



October 13, 2020
 APO-RFQ -2020
 PR 949106

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. 82825309 (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 No.	List of Machines*	Qty.	Rate/Hour	No. of Hours	Amount	Lease Period	Statement of Compliance
1	Industrial Type Continuous Form Printer	1 unit		15.53		60 calendar days	
2	Hybrid Cut Sheet Format Digital Printer	1 unit		17.22			
3	Rotary Type Collating and Numbering	1 unit		25.35			

*Please see Annex "A" for the Machine Technical Specification and Scope of Work, Annex "B" for the Terms and Conditions.

Signature over Printed Name
 Contact Number

- Approved budget shall be PhP 161,000.00
- 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.