

PHILIPPINE POSTAL CORPORATION
Agency or Office

RFQ# 001-01-25
(Canvass Number)

21-Jan-25
(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 at the Isolation Facility Building, CMEC Compound, Domestic Road, Pasay City

NAME OF PROJECT: Procurement of one (1) Lot- Venue, Meals and Accomodation for the conduct of PHLPost PRE Closing Accountants Meeting and Financial Reports and Policy Planning on January 26 to 29, 2025 within Manila City Area

General Conditions:

- 1 All entries must be typewritten or legibly written.
- 2 The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit and Income/Business Tax Return are required to be submitted along with your quotation/proposal 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 Payment shall be processed upon completion and acceptance by PHLPost and the submission of the required supporting documents.
- 5 Quotation exceeding the total ABC shall be automatically rejected.
- 6 Bidder/s shall indicate the correct, accurate and complete information
- 7 Bidder/s shall submit a 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.
Acting Chief, Procurement Division, LPMO

NOTE:

As requested by Accounting Department

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS	Financial Proposal	
				Unit Price	Total Amount
1	427,050.00	1-lot	Venue, Meals and Accommodation for the conduct of PHLPost PRE Closing Accountants Meeting, Financial Reports and Policy Planning on January 26 to 29, 2025, within Manila City Area	<input type="checkbox"/> Comply	₱
			ROOM ACCOMODATIONS:		
		17- rooms	Standard Twin (Twin Sharing, 2 single beds)		
		2- rooms	Deluxe Twin (Twin sharing, 2 single beds)		
		2- rooms	Deluxe Twin (Single occupancy, combined beds sharing, 2 single beds)		
			MEALS:		
		30 pax	January 26, 2025- Buffet Dinner		
		40 pax	January 27, 2025- Full Board		
		40 pax	January 28, 2025- Full Board		
		30 pax	January 29, 2025- A.M. snack and Buffet Lunch		
			Free Use of function Room from (8A.M. to & P.M.)		
			XX		
Total	427,050.00				PhP

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number)