PHILIPPINE POSTAL CORPORATION
Agency or Office

RFQ# 003-01-24
(Canvass Number)

16-Jan-24
(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 **22 January 2024, 10.00 A.M.** at the Isolation Facility Buidling, CMEC Compound, Domestic Road, Pasay City

NAME OF PROJECT: **Procurement of 35,000 pcsStamps (40 on) and 3,400 pcs OFDCE featuring "75 Years Insurance Commission"**

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 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 of the offered item(s) or product.
7. Bidder/s shall submit a properly marked quotation together with the 2024 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 PPMD - BLD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
			75 YEARS INSURANCE COMMISSION		₱	₱
1	134,750.00	35,000 pcs	Stamps (40 on)	☐ Comply		
2	28,390.00	3,400 pcs	Official First Day Cover Envelope	☐ Comply		
			Specifications:			
			1. Design - (Please see attached CD and Lay-out.)			
			2. Stamp - (Please see attached CD and Lay-out.)			
			3..OFDCE - Standard size: 19 mm x 11 mm.			
			4. Printing Technique - offset lithography, four colors			
			5. Paper - security or substrate, guaranted exclusively milled security paper ,for PHLPost, 100 +- 5gsm , 21% or below decaying percentage, non-curling, unwatermarked invinsible phosporescent security feature, embedded security fiber, estimated quantity, 100% utilized during printing, estimate 10% of printing errors.			
			6. Ink - Special offset ink (process ink), phosphorescent ink for security feature			
			7. Packaging - 100 pieces per bundle, vaccum packed bundle			
			8. Adhesive - food grade, starch-based strength of adhesiveness			
xx	xxxxxxx	xxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Total	**163,140.00**					**PhP**

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)

PR NO. 004-01-24, dated 08 January 2024