**REQUEST FOR QUOTATION – ANNUAL CONTRACT OF OUTSIDE COURIER PROVIDER**

The **OFFICE OF THE SOLICITOR GENERAL (OSG)** needs to engage the services of a qualified and licensed courier service provider which would ensure a faster, efficient and timely delivery of all its official documents and other printed matter, to local destinations.

Interested manufacturers and suppliers are invited to submit quotations for the requirements listed below:

ITEM: ***Annual Contract of Outside Courier Provider***

QUANTITY: (***Please see attached Terms of Reference***)

APPROVED BUDGET: ***₱500,000.00***

SPECIFICATIONS/SPECIAL FEATURES: (***Please see attached Terms of Reference***)

TERMS AND CONDITIONS:

1. SUPPLIERS MUST BE PHILGEPS-REGISTERED
2. THE PRICE QUOTED SHOULD BE INCLUSIVE OF TAXES

For further details please contact Ms. Annabelle P. Cruz at telephone number 836-3314/ 813-1174 or email at apcruz@osg.gov.ph/ mvcastillo@osg.gov.ph

*Note:* Please use **letter head** (Logo and other info of your company) when submitting

your quotation together with your name and signature. You may also download the attached documents at our website (www.osg.gov.ph/procurement).