



REQUEST FOR QUOTATION

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

DESCRIPTION	Quantity	Unit
SUPPLY AND PROVISION OF FREIGHT AND DELIVERY / COURIER SERVICES for the period March 2017 to December 2017 <i>see attached Terms of Reference (TOR)</i>	1	lot

Forms may be secured from the Office of the Branch Manager, GSIS Cagayan de Oro Branch Office, Calamansi Drive, Carmen, Cagayan de Oro City starting 14 March 2017. The last day of submission of quotation shall be on 20 March 2017, not later than 3:00 PM.

Contact Person : Roberto R. Jucoy (Purchaser / Buyer)
Tel. No. : (088) 858-5818
Mobile No. : 09173250573 (globe)
Place of Submission of Quotation : Office of the Branch Manager
GSIS Cagayan de Oro Branch Office
Mayor P.N. Roa St., Brgy. Carmen
Cagayan de Oro City



**TERMS OF REFERENCE
SUPPLY AND PROVISION OF FREIGHT AND DELIVERY / COURIER SERVICES**

I. ITEM FOR PROCUREMENT

Supply and Provision of Freight and Delivery / Courier Services for GSIS Cagayan de Oro Branch Office (GSIS CDO BO)

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

Three Hundred Fifty Thousand and 0/100 pesos only (PhP350,000.00) inclusive of all applicable taxes

III. SCOPE / SPECIFICATIONS

Particulars	Remarks
Documents	Small, Medium, Large
Parcels (Pouches and Boxes)	
General Cargo	
From GSIS Cagayan de Oro to Luzon, Visayas, and Mindanao and From GSIS Pasay City to GSIS Cagayan de Oro Branch Office	send bill arrangement "collect" charge account
Delivery date (lead time)	
Serviceable Area	1 to 2 days
Out of Town Deliveries	3 to 5 days
Supplies , Airways Bills, Consignment Notes	Available w/in 3 days

IV. TERMS AND CONDITIONS

A. Commencement of Services and Duration of Contract

The supply and provision of services shall be made available by the vendor / supplier to the GSIS CDO BO beginning five (5) days upon receipt of the Purchase Order (PO) from GSIS CDO BO. The vendor / supplier shall pick up documents from the GSIS CDO BO, for dispatch within the same day. The duration of the contract shall be from March 2017 up to December 2017, unless otherwise revoked by the GSIS CDO BO due to non-compliance of the vendor / supplier with the Terms of Reference herein set forth.

B. Payment

The above-mentioned services shall be paid fifteen (15) days after receipt of the monthly billing from the vendor / supplier. The services rendered must be duly found to be satisfactory (in accordance with the agreement between the GSIS CDO BO and the vendor / supplier) as indicated in the Inspection and Acceptance Report. All payments shall be subject to existing accounting and auditing rules and regulations applicable to the GSIS.

C. Continued Use of Services

If GSIS CDO BO continues to engage the freight and delivery / courier services of the vendor / supplier after December 2017 upon the latter's consent, the extension of services shall run from month to month under the same terms and conditions until such time that a new purchase order shall be issued / awarded.


ROSALINDA G. MENDOZA
Branch Manager