

**PHILIPPINE POSTAL CORPORATION**  
Agency or Office

**RFQ# 104-09-23**  
(Canvass Number)

**13-Nov-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 **17 October 2023, 10:00 AM** at the Isolation Facility Building, CMEC Compound, Domestic Road, Pasay City

**NAME OF PROJECT:**                    **Procurement of one (1) lot Supply and Delivery of various Office Supplies (17 items) for Distribution to Different Offices in Central Office including AMED, EMED and SMED**

**General Conditions:**

- 1 All entries must be typewritten or legibly written.
- 2 The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit 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 calendar 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 of delivery by PHLPost and the submission of the required supporting documents.
- 6 Quotation exceeding the ABC per item and the total 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, if applicable.
- 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 Div., LPMD

**NOTE:**

For issue to LPMD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	4,400.00	200 pcs	Correction Tape, 8m	<input type="checkbox"/> Comply	
2	634.40	20 pcs	Cutter knife, big	<input type="checkbox"/> Comply	
3	15,440.00	200 pcs	Data File Box	<input type="checkbox"/> Comply	
4	3,000.00	200 pcs	Envelope, expanding kraft, legal	<input type="checkbox"/> Comply	
5	22,790.00	10 units	External Hard Drive, 1 TB	<input type="checkbox"/> Comply	
6	26,000.00	5,000 pcs	Folder, pressboard, legal	<input type="checkbox"/> Comply	
7	7,176.00	48 bots	Insecticide, aerosol type	<input type="checkbox"/> Comply	
8	1,500.00	100 pcs	Marker flourescent marker, green	<input type="checkbox"/> Comply	
9	900.00	60 pcs	Marker for whiteboard, black	<input type="checkbox"/> Comply	
10	900.00	60 pcs	Marker for whiteboard, blue	<input type="checkbox"/> Comply	
11	1,100.00	50 pcs	Notepad, 2" x 3"	<input type="checkbox"/> Comply	
12	1,250.00	50 pcs	Notepad, 3" x 4"	<input type="checkbox"/> Comply	
13	375.00	25 pcs	Notepad, Steno	<input type="checkbox"/> Comply	
14	64,000.00	2,000 pcs	Staple Wire, standard	<input type="checkbox"/> Comply	
15	35,280.00	1,440 pcs	Tape, Packaging tape, brown, 2"	<input type="checkbox"/> Comply	
16	1,900.00	5 bundles	Folder, Fancy, with slide, legal, clear plastic	<input type="checkbox"/> Comply	
17	31,200.00	100 pcs	Horizontal File Arch Folder Long/Legal size	<input type="checkbox"/> Comply	
			<b>Specification:</b>		
			80 mm between Holse		
			76mm x 3 inches		
			Paper Capacity: about 300 sheets		
			Cover Materials: PP		
xx	xxxxxxx	xxxxxxx	XX		
<b>S-Total</b>	<b>217,845.40</b>				<b>PhP</b>

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

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

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

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

Accredited Manufacturer/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)

