

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 **16 June 2025 10:00 A.M.** at the Annex II Building, MCPO, Manila

NAME OF PROJECT: Procurement of one (1) lot- Relocation of 2.5HP Wall Mounted Split Type Aircondition Indoor Unit, Supply and delivery of 3TR Floor Mounted Inverter Aircondition Unit with Installation

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 Fifteen (15) 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. BERNAL, JR.
Acting Chief Procurement Div., LPMD

NOTE:

as requested by Logistics and Property Management Department

Item No.	ABC (PhP)	Qty./ Unit	DESCRIPTIONS		Financial Proposal	
					Unit Price	Total Amount
1	13,000.00	1 Lot	Relocation of 2.5HP Wall Mounted Split type Aircondition Indoor Unit (Evaporator Only)	<input type="checkbox"/> Comply	P	P
2	120,750.00	1 Lot	3TR Floor Mounted Inverter, Aircondition Unit	<input type="checkbox"/> Comply	P	P
			Cooling: 38000 BTU/h,			
			40000 Kj/hr			
			Power:3100 watt			
			EER: 9Btu/h-w to 12.3 Btu/h-w			
			Supply: 220-240V, 60Hz,1 Phase, 3W			
			Refrigerant: R410A or R32			
3	4,000.00	1 Lot	Cost of Installation	<input type="checkbox"/> Comply	P	P
	xxxxxxx	xxxxxxxxx	xx			
Total	137,750.00					PhP

Date of Delivery: _____

(Signature Over Printed Name)

Option: _____

(Telephone Number & e-mail Address)