

PHILIPPINE POSTAL CORPORATION
Agency or Office

RFQ# 163-10-24

(Canvass Number)

16-Oct-24

(Date)

REQUEST FOR QUOTATION

(Name of Dealer)

(Address)

Gentlemen:

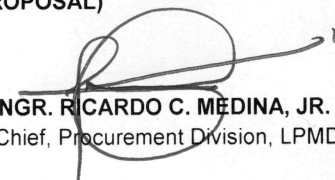
The Philippine Postal Corporation through its Bids and Awards Committee - Alternative Methods of Procurement (BAC-AMP) invites all interested qualified Service Providers/Suppliers to quote their best offer/price inclusive of all costs and applicable taxes, subject to the General Conditions stated herein, and to submit the said quotation duly signed by its authorized representative not later than **21 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 Official Control Book for Postage Metered Machine

General Conditions:

- 1 All entries must be typewritten or legibly written.
The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit, 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.
- 2 Price validity must be within 30 working days from the date of submission.
- 3 Delivery period shall be **seven (7) calendar days** commencing on the date of receipt of PO/Notice to Proceed and upon delivery of approved design of End User.
- 4 Payment shall be processed upon completion and acceptance by PHLPoSt and the submission of the required supporting documents.
- 5 Quotations exceeding the ABC shall be automatically rejected.
- 6 Bidder/s shall indicate the correct, accurate and complete information of the offered item(s) or product.
- 7 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 Financial Management Department

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	117,000.00	200 pc	Official Control Book for Postage Metered Machine	<input type="checkbox"/> Comply	P
xxx	xxxxxxxxxx	xxxxxxx	xx		
Total	117,000.00				PhP

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)