PHILIPPINE POSTAL CORPORATION
Agency or Office

RFQ# 007-02-25
(Canvass Number)

06-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 6 pcs.- Steel Rack Shelves**

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 **fifteen (15) calendar days** commencing on the date of receipt of PO/Notice to Proceed.
5. Payment shall be processed upon completion and acceptance by PHLPost and the submission of the required supporting documents.
6. Quotations exceeding the ABC shall be automatically rejected.
7. Bidder/s shall indicate the correct, accurate and complete information of the offered item(s) or product.
8. Bidder/s shall submit a properly marked quotation together with the 2025 documentary requirements.
(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR PROPOSAL)

Very truly yours,

ENGR. RICARDO C. MEDINA, JR.
A/Chief, Procurement Division, LPMD

NOTE:
For issue to OBOD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
1	66,318.00	6 pcs.	**Steel rack Shelves**	☐ Comply	₱	₱
			Specifications:			
			Dimensions: 185cm-H x 120cm-W x 46cm-D			
			5 Adjustable shelves			
			Capacity: 150kgs. Per layer			
			Color: Black			
			All metal including shelves - powdered coated finish			
	xxxxxxxx	xxxxxxxxx	xxxxxxxx