

PHILIPPINE POSTAL CORPORATION

RFQ# 179-11-24

(Canvass Number)

20-Nov-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 at the **25 November 2024, 10:00 A.M.** at the Philippine Postal Corporation Annex II Bldg. Magallanes Drive, Liwasang Bonifacio Ermita, Manila

NAME OF PROJECT: Procurement of Supply and Delivery of 2025 Wall Calendar

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 receipt of approved final proof of design.
- 5 Payment shall be processed upon completion and acceptance by PHLPPost 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
A/Chief, Procurement Div., LPMD

NOTE:

For issue to Corp. Com Division

Item No.	ABC (Php)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	173,250.00	2,100 pcs	2025 WALL CALENDAR	<input type="checkbox"/> Comply	₱
			SIZE: Cover - 18"x24", Leaves- 17" x 12"		₱
			Material: Cover - C2S #220		
			Leaves - C2S #80 (12 Sheets)		
			Color: Cover and Leaves - Full/0		
			Others: with punchhole and eyelet (2x) with saddle stitch (pad)		
			Design to be provided by PHLPPost		
			Corporate Communication		
xx	xxxxxxx	xxxxxxx	XX		
Total	173,250.00				PhP

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)