PHILIPPINE POSTAL CORPORATION

RFQ# 062-05-26
(Canvass Number)

18-May-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 Manufacturers/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 **22 May 2026 10:00 A.M.** at the Annex II Building, MCPO, Manila

NAME OF PROJECT: **Procurement of supply and delivery of PHLPost Marketing Brochures and Flyers**

General Conditions:

1. All entries must be typewritten or legibly written.
2. The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit and Notarized NGPA format 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.
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 and upon receipt of approved final proof of design.
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 2026 documentary requirements.
   (FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR PROPOSAL)

Very truly yours,

MAYETH E. BACHARI
Acting Chief, Procurement Division, LPMD

NOTE:
For Issue to Business Lines Department

Item No.	ABC (PhP)	Qty./ Unit	DESCRIPTIONS		Financial Proposal	
					Unit Price	Total Amount
1	200,000.00	20,000 lot	**PHLPost Marketing Brochures**	☐ Comply	₱	₱
			Technical Specifications:			
			Size & Layout			
			Binding: Tri-fold			
			A4 = 210 mm x 297 mm			
			Folded size (finished):			
			99 mm x 210 mm (approx.)			
			Panels:			
			3 vertical panels per side			
			Total: 6 panels (front + inside + back)			
			Paper:250 GSM			
			Color mode: CMYK (full color)			
			Resolution: Minimum 300 DPI			
			Bleed: 3 mm on all sides			
			Safe margin: 5-10 mm inside trim area			
			Print style: Full bleed recommended (edge-to-edge design)			
			Matte lamination			
2	100,000.00	20,000 lot	**Flyers**	☐ Comply	₱	₱
			A5 148 mm x 210 mm			
			200 GSM - heavy premium flyer			
			Color mode: CMYK (full color)			
			Resolution: Minimum 300 DPI			
			Print style: Full bleed recommended, edge-to-edge prefered			
			Bleed: 3 mm on all sides			
			Safe margin: 5-10 mm inside trim area			
			Back-to-back printing			
			x-x-x-x- nothing follows -x-x-x-x			
Total	**300,000.00**					**PhP**

Date of Delivery: _____

_____
(Signature Over Printed Name of Dealer)

Option: _____

_____
(Telephone Number/e-mail address)

PR NO. 055-05-26 dated 13 May 2026