

PHILIPPINE POSTAL CORPORATION
Agency or Office

RFQ# 084-04-23

(Canvass Number)

20-Apr-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 **24 April 2023, 10:00AM** 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 Catering Services for the CY 2022 Corporate Performance Assessment

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 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,

ENGR. RICARDO C. MEDINA, JR.
A/Chief, Procurement Division, LPMD

NOTE:

As requested by CorPlan

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	145,000.00	1 lot	Catering Services for the CY 2022 Corporate Performance Assessment <input type="checkbox"/> Comply	₱	₱
			Venue: Business Operation Center, 3F MCPO PHLPost Corp.		
			Date: April 27 - 28, 2023		
			Catering Requirements:		
			with Tables and Chairs		
			Day 1 (April 27) AM Snack, Lunch, PM Snack, Dinner		
			Day 2 (April 28) AM Snack, Lunch, Heavy PM Snack		
			**Plated Snacks, Managed Buffet Lunch & Dinner		
			1 rice, 1 vegetable, 2 viands, 1 soup and iced tea		
			AM Snack, 9AM		
			Lunch, 12NN		
			PM Snack, 3PM		
			Dinner, 6PM		
			Unlimited coffee & water during activity		
			with food attendant		
xx	xxxxxxx	xxxxxx	XX		
Total					PhP

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)

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Accredited service provider 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