

**PHILIPPINE POSTAL CORPORATION**  
Agency or Office

**RFQ# 092-05-23**  
(Canvass Number)

**05-May-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 **09 May 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 various Janitorial Supplies (20 items) for Cleaning and Maintenance of various Offices in the Central Building

**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 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.
- 5 Payment shall be processed upon completion and acceptance by PHLPost and the submission of the required supporting documents.
- 6 Quotations exceeding the ABC shall be automatically 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 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:**

For issue to MMD - GSD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	21,600.00	200 kls	Rags, round, colored, thin, 2 ply	<input type="checkbox"/> Comply	₱
2	8,100.00	150 pcs	Deodorant cake, big (branded)	<input type="checkbox"/> Comply	
3	8,000.00	200 bars	Laundry bar soap, 4pcs/bar (branded)	<input type="checkbox"/> Comply	
4	2,280.00	6 pcs	Polishing Pad #16	<input type="checkbox"/> Comply	
5	2,280.00	6 pcs	Stripping Pad #16	<input type="checkbox"/> Comply	
6	4,200.00	20 pcs	Soft Broom, thick	<input type="checkbox"/> Comply	
7	100,000.00	1,250 pouch	Powder Soap, 500 grams (Branded)	<input type="checkbox"/> Comply	
8	5,500.00	50 pcs	Mophead, cotton	<input type="checkbox"/> Comply	
9	4,000.00	20 pcs	Mophandle, aluminum	<input type="checkbox"/> Comply	
10	19,500.00	30 gals	Toilet Bowl Cleaner, generic, good quality	<input type="checkbox"/> Comply	
11	6,600.00	30 gals	Bleach (branded)	<input type="checkbox"/> Comply	
12	18,000.00	30 cans	Insecticide, big (branded)	<input type="checkbox"/> Comply	
13	80,000.00	100 cans	Disinfectant, big (branded)	<input type="checkbox"/> Comply	
14	27,500.00	50 cans	Furniture Polish, big (branded)	<input type="checkbox"/> Comply	
15	4,680.00	6 gals	Liquid Wax, red, generic, good quality	<input type="checkbox"/> Comply	
16	4,680.00	6 gals	Liquid Wax, white, generic, good quality	<input type="checkbox"/> Comply	
17	45,000.00	5,000 pcs	Garbage Bag, XXL, Thick, black	<input type="checkbox"/> Comply	
18	18,000.00	200 pairs	Cotton Gloves w/ rubber	<input type="checkbox"/> Comply	
19	13,000.00	100 pcs	Hand Scrubbing Pad (branded)	<input type="checkbox"/> Comply	
20	5,000.00	10 gals	Sealer Wax, generic, good quality	<input type="checkbox"/> Comply	
xx	xxxxxxx	xxxxxx	xx		
<b>Total</b>	<b>397,920.00</b>				<b>PhP</b>

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

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

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

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

Accredited Dealer/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