

**PHILIPPINE POSTAL CORPORATION**  
Agency or Office

**RFQ# 087-09-23**  
(Canvass Number)

**15-Sep-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 **19 September 2023, 10.00 A.M.** at the Isolation Facility Building, CMEC Compound, Domestic Road, Pasay City

**NAME OF PROJECT: Procurement of One (1) lot Supply and Delivery of Ink Cartridges and Master Roll with free use of five (5) units Duplicating Machine (Brand New)**

**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 Payment shall be processed upon completion and acceptance by PHLPost and the submission of the required supporting documents.
- 5 Quotation exceeding the ABC per item and the total ABC shall be automatically rejected.
- 6 Bidder/s shall indicate the correct, accurate and complete information including the BRAND NAME and MODEL NO. of the offered item(s) or product.
- 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,

**(SGD) JERWIN I. ENRILE**

Acting Manager, Logistics & Property Mgt. Dept.

**NOTE:**

For issue to LPMD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
<b>INK CARTRIDGES and MASTER ROLL</b>					
<b>with free use of Five(5) Units of Duplicating Machine (BRAND NEW)</b>					
1	831,600.00	840 cart	Black Ink	<input type="checkbox"/> Comply	₱
2	92,320.00	20 rolls	Master Roll	<input type="checkbox"/> Comply	₱
<b>Specifications of Duplicating Machine</b>					
		1	Resolution: Minimum of 300 x 400dpi		
		2	Print Speed: Minimum 140 copies/minute (print speed should be displayed in the control panel during printing operation)		
		3	Original Size: B4 or Less		
		4	Master Roll width: Not more than 380mm		
		5	Scanner: Automatic Document Feeder		
		6	Paper Size: Short, A4, Legal, B4		
		7	Printing Position Adjustment: Vertical +/-10mm		
		8	Paper Weight: 40 to 210gsm		
		9	Input Paper Capacity: Min. of 1200 sheets (60gsm)		
		10	Output Paper Capacity: Min of 1200 sheets (60gsm)		
		11	Print Density Adjustment: Normal, Light, Lighter, Dark, Darker		
		12	Master Eject: Fully Automatic		
		13	Connectivity: Standard USB Connect		
		14	Consumables		
			Master Roll: 200 cuts with embedded security chip		
			Ink Cartridge: 600ml with embedded security chip		
xx	xxxxxxx	xxxxxx	xx		
<b>Total</b>	<b>923,920.00</b>				<b>PhP</b>

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

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

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

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

Accredited Service provider/suppliers may personally obtain the canvass forms/specifications from the Procurement Division, Logistics and Property Management Department, Isolation Facility, CMEC Compound, Domestic Road, Pasay City 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 procurement activities, or not award the PO/Contract at any time prior to its 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 email address, [saturnino.bernales@yahoo.com.ph](mailto:saturnino.bernales@yahoo.com.ph)