

**PHILIPPINE CONSULATE GENERAL**

Osaka, Japan

**REQUEST FOR QUOTATION**

The Philippine Consulate General in Osaka will undertake Small Value Procurement for Courier Service for Diplomatic Pouch for 2021. This request for quotation is being issued in accordance with Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, also known as the "Government Procurement Reform Act". The details of the project/activity/program/ supplies are as follows:

Name of Project : Procurement of Courier Service for Diplomatic Pouch for 2021

Location of Delivery: Philippine Consulate General's Office  
Twin 21 MID Tower 24F  
2-1-61 Shiromi, Chuo-ku  
Osaka City 540-6124  
Japan

Specification : *(Please see attached annex "A" for complete requirements)*

Approved Budget : One Million Japanese Yen (JP¥ 1,000,000.00) or approximately Four Hundred Eight Thousand Philippine Pesos (PhP 408,000.00)

Interested suppliers are required to submit their duly signed Price Quotation Form (Annex "A").

Payment shall be in Japanese Yen in check to be deposited to the account of the winning bidder through a Japanese bank.

The deadline for submission of quotations is **on or before 12:00 noon of Friday, 11 December 2020 (Japan time)**. Open quotations may be submitted in person or through fax at +81-6-6910-8734.

For inquiry, you may contact the Philippine Consulate General at telephone numbers +81-6-6910-7999.

Very truly yours,



**PATRICK JOHN U. HILADO**  
Consul and BAC Chair



**PRICE QUOTATION FORM**  
**見積書**

19 November 2020

Philippine Consulate General 在大阪－神戸フィリピン共和国総領事館 御中  
Twin 21 MID Tower 24F 〒540-6124  
2-1-61 Shiromi, Chuo-ku 大阪府中央区城見2-1-61 ツイン21 MIDタワー24階  
Osaka City

Sir/Madam:

After having carefully read and accepted the general conditions, I/ we quote on the item/s at price/s noted below (in the Request for Quotation, hereunder is our quotation/s for the item/s) as follows:

<b>SCOPE OF WORK</b>	<b>STATEMENT OF COMPLIANCE</b>
<ul style="list-style-type: none"> <li>The Contractor shall comply with all relevant provisions of the Vienna Convention on Diplomatic and Consular Relations pertaining to the treatment of diplomatic pouches and other applicable security regulations and laws regarding pick-up and delivery of diplomatic pouch, parcels and cargo from the Philippine Consulate General Osaka (Osaka PCG) to the Department of Foreign Affairs (DFA), Manila, Philippines.</li> </ul>	
<ul style="list-style-type: none"> <li>The Contractor shall provide door-to-door pick-up and delivery of diplomatic pouch, parcels and cargo from Osaka PCG to DFA.</li> </ul>	
<ul style="list-style-type: none"> <li>The Contractor's international network of offices shall be adequately and properly equipped to ensure the shortest possible transit time for delivery to DFA.</li> </ul>	
<ul style="list-style-type: none"> <li>The Contractor shall regularly and expeditiously pick-up the outbound diplomatic pouch from Osaka PCG at least twice a month, which shall be during weekdays from 9:00 a.m. to 5:00 p.m.</li> </ul>	
<ul style="list-style-type: none"> <li>The Contractor shall provide service for unscheduled or special outgoing diplomatic pouch, when needed, within short notice, anytime during weekdays, weekends or holidays, at the contracted rate.</li> </ul>	
<ul style="list-style-type: none"> <li>The Contractor shall have an online tracking system. Any irregularities, such as damage to pouch bags, broken seals, etc., shall be reported by the Contractor to Osaka PCG upon delivery of the pouches for the latter's appropriate information and action.</li> </ul>	

<ul style="list-style-type: none"> <li>• The shipment rate shall be computed based on the actual weight of outgoing diplomatic pouches.</li> </ul>	
<ul style="list-style-type: none"> <li>• The financial component of the bid shall be in Japanese Yen and shall clearly indicate the price per kilogram for DFA Manila.</li> </ul>	
<b>DURATION</b>	
The duration of the contract is for a period of one (1) year from 04 January 2021 to 31 December 2021.	

*(Amount in words)*

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The above-quoted prices are inclusive of all delivery costs and applicable taxes, and I undertake to perform said service during the above mentioned period.

Very truly yours,

\_\_\_\_\_  
*Name of Company* 会社名

\_\_\_\_\_  
*Printed Name and Signature* ご担当者あるいは責任者の記名押印

\_\_\_\_\_  
*Contact Details* 連絡先詳細