PHILIPPINE POSTAL CORPORATION

RFQ# 023-02-25	28-Feb-25
(Canvass Number)	(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 **04 Marchy 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 PHILIPPINE FESTIVAL**

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,

SATURNINO A. BERNALES, JR.
Procurement Div., LPMD

NOTE:
For issue to PPMD-OPMG

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
			PHILIPPINE FESTIVAL			
1	73,100.00	10,000 pcs	Stamps (blk of 4)- 16 on.	☐ Comply	₱	₱
2	3,444.00	400 pcs	Official First day Cover Envelope	☐ Comply	₱	₱
			Spefications:			
			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, 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.			
			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			
	xxxxxxxx	xxxxxxxx	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Total	**76,544.00**					**PhP**

Date of Delivery: ______________

____
(Signature Over Printed Name)

Option: ______________

____
(Telephone Number)

PR NO. 028-02-25 dated 06 February 2025