

**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 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 at the Philippine Postal Corporation, Annex II Building, ~~Manila~~

**NAME OF PROJECT:** Procurement of one (1) lot- Venue, Meals and Accomodations for the Conduct of "PHLPost Mail Diagnostic Workshop and Linkage Conference" on May 13-16, 2025 within the Province of Bataan

**General Conditions:**

- 1 All entries must be typewritten or legibly written.  
The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit and Income/Business Tax Return are required to be submitted
- 2 along with your quotation/proposal For Corporation or Partnership, please also attach a Secretary's Certificate (duly notarized) and for Sole  
Proprietor, attach a Special Power of Attorney (also 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,

**JERWIN I. ENRILE**  
Acting Manager, LPMD

**NOTE:**

As requested by the Office of the APMG for Operations

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
1	981,300.00	1- Lot	Venue, Meals and Accommodation for the Conduct of "PHLPost Mail Diagnostic Workshop and Linkage Conference" on March 13-16, 2025 within the Province of Bataan	<input type="checkbox"/> Comply	P	P
			<b>Requirements: 3 Nights</b>			
			Room Accomodation (with Complimentary Breakfast			
			Single Occupancy 7 Rooms			
			Twin Sharing 20 Rooms			
			Family / Triple Sharing 5 Rooms			
			<b>Meals</b>			
			May 13 - Dinner only 63 Pax			
			May 14 - AM Snack, Lunch, PM Snack & Dinner 63 Pax			
			May 15 - AM Snack, Lunch, PM Snack & Dinner 63 Pax			
			May 16 - AM Snack and Lunch 63 Pax			
			Note: refer to the Terms of reference (TOR) for other requirements			
	xxxxxxx	xxxxxxxxx	xx			
<b>Total</b>	<b>981,300.00</b>					<b>PhP</b>

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

(Signature Over Printed Name )

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

(Telephone Number)