

**PHILIPPINE POSTAL CORPORATION**

**RFQ# 005-02-25**

(Canvass Number)

**05-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 Stamps and OFDCE featuring the Valentine's Day 2025 (Perfect Match)

**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>VALENTINE'S DAY 2025 (PERFECT MATCH)</b>						
1	73,100.00	10,000 pcs	Stamps (16 on) blk of 4	<input type="checkbox"/> Comply	₱	₱
2	4,300.00	500 pcs	Official First day Cover Envelope	<input type="checkbox"/> Comply	₱	₱
			<b>Specifications:</b>			
			1. Design - (Please see attached Lay-out).			
			2. Stamp-Size: 4cm. x 3cm.			
			3. OFDCE- standard size, 19mm x 11mm			
			4. Printing Technique - Offset lithography, four colors			
			5. Paper - security or substrate, guaranteed 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			
			8. Adhesive- food grade, starch-based strength of adhesiveness			
	xxxxxxx	xxxxxxx	xx			
<b>Total</b>	<b>77,400.00</b>					<b>PhP</b>

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

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

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

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