

PHILIPPINE POSTAL CORPORATION
Agency or Office

RFQ# 118-08-24

(Canvass Number)

09-Oct-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 **14 October 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 7 units- Steel Rack Shelves

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 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 Quotation exceeding the ABC per item and the total ABC shall be automatically rejected.
- 7 Bidder/s shall indicate the correct, accurate and complete information of the offered item(s) or product.
- 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 accounting Department

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	61,600.00	7/units	STEEL RACK SHELVES	<input type="checkbox"/> Comply	₱
			<i>Specifications:</i>	<input type="checkbox"/> Comply	₱
			<i>Length: 183 cm.</i>	<input type="checkbox"/> Comply	₱
			<i>Width: 123 cm.</i>	<input type="checkbox"/> Comply	₱
			<i>Layers: 4</i>	<input type="checkbox"/> Comply	₱
			<i>Capacity per shelf: 150kgs.</i>	<input type="checkbox"/> Comply	₱
			<i>Color: Gray</i>	<input type="checkbox"/> Comply	₱
			<i>Size of Frame: 1 1/2" x 1 1/2" slotted metal frame</i>	<input type="checkbox"/> Comply	₱
			<i>Shelves: 3/4" Plywood with wood edging</i>	<input type="checkbox"/> Comply	₱
xx	xxxxxxx	xxxxxx	XX		
Total	61,600.00				PhP

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)

PR NO. 110-06-24, dated 3 June 2024

Accredited Manufacturer/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