

PHILIPPINE POSTAL CORPORATION

RFQ# 016-02-26

(Canvass Number)

24-Feb-26

(Date)

REQUEST FOR QUOTATION

(Name of Dealer)

(Address)

Gentlemen:

The Philippine Postal Corporation through its Bids and Awards Committee - Direct Contracting, Small Value Procurement and Negotiated Procurement 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 **26 February 2026** at the Philippine Postal Corporation, Annex II Building, MCPO, Manila

NAME OF PROJECT: Procurement of one (1) lot- supply and delivery of various Office Supplies (29 items)

General Conditions:

- 1 All entries must be typewritten or legibly written.
The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit, Tax Clearance or Income/Business Tax Return and NGPA Omnibus Sworn Statement 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.
- 2 Price validity must be within 30 working days from the date of submission.
- 3 Delivery period shall be fifteen (15) calendar days commencing on the date of receipt of PO/Notice to Proceed and upon receipt of approved final proof of design.
- 4 Payment shall be processed upon completion and acceptance by PHLPost and the submission of the required supporting documents.
- 5 Quotation exceeding the ABC per item and the total ABC shall be automatically rejected.
- 6 Bidder/s shall submit a duly signed quotation together with the 2026 documentary requirements.

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR PROPOSAL)

Very truly yours,

GUZMAN B. MELGAREJO, JR.
Acting Manager, LPMD

NOTE:

For Issue to Logistics and Property Management Department

Item No.	ABC (PhP)	Qty./ Unit	DESCRIPTIONS		Financial Proposal	
					Unit Price	Total Amount
1	3,168.00	480 pcs	Ballpen Black	<input type="checkbox"/> Comply	₱	₱
2	3,168.00	480 pcs	Ballpen Blue	<input type="checkbox"/> Comply	₱	₱
3	792.00	120 pcs	Ballpen Red	<input type="checkbox"/> Comply	₱	₱
4	3,016.00	200 bxs	Clip Backfold ¾", 12 pcs/ box	<input type="checkbox"/> Comply	₱	₱
5	4,786.00	200 bxs	Clip Backfold 1", 12 pcs/box	<input type="checkbox"/> Comply	₱	₱
6	6,034.00	200 bxs	Clip Backfold 1 5/8, 12 pcs/ box	<input type="checkbox"/> Comply	₱	₱
7	14,165.00	500 pcs	Correction Tape, 8 mm	<input type="checkbox"/> Comply	₱	₱
8	53,000.00	500 pcs	Data File Box	<input type="checkbox"/> Comply	₱	₱
9	5,783.00	100 bxs	Fastener, Metal	<input type="checkbox"/> Comply	₱	₱
10	15,039.60	120 pcs	Folder, Horizontal, Arch file Folder Legal Size, Red	<input type="checkbox"/> Comply	₱	₱
11	190,000.00	10,000 pcs	Folder, pressboard, Legal size	<input type="checkbox"/> Comply	₱	₱
12	92,500.00	5,000 pcs	Folder, pressboard, short	<input type="checkbox"/> Comply	₱	₱
13	700.00	40 pads	Note pad, 2" x3"	<input type="checkbox"/> Comply	₱	₱
14	886.80	40 pads	Note pad, 3" x 3"	<input type="checkbox"/> Comply	₱	₱
15	1,197.20	40 pads	Note pad, 4" x3"	<input type="checkbox"/> Comply	₱	₱
16	3,201.00	300 bxs	Paper Clip, vinyl small	<input type="checkbox"/> Comply	₱	₱
17	2,383.00	100 bxs	Paper Clip, vinyl Jumbo	<input type="checkbox"/> Comply	₱	₱
18	2,125.00	50 jars	Paste	<input type="checkbox"/> Comply	₱	₱
19	16,800.00	240 pcs	Sign Pen, black, 0.5	<input type="checkbox"/> Comply	₱	₱
20	16,800.00	240 pcs	Sign Pen, blue, 0.5	<input type="checkbox"/> Comply	₱	₱
21	5,049.60	120 btls	Stamp pad Ink, Violet	<input type="checkbox"/> Comply	₱	₱
22	1,673.20	40 roll	Tape Masking 1"	<input type="checkbox"/> Comply	₱	₱
23	7,120.80	240 roll	Tape Transparent 1"	<input type="checkbox"/> Comply	₱	₱
24	75,000.00	150 pcs	Flash Drive, 32GB	<input type="checkbox"/> Comply	₱	₱
25	14,550.00	50 pcs	Mouse Optical	<input type="checkbox"/> Comply	₱	₱
26	1,108.50	50 pcs	Ring Binder, ¾"	<input type="checkbox"/> Comply	₱	₱
27	1,796.50	50 pcs	Ring Binder, 1"	<input type="checkbox"/> Comply	₱	₱
28	2,683.50	50 pcs	Ring Binder, 1 ½"	<input type="checkbox"/> Comply	₱	₱
29	2,875.00	50 pcs	Ring Binder, 2"	<input type="checkbox"/> Comply	₱	₱
			<i>x-x-x-x- nothing follows -x-x-x-x</i>			
Total	547,401.70					PhP

Date of Delivery: _____

(Signature Over Printed Name of Dealer)

Option: _____

(Telephone Number/e-mail address)

PR NO. 011-02-26 dated 11 February 2026

Accredited Manufacturer/Suppliers may personally obtain the canvass forms/specifications from the Procurement Division, Logistics and Property Management Department, 4th Floor Annex II Building, MCPO, Manila on the day following the date of this invitation.

The Philippine Postal Corporation reserves the right to reject any and all bids, declare a failure of procurement activities, or not award the PO/Contract at any time prior to its award in accordance with Section 70 of RA 12009 and its IRR, without thereby incurring any bidder liability to the affected bidder or bidders.

FOR FURTHER INFORMATION, PLEASE GET IN TOUCH WITH THE PROCUREMENT DIVISION, LPMD at email address, saturnino.bernales@yahoo.com.ph