

PHILIPPINE POSTAL CORPORATION

RFQ# 131-08-24

(Canvass Number)

06-Sep-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 13 September 2024, 10.00 A.M. at the Isolation Facility Buidling, CMEC Compound, Domestic Road, Pasay City

NAME OF PROJECT: Procurement of Supply and Delivery of 1unit-Branded 3 in 1 color Injet Printer, 5 units.- Stand fan and 5 units- Industrial fan

General Conditions:

- 1 All entries must be typewritten or legibly written.
2 The valid Philgeps Registration Certificate/Number, and Mayor's or Business Permit 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 Line 1 & Line 2 can be awarded separately.
5 Delivery period shall be seven (7) calendar days commencing on the date of receipt of PO/Notice to Proceed and upon Approval of specifications
6 Payment shall be processed upon completion and acceptance by PHLPost and the submission of the required supporting documents.
7 Quotation exceeding the ABC shall be automatically rejected.
8 Bidder/s shall indicate the correct, accurate and complete information of the offered item(s) or product (i.e. brand name, model).
9 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 SMED

Table with columns: Item No., ABC (PhP), Qty./Unit, SPECIFICATIONS, Financial Proposal (Unit Price, Total Amount). Includes line items for inkjet printers and fans, and a Grand Total row.

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)

Interested Service Provider/Suppliers may personally obtain the complete terms/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