

**PHILIPPINE POSTAL CORPORATION**

**RFQ# 135-09-24**

(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 Buidling, CMEC Compound, Domestic Road, Pasay City

**NAME OF PROJECT: Procurement of One (1) Lot-Catering Services for the 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 Meals serving as per schedule stated in the Approved PR/Project Plan.
- 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 food menus, and 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	245,916.00	1 Lot	<b>Catering Services for the PHLPost Assessment and Planning Conference</b> Venue: Mega Manila Conference Room, Quezon City Central Post Office, NIA Road, Quezon City  Catering Service: 3 Days Period: September 18-20,2024  Meals for 54 Guaranteed Participants 18 September 2024 - AM Snack, Lunch, PM Snack, & Dinner 19 September 2024 - AM Snack, Lunch, PM Snack, & Dinner 20 September 2024 - AM Snack, Lunch, PM Snack, & Dinner  **Plated AM & PM Snacks, Managed Buffet Lunch & Dinner  Meals for managed buffet lunch and dinner and must consist of (1) soup/appetizer, (1) vegetable dish, choice of any (2) of beef/chicken/fish/pork viand, rice, drinks (juice or soft drinks), and (1) dessert.  Meals for AM/PM plated snacks must come with drinks AM Snack - 9AM Lunch - 12NN Dinner - 6 PM Unlimited Coffee and drinking water during the event must be available for the duration of activity  **Please see attached Terms and Reference for additional requirements	<input type="checkbox"/> Comply	₱	₱
XX	XXXXXXX	XXXXXX	XX			
<b>Total</b>	<b>245,916.00</b>					<b>PhP</b>

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](mailto:saturnino.bernales@yahoo.com.ph)