

**PHILIPPINE POSTAL CORPORATION**  
Agency or Office

**RFQ# 152-10-24**  
\_\_\_\_\_  
(Canvass Number)

**08-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 Building, CMEC Compound, Domestic Road, Pasay City

**NAME OF PROJECT: Procurement of one (1) lot supply and delivery of various Office Supplies (32 Items)**

**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) 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 Quotations exceeding the ABC shall be automatically rejected.
- 7 Bidder/s shall indicate the correct, accurate and complete information including the BRAND NAME and MODEL NO. of the offered item(s) or product.
- 8 Bidder/s shall submit a properly marked and sealed quotation together with the 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 LPMD

Item No.	ABC (Php)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
1	3,312.00	480 pcs	Ballpen, Black	<input type="checkbox"/> Comply	₱	₱
2	3,312.00	480 pcs	Ballpen, Blue	<input type="checkbox"/> Comply	₱	₱
3	690.00	10 pack	Battery, AA, 2 pcs/pack	<input type="checkbox"/> Comply	₱	₱
4	805.00	10 pack	Battery, AAA, 2 pcs/pack	<input type="checkbox"/> Comply	₱	₱
5	2,990.00	200 box	Backfold clip, 3/4", 12 pcs/box	<input type="checkbox"/> Comply	₱	₱
6	6,900.00	200 box	Backfold clip, 1", 12 pcs/box	<input type="checkbox"/> Comply	₱	₱
7	7,360.00	200 box	Backfold clip, 1 1/4", 12 pcs/box	<input type="checkbox"/> Comply	₱	₱
8	11,040.00	200 box	Backfold clip, 1 5/8", 12 pcs/box	<input type="checkbox"/> Comply	₱	₱
9	21,850.00	200 box	Backfold clip, 2", 12 pcs/box	<input type="checkbox"/> Comply	₱	₱
10	17,250.00	500 pcs	Correction tape, 8m	<input type="checkbox"/> Comply	₱	₱
11	28,175.00	200 pcs	Data File box	<input type="checkbox"/> Comply	₱	₱
12	2,750.00	500 pcs	Envelope Brown, Legal	<input type="checkbox"/> Comply	₱	₱
13	20,700.00	300 box	Fastener Metal, 50 pcs./box	<input type="checkbox"/> Comply	₱	₱
14	16,675.00	100 pcs	Folder, Horizontal file arch folder legal size	<input type="checkbox"/> Comply	₱	₱
15	13,000.00	200 set	Marker Flourescent, 3 colors (Green, Orange, Yellow)	<input type="checkbox"/> Comply	₱	₱
xxx	xxxxxxxxxx	xxxxxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxPage 1 of 2xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
<b>Sub-Total</b>	<b>156,809.00</b>					<b>PhP</b>

Date of Delivery: \_\_\_\_\_

\_\_\_\_\_  
(Signature Over Printed Name of Dealer)

Option: \_\_\_\_\_

\_\_\_\_\_  
(Telephone Number)

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Item No.	ABC (Php)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
16	43,056.00	960 pcs	Marker Permanent, Black	<input type="checkbox"/> Comply	₱	₱
17	43,056.00	960 pcs	Marker Permanent, Blue	<input type="checkbox"/> Comply	₱	₱
18	2,875.00	100 pad	Notepad, 2" x 3"	<input type="checkbox"/> Comply	₱	₱
19	4,500.00	100 pad	Notepad, 3" x 3"	<input type="checkbox"/> Comply	₱	₱
20	5,000.00	100 pad	Notepad, 4" x 3"	<input type="checkbox"/> Comply	₱	₱
21	720.00	48 pcs	Pencil, with eraser	<input type="checkbox"/> Comply	₱	₱
22	4,830.00	120 pcs	Signpen, Black 0.7	<input type="checkbox"/> Comply	₱	₱
23	4,830.00	120 pcs	Signpen, Blue 0.7	<input type="checkbox"/> Comply	₱	₱
24	3,900.00	60 pcs	Stamp Pad #2	<input type="checkbox"/> Comply	₱	₱
25	20,700.00	100 pack	Wrapping Paper, 50 pcs per pack	<input type="checkbox"/> Comply	₱	₱
26	40,000.00	100 pcs	USB Flash Drive, 16GB	<input type="checkbox"/> Comply	₱	₱
27	9,600.00	120 pair	Scissors, 8"	<input type="checkbox"/> Comply	₱	₱
28	1,207.50	10 pcs	Tape Dispenser, 1"	<input type="checkbox"/> Comply	₱	₱
29	5,520.00	120 roll	Tape masking 1" 24mm x 50m	<input type="checkbox"/> Comply	₱	₱
30	9,600.00	120 roll	Tape masking 2" 48mm x 50m	<input type="checkbox"/> Comply	₱	₱
31	20,700.00	3000 pcs	Folder, Short	<input type="checkbox"/> Comply	₱	₱
32	103,500.00	10,000 pcs	Folder, Legal, kraft	<input type="checkbox"/> Comply	₱	₱
<b>Sub Total</b>	<b>323,594.50</b>					
xxx	xxxxxxxx	xxxxxxxx	Page 2 of 2			
<b>TOTAL</b>	<b>480,403.50</b>					<b>Php</b>

Date of Delivery: \_\_\_\_\_

Option: \_\_\_\_\_

\_\_\_\_\_  
(Signature Over Printed Name of Dealer)

\_\_\_\_\_  
(Telephone Number)