



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
KEDUTAAN BESAR REPUBLIK FILIPINA  
**JAKARTA**

**REQUEST FOR QUOTATION**

**Freight Services for the Shipment of Diplomatic Household Goods and Personal Effects**

The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure a door-to-door freight services for the shipment of diplomatic household goods and personal effects of Ambassador Leehiong T. Wee From Jakarta, Indonesia to Manila, Philippines.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD12,572.00 or IDR176,008,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00, chargeable against the 2022 budget of the Department of Foreign Affairs

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 09 May 2022. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number given below:

Mr. JULIUS P. CALISIN  
Property Officer and Attaché  
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia  
Tel. No. : 3100334  
Fax No. : 3151167  
Email : [julius.calisin@dfa.gov.ph](mailto:julius.calisin@dfa.gov.ph)

This Request for Quotation shall be posted at the official website of the Embassy (<https://jakartape.dfa.gov.ph/>), at conspicuous place in the premises of the Embassy. It shall be also be posted at the PhilGEPS website facility for procurements abroad if the facility is available.

Jakarta, 25 April 2022

By Authority of the Bids and Awards Committee (BAC)

  
**JOEL M. PERALTA**  
Chairperson, BAC

## Terms of Reference

### Freight Services for the Shipment of Diplomatic Household Goods and Personal Effects

The Approved Budget for Contract (ABC) is USD12,572.00 or IDR176,008,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00

#### General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.  
The following are the accepted documents:
  - Taxpayer Identification Number;
  - Business Number; and
  - Trade Business License.
2. The quotation must be in IDR and for all the of items listed herein.
3. The quoted price shall be the final price and include all applicable taxes.
4. The prices quoted must be valid and not be subject to any changes.
5. The quotation must include a detailed price computation.
6. Prospective contractors shall conduct survey of the items for shipment.

#### Technical Specifications

Service Type	Full Door-toDoor- Service
Estimated size of the container	40ft container
Shipment Address	Origin address: Jl. Imam Bonjol No. 38, Menteng, Jakarta Pusat 10310, Jakarta, Indonesia  Destination address: Quezon City, Philippines

#### Contractor's Obligation

##### Origin Address

The company must be able to:

1. Supply all the necessary materials for the packing of items;
2. Provide full professional packing crew;
3. Provide protective packaging materials for the household goods or personal effects ;
4. Prepare a numbered inventory list with basic description of items;
5. Prospective contractors shall conduct survey of the items for shipment;
6. Provide the equipment and transportation for the household goods and personal effects;
7. Provide the proper storage of the household goods and personal effects before shipping out; and

8. Prepare all necessary documents/clearance for the shipment of the household goods and personal effects.

**Transit**

The company must be able to shoulder the following:

1. All trucking or container haulage required in Indonesia;
2. Payment for freight related costs both at the port of entry and destination
3. Terminal handling charges and all other related port handling charges

**Destination**

The company must be able to:

1. Coordinate and process the customs clearance applicable to the shipment;
2. Shoulder the cost of trucking or container haulage to the residence or destination;
3. Directly deliver the household goods and personal effects to the exact destination;
4. Unpack and set up the household goods and personal effects at the time of delivery;
5. Remove the debris after the unpacking and setup;
6. Assist with insurance claim processing, if necessary; and
7. Deliver all shipped items in good condition.

**Payment Terms**

1. The Contractor shall submit the billing and fakture pajak to the Embassy within ten (10) days after the completion of the delivery.
2. Payment shall be made within fifteen (15) working days upon receipt invoice and fakture pajak.