

PHILIPPINE POSTAL CORPORATION

Agency or Office

RFQ# 011-01-24

(Canvass Number)

30-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 **05 February 2024, 10.00 A.M.** at the Isolation Facility Building, CMEC Compound, Domestic Road, Pasay City

NAME OF PROJECT: Procurement of 4-Drawer Vertical Steel Cabinet and 4-Drawer Steel Cabinet with Safe

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 **fifteen (15) 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 2024 documentary requirements.

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR PROPOSAL)

Very truly yours,

JERWIN I. ENRILE

A/Manager, Logistics & Property Management Department

NOTE:

For issue to LPMD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	316,800.00	20 units	4 Drawer Vertical Steel Cabinet	<input type="checkbox"/> Comply	₱
2	462,000.00	20 units	4 Drawer Steel Cabinet with Safe	<input type="checkbox"/> Comply	₱
			Description:		
			Gauge 20 (Standard not Commercial)		
			Thickness (0.91mm to 1.00mm)		
			Overall Dimension: 52"H x 18-1/2"W x 28"D		
			Key-Lock Mechanism		
			Weight Capacity: 40 kg Per Layer		
			3-4 Hours fire resistant (safe compartment)		
			Beige Enamel Coated		
xxx	xxxxxxxxxx	xxxxxxxx	xx		
TOTAL	778,800.00				PhP

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)

PR# 01-24-011 dated January 19, 2024

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