage and/or theft, if there is any.
5. Submit original Proof of Deliveries (POD) or Electronic POD with clients full name, signature and date receive; one (1) week after receipt with complete supporting documents such as summary of billing and three (3) copies of invoice receipts for the processing of payments.
6. Give immediate feedback in case of delay by reason of natural calamity and other uncontrollable circumstances.
7. Immediately inform the Department of the return of the documents to the Property Management Section in case these were not received due to the following:
 - Consignee's contact landline/mobile number is defective or unverified;
 - Consignee moved to unknown address;
 - Consignee is unknown at the given address; and
 - Consignee refused to accept the documents
 - The Cargo Forwarder Service Provider shall provide the Property Management Section a list of Out-of-Delivery Zone Area

D. Delivery Period:

Within Seven (7) days upon receipt of the Notice to Proceed (NTP).

E. Payment Terms

Payment shall be made upon successful delivery and within fifteen (15) days upon receipt of Billing Invoice/SOA.

V. Submission of Documentary Requirements

The Contractor must submit bid quotation/proposal together with the following:

1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
2. Business Licenses – Registration Papers, Mayor's Permit, and other Licenses;
3. Income Business Tax Return;
4. Philgeps Registration;
5. Omnibus Sworn Statement;

6. Track Record – list of government clients for similar services indicating description of contract scope, contract duration, contract value, contact references; and
7. Warranty Security

Prepared and Submitted by:


MAY R. ESTELLERO
Administrative Officer III
Property Management Section

Recommending Approval:


LIZA B. DE LEON
Director IV- Administrative Service

APPROVED BY:


JULIANA GAVIOLA SUNGA
Undersecretary