

ANNEX A

PACKING LIST (ANNEX A) (Per CIR-436-OVS-2022 DATED 16 February 2022)

Ref No.	Serial Number	Description of Goods	Qty	Unit of Measurement	Type of Pkgs	Weight	Millennium Express Packing/Box		Remarks
							Item No.	Ref. No.	
1	91060001	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	1.583			medium white plastic
2	91060028	MEDIUM WHITE PLASTIC w/ WHITE COVER (BOX 1)	1	CONTAINER	PLASTIC CONTAINER				2016 Election Materials
3	91060031	MEDIUM WHITE PLASTIC w/ WHITE COVER (BOX 32)	1	CONTAINER	PLASTIC CONTAINER				
4	91060032	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	2.043			
5	91060033	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	1.816			
6	91060034	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	1.589			
7	91060035	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	1.589			
8	91060036	MEDIUM WHITE PLASTIC w/ WHITE COVER (BOX 33)	1	CONTAINER	PLASTIC CONTAINER				2016 Election Materials
9	91060037	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	1.816			
10	91060038	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	1.816			
11	91060039	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	1.362			
12	91060040	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.908			
13	91070078	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.681			2019 Election Materials
SUB-TOTAL PACKAGES			13	SUB-TOTAL WEIGHT		15.203			

Ref No.	Serial Number	Description of Goods	Qty	Unit of Measurement	Type of Pkgs	Weight	Millennium Express Packing/Box		Remarks
							Item No.	Ref. No.	
14	91070079	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.681			
15	91070080	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.681			
16	91070081	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.681			
17	91070082	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.681			
18	91070083	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.908			
19	91070084	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.908			
20	91070085	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.681			2019 ELECTIONS MATERIAL
21	91070086	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	1.135			
22	91070087	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.681			
23	91070088	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.681			
24	91070089	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.681			
25	91070090	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER	0.681			
26	91070091	MEDIUM WHITE PLASTIC WITH WHITE COVER	1	CONTAINER	PLASTIC CONTAINER				
27	X X X	QUESTIONABLE BALLOT BOX, EMPTY NOT SEALED	1	BOX	BOX	10			(empty)
SUB-TOTAL PACKAGES			14	SUB-TOTAL WEIGHT		19.08			

Ref No.	Serial Number	Description of Goods	Qty	Unit of Measurement	Type of Pkgs	Weight	Millennium Express Packing/Box		Remarks
							Item No.	Ref. No.	
30a	X X X	BROWN BOX with TORN BALLOTS	1	BOX	BOX	30.38			brown box w/ torn ballots
30b	X X X	BROWN BOX with TORN BALLOTS	1	BOX	BOX				brown box w/ torn ballots
31a	X X X	BROWN BOX with RETURN TO SENDER BALLOTS	1	BOX	BOX				
31b	X X X	BROWN BOX with RETURN TO SENDER BALLOTS	1	BOX	BOX	72.56			return sender ballots
31c	X X X	BROWN BOX with RETURN TO SENDER BALLOTS	1	BOX	BOX				
32a	X X X	LARGE PLASTIC BOX w/ WHITE COVER w/ EMPTY WHITE BALLOT ENVELOPE	1	CONTAINER	PLASTIC CONTAINER				
32b	X X X	LARGE PLASTIC BOX w/ WHITE COVER w/ EMPTY WHITE BALLOT ENVELOPE	1	CONTAINER	PLASTIC CONTAINER	58.05			bxs used ballots IDs & envelope
32c	X X X	LARGE PLASTIC BOX w/ WHITE COVER w/ EMPTY WHITE BALLOT ENVELOPE	1	CONTAINER	PLASTIC CONTAINER				
33a	X X X	BROWN BOX with RETURN TO SENDER BALLOTS	1	BOX	BOX				
33b	X X X	BROWN BOX with RETURN TO SENDER BALLOTS	1	BOX	BOX				
33c	X X X	BROWN BOX with RETURN TO SENDER BALLOTS	1	BOX	BOX	92.96			brown box with RTS ballots
33d	X X X	BROWN BOX with RETURN TO SENDER BALLOTS	1	BOX	BOX				
SUB-TOTAL PACKAGES			12	SUB-TOTAL WEIGHT		253.95			

Ref No.	Serial Number	Description of Goods	Qty	Unit of Measurement	Type of Pkgs	Weight	Millennium Express Packing/Box		Remarks
							Item No.	Ref. No.	
33e	X X X	BROWN BOX with RETURN TO SENDER BALLOTS	1	BOX	BOX				
34	X X X	BROWN BOX w/ ELECTION FINAL TESTING & SEALING MATERIALS	1	BOX	BOX	4.98			brown box w/ election final
35	X X X	SMALL PLASTIC BOX with BLUE COVER (with ELECTION RECEIPTS)	11	CONTAINER	PLASTIC CONTAINER	4.994			Note: 1 with election ballots
36	X X X	SMALL PLASTIC BOX with WHITE COVER (with ELECTION MATERIALS)	11	CONTAINER	PLASTIC CONTAINER	2.724			empty small plastic
37	X X X	BALLOT BOX w/ BALLOTS	9	CONTAINER	PLASTIC CONTAINER	121.5			2016 Elections (sealed with ballots)
38	XXX	BALLOTS FROM THE SEALED TUBS FOR 2019 ELECTIONS	2	BOXES	BOXES	49			BALLOTS TAKEN FROM THE SEALED TUBS FOR 2019 ELECTION)
39	XXX	BOXES CONTAINING ACCOMPLISHED OAV REGISTRATION FORM AND OTHER OV MATERIALS FROM 2016 TO SEPTEMBER 2018	6	BOXES	BOXES	140			
		SUB-TOTAL PACKAGES	33	SUB-TOTAL WEIGHT		323.198			
		TOTAL PACKAGES	72	TOTAL WEIGHT		611.431			

**Engagement of Courier Service to Deliver Election
Materials and Paraphernalia to the Philippines**

REQUEST FOR QUOTATION/TERMS OF REFERENCE

The Philippine Consulate General (PCG) in Honolulu wishes to engage the services of a qualified and licensed courier service provider to ensure the fast, efficient and timely delivery of election materials and paraphernalia used in the 2019 National and Local Elections and previous years to the Commission on Elections (COMELEC), Philippines.

