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

APO PRODUCTION UNIT, INC.

October 13, 2020
APO-RFQ -2020
PR 949099, 949100

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 October 16, 2020.

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

Ma. Merla D. Escobar
Purchasing Manager

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

Item Description	PRICE			Compliance with technical specs		DELIVERY DATE
	QTY	Unit	Total	YES	NO	
Filing Cabinet				[ ]	[ ]	
Vertical Filing Cabinet a. Layer 4-drawer b. Overall Dimension: 52" H x 18.5" W X 26" D c. Color Beige d. Can accommodate legal and a4 size e. Adjustable divider per each drawer f. Recessed handles with label holder Five	5 units					
Lateral Filing Cabinet a. Layer 4-drawer b. Overall Dimension: 52" H x 18.5" W x 26" D c. Color Beige d. Can accommodate legal and a4 size e. Adjustable divider per each drawer f. Recessed handles with label holder	5 units					

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Item Description	PRICE			Compliance with technical specs		DELIVERY DATE
	QTY	Unit	Total	YES	NO	
Lateral Filing Cabinet a. Layer 3-drawer b. Overall Dimension: .90 x 1.06 H x.45 c. Color Beige d. Can accommodate legal and A4 size e. Adjustable divider per each drawer f. Recessed handles with label holder	2 units			[ ]	[ ]	

_____
Signature over Printed Name
Contact No.

- Approved Budget shall be PhP 216,000.00
- Delivery period shall be 5-7 days upon receipt of Purchase Order.
- Payment shall be at least 30 calendar days upon receipt of Invoice.