



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
APO PRODUCTION UNIT, INC.



February 18, 2022
 APO-RFQ-PSA OCRG 970K

REQUEST FOR QUOTATION

Name of Company :
 Address :
 Business Permit # :
 TIN :
 Philgeps# :

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly representative and copies of your eligibility requirements not later than February 21, 2022.

The quotations may be submitted at the address 2/F Philippine Information Agency Bldg. Visayas Avenue, Bgy. Vasra Quezon City or thru Fax No. 82825309 (loc. 235/234) or thru email at purchasing@apo.gov.ph


 Merla D. Escobar
 Purchasing Manager

After having carefully read and accept the Terms and Conditions, I/we submit our quotation for the item/s as follows:

Service Description	PRICE			COMPLY		DELIVERY PERIOD
	QTY	Unit	Total	YES	NO	
FORWARDING SERVICES Projected weight: 60,225.00 kilograms of various Forms Drop-off Destination: to any point in the Philippines (see Annex "A") Terms and Conditions (See Annex "B")	1 lot			[]	[]	Staggered basis based on delivery schedule

 Signature over Printed Name
 Contact No.

- Approved Budget shall be PhP 970,000.00 inclusive of VAT
- Additional document of Omnibus Sworn Statement shall be submitted for the bid that complying the technical and financial requirements.
- Payment shall be based on the actual weight dispatch by the forwarder and 15 % of the partial payment shall be made upon submission of Sales Invoice and all other necessary documents pertaining to existing accounting and auditing laws, rules, and regulations



APO PRODUCTION UNIT, INC. is an ISO 9005:2015 registered company with certification no. PH1379.

Annex "A"

CODE	REGION/PROVINCE/MUNICIPALITY
	PHILIPPINES
	CORDILLERA ADMINISTRATIVE REGION
	REGION IVB-MIMAROPA
040	MARINDUQUE
051	OCCIDENTAL MINDORO
052	ORIENTAL MINDORO
053	PALAWAN
059	ROMBLON
	REGION V-BICOL REGION
	ALBAY
	CAMARINES NORTE
	CAMARINES SUR
020	CATANDUANES
041	MASBATE
062	SORSOGON
	REGION VI-WESTERN VISAYAS
004	AKLAN
006	ANTIQUE
019	CAPIZ
079	GUIMARAS
030	ILOILO
045	NEGROS OCCIDENTAL
	REGION VII-CENTRAL VISAYAS
012	BOHOL
022	CEBU
046	NEGROS ORIENTAL
061	SIQUIJOR

CODE	REGION/PROVINCE/MUNICIPALITY
	REGION VIII-EASTERN VISAYAS
078	BILIRAN
026	EASTERN SAMAR
037	LEYTE
048	NORTHERN SAMAR
060	SAMAR (WESTERN SAMAR)
064	SOUTHERN LEYTE
	REGION IX - ZAMBOANGA PENINSULA
072	ZAMBOANGA DEL NORTE
073	ZAMBOANGA DEL SUR
083	ZAMBOANGA SIBUGAY
	REGION X - NORTHERN MINDANAO
013	BUKIDNON
018	CAMIGUIN
036	LANAO DEL NORTE
042	MISAMIS OCCIDENTAL
043	MISAMIS ORIENTAL
	REGION XI - DAVAO REGION
082	COMPOSTELA VALLEY
023	DAVAO (NORTE)
024	DAVAO DEL SUR
	DAVAO OCCIDENTAL
025	DAVAO ORIENTAL
	REGION XII - SOCCSKSARGEN
047	NORTH COTABATO
080	SARANGANI
063	SOUTH COTABATO/ SARANGANI
065	SULTAN KUDARAT

CODE	REGION/PROVINCE/MUNICIPALITY
	REGION XIII - CARAGA
002	AGUSAN DEL NORTE
003	AGUSAN DEL SUR
085	DINAGAT ISLAND
067	SURIGAO DEL NORTE
068	SURIGAO DEL SUR
	AUTONOMOUS REGION IN MUSLIM MINDANAO
007	BASILAN
036	LANAO DEL SUR
038	MAGUINDANAO
066	SULU
070	TAWI-TAWI

TERMS AND CONDITIONS

● DEFINITION OF TERMS

- Freight Forwarder – also known as a non- vessel operating common carrier, a person or company that organize shipment for individuals or corporations to get goods from the manufacturer or produce to a market, customer, or final point of distribution.
- Shipper – the person or company who is usually the supplier or owner of commodities shipped. Also, the party responsible for packing and preparing all the goods being sent, as well as handling all the documents and paperwork needed.
- Pick-up location – the prearranged place where a person/representative go to collect parcels or documents.
- Drop-off point – a predetermined location where a parcels or documents will be delivered.

● OBLIGATIONS OF THE FREIGHT FORWARDER

- To pick up the necessary documents and goods from shippers' plant area located in 2nd Floor PIA Bldg. Quezon City within 24 Hrs. from the date advice.
- To take charge of the actual handling or forwarding of cargoes using airfreight, sea freight or land trip as applicable mode of procurement.
- To monitor the delivery and receipt of cargoes sent by the shipper and submit necessary reports and documents on the status of the shipment.
- To provide a timely delivery of cargoes/goods based on schedule of requirements.
- To provide all necessary transportation, equipment, and competent personnel in charge in the handling and transporting of goods effectively to the satisfaction of the Shipper.
- The forwarder will assume full responsibility on the safety of cargoes to be delivered to different Regional and Provincial Offices properly received by the recipient. Loss, destruction or damaged to the shipper's property will be under the liability of the forwarder.
- Cost of the lost or damage cargoes will be deducted from the forwarders services cost equivalent to 100% of the total declared value of goods.
- Forwarder shall issue a waybill prior to dispatch of goods.

- Forwarder shall submit all the necessary documents such as but not limited to DR. Packing list must be properly signed by the consignee to Logistics within 7 days from receipt of cargoes/goods.
- To render other services that maybe required by the shipper such as door to door deliveries and related national forwarding services.
- To submit a summary report of all the deliveries received by the consignee.

- **OBLIGATIONS OF THE SHIPPER**

- The shipper will advise the forwarder 1 day before the scheduled dispatch of the cargoes.
- To issue Purchase Order to Service provider prior to start of dispatch.
- The shipper will ensure that the goods to be delivered are properly packed and labelled.
- To provide all the necessary documents such as but not limited to Delivery Receipt and Packing List.
- Shipper shall assist the actual loading of the cargoes under the supervision of Logistics Department head and Foreman.
- The shipper shall provide the detailed address of the designated areas of the recipient of the goods/cargos.
- The shipper must prepare a summary report of all the deliveries that have been made by the forwarder to validate the actual deliveries performed.

- **TERMS OF PAYMENT**

- Payment will be based on the actual weight dispatch by the forwarder.
- 15% - partial payment, staggered payment upon submission of Sales Invoice and all other necessary documents pertaining to existing accounting and auditing laws, rules and regulations.