



21 May 2024

RFQ-JPM-2024-09

BIDS AND AWARDS COMMITTEE  
REQUEST FOR QUOTATION

The Permanent Mission of the Philippines to ASEAN through its Bids and Awards Committee (BAC) is pleased to invite you to submit an Open Quotation for the provision of sea freight services subject to the General Conditions stated herein, on or before **5:00 PM, Tuesday, 28 May 2024**, described as follows:

**Name of Project :** Procurement of Sea Freight Services for the Shipment of Diplomatic Household Goods and Personal Effects from Jakarta, Indonesia to Manila, Philippines

**Specifications :**

Service Type	Full Door-to-Door Delivery Service
Size of Container	20 feet
Others	<p><b>At the residence</b></p> <p>The company must be able to:</p> <ul style="list-style-type: none"><li>- Supply all the necessary materials for packing of breakable and non-breakable items</li><li>- Provide full professional packing crew</li><li>- Provide mold and mildew protection for the household goods or effects</li><li>- Prepare a numbered inventory list with basic description of items (in English)</li><li>- Provide the equipment and shoulder transportation expenses to bring the household goods or effects to the company's facility and the eventual loading into the container</li></ul> <p><b>While on transit</b></p> <p>The company must be able to shoulder the following:</p> <ul style="list-style-type: none"><li>- All trucking or container haulage required in Indonesia</li><li>- Payment for sea freight related costs both at the port of entry and destination</li><li>- Terminal handling charges and all other related port handling charges</li></ul> <p><b>At the destination</b></p> <p>The company must be able to:</p> <ul style="list-style-type: none"><li>- Coordinate and process the customs clearance applicable to the shipment</li><li>- Shoulder the cost of trucking or container haulage to the residence or destination</li><li>- Directly deliver the household goods or effects to the exact destination</li><li>- Unpack and set up the household goods or effects at the time of delivery</li><li>- Remove the debris after the unpacking and set up</li><li>- Return the empty container to the terminal</li></ul>

	<ul style="list-style-type: none"> <li>- Assist with insurance claim processing, if necessary</li> <li>- Deliver all shipped items in good condition</li> </ul>
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**General conditions:**

1. Prices should be inclusive of all relevant taxes and charges;
2. Prices shall be quoted in Indonesian Rupiah (IDR) and payment will be made also in IDR;
3. The bidder must submit the following documentary requirements:
  - a. Business permit
  - b. Income tax returns
  - c. Company profile
4. The BAC reserves the right to request for or waive any documentary requirement taking into consideration the usual trade and business practices being observed in Indonesia in accordance with Government Policy Procurement Board (GPPB) Resolution No. 28-2017;
5. This Request must not be taken as a guarantee that the Mission shall enter automatically into a contract; and should a contract be entered into, this will in no way be construed as a waiver of the Mission's sovereign immunity;
6. The bidder that submits the Lowest Calculated and Responsive Bid shall be awarded the contract subject to the best interests of the Philippine Government.

For further inquiries or clarifications, please refer to:

**Bids and Awards Committee (BAC) Secretariat**  
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**LORENZO CRIS D. VIDAL**  
 BAC Chairperson