

PHILIPPINE POSTAL CORPORATION
Agency or Office

RFQ# 002-01-23

(Canvass Number)

16-Jan-23

(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 2023 Closing of Books and Financial Planning & Conference from January 23 - 27, 2023

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 ACCTG

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
1	920,000.00	40 pax	2023 Closing of Books and Financial Planning & Conference from January 23 - 27, 2023	<input type="checkbox"/> Comply	₱	₱
			Four (4) Single Bed and Twelve (12) Triple Sharing			
			Check in: 2PM on January 23, 2023			
			Check out: 12NN on January 27, 2023			
			8 hours to 10 hours Free Use of Function Room for 40 Pax			
			Meal Requirements			
			1st Day: Lunch, PM Snacks and Dinner			
			2nd - 4th Day: Breakfast, AM Snacks, Lunch, PM Snacks and Dinner			
			5th Day: Breakfast, AM Snacks and Lunch			
XX	XXXXXXX	XXXXXX	XX			
Total	920,000.00					PhP

Date of Delivery: _____

Option: _____

(Signature of Over Printed Name of Dealer)

(Telephone Number)

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