

PHILIPPINE POSTAL CORPORATION
Agency or Office

RFQ# 086-09-23
(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 Brandnew compatible Toners/cartridges for Regular Laserjet Printer, with free use of Printer for every eight (8) cartridges

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 Quotations exceeding the 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,

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
1	619,800.00	600 cartridge	Brandnew compatible Toners/cartridges for Regular Laserjet Printer, with free use of Printer for every eight (8) cartridges	<input type="checkbox"/> Comply ₱	₱
			<i>Printer Specifications:</i>		
			Type: Desktop Monochrome Laser Printer		
			Memory: 2MB		
			Printing Speed: 12ppm in black (A4 size paper)		
			Printing Resolution: 600x600dpi		
			Paper size: A4, B5, A5, Legal, Letter, Envelope, Executive		
			Power Source: AC200-240, 50-gHz		
			Atleast 2,500 pages (A4 size)/ cartridge		
			<i>as Per Terms of Reference (TOR)</i>		
Total	619,800.00				PhP

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)

PR NO. 091-08-23, dated 30 August 2023

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