

PHILIPPINE POSTAL CORPORATION
Agency or Office

RFQ# 195-06-22
(Canvass Number)

27-Oct-22
(Date)

REQUEST FOR QUOTATION

(Name of Dealer)

(Address)

Gentlemen:

The Philippine Postal Corporation through its Bids and Awards Committee - Alternative Methods of Procurement (BAC-AMP) invites all interested qualified Service Providers/Suppliers to quote their best offer/price inclusive of all costs and applicable taxes, subject to the General Conditions stated herein, and to submit the said quotation duly signed by its authorized representative not later than **31 October 2022** at the Procurement Division, Logistics & Property Mgt. Dept., 4/F Manila Central Post Office Bldg., Magallanes Drive, Liwasang Bonifacio, Ermita, Manila.

NAME OF PROJECT: **Procurement of supply and delivery of various Office supplies and accessories for the Production of Philatelic Frames**

General Conditions:

- 1 All entries must be typewritten or legibly written.
- 2 The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit , Tax Clearance/ITR and Omnibus Sworn Statement are required to be submitted along with your quotation/proposal on the date stated above. For Corporation or Partnership, please also attach a Secretary's Certificate and for Sole Proprietor, attach a Special Power of Attorney to your designated Authorized Representative.
- 3 Delivery period shall be **fifteen (15)** calendar days from date of receipt of Purchase Order/ Contract and NTP.
- 4 Price Quotation(s) shall be valid for a period of forty-five (45) calendar days from the deadline of submission.
- 5 Payment shall be processed upon completion and acceptance by PHLPPost and the submission of the required supporting documents.
- 6 Quotations exceeding the ABC shall be rejected.
- 7 Bidder/s shall indicate the correct, accurate and complete information including the BRAND NAME and MODEL NO. of the offered item(s) or product.
- 8 Bidder/s shall submit a properly marked and sealed quotation together with the documentary requirements.
(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR PROPOSAL)

Very truly yours,

ENGR. RICARDO C. MEDINA, JR.
A/Chief, Procurement Division, LPMD

NOTE:

As requested by PPMD-BLD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
1	16,480.00	80 pcs.	Styrofoam Board pre-cut 2 ft x 4 ft, 1" thick	<input type="checkbox"/> Comply	₱	₱
2	14,832.00	6 rolls	Bubble wrap, 1m x 100m	<input type="checkbox"/> Comply		
3	1,545.00	30 rolls	Transparent / Clear tape, 2"	<input type="checkbox"/> Comply		
4	1,100.00	1 gal.	Glass Cleaner	<input type="checkbox"/> Comply		
5	1,040.00	4 pcs.	Magnifying glass, 75mm dia.	<input type="checkbox"/> Comply		
6	2,060.00	4 pcs.	Scissor, heavy duty stainless steel, 8"	<input type="checkbox"/> Comply		
7	618.00	1 pc.	Steel measuring tape, 5 m/ 16 feet	<input type="checkbox"/> Comply		
8	1,520.00	4 pcs.	Stainless steel ruler, imperial-metric, 300mm	<input type="checkbox"/> Comply		
9	1,545.00	3 pcs.	Stainless steel ruler, imperial-metric, 600m	<input type="checkbox"/> Comply		
10	2,200.00	2 pcs.	Stainless steel ruler, imperial-metric, 1 meter	<input type="checkbox"/> Comply		
11	25,750.00	50 pcs.	Clear book, A4 size, 60 pockets, bound	<input type="checkbox"/> Comply		
OPP PLASTIC SIZES IN "INCHES" (PER KG)						
12	1,236.00	3-kgs.	OPP Plastic - 2.5 x 4 inches	<input type="checkbox"/> Comply		
13	1,236.00	3-kgs.	OPP Plastic - 3 x 6.5	<input type="checkbox"/> Comply		
14	1,236.00	3-kgs.	OPP Plastic - 3.5 x 4.75	<input type="checkbox"/> Comply		
15	1,236.00	3-kgs.	OPP Plastic - 4 x 6.5	<input type="checkbox"/> Comply		
16	1,236.00	3-kgs.	OPP Plastic - 4.5 x 9	<input type="checkbox"/> Comply	₱	₱
17	1,206.00	3-kgs.	OPP Plastic - 5 x 9	<input type="checkbox"/> Comply		
18	1,236.00	3-kgs.	OPP Plastic - 4 x 12	<input type="checkbox"/> Comply		
19	1,206.00	3-kgs.	OPP Plastic - 6 x 9	<input type="checkbox"/> Comply		
20	1,206.00	3-kgs.	OPP Plastic - 6 x 11	<input type="checkbox"/> Comply		
21	1,206.00	3-kgs.	OPP Plastic - 7 x 12	<input type="checkbox"/> Comply		
22	1,206.00	3-kgs.	OPP Plastic - 8 x 9	<input type="checkbox"/> Comply		

23	1,206.00	3-kgs.	OPP Plastic - 9 x 15	<input type="checkbox"/> Comply		
24	1,206.00	3-kgs.	OPP Plastic - 12 x 16	<input type="checkbox"/> Comply		
25	1,206.00	3-kgs.	OPP Plastic - 14 x 18	<input type="checkbox"/> Comply		
TOTAL	₱ 85,754.00					PhP

Date of Delivery: _____

(Signature over printed Name of Dealer)

Option: _____

(Telephone Number)

RFQ# 195-06-22

Accredited Manufacturer/Supplier may personally obtain the specifications on the canvass forms from the **PROCUREMENT DIVISION, Logistics and Property Management Department, 4th Floor, Manila Central Post Office Main Building** on the day following the date of this invitation.

The Philippine Postal Corporation reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with section 41 of RA 9184 and its IRR, without thereby incurring any bidder liability to the affected bidder or bidders.

FOR FURTHER INFORMATION, PLEASE GET IN TOUCH WITH THE PROCUREMENT DIVISION, LPMD at TELEPHONE NUMBERS 8527-01-33