PHILIPPINE POSTAL CORPORATION

RFQ# 051-04-25
(Canvass Number)

04-Apr-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 Manufacturers/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 **08 APRIL 2025 10:00 A.M.** at the Annex II Building, MCPO, Manila

NAME OF PROJECT: **Procurement of Supply and delivery of Multicopy Paper**

General Conditions:

1 All entries must be typewritten or legibly written.

2 The valid Philgeps Registration Certificate/Number and Mayor's or Business Permit 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 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 2025 documentary requirements.
(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR PROPOSAL)

Very truly yours,

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

NOTE:
For issue to LPMD

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
1	407,020.32	1,788 reams	Paper, MULTICOPY, legal size, 80gsm 216mm x 330mm	☐ Comply	₱	₱
	xxxxxxxx	xxxxxxxx	xxxxxxx