

# **EXTERNAL SERVICES**

Sales and Marketing Division

1. Preparation and Releasing of Requested Quotation to Client





**APO PRODUCTION UNIT, INC.**

**Who may avail?**

**APO Clients**

Describes the procedure for preparing and releasing the request for quotation to clients.

**Office in-charge**

**Sales and Marketing Department**

**Type of transaction**

**G2C - Government to Client  
(Simple Transaction )**

**Checklist of requirements**

**1) Request for quotation form -  
e-copy**

**Total time duration**

**3-5 working days**

# CITIZEN'S CHARTER

## Preparation and Releasing of Requested Quotation to Clients

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
1) Submit the accomplished request for quotation form (RFQ) via email	1.1) Receive and acknowledge via email the accomplished RFQ Form from the client	None	1 working day	Sales Support Staff – Sales and Marketing Division
	1.2) Prepare RFQ for client	None	1-3 working day	Cost estimator - Sales and Marketing Division
	1.3) Submit RFQ to the client via email	None	1 working day	Sales Support Staff or Account Executive - Sales and Marketing Division
			-- END OF TRANSACTION --	