

PHILIPPINE POSTAL CORPORATION
Agency or Office

RFQ# 061-08-23
(Canvass Number)

14-Aug-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 **18 August 2023, 10.00 A.M.** at the Isolation Facility Building, CMEC Compound, Domestic Road, Pasay City

NAME OF PROJECT: Procurement of Multi-function Colored Printer with Accessories and Consumables

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 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 validity must be within 30 working days from the date of submission.
- 4 Delivery period shall be **seven (7)** calendar days commencing on the date of receipt of PO/Notice to Proceed.
- 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 GSD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	80,000.00	1 pc	Multifunction Colored Printer Print, Scan, Copy, Fax with ADF Specs: Print speed of up to 25.0 ipm Prints up to A3+ (for simplex) Automatic duplex printing Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour) USB 2.0/ Ethernet, Wi-Fi IEEE 802.11 b/g/n, Wi-Fi Direct AC 220 - 240 V Windows XP/ Vista/ 7 / 8 / 8.1 / 10, Windows Server 2003 / 2008 / 2012 / 2016 / 2019	<input type="checkbox"/> Comply	₱
2	2,000.00	1 pc	Accessories: Maintenance Box	<input type="checkbox"/> Comply	
3	4,000.00	4 pcs	Consumables: Pigment Ink Bottles (Black)	<input type="checkbox"/> Comply	
4	4,000.00	4 pcs	Consumables: Pigment Ink Bottles (Cyan)	<input type="checkbox"/> Comply	
5	4,000.00	4 pcs	Consumables: Pigment Ink Bottles (Yellow)	<input type="checkbox"/> Comply	
6	4,000.00	4 pcs	Consumables: Pigment Ink Bottles (Magenta)	<input type="checkbox"/> Comply	
xx	xxxxxxx	xxxxxxx	xx		
Total	98,000.00				PhP

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)