



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
PASUGUAN NG REPUBLIKA NG PILIPINAS
NAIROBI

LET-PHL- **232** -2021

13 October 2021

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Sir/Madam:

The Embassy of the Republic of the Philippines in Nairobi, through its Bids and Awards Committee (BAC), would like to invite/solicit quotations for the Procurement of Courier Services Provider with the following details:

1. The COURIER SERVICE PROVIDER must provide an all-inclusive end-to-end service based on generally accepted international standards. This shall include preparing the consignments (packaging, sealing and labelling), the processing of necessary customs clearance for the shipment if so required, and the eventual delivery of the consignment to the addressee's designated warehouse;
2. That the consignments (election materials and paraphernalia) subject of the reverse logistics, should have been shipped out on or before 31 January 2022;
3. The cost of the contract should preferably be expressed in USD currency, if possible, and should be inclusive of all expected bank charges, if any, such as but not limited to those arising from payments made via telegraphic transfer;
4. That the COURIER SERVICE PROVIDER should preferably have a local counterpart, partner, or affiliate based in the Philippines, to whom payment shall be made directly by the recipient after delivery of the shipments to the recipient's designated warehouse.
5. The COURIER SERVICE PROVIDER must be a member of International Air Transport Association (IATA) to ensure the strict implementation of the established transit time.
6. The COURIER SERVICE PROVIDER shall comply with all security regulations and requirement regarding pick-up and delivery of the consignments from the Philippine Embassy in Nairobi to the COMMISSION ON ELECTIONS, Manila, Philippines (recipient);
7. The COURIER SERVICE PROVIDER shall report regularly as to the status of all shipments and shall have an online tracking system. Any irregularities, such as damage to the consignments shall be reported by the courier service provider to the Embassy upon delivery of the consignments for the latter's appropriate information and action. The courier service provider shall submit an official written report on its investigation.
8. The COURIER SERVICE PROVIDER shall immediately inform the Embassy in case any items for shipment are either damaged or lost. The courier service provider shall

submit a formal written report detailing the circumstances pertaining to the events mentioned above.

The COURIER SERVICE PROVIDER has five (5) calendar days, starting from the end of the agreed Transit Time, to locate missing shipments. Items not found during this grace period shall be considered lost. In case the items are found after the grace period lapsed, the courier service provider shall still be required to deliver them to the appropriate recipient.

If the damages or incidence of missing shipments are attributable either to the fault or negligence of the courier service provider, the Embassy shall be reimbursed the full cost of the damaged or lost items.

The last day for the submission of quotations is on **16 October 2021**. This solicitation is for reference and information purposes only and no assurances are made that a contract shall be entered into as a result of this request proposal.

Interested parties may submit to the Embassy of the Philippines, 001 Mzima Springs, Lavington P.O. Box 47941, 00100 Nairobi Kenya or email at phnairobiacsecretariat@gmail.com and/or pe.nairobi@gmail.com their:

- a) Proposals/quotation
- b) Valid Business Permit and
- c) Proposed Contract

Yours truly,


MARIA ROSANNA O. JOSUE
Chairman, Bids and Awards Committee

For further information, please refer to:

BIDS AND AWARDS COMMITTEE SECRETARIAT

Embassy of the Republic of the Philippines

P.O. Box 47941 001 Mzima Springs, Lavington Nairobi, Kenya

✉ phnairobiacsecretariat@gmail.com/ pe.nairobi@gmail.com