




February 12, 2022  
 APO-RFQ

**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 15, 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](mailto: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
	QTY	Unit	Total	YES	NO	
<b>FORWARDING SERVICES</b>  <b>Projected weight:</b> 119,075.50 kilograms of various Accountable Forms and raw materials  <b>Drop-off Destination:</b> different gov't agencies and Cities of Cebu and Davao (see Annex "A")  <b>Terms and Conditions</b> (See Annex "B")	1 lot			[ ]	[ ]	Staggered basis based on delivery schedule

\_\_\_\_\_  
 Signature over Printed Name  
 Contact No.

- Approved Budget shall be PhP 900,000.00 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"

ORIGIN	DESTINATION	DESCRIPTION	ACT. WEIGHT (KG)
APO Production	Santiago City, Isabela	Official Receipt	1,462.50
APO Production	Alicia Isabela	Official Receipt	2,225.00
APO Production	Pangasinan	Official Receipt	750.00
APO Production	Misamis Occidental	Official Receipt	825.00
APO Production	Province of Isabela	OCRG	7,800.00
APO Production	Angadanan, Isabela	Official Receipt	67.50
APO Production	Province of Isabela	POI Accountable Form	1,140.00
APO Production	Cauayan City, Isabela	Official Receipt	1,250.00
APO Production	Tarlac City	Official Receipt & Accountable	752.50
APO Production	Davao De Oro	Official Receipt	5,357.00
APO Production	Davao City	Raw Materials	51,598.00
APO Production	Cebu	Raw Materials	25,392.00
APO Production	Iligan	Raw Materials	20,456.00
		<b>TOTAL:</b>	<b>119,075.50</b>

NOTED :

# 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 2<sup>nd</sup> 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.