

PHILIPPINE POSTAL CORPORATION

RFQ# 056-04-25

(Canvass Number)

11-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 at the Philippine Postal Corporation, Annex II Building, Magallanes.

NAME OF PROJECT: Procurement of printing and delivery of 28,000 pcs.- Postal ID Flyers

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.
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 Business Line Department

Table with columns: Item No., ABC (Php), Qty./ Unit, SPECIFICATIONS, Comply, Unit Price, Total Amount. Includes row for Postal ID Flyers and a Total row.

Date of Delivery: _____

(Signature Over Printed Name)

Option: _____

(Telephone Number)