

July 6, 2018  
 APO-RFQ -2018

**REQUEST FOR QUOTATION**

Name of Company :  
 Address :  
 Business Permit # :  
 TIN :

Please quote your best offer 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 duly representative and copies of your eligibility requirements not later than July 9, 2018.

The quotations may be submitted at the address 2/F Philippine Information Agency Bldg. Visayas Avenue, Bgy. Vasra Quezon City or thru Fax No. 2825309 (loc. 235/234) or thru email at purchasing@apo.gov.ph

(SGD)

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 Karl Paulo C. Damian  
 Supply Chain Manager

After having carefully read and accept the Terms and Conditions, I/we submit our quotation for the item/s as follows:

Item Description	Contract Term	PRICE			Compliance with technical specs		*** DELIVERY DATE
		QTY	Unit	Total	YES	NO	
<u>LEASE OF REAL ESTATE PROPERTY IN DAVAO CITY</u>  Terms of Reference:  <u>Space and Facilities Requirements:</u> *At least 6 sq.m. of enclosed space good for 2 to 3 personnel; *With a common space for conference room, meeting rooms, pantry and reception area; *With parking space; *Office should be fully furnished; *With wifi for easy internet access; phone handset and lines; With 24/7 security *Inclusive of utilities (water, electricity, telephone and internet access)  <u>Location and Accessibility</u> *At least 10 kms radius from Davao International Airport; *At least 10 kms radius from Business Center/Government Center; *Accessible to main thoroughfare by public transport; *Accessible to food establishments/eateries/cafeterias/r					<input type="checkbox"/>	<input type="checkbox"/>	

<p>estaurants  *Accessible to banks and financial institutions that offer ATM services  *Must have a parking space for at least one vehicle</p> <p><u>LEASE TERMS:</u>  One (1) Year  Two (2) Months Deposit  One (1) Month Advance</p> <p><u>APPROVED BUDGET: <b>Php300,000.00</b></u>  Php25,000.00/month x 12 months  Inclusive of all applicable taxes and cost of common spaces and all facilities</p>							
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Signature over Printed Name  
Contact No.

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