PHILIPPINE POSTAL CORPORATION

RFQ# 172-10-24
(Canvass Number)

30-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 **04 November 2024, 10.00 A.M.** at the Isolation Facility Buidling, CMEC Compound, Domestic Road, Pasay City

NAME OF PROJECT: **Procurement of Printing and Delivery of Commemorative Cover and Personalized Stamps featuring "90th Anniversary and Celebration of the First National Day of Charity Philippine Charity Sweeptakes Office (PCSO)"**

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 seven (7) calendar days commencing on the date of receipt of PO/Notice to Proceed and upon delivery of design of end-user
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 submit a duly signed 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 Div., LPMD

NOTE:
For issue to PPMD-OPMG

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
			90th Anniversary and Celebration of the First National Day of Charity PHILIPPINE CHARITY SWEEPSTAKES OFFICE (PCSO)			
1	226,500.00	50,000 pcs	Stamps (Blks of 4)	Comply	₱	₱
2	30,100.00	3,500 pcs	Official First Day Cover Envelope	Comply	₱	₱
			Spefications:			
			1. Design - (Please see attached Lay-out).			
			2. Stamp - (Please see attached Lay-out for design). Size : 30mm x 40 mm			
			3. OFDCE - (Please see attached Lay-out for design) Size, 5 x 7 cm.			
			4. Printing Technique - Offset lithography, four colors			
			5. Paper - security or substrate, guaranted exclusively milled security paper, for PHLPost, 110 +- 5gsm , 21% or below decaying percentage, non-curling, unwatermarked invinsible phosporescent security feature, embedded security fiber, estimated quantity, 100% utilized during printing, estimate 10% of printing errors.			
			6. Ink - Special Offset Ink (Process Ink), phosphorescent ink for security feature			
			7. Packaging - 100 pieces per bundle, vacuum packed bundle			
xx	xxxxxxx	xxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Total	**256,600.00**					**PhP**

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)

PR NO. 162-10-24 dated 17 October 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