

PHILIPPINE POSTAL CORPORATION

RFQ# 016-02-25

(Canvass Number)

20-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 **24 February 2025 10:00 A.M.** at the Annex II Building, MCPO, Manila

**NAME OF PROJECT:** Procurement of one (1) lot- supply and delivery of various office supplies (15 items)

General Conditions:

- 1 All entries must be typewritten or legibly written.
- 2 The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit 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
- 5 Payment shall be processed upon completion and acceptance by PHLPPost 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 2025 documentary requirements.

**(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR PROPOSAL)**

Very truly yours,  
  
**JERWIN I. ENRILE**  
 Acting Manager, LPMD

NOTE:

For issue to POST SHOP PHILATELY & MUSEUM DIVISION

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
1	3,641.01	3 rolls	Bubble Wrap	<input type="checkbox"/> Comply		
2	2,723.61	3 pcs.	Styro Foam (4" x 6" x 1")	<input type="checkbox"/> Comply		
3	770.00	25 pcs.	Double Adhesive 1"	<input type="checkbox"/> Comply		
4	4,179.99	3 boxes	Glue Stick (24 pcs. per box)	<input type="checkbox"/> Comply		
5	9,707.50	25 pcs.	Magic Tape 1"	<input type="checkbox"/> Comply		
6	2,310.00	25 pcs.	Bubble Envelope (X-Large)	<input type="checkbox"/> Comply		
7	1,952.50	25 pcs.	Bubble Envelope (Large)	<input type="checkbox"/> Comply		
8	15,546.66	2 pcs.	External Hard Drive (2TB)	<input type="checkbox"/> Comply		
9	673.20	6 pcs.	Calligraphy Pen 2.0 (Artline) - Black	<input type="checkbox"/> Comply		
10	830.50	10 pcs.	Pilot Hi-tech Rollerball Point Pen Retractable 0.7mm Blue BxRTV7	<input type="checkbox"/> Comply		
11	509.70	10 pcs.	Pentel (Pilot - Black and Blue)	<input type="checkbox"/> Comply		
12	1,466.60	20 pcs.	Clear Book (A4)	<input type="checkbox"/> Comply		
13	1,136.70	10 pax	Photopaper	<input type="checkbox"/> Comply		
14	1,608.18	6 pax	Certificate Folder (Short) Customized	<input type="checkbox"/> Comply		
15	4,033.50	50 pax	Expanding Envelope Plastic Clear (Long)	<input type="checkbox"/> Comply		
	<b>51,089.65</b>		***** Nothing Follows *****			
<b>Total</b>						<b>PhP</b>

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

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

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

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

PR NO. 016-02-25 dated 20 Feb. 2025