

PHILIPPINE POSTAL CORPORATION

RFQ# 134-09-24

(Canvass Number)

10-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 **16 September 2024, 10.00 A.M.** at the Isolation Facility Building, CMEC Compound, Domestic Road, Pasay City

NAME OF PROJECT: Procurement of One (1) Lot-Room Accommodation for the Conduct of PHLPost Assessment and Planning Conference on September 18-20,2024

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 Hotel Rooms must be available to the participants on the required dates.
- 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 amenities being offered for free.
- 8 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 Corporate Planning Department

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	171,710.00	1 Lot	Room Accommodation for the Conduct of PHLPost Assessment and Planning Conference	<input type="checkbox"/> Comply	₱
			Venue: Mega Manila Conference Room, Quezon City Central Post Office, NIA Road, Quezon City		
			Accommodation for:		
			September 17-20, 2024 (3 nights)		
			September 17-21,2024 (4 Nights)		
			Room Requirements: (with complimentary breakfast)		
			Single Occupancy: 1 Room for 3 nights		
			Twin-Sharing: 4 Rooms for 4 nights		
			Twin-Sharing: 3 Rooms for 3 nights		
			Triple-Sharing: 1 Room for 4 nights		
			Triple-Sharing: 1 Room for 3 nights		
			**Separate beds are required for sharing rooms		
			**Please see attached Terms and Reference for additional requirements		
XX	xxxxxxx	xxxxxx	xx		
Total	171,710.00				PhP

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)

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