



30 October 2018

APO-RFQ -2018

**REQUEST FOR QUOTATION**

Name of Company :

Address :

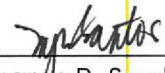
Business Permit # :

TIN :

Philgeps# :

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 5 November 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 [purchasing1@apo.gov.ph](mailto:purchasing1@apo.gov.ph).

  
 Milagros P. Santos  
 Manager, Supply Chain Division

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>Finishing Services of Various Accountable Forms</u>		1 LOT			[ ]	[ ]	

**NOTE: Please see Annexes for reference.**  
 Annex "A"- Scope of Work  
 Annex "B"- Obligations of the Contractor and Contractee

\_\_\_\_\_  
 Signature over Printed Name  
 Contact No.

\*Approved Budget shall be Ps. 838,250.00  
 Contract Duration: November 7, 2018 to December 31, 2018

**Finishing Services of Various Accountable Forms**

**Scope of Work**

- Slashing
- Revising
- Correction
- Inserting
- Counterchecking
- Repairing
- Collating
- Stapling
- Putting Front and Back Covers
- Bundling
- Boxing
- Labelling of Boxes