



August 10, 2021  
APO-RFQ-949826

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



**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 August 13, 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

*for: Welaso*  
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	Quantity	Rate/Hour	No. of Hours	Amount	Lease Period	Statement of Compliance
1	Continuous Forms Press w/ Numbering Attachment	1 unit		214		30 days	
2	Guillotine Cutter	1 unit		166.5			

**Note:** Please see Annex "A" for the Machine Technical Specification, Annex "B" for the Terms and Conditions.

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Signature over Printed Name  
Contact Number

- Approved budget shall be PhP 999,000.00
- Additional document of Omnibus Sworn Statement shall be submitted for the bid that complying the technical and financial requirements.
- 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.



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