



Republic of the Philippines
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
APO PRODUCTION UNIT, INC.



November 12, 2021
 APO-RFQ-949950

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 November 15, 2021.

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


 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 Annex "A"		DELIVERY DATE
	QTY	Unit	Total	YES	NO	
OFFICE FURNITURE <ul style="list-style-type: none"> Lateral Filing Cabinet 3-drawer, Light gray Mobile Pedestal Cabinet 3-drawer See Annex "A" for the technical specifications	3 units			<input type="checkbox"/>	<input type="checkbox"/>	
	5 units					

 Signature over Printed Name
 Contact No.

- Approved Budget shall be PhP 90,000.00 inclusive of VAT.
- Additional document of Omnibus Sworn Statement shall be submitted for the bid that complying the technical and financial requirements.
- Delivery period shall be 5-7 days upon receipt of Purchase Order.
- Payment shall be at least 30 calendar days upon receipt of Invoice.



APO PRODUCTION UNIT, INC. is an ISO 9005:2015 registered company with certification no. PH1379.

TECHNICAL SPECS

Steel Lateral File Cabinet (Goose Type Handle)

- High quality cold-rolled steel
- The drawers are designed to accommodate Letter and Legal size files
- Full extension drawers
- With 2 adjustable divider per each drawer
- Anti-tilt mechanism allows one drawer to be opened at a time
- Goose Type Handle, 1 cylinder lock and 2 pcs. Keys
- Finish: Smooth Plain Enamel
- Color: Gray
- Overall Dimension: 41" Height x 36" Width x 18" Depth

Steel Mobile Pedestal File Cabinet

- High quality cold-rolled steel (Thickness 0.6mm - 0.9mm)
- 1st Drawer 5"H (hanging bearing type) with 1 detachable pencil tray
- 2nd Drawer 5"H (hanging bearing type) plain compartment
- 3rd Drawer "For standard size folder" full extension drawer glide on imported bearing locked in channel on both sides, centralized 1 lock and 2 pcs. Keys
- With 5 casters
- Finish: Smooth Plain Enamel / Powder Coated, Hi-Baked Finish
- Overall Dimension: 25-3/4" Height x 15-3/4" Width x 22" Depth
- 3 drawers