PHILIPPINE POSTAL CORPORATION
Bureau, Agency or Office

RFQ# 022-02-23
(Canvass Number)

14-Feb-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 **20 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 Toner Cartridges for HP Color Laserjet Pro M255dw**

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 Delivery period shall be **seven (7)** calendar days commencing on the date of receipt of PO/ Notice to Proceed.
4 Price validity must be within 30 working days from the date of submission of quotation/proposal.
5 Payment shall be processed upon completion of delivery and acceptance by PHLPost 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 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
			TONER CARTRIDGES FOR HP COLOR LASERJET PRO M255dw			
1	25,000.00	5 cartridges	HP 206A Toner Cartrige, Cyan	☐ Comply	₱	₱
2	25,000.00	5 cartridges	HP 206A Toner Cartrige, Magenta	☐ Comply		
3	25,000.00	5 cartridges	HP 206A Toner Cartrige, Yellow	☐ Comply		
4	25,000.00	5 cartridges	HP 206A Toner Cartrige, Black	☐ Comply		
			Specification: original or compatible			
xxxx	xxxxxxxxxxxxxx	xxxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
TOTAL	**100,000.00**					**PhP**

Date of Delivery: _________________

____
(Signature Over Printed Name of Dealer)

Option: ______________________

____
(Telephone Number)

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Accredited Service Provider/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