PHILIPPINE POSTAL CORPORATION

RFQ# 152-10-25
(Canvass Number)

28-Oct-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 **03 November 2025 10:00 A.M**. at the office of Procurement Division, LPMD, Annex II Building, MCPO, Manila

NAME OF PROJECT: **Procurement of one (1) lot - supply and delivery of Ink Cartridges and Master Roll with free use of Duplicating Machine (Brand New)**

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 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,

Mayeth E. Baghari
Acting Chief Procurement Div., LPMD

NOTE:
For issue to Logistic & Property Management Department

Item No.	ABC (PhP)	Qty./ Unit	SPECIFICATIONS		Financial Proposal	
					Unit Price	Total Amount
			INK CARTRIDGES and MASTER ROLL			
			with free use of Duplicating Machine (Brand New)			
	95,452.50	110 cart	Black ink	☐ Comply	₱	₱
	77,789.23	19 roll	Master Roll	☐ Comply	₱	₱
			xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
			Specifications of Duplicating Machine:			
		1	*Resolution: Minimum of 300 x 400dpi*			
		2	*Print Speed: Minimum 140 copies/minute (print Speed Should be displayed in the control panel during printing operation)*			
		3	*Original Size: B4 or Less*			
		4	*Master Roll width: Not more than 380mm*			
		5	*Scanner: Automatic Document Feeder*			
		6	*Paper Size: Short A4, Legal, B4*			
		7	*Printing Position Adjustment: Vertical +/-10mm*			
		8	*Paper Weight: 40 to 210gsm*			
		9	*Input Paper Capacity: Min. of 1200 sheets (60gsm)*			
		10	*Output Paper Capacity: Min. of 1200 sheets (60gsm),*			
		11	*Print Density Adjustment: Normal, Light, Lighter,Dark, Darker*			
		12	*Master Eject: Fully Automatic*			
		13	*Connectivity: Standard USB Connect*			
		14	*Consumables*			
			Master Roll: 200 cuts with embedded security chip			
			Ink Cartridge: 600ml with embedded security chip			
Total	**173,241.73**					**PhP**

Date of Delivery: _____

_____
(Signature Over Printed Name)

Option: _____

_____
(Telephone Number)

PR NO. 137-10-25 dated 08 October 2025