



March 9, 2021  
 APO-RFQ-949529

**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 12, 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](mailto: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 per click	Price per click charge	Amount	Lease Period	Statement of Compliance
1	1 unit of Digital Printer	1	50,000 pieces			60 calendar days	
2	1 unit of Book Binding Machine	2	12,000 copies				

**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 500,000.00
- 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. 20121186 C227 1212 – Various Information Education Communication Materials

Size: Letter Size (spread)

Color: Full Color, Glossy with BAFS Logo

Paper Stock: C2S 220 lbs.

No. of pages: 2 pages (front and back) – 1 sheet only

##### 2. 20121251 C227 1212 – Six Information Education Communication Materials

Size: Letter Size (spread)

Color: Full Color, Glossy with BSWM Logo

Paper Stock: C2S 220 lbs.

No. of pages: 2 pages (front and back) – 1 sheet only

Approved by:

**MR. FREDERICK S. TARUN**  
*Manager, Production Division*