

## REQUEST FOR QUOTATION

REFERENCE NO.: **MR22-01-002**

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT OF ONE (1) YEAR PROVISION OF RECORDS MANAGEMENT SERVICES AND STORAGE FACILITY FOR NDC.**

### **A. GENERAL REQUIREMENTS:**

1. The Service Provider shall provide bar-code-based technology to precisely log and track each record carton.
2. The Service Provider shall have an available well-lit and air-conditioned viewing room that NDC can use while accessing files on site.
3. The Service Provider shall at all times keep the cartons secure and confidential, and shall ensure that none are disclosed, copied, released or made available to any third party without the written consent of NDC.
4. The Service Provider shall ensure that access to the storage boxes is limited to the authorized personnel of NDC. A list of authorized representatives shall be issued by NDC and may be updated from time to time.
5. The Service Provider shall furnish at its expense the equipment and supplies necessary for the performance of the services subject hereof, the ownership, repair and maintenance cost of said equipment shall be for the account of the Service Provider.
6. The Service Provider shall act as an independent Service Provider, not as the agent of NDC, maintaining complete control over its personnel servicing NDC pursuant to the terms and conditions mentioned herein. All persons employed by the Service Provider in this connection shall be its own and not those of NDC. The Service Provider shall perform the services in accordance with applicable laws, rules and regulations and generally accepted practices and procedures relative to its business.

### **B. SCOPE OF SERVICES:**

1. The Service Provider shall provide records storage and management services to NDC for at least 1,560 boxes (sizes: 24" x 15" x 10" / 16" x 12.5" x 13" / 15" x 12.5" x 10"), which shall be kept in an organized and secured open steel rack storage/storage pack facility.
2. Available services shall include but not limited to the following:
  - 2.1 First in registration (bar coding)
  - 2.2 Retrieval and handling to NDC
  - 2.3 Delivery by NDC to the Depositor

- 2.4 Pick-up of new box
  - 2.5 Pick-up of returned box
  - 2.6 Retrieval for pick-up of NDC
  - 2.7 Retrieval for access on site
  - 2.8 Retrieval and express service
  - 2.9 Retrieval and destruction
  - 2.10 Permanent retrieval/pull out
  - 2.11 Photocopy service
  - 2.12 Facsimile service
  - 2.13 Sale of boxes/cartons
3. Available boxes/cartons shall include but not limited to the following sizes:
- 3.1 24" x 15" x 10"
  - 3.2 16" x 12.5" x 13"
  - 3.3 15" x 12.5" x 10"
4. The Service Provider shall charge NDC on a monthly basis based on the actual number of boxes which are stored with them during the term of the contract, including all fees incurred for the pick-up and and/or delivery of boxes, etc.
5. There shall be no minimum number of boxes required for storage at the Service Provider's storage facility. Any addition/excess to the number of NDC boxes mentioned above shall likewise be subject to the terms and conditions herein stated.
6. Acceptance of boxes for storage and access to the storage area shall be available during regular office hours (Monday-Friday, 8:00AM – 5:00 PM).
7. The Service Provider shall provide NDC with an updated Monthly Inventory of Records/Boxes and every time NDC requests for it.
8. The Service Provider's personnel shall wear its official uniform at all times within the NDC premises, which shall have the person's name prominently displayed to be provided by the Service Provider.
9. The personnel of the Service Provider may be subjected to on-the-spot search inspection by NDC's security guards on duty whenever entering and/or leaving NDC's premises.

### **C. OTHER TERMS**

- 1. The transfer/pick-up of boxes from NDC's existing service provider shall be shouldered by the winning bidder.
- 2. The Service Provider shall secure adequate insurance for the warehouse where NDC's boxes are stored, including insurance for all the NDC boxes and their content. The insurance shall also cover loss during transit, against fire, theft and acts of God for the duration of the contract.

**Approved Budget** : ₱ 500,000.00 (Inclusive of VAT)

**Submission of Quotation and Eligibility Requirements** : January 17, 2022

**Mode of Procurement** : Small Value Procurement

**Eligibility Requirements** :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2020 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized)

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

**BIDS AND AWARDS COMMITTEE**  
National Development Company  
7/F NDC Building, 116 Tordesillas St.  
Salcedo Village, Makati City  
Fax: 8840-4862  
Attention: BAC Secretariat

Reference Number: MR22-01-002

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Monthly Payment
2. Delivery Period – One (1) year

(SIGNED)

**AGM SATURNINO H. MEJIA**

Chairperson, Bids and Awards Committee