



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 from Jakarta, Indonesia to Manila, Philippines.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD11,000.00 or its equivalent in IDR, 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 17 November 2022. The Embassy accepts open quotations submitted directly, through facsimile or email at the address given below:

Mr. JULIUS P. CALISIN
Property Officer and Attaché
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia
Tel. No. : 3100334
Email : 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 a conspicuous place in the premises of the Embassy.

Jakarta, 14 November 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 USD11,000.00 or its equivalent in IDR.

General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.
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 contractor/s shall conduct survey of the items for shipment.
7. Prospective contractor/s must have an operational office at the country of destination. Subcontracting is not allowed.

Technical Specifications

Service Type	Full Door-to-Door- Service
Estimated size of the container	20ft container
Shipment Address	Origin address: South Jakarta, Indonesia Destination address: Metro Manila, 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.
9. Provide 60 days of free storage.

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. Provide 14 days free detention and 14 days free demurrage from shipping line.
2. Coordinate and process the customs clearance applicable to the shipment.
3. Shoulder the cost of trucking or container haulage to the residence or destination;
4. Directly deliver the household goods and personal effects to the exact destination;
5. Unpack and set up the household goods and personal effects at the time of delivery up to the third floor;
6. Remove the debris after the unpacking and setup;
7. Maid service with at least 2 personnel for 4 hours and handyman services with at least 2 personnel for 4 hours;
8. Assist with insurance claim processing, if necessary; and
9. Deliver all shipped items in good condition.

Payment Terms

1. Payment shall be made within fifteen (15) working days upon receipt invoice.