

**PHILIPPINE POSTAL CORPORATION**

(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 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 **28 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 Arch File Folder and Colored Letter Head to be issue to COA-CO

**General Conditions:**

- 1 All entries must be typewritten or legibly written.  
The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit, and Revised Omnibus Sworn Statement (duly Notarized) are
- 2 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 Logistics and Property Management Department

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
1	68,595.00	500 pcs	Arch File Folder-Horizontal-RED	<input type="checkbox"/> Comply	P	P
2	23,733.30	10 reams	Colored Letter Head-A4 Size	<input type="checkbox"/> Comply	P	P
	xxxxxxx	xxxxxxx	xx			
<b>Total</b>	<b>92,328.30</b>					<b>PhP</b>

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

(Signature Over Printed Name )

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

(Telephone Number)