

28 April 2018

APO-RFQ-2018

Mode of Procurement: Negotiated (Small Value) Procurement under Section 53.9 of the revised IRR of RA9184

REQUEST FOR QUOTATION

APO Production Unit, Inc., through its Annual Procurement Plan (APP) for CY 2018, intends to apply the sum of **Nine Hundred Fifty Thousand Pesos (PhP950,000.00)**, being the Approved Budget for the Contract (ABC) for the Procurement of One (1) Lot Supply of Diesel Fuel, Gasoline and other allied supplies and Minor Repair and Services which are intended for all APO Authorized Motor Vehicles, APO Generator Set and APO Plant Use for a period of eight (8) months.

Bids and Awards Committee (BAC), through its Purchasing Department now invites interested parties to submit their bid proposals for the above-mentioned project.

Please quote your best offer (*including any charges, VAT or other applicable taxes, and other incidental expenses*) for the item/s described below, subject to the **terms and conditions** provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your authorized representative/s together with the copies of your eligibility requirements **not later than 2 May 2018**.

The quotations may be submitted at the Purchasing Department 2/F Philippine Information Agency Bldg. Visayas Avenue, Bgy. Vasra Quezon City or thru Facsimile No. 9268405/9270796/9270359 or thru email at purchasing@apo.gov.ph.

Very truly yours,

Karl Paulo C. Damian
Supply Chain Manager

**This Request for Quotation (RFQ) is electronically generated.*

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PRICE QUOTATION FORM

Name of Company:

Address:

Business Name Registration:

Valid and Current Mayor's Permit #:

TIN No #:

PhilGEPS Registration Certificate:

After having carefully read and accepted your terms and conditions, I/We submit our quotation for the item as follows:

Item No.	Type of Petroleum and other allied supplies	Estimated semi-annual supply /consumption	Unit	Offer		Delivery Period	Statement of Compliance
				Unit Price	Total Price		
MOTOR VEHICLES							
1	Gasoline	3,000	Litres				
2	Diesel Fuel	15,500	Litres				
3	Minor Repairs and Maintenance	1	lot	50,000.00			

Amount in words and figures

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Signature over Printed Name
Position

Contact Number (Landline and/or Cellphone Nos.)

E-mail address

TERMS AND CONDITIONS

1. Project Procurement of One (1) Lot Supply of Fuel, Petroleum, Gasoline and other allied supplies and Minor Repair and Services which are intended for all APO Authorized Motor Vehicles, APO Generator Set and APO Plant Use for a period of **eight (8) months**.
2. Location of Possible Provider Within one (1) km. radius from APO office which is located at Philippine Information Agency Bldg. Visayas Avenue, Bgy. Vasra Quezon City
3. Delivery Schedule Supply of goods shall be every after receipt of the Purchase Order and upon presentation of the approved withdrawal slips.
4. Terms of Payment **Fifteen (15) calendar days** after delivery and acceptance of the fuel and gasoline in a given month
5. The issuance of the above-specified products is supported by withdrawal slips, duly approved by EVP & General Manager of APO or its duly authorized representative.
6. The Billing or Charge Invoice shall be delivered to Accounting office located at Philippine Information Agency Bldg. Visayas Avenue, Bgy. Vasra Quezon City on the first day of the following month when the withdrawal was made.
7. The supply and delivery of goods specified herein or any portion of the goods shall not be sub-contracted.
8. Quotations exceeding the Approved Budget for the Contract shall be rejected.
9. Award of contract shall be made to the lowest quotation which complies with the minimum technical requirements and terms and conditions stated herein.
10. APO reserves the right to accept or reject any price offer, and to annul the procurement process and reject all offers at any time prior to contract award, without thereby incurring any liability to the affected supplier or suppliers.
11. In accordance with Appendix 22 Revised Guidelines on Index-Based Pricing for Procurement of Petroleum, Oil and Lubricant Products of RA 9184.

Karl Paulo C. Damian
Supply Chain Manager

CONFORME:

Signature over Printed Name

Position

Contact Number (Landline and/or

Cellphone Nos.)

E-mail address

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