

PHILIPPINE POSTAL CORPORATION  
Agency or Office

RFQ# 332-11-22

(Canvass Number)

29-Nov-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 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 Venue, Meals & Accommodation for the Post Office Planning & Budget Conference for CY 2023 - 2024

**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 and revised Omnibus Sworn Statement (duly notarized) 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 (duly notarized) and for Sole Proprietor, attach a Special Power of Attorney (also duly notarized) to your designated Authorized Representative.
- 3 Price quotation/s, to be denominated in Philippine peso shall be inclusive of VAT and all applicable taxes and fees payable, and must be valid for for a period of thirty (30) working days from the date of the opening of bids.
- 4 Payment shall be processed upon completion and acceptance by PHLPost and the submission of the required supporting documents.
- 5 Quotations exceeding the ABC shall be automatically rejected.
- 6 Bidder/s shall provide correct, accurate and complete information and this RFQ must be duly signed by the Bidder's Authorized Representative.
- 7 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,

**GUZMAN B. MELGAREJO, JR.**

A/Manager, Logistics & Property Management Department

**NOTE:**

As requested by FMD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	980,700.00	1 lot	<b>PLANNING &amp; BUDGET CONFERENCE FOR CY 2023-2024</b>	<input type="checkbox"/> Comply	
			<b>a. ACCOMMODATION</b> <i>within the Vicinity of Tagaytay City, Cavite</i>		
			Participants & Drivers		
		85 pax	Check-in = 13 December 2022		
			Check-out = 16 December 2022		
			<b>b. VENUE - FUNCTION ROOM &amp; MEALS</b>		
		85 pax	<b>Function Room</b> <i>with space for Secretariat within the function room</i>		
			<b>Period - 13 - 16 December 2022</b>		
			Free use of Audio-Visual Facilities - microphones, microphone stands, speakers, projector projector screen, whiteboard, on-duty technician		
			Free WiFi (function room & hotel room)		
			Free Event Tarpaulin		
			Free writing pad and pencil		
			On-duty Event Coordinator		
			Free Parking		
			<b>Meals</b>		
			Participants & Drivers		
		85 pax	13 December 2022 - Dinner		
			14 - 15 December 2022 - Full Board Meals		
			16 December 2022- AM Snack & Lunch		
			* (Breakfast - Complimentary)		
			Breakfast, 7 AM		
			Lunch 12NN		
			Dinner, 6:30PM		
			Unlimited Candies, Coffee, Tea and Water during the conference		
			On-duty Banquet Coordinator		
			Meals subject to PHLPost approval		
XX	XXXXXXX	XXXXXX	XX		
<b>Total</b>	<b>980,700.00</b>				<b>PhP</b>

Date of Delivery: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Over Printed Name of Dealer)

Option: \_\_\_\_\_

\_\_\_\_\_  
(Telephone Number)

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