PHILIPPINE POSTAL CORPORATION

RFQ# 121-07-26
(Canvass Number)

09-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 **14 September 2026 10:00 A.M.** at the Annex II Building, MCPO, Manila

NAME OF PROJECT: **Procurement of supply and delivery of Letter Carrier (LC) Bag**

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 and Income/Business Tax return 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, approval of the sample.
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
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,

GUZMAN B. MELGAREJO, JR.
Acting Manager, LPMD

NOTE:
For Issue to the the Office of the Assistant Postmaster General for Operations

Item No.	ABC (PhP)	Qty./ Unit	DESCRIPTIONS		Financial Proposal	
					Unit Price	Total Amount
1	1,505,672.00	1,127 pcs	**Letter Carrier (LC) Bag**	☐ Comply	₱	₱
			Design:			
			Backpack-style letter carrier bag with double soulder straps and reinforced top handle and convertible to (1) sling bag and (2) tail for motorcycles			
			Color: Black			
			Compartments:			
			Main compartment with reiforce basesecondary compartment for documents side pockets for accessories			
			Dimensions:			
			27cm x 18cm x 45cm (LxWxH) with a +/- 1cm dimensions tolerance			
			Durability:			
			Must be able to withstand at least 5 kilograms of load without tearing or strap failure			
			Features:			
			Padded double shoulder straps, reflective strips for visibility and safety of Letter Carriers, weather resistant zippers, reinforce stiching for durability and with embroidered PHLPost logo			
			Materials:			
			Heavy duty, water-resistant fabric such as polyester or canvass (rain proof and wear resistant)			
			Warranty:			
			Minimum 6 months warranty against manufacturing defects supplier must replace defective items within seven (7) calendar days upon reciept of notice			
			Note:			
			please refer to attahed Terms of Reference (TOR)			
			x-x-x-x- nothing follows -x-x-x-x			
Total	**1,505,672.00**					**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