



8 November 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 12 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

  
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 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 No.	List of Machines	Quantity	Unit	Rate/Hour	No. of Hours	Amount	Lease Period	Statement of Compliance
1	Offset Press Machine	1 unit			57		15 November 2018 to 12 December 2018	
2	Laminating Machine	1 unit			18.7			
3	Stamping Machine	1 unit			18.7			
4	Numbering Machine	1 unit			42.5			
5	Book Binding Machine	1 unit			31.5			
6	Guillotine Machine	1 unit			38.5			

**Scope of Work:** Printing, Plastic Lamination and Silver Stamping on cover with numbering up to finishing.

Note: Please refer to **Annexes**

**Annex "A"** List of Machines and Equipment and their Technical Specifications

**Annex "B"** Lease Agreement's Obligations of the Lessor, Lessee and Maintenance and Repairs

\_\_\_\_\_  
 Signature over Printed Name  
 Contact Number



Republic of the Philippines  
**APO PRODUCTION UNIT, INC.**  
2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,  
Metro Manila, Philippines 1128



\*\*\* Approved budget shall be Ps. 330,000.00

\*\*Accordingly, payment shall be based on the Total Number of Accumulated Used of Machines and Equipment, subject to the submission of the following documents: (i) Work Order, (ii) Delivery Receipt with Inspection, (iii) Billing Statement/Billing Invoice, (iv) Summary of Machine Utilization Report, and (v) all other required documents based on existing accounting and auditing laws, rules and regulations.

## Annex "A"

### Technical Specification

1. Printing Machine
  - Offset sheet fed type,
  - printing cylinder sizes, 19" x 25" - minimum and 25" x 38" maximum
  - at least 4-colors or 4 printing units
2. Laminating Machine
  - For Plastic lamination, minimum width of 6" and maximum of 19"
3. Stamping Machine
  - Manual hot stamping machine that uses gold and silver foils
  - Uses cliché to emboss design/ transfer image from foil to substrate
4. Numbering Machine
  - Sheeted form of numbering machine
  - Can load sheet of paper from size 5.5" x 5.5" to 15" x 25"
5. Book binding machine
  - Smythe-sewing machine
  - Can load from minimum of 3 sheets to maximum of 20 sheets per copy
6. Guillotine Cutter
  - Used to cut or trim paper into desired size
  - Minimum of 3" x 4" and maximum of 45" papers can be cut/trimmed.