

**PHILIPPINE POSTAL CORPORATION**  
Bureau, Agency or Office

**RFQ# 009-01-23**

(Canvass Number)

**31-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 not later than **06 February 2023, 10:00 A.M.** 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 1 lot Printing and Delivery of Stamps, OFDCE and Greetings Card featuring the "Valentines 2023" Special Stamps**

**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 Notarized Revised 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 Price validity must be within 30 working days from the date of submission.
- 4 Payment shall be processed upon completion of delivery and acceptance by PHLPost and the submission of the required supporting documents.
- 5 Quotations exceeding the ABC shall be rejected.
- 6 Bidder/s shall provide correct, accurate and complete information.
- 7 Bidder/s shall submit a properly marked 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		Unit Price	Total Amount
			<b>"VALENTINES 2023"</b> (Special Stamps)			
1	154,000.00	40,000 pcs.	<b>Stamps Block of Four (4 Designs)</b>	<input type="checkbox"/> Comply	P	P
2	3,340.00	400 pcs.	<b>Official First Day Cover Envelope, 1 Design</b>	<input type="checkbox"/> Comply		
3	68,000.00	2,000 pcs.	<b>Greeting Cards (2 Designs) 4.5in x 5.5in</b>	<input type="checkbox"/> Comply		
			Specifications			
			1. Design - (please see attached CD & lay-out)			
			2. Stamp - (please see attached CD & lay-out)			
			3. OFDCE - standard size, 19cm x 11cm			
			4. Printing technique - offset lithography, four colors			
			5. Paper - security or substrate, guaranteed exclusively milled security paper for Philpost, 110+ -5% gsm, 21% or below decaying percentage, non-curling, unwatermarked invisible phosphorescent security feature, embedded security fibers, estimated quantity 100% utilized during printing, estimate 10% of printing errors.			
			6. Ink - Special offset ink (process ink), phosphorescent ink for security feature			
			7. Packaging - 100 pieces per bundle, vaccum packed bundle			
			8. Adhesive - food grade, starch-based strength of adhesiveness			
		xxxxxxx	xx			
<b>Total</b>	<b>P225,340.00</b>					<b>PhP</b>

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

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

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

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

Accredited Service Provider/Supplier may personally obtain the specifications on the canvass forms from the **PROCUREMENT DIVISION, Logistics and Property Management Department, 4<sup>th</sup> 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