

**PHILIPPINE POSTAL CORPORATION**

**RFQ# 067-04-25**

(Canvass Number)

**21-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 **25 April 2025 10:00 A.M.** at the Annex II Building, MCPO, Manila

**NAME OF PROJECT:** Procurement of one (1) lot- Supply and delivery of Personalized Leather Desktop Pads, Bamboo Tumblers, and Abaca Tote Bag

**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 Corporate Communications Division-OPMG

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
1	245,000.00	700 pcs	<b>Personalized Leather Desktop Pads</b>	<input type="checkbox"/> Comply	P	P
			Black or Black Genuine Leather - High-quality, durable, and premium feel			
			Large (35.4" x 17") - Covers more surface area, great for dual monitors.			
			Thick (5mm or more) - Heavy-duty, comfortable padding movement			
			With Embossed/ Printed PHLPPost and Bagong Pilipinas Logos			
			With Black or White PHLPPost Box Case and Ribbon			
2	245,000.00	700 pcs	<b>Bamboo Tumblers</b>	<input type="checkbox"/> Comply	P	P
			Natural Bamboo Exterior, Stainless Steel Interior			
			350ml - 500ml			
			Double-walled vacuum insulation for temperature retention			
			Leak-proof screw-on or flip-top lid			
			Approx. 7-8 inches height, 2.5-3 inches diameter			
			Approx. 250g - 350g			
			Corporate Box Specifications:			
			Premium kraft paperboard, recycable cardboard, or rigid box			
			Customizable to fit tumbler size			
			Full-color printing, debossing, embossing of PHLPPost Logo			
3	175,000.00	500 pcs	<b>Abaca Tote Bag 18" (Width) x 20" (Height) x 7" (Dimension)</b>	<input type="checkbox"/> Comply	P	P
			Natural abaca brown (default)			
			with PHLPPost logo printing			
			Eco-friendly & sustainable - Made from biodegradable materials			
			*Supplier to Provide a print sample for approval, prior to mass production			
			*Send Bill Arrangement, wherein payment shall be made after the conclusion of the procurement materials and upon receipt and approval of PHLPPost			
	xxxxxxx	xxxxxxx	xx			
<b>Total</b>	<b>665,000.00</b>					<b>PhP</b>

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

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

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

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