



GSIS Government Service Insurance System
Bohol Branch Office, 2/F DBP Bldg, CPG North Ave, Tagbilaran City 6300

REQUEST FOR QUOTATION

The **GOVERNMENT SERVICE INSURANCE SYSTEM** invites all interested registered suppliers to submit quotations for:

**1 LOT FREIGHT AND DELIVERY SERVICES FOR BOHOL
BRANCH OFFICE FROM FEBRUARY TO DECEMBER
2015 Php 132,000.00**

Note: In accordance with the Terms of Reference

Forms may be secured from the Office of the Manager, GSIS Bohol Branch starting 25 February 2015. The last day of submission of quotation shall be on 4 March 2015, not later than 9:00 a.m.

Contact Person/s : Gerald Mark A. Bondal
Telephone Number : (038) 501-0579/(038) 235-5208
Place of Submission of Quotations: GSIS Bohol Branch Office
2nd Flr. DBP Bldg. CPG North Ave.,
Tagbilaran City 6300 Bohol



Freight & Delivery Services for Bohol Branch Office

TERMS OF REFERENCE

I. Item for Procurement:

Communication Services – Freight & Delivery for GSIS Bohol Branch Office.

II. Approved Budget :

One Hundred Thirty-Two Thousand Pesos (PHP 132,000.00) inclusive of all applicable taxes

III. Scope and Specifications:

Documents	Small, Medium, Large pouch
Air Freight	Per Kilo
Sea Freight	Per Kilo

Note: Delivery or pick up of documents/items shall include areas in Luzon, Visayas and Mindanao

IV. Terms and Conditions:

1. The contract period shall be from February – December 31, 2015.
2. The service provider should pick-up all documents for mailing everyday, Mondays to Fridays.
3. The service provider should allow, upon request pick-up of documents/items from GSIS Pasay to GSIS Bohol. The cost incurred shall be chargeable to the account of GSIS Bohol.
4. The service provider is expected to deliver the parcel/documents on time.
5. The service provider shall be held responsible for any loss or damage of the items in transit.
6. The statement of account (SOA) must be submitted to this office every first working day of the following month for validation and processing.

V. Mode of Payment:

1. Since this is a delivery of service agreement, payment shall be made on a month-to-month basis.
2. Payment shall be subject to the following withholding taxes:
 - VAT Registered – Five Percent (5%) creditable tax and two percent (2%) Expanded Tax
 - NON-VAT Registered Three Percent (3%) creditable tax and two percent (2%) Expanded Tax


GRACE P. RADA
Branch Manager