



February 2, 2021  
 APO-RFQ-949363

**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 February 5, 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](mailto:purchasing@apo.gov.ph)

  
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 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:

Service Description*	PRICE			Compliance with technical specs		DELIVERY DATE
	QTY	Unit	Total	YES	NO	
<p><b>PREVENTIVE MAINTENANCE SERVICE FOR AIR CONDITIONING UNITS OF APO PRODCUTION UNIT, INC.</b></p> <p><b>Scope of Work:</b></p> <ul style="list-style-type: none"> <li>• Cleaning and inspecting of capacitor</li> <li>• Checking and Refilling of Freon</li> <li>• Complete check-up of all drain pipes</li> <li>• Checking and diagnostics testing of all pipes (Indoor and Outdoor Units)</li> <li>• Repair and replacement of parts of Split Type, Window Type, and Floor Type of Air conditioning Units</li> </ul> <p><b>Number of Air conditioning Units: 56**</b></p>	1 lot			[ ]	[ ]	



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



\*The quotation/proposal submitted by the prospective suppliers is subject to end user's approval.

\*\*See Annex "A" for list of Air Conditioning Types.

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Signature over Printed Name  
Contact No.

- Approved Budget shall be PhP 472,500.00 inclusive of V.A.T.
- Commencement of services shall be done immediately upon receipt of Purchase Order.
- Payment shall be at least 30 calendar days upon receipt of Sales Invoice.