PHILIPPINE POSTAL CORPORATION

RFQ# 004-02-25
(Canvass Number)

04-Feb-25
(Date)

REQUEST FOR QUOTATION

_____
(Name of Company)

_____
(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 **10 February 2025 10.00 A.M.** at the Annex II Building, MCPO, Manila

NAME OF PROJECT: **Procurement of one (1)- Printing and Delivery of Commemorative Cover and Personalized Stamps featuring the 59th Charter Day of Bago City**

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
			59th DAY OF BAGO CITY			
1	29,256.00	2,300 pcs	Commemorative Cover	☐ Comply	₱	₱
2	70,226.00	1,300 pcs	Personalized Stamps	☐ Comply	₱	₱
			Spefications:			
			1. Design - (Please see attached Lay-out).			
			2. Stamp- (please attached lay-out)			
			3 Printing Technique - Offset lithography, four colors			
			4. Paper - security or substrate, guaranted exclusively milled security paper, for PHLPost, 110 +- 5gsm , 21% or below decaying percentage, non-curling, unwatermarked invinsible phosporescent security feature, embedded security fiber, estimated quantity, 100% utilized during printing, estimate 10% of printing errors.			
			5. Ink - Special Offset Ink (Process Ink), phosphorescent ink for security feature			
			6. Packaging - 100 pieces per bundle, vacuum packed bundle			
			7. Adhesive- food grade, starch-based strength of adhesiveness			
	xxxxxxxx	xxxxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Total	**99,482.00**					**PhP**

Date of Delivery: _____

_____
(Signature Over Printed Name)

Option: _____

_____
(Telephone Number)

PR NO. 007-02-25 dated 28 January 2025