

PHILIPPINE POSTAL CORPORATION

RFQ# 012-02-26

(Canvass Number)

11-Feb-26

(Date)

**REQUEST FOR QUOTATION**

(Name of Dealer)

(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 February 2026 10:00 AM** at Logistics and Property Management Dept., Annex II Building, MCPO, Manila.

**NAME OF PROJECT: Procurement of Printing and delivery of Barcode Label Stickers for Tracked Mail**

**General Conditions:**

- 1 All entries must be typewritten or legibly written.  
The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit, Income/Business Tax Return and NGPA 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.
- 2 Price validity must be within 30 working days from the date of submission.
- 3 Delivery period shall be **Twenty(20)** 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,

  
**MAYETH E. BAGHARI**  
Acting Chief Procurement Div., LPMD

**NOTE:**

For issue to Airmail Exchange Department

Item No.	ABC (PhP)	Qty./ Unit	DESCRIPTIONS	Financial Proposal	
				Unit Price	Total Amount
1	250,000.00	500,000 Sets	<b>Barcode Label Stickers for Tracked Mail</b> <input type="checkbox"/> Comply	₱	₱
			<b>Specifications:</b>		
			Sticker size: 58mm x 58mm		
			Color: One - Black (printing)		
			Material: Satin		
			Texture: Matte		
			Quantity: 2,500 sets per roll		
			Printing on the label sticker should be printed with Wax Resin Ribbon with die cut, four parts with sequential bacoded tracking number (13 alphanumeric characters)		
			Barcode Symbology: code 128		
			Example: LP 123 456 789 PH		
			RE service indicator, fixed 12345678 sequential numeric check digit		
			PH country code		
			Prefix on the 4th part of the Barcode Label Sticker should be replaced from Prefix "RE" to Prefix "RC", All serial numbers are still the same that printed on the Label sticker		
			The Tracking number will appear on the note with spaces like this LP 123 456 789 PH for easier manual reading.		
			But if it was read by the barcode scanner, it should have no space and characters should be in capital letters,		
			Example: LP 123 456 789 PH		
			<b>NOTE:</b>		
			Check digit algorithm would be given to the winning bidder after the award.		
			Starting number would be given to the winning bidder after the award. Sample should be certified by the End-user before production, espically for testing barcodes and check digit.		
			<i>x-x-x-x- nothing follows -x-x-x-x</i>		
<b>Total</b>	<b>250,000.00</b>				<b>PhP</b>

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

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

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

\_\_\_\_\_  
(Telephone Number/e-mail address)