



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

LET-PHL- 289-2021

03 December 2021

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

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

1. The Contractor must be capable of handling door-to-door pick-up and delivery of diplomatic pouch, parcels and cargo for outbound international flights from the Philippine Embassy in Nairobi to the Department of Foreign Affairs, Manila, Philippines; Africa; and other Philippine Foreign Service Posts (FSPs) worldwide.
2. The Contractor shall give a list showing its addresses in Africa and in other countries where FSPs are located. In destinations where the Contractor has no established offices, it shall have at least one (1) courier company that will serve as its agent to complete the delivery services.
3. The Contractor's international network of offices must be adequately and properly equipped to perform the foregoing tasks that will ensure the shortest possible transit time for deliveries as follows:

INTERNATIONAL SHIPMENTS	TRANSIT TIME
Asia	2 – 4 calendar days from date of pick-up
America, Australia, Europe, Middle East and Africa	2 – 5 calendar days from date of pick-up

4. The Contractor must be a member of International Air Transport Association (IATA) to ensure the strict implementation of the established transit time.
5. The Contractor shall regularly and expeditiously pick up the outbound diplomatic pouches from the Embassy.
6. The Contractor shall be able to provide service for unscheduled or special outgoing diplomatic pouch within short notice anytime during weekdays, weekends or holidays, at no extra charges.
7. The Contractor shall comply with all security regulations and requirements regarding pick-up and delivery of diplomatic pouch, parcels and cargo from the Philippine Embassy in Nairobi to the Department of Foreign Affairs, Manila, Philippines; Africa; and Philippine Foreign Service Posts (FSPs) worldwide.

001 Mzima Springs Road, Lavington, P.O. Box 47941, 00100 Nairobi, Kenya

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8. The Contractor shall report regularly as to the status of all shipments and shall have an online tracking system. Any irregularities, such as damage to pouch bags, broken seals, incomplete pouch count, etc., shall be reported by the Contractor to the Embassy upon delivery of the pouches for the latter's appropriate information and action. The Contractor shall submit an official written report on its investigation.
9. The Contractor shall immediately inform the Embassy in case any items for shipment are either damaged or lost, to include incidence of tampering of the seals and locks of diplomatic pouches. The Contractor shall submit a formal written report detailing the circumstances pertaining to the events mentioned above.

The Contractor 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 Contractor 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 Contractor, the Embassy shall be reimbursed the full cost of the damaged or lost items.

The last day for the submission of quotations is on **08 December 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
- c) KRA Pin and
- d) Proposed Contract

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

Yours truly,


LOUIE DORE C. MERCED
Chairman, Bids and Awards Committee