I. SCOPE OF SERVICES

The Service Provider shall, to the satisfaction of the PCG, render, undertake and perform the following:

1. Forward deployment via sea cargo, if possible, of all election-related equipment, paraphernalia, forms, and supplies used in the 2019 National and Local Elections and previous years to the COMELEC in the Philippines, particularly:

Please see **Annex A**

2. Pack properly the cargoes from the PCG in accordance with its nature, and packing and shipping standards.
3. Pick up the cargoes from the PCG between 09:00 a.m. and 4:00 p.m.
4. Delivery of cargoes to the COMELEC Central Warehouse.
5. Release of cargoes shall be made only to the addressee or to its authorized representative.
6. Submit to the PCG within thirty (30) calendar days, reckoned from Post's dispatch the following:
 - Delivery Status Report and Delivery Receipts duly acknowledged by the addressee or his/her authorized representatives, with signature over his/her printed name as proof that the addressee received the cargoes;
 - Other reports and relevant documents as may be required by the PCG;
 - Billing/Statement of Accounts

II. MINIMUM QUALIFICATIONS

1. The Service Provider must have a respectable track record in nationwide and international courier services and must have been in the same business for at least three (3) years attested by previous or current clients through the submission of

Certificate of Satisfactory Services Rendered or any other similar document issued to it.

2. The Service Provider must have completed at least two (2) similar contracts.
3. The Service Provider must offer domestic and international couriers.
4. The Service Provider must have branches nationwide and internationally.
5. The Service Provider should have an assigned point person that will handle the account and all the necessary transactions of the PCG with the courier service provider.

III. DURATION OF ENGAGEMENT

The Contract shall immediately take effect upon its execution and shall remain effective from the date of signing of the contract up to 31 January 2022, the last date to ship out all election materials and paraphernalia from 2019 and past elections.

Honolulu PCG reserves the right to terminate this Contract for any cause which may include failure of the Service Provider to perform in a timely and acceptable manner any of their work, duties, functions, responsibilities, or obligations stipulated herein or failure to carry out the tasks herein required in a manner acceptable to the PCG or violation by the Service Provider of any of the terms and conditions of this Contract, subject to sanctions and remedies provided for herein and under the pertinent laws, rules and regulations.

IV. RESPONSIBILITIES OF THE COMELEC

The COMELEC agrees to pay the Service Provider the Contract Price in accordance with the mode and terms of payment set forth in this Contract.

Whenever the performance of the obligations under this Contract requires the Service Provider to obtain permits, approvals, import, and other licenses from local authorities, the COMELEC shall, if so needed by the Service Provider, make its best effort to facilitate and/or to assist the Service Provider in complying with such requirements in a timely and expeditious manner.

V. TERMS AND MANNER OF PAYMENT

Payment shall be made in check or electronic bank transfer by the COMELEC within thirty (30) calendar days upon receipt of the billing statement.

COMELEC shall pay the Service Provider for its services actually rendered. Such payment shall not exceed the Service Provider's financial offers for this project in the total amount of USD3,000.00 VAT exempt, inclusive of all other applicable taxes. For the

purpose of claiming payments, the all-in rates of Service Provider are fixed and not subject to variation or price escalation on any account.

VI. CHARGING RATES

Rates shall be based on the amount of the award and no payment therefore shall be made except upon issuance by the COMELEC or its authorized representative of a Certificate of Completion of delivery to COMELEC.

Rates are "ALL IN" for all Cargoes such as freight, relevant taxes as may be applicable, subject to tax treatment on the exemption of this Commission from taxes and customs duties pursuant to RA 9369, insurance, handling fee, fuel, waybill issuance fees, and all other charges, fees or fiscal levies pertinent to this Project, shipment of cargoes, including manpower.

In the quotation of rates, the following general parameters shall be considered:

- a. Actual weight or volumetric weight in kilograms, for cargo movement using air, sea, or land transportation, whichever is higher.

The volumetric weight of cargoes shall be computed according to International Airfreight Transportation Association (IATA) standard, which is volume weight in kilos equals length x width x height in centimeter (cm.) divided by 5,000.

- b. During the weighing before dispatch of Cargoes, the COMELEC shall determine if the weight to be applied is actual or volumetric, in the presence of the representatives of the Provider, Commission on Audit, Finance Services Department, and Internal Audit Department.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for this Project is [US\$3,000.00].

The ABC is merely an estimate for budget purposes and does not entitle the winning bidder to claim the entire amount it offered during the bidding per lot or lots. Payments to the winning bidder shall be based on the actual/exact total weight of delivered Cargoes up to two (2) decimal points, or the approved minimum weight, whichever is applicable, as indicated in the BL, to be multiplied by the all-in rate/s offered by such bidder during the submission of bids.

VIII. CONFIDENTIALITY AGREEMENT

The winning bidder shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon Notice of Award.

Signed and issued on 25 November 2021, in Honolulu, Hawaii, United States of America.


CONSUL GRACE ANNE G. BULOS
Chairperson, Bids and Awards Committee

Noted by:


CONSUL GENERAL EMILIO T. FERNANDEZ