



March 12, 2021
 APO-RFQ-949536

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 March 16, 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. 2825309 (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:

No.	List of Machines	Job No.	Quantity	Price per click charge	Amount	Lease Period	Statement of Compliance
1	1 unit of Digital Printer	1	500 pieces			60 calendar days	
		2	500 pieces				
2	1 unit of Book Binding Machine	3	500 pieces				

Note: See Annex "A" for the Machine Technical Specification and Scope of Work and Annex "B" for the Obligations of the Lessor and Lessee.

 Signature over Printed Name
 Contact Number

- Approved budget shall be PhP 589,000.00
- Additional document of Omnibus Sworn Statement shall be submitted for the bid that complying the technical and financial requirements.
- Payment shall be made for every click charge or per output basis, 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.

Lease of Various Printing Machines and Equipment with Operational and Technical Support System

Machine Details and Technical Specifications:

1. **Digital Printer** - Inkjet drop-on-demand heads need to print variable data like barcodes and series number.
2. **Book Binding Machine** – can bind padded forms up to ¾" thick

Scope of Work: Printing and Binding

Digital Printing and Perfect Binding Services

1. 20121187 C227 1213– Employees Handbook

Size: Half of A4 (or A5)

Color: Full Color, Glossy with Civil Service Commission Logo

Inside: C2S 80 – 2 side coated full color

Cover: C2S 220 – Lamination one-side, full color, embossed lettering and logo

No. of pages: 150 pages (front & back excluding cover page)

2. 20060309 C227 1109– BSWM Strategic Plan 2020-2025

Perfect binding – 80 pages including front and back cover

Full color with UV lamination and embossing

Trim Size: 9" x 12"

Inside: 76 pages

C2S 220 lbs.

Matte 140 lbs

3. 20060312 C227 1112– BSWM Annual Accomplishment Report

Perfect binding – 100 pages including front and back cover

Full color with UV lamination and embossing

Trim Size: 9" x 12"

Inside: 96 pages

C2S 220 lbs.

Matte 140 lbs

Approved by:

MR. FREDERICK S. TARUN
Manager, Production Division