PHILIPPINE POSTAL CORPORATION
Bureau, Agency or Office

RFQ# 268-09-22
(Canvass Number)

13-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 **17 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 equipment**

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. Each Line item can be separately awardable
4. Delivery period shall be **fifteen (15)** calendar days from date of receipt of Purchase Order/ Contract and NTP.
5. Price Quotation(s) shall be valid for a period of forty-five (45) calendar days from the deadline of submission.
6. Payment shall be processed upon completion and acceptance by PHLPost and the submission of the required supporting documents.
7. Quotations exceeding the ABC shall be rejected.
8. Bidder/s shall indicate the correct, accurate and complete information including the BRAND NAME and MODEL NO. of the offered item(s) or product.
9. 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 Div., LPMD

NOTE:
for issue to LPMD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Unit Price	Total Amount
	Line 1					
1	7,700.00	7-pcs.	**Cash Box with Lock and Key and Money Tray large(Metal Money safe for cash), size: 11.8 x 9.4 x 3.54 inches**	☐ comply	₱	₱
	Line 2					
1	13,500.00	6-pcs.	**Fire Extenguisher, 10 lbs. Dry Chemical, New**	☐ comply		
	Line 3					
1	15,820.00	7-pcs.	**Electric Stand Fan, 16"**	☐ comply		
2	23,960.00	4-pcs.	**Exhaust fan,16" bearing type and Single Phase**	☐ comply		
s-total	**39,780.00**					
	Line 4					
1	**104,700.00**	10-unit	**Clerical table for Postal tellers, 24" x48"**	☐ comply		
	xxxxxxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Sub-Total	**₱165,680.00**					**PhP**

Date of Delivery: _________________

____
(Signature over printed Name of Dealer)

Option: _______________________

____
(Telephone Number)

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