PHILIPPINE POSTAL CORPORATION

RFQ# 102-07-26
(Canvass Number)

03-Sep-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 **7 September 2026 10:00 A.M.** at the Annex II Building, MCPO, Manila

NAME OF PROJECT: **Procurement of supply and delivery of Two(2) uits-Laptop for Graphic Design and Multimedia Creative Production**

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 upon 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 indicate the correct, accurate and complete information including the BRAND NAME and MODEL NO. of the offered item(s) or
8. 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 Office of the Postmaster General

Item No.	ABC (PhP)	Qty./ Unit	DESCRIPTIONS		Financial Proposal	
					Unit Price	Total Amount
1	328,288.00	2 pcs	**Laptop for Graphic Design and Multimedia Creative Production**	☐ Comply	₱	₱
			Minimum Specifications:			
			Processor: Intel Core i9 Processor 2.2 GHz (36MB Cache, up to 5.8 GHz, 24 cores, 32 Threads)			
			RAM: 16GB LPDDR5 SODIMM or higher			
			Graphics: 8GB GDDR6 Dedicated Graphics			
			Storage: 1TB M.2 NVMe PCIe 4.0 SSD			
			Monitor/Display: 18" 2.5K IPS, 240Hz refresh rate			
			OS: Licensed Windows 11			
			Camera: HD 720p + IR with Privacy Shutter			
			Wireless: Wi-Fi 6E or higher, Bluetooth 5.3 or higher			
			Ports: RJ45 Ethernet Port, HDMI 2.1, USB 3.2 Gen1 Type A, Thunderbolt 4, Audio Combo Jack			
			Security: TPM 2.0			
			Software: Licensed Microsoft Office			
			Warranty:			
			-1 year warranty on parts and labor			
			-1 year on-site support (Metro Manila)			
			x-x-x-x- nothing follows -x-x-x-x			
Total	**328,288.00**					**PhP**

Date of Delivery: _____

_____
(Signature Over Printed Name of Dealer)

Option: _____

_____
(Telephone Number/e-mail address)

PR NO. 07-26-055 dated 21 June 2026