PHILIPPINE POSTAL CORPORATION

RFQ# 138-09-26 (Canvass Number)

24-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 Service Provider/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 **29 September 2026, 10:00 a.m.** at the Annex II Building, MCPO, Manila

NAME OF PROJECT: **Procurement of Supply and delivery of Pro Videoconferencing Platform**

General Conditions:

1. All entries must be typewritten or legibly written.
2. The valid Philgeps Registration Certificate/Number, Mayor's or Business Permit 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.
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 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 Management Information Systems Department

Item No.	ABC (PhP)	Qty./ Unit	DESCRIPTIONS		Financial Proposal	
					Unit Price	Total Amount
1	299,715.00	20 Licenses	**Pro Videoconferencing platform**	☐ Comply	₱	₱
			Meeting duration: Host up to 30 hours per meeting			
			Participant Capacity: 100 Attendees per meeting			
			Recording: Local and 10GB of cloud recording per license			
			Unlimited meetings			
			Automated captions			
			Screen sharing			
			Breakout rooms			
			Personal meeting ID			
			Waiting room			
			Unlimited AI note-taking			
			Cross platform support			
			Workplace integrations			
			Advanced security features			
			Valid for 1 year			
			Note: Licenses shall be delivered and activited on Octber 23, 2026			
			x-x-x-x- nothing follows -x-x-x-x			
Total	**299,715.00**					**PhP**

Date of Delivery: _____

_____
(Signature Over Printed Name of Dealer)

Option: _____

_____
(Telephone Number/e-mail address)

PR NO. 07-26-054 dated 16 July 2026