

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 not later than **19 May 2025 10:00 A.M.** at the Annex II Building, MCPO, Manila

NAME OF PROJECT: Procurement of one (1) lot- printing and delivery of Commemoratice Cover and Personalized Stamp featuring "75th Anniversary of Paramount Life and General Insurance"

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 Postshop, Philately and Museum Division, OPMG

Item No.	ABC (PhP)	Qty./ Unit	DESCRIPTION/s		Financial Proposal	
					Unit Price	Total Amount
			75th ANNIVERSARY OF PARAMOUNT LIFE and GENERAL INSURANCE			
1	15,264.00	1,200 pcs	Commemorative Cover	<input type="checkbox"/> Comply	₱	₱
2	75,628.00	1,400 pcs	Personalized Stamp	<input type="checkbox"/> Comply	₱	₱
			Specifications:			
			1. Design - (Please see attached Lay-out).			
			2. Commemorative Cover - standard size, 19mm x 11mm			
			3. Personalized Stamp - Size: 17x 10cm			
			4. Paper - security or substrate, guaranteed exclusively milled security paper for Philpost, 110+ -5% gsm, 21% or below decaying percentage, non-curling, unwatermarked invisible phosphorescent security feature, embedded security fibers, estimated quantity 100% utilized during printing, estimate 10% of printing errors			
			5. Printing Technique - offset lithography, four colors			
			6. Ink - Special offset ink (process ink), phosphorescent ink for security feature			
			7. Packaging - 100 pieces per bundle, vacuum packed bundle			
			8. Adhesive - food grade, starch-based strength of adhesiveness			
	XXXXXXXX	XXXXXXXX	XX			
Total	90,892.00					PhP

Date of Delivery: _____

(Signature Over Printed Name)

Option: _____

(Telephone Number)

PR NO. 074-05-25 dated 08 May 2025