

Annex C

The Contractor shall provide the following in the financial offer using this format.

Project Name:	Department of Foreign Affairs Office Relocation Project		Date		
No. of Days Budgeted	120 days		Estimated Volume:	5000 Cubic Meters	
No.	Scope of Works and Specification	Unit	Quantity	Unit Cost	Total Cost
1	PRELIMINARIES AND GENERAL REQUIREMENTS				
1.1	Survey, Ocular Inspection and pre-move, actual and post move meetings including preparation and submission of reports	Lot	1		
1.2	Mobilization of resources including ordering of packaging materials	Lot	1		
1.3	Payment for access/parking/road fees, permits and clearances	Lot	1		
1.4	Bonds, Sureties & Insurances	Lot	1		
1.5	Safety requirements (Purchase of PPEs and first aid kits)	Lot	1		
	SUB TOTAL: PRELIMINARIES				
2	Supply and Delivery of Packaging Materials				

2.2	Advance delivery of cartons	Lot	1		
2.3	Provision of packaging materials such as: plastic bubbles, corrugated boards, cartons, packaging tapes, stickers/labels, stretch films, fillers/newsprint, styrofoam and fiber boards.	Lot	1		
	SUB TOTAL: SUPPLY AND DELIVERY OF PACKAGING MATERIALS				
3	Deployment of Professional Moving Staff for the Packing and Delivery Services				
3.1	Provision of manpower for packing and delivery services	Lot	1		
	SUB TOTAL OF LABOR COST				
4	Provision of Vehicles (L300s', Closed Vans, 4-wheeler Closed Van,6-wheeler Closed Van)				
4.1	Provision of shuttle services of crews and closed vans for the safe transfer of office boxes, office furniture and IT equipment	Lot	1		
	SUB TOTAL OF TRANSPORTATION COST				
5	Indirect Cost				
5.1	Overhead, Contingency, and Miscellaneous Expenses	Lot	1		
	SUB TOTAL OF REMOVAL & PICK-UP OF WASTE PACKAGING MATERIALS AND OTHER DEBRIS				

	Hauling and disposal of waste and debris	Lot	1		
	TOTAL PROJECT COST				

SERVICE AND PRICING SCHEDULE

	PARTICULARS	PRICE (Pesos)	Unit
	Transportation per trip		
	L300		2-3 Cubic Meters
	4-wheeler Closed Van		10-12 Cubic Meters
	6-wheeler Closed Van		15-17 Cubic Meters
	Initial Migration Charges		
	Common file cartons with dimensions 24" x 16" x 11",		per box
	Personal cartons with dimensions 16" x 13" x 11		per box
	Large cartons (For Personal Computer sets and electrical equipment) with size 24" x 19" x 19" for the equipment.		per box
	Hauling of non-records (Appliances, furnitures, equipments and others)		per cubic meter
	Barcode Label		per box or unit