

**PHILIPPINE POSTAL CORPORATION**

**RFQ# 003-01-25**

(Canvass Number)

**24-Jan-25**

(Date)

**REQUEST FOR QUOTATION**

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
( Complete 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 **28 January 2025 10.00 A.M.** at the Annex II Building, MCPO, Manila

**NAME OF PROJECT:** Procurement of one (1)- Printing and Delivery of Stamps and Official First Day Cover Envelope featuring Metro manila Development Authority (MMDA) in celebration of the 50th Metro Manila Film Festival

**General Conditions:**

- 1 All entries must be typewritten or legibly written.
- 2 The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit, Income/Business Tax Return and Revised Omnibus Sworn Statement (duly Notarized) 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 ( 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 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
			<b>Metro manila Development Authority (MMDA) in celebration of the 50th Metro Manila Film Festival</b>		
1	149,450.00	35,000 pcs	Stamps (40 on)	<input type="checkbox"/> Comply	₱
2	29,240.00	3,400 pcs	Official First Day Cover Envelope	<input type="checkbox"/> Comply	₱
			<b>Specifications:</b>		
			1. Design - (Please see attached Lay-out).		
			2. Stamp- Size : 3cm x 4cm		
			3. OFDCE Standard size: 19cm x 11cm		
			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 invisible phosphorescent 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		
<b>Total</b>	<b>178,690.00</b>				<b>PhP</b>

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

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

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

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

**PR NO. 004-01-25 dated 23 January 2025**

Accredited Service Provider/Suppliers may personally obtain the canvass forms/specifications from the Procurement Division, Logistics and Property Management Department, 4th Floor Annex II Building, MCPO, Manila 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