

**PHILIPPINE POSTAL CORPORATION**

**RFQ# 096-06-25**

(Canvass Number)

**10-Jun-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 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 Printing and delivery of 100 pcs.- PHLPost CY2024 Annual Report**

**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, Final Proofing of Mock copy
- 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. BERNALDES, JR.**  
 Acting Chief Procurement Div., LPMD

**NOTE:**

For issue to Corporate Planning Department - OAPMG for MSS

Item No.	ABC (Php)	Qty./ Unit	DESCRIPTIONS		Financial Proposal	
					Unit Price	Total Amount
1	115,000.00	100 pcs	<b>PHLPost CY2024 Annual Report</b> <i>Printing and Delivery Services</i>	<input type="checkbox"/> Comply	₱	₱
			Number of Pages: 60 pages (back-to-back; including cover)			
			Size: A4 (8.27 x 11.69 inches)			
			Orientation: Portrait			
			Binding: Perfect Binding (Paperback)			
			Printing Specifications: Full-color (CMYK) for all pages			
			<b>Cover:</b>			
			Paper Type: C2S (Coated, 2 sides)			
			Thickness: 220-250 GSM			
			Finish: Glossy or matte lamination			
			<b>Inside Pages:</b>			
			Paper Type: C2S or high-quality matte			
			Thickness: 100-120 GSM			
			Finish: Smooth, high-resolution printing			
			<b>Note:</b>			
			-Submission of one (1) printed mock up copy for approval before final printing			
			- Delivery to be made within fifteen (15) calendar days from final proof approval			
	xxxxxxx	xxxxxxx	xx			
<b>Total</b>	<b>115,000.00</b>					<b>PhP</b>

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

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

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

\_\_\_\_\_  
 (Telephone Number & e-mail Address)

**PR NO. 093-05-25 dated 30 May 2025**