



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



September 17, 2021
 APO-RFQ-949868

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 September 20, 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:

Item Description	PRICE			Compliance with Annexes "A" and "B"		DELIVERY DATE
	QTY	Unit	Total	YES	NO
<p>FINISHING SERVICES WITH QUALITY ASSURANCE OF VARIOUS ACCOUNTABLE FORMS</p> <p>Please see Annex "A" for the Scope of Work and Annex "B" for the Terms and Conditions.</p> <p>Contract Duration: 23 September 2021 to 30 November 2021</p>	1 LOT			[]	[]



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



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Signature over Printed Name
Contact No.

- Approved Budget shall be PhP 991,000.00 inclusive of VAT.
- Additional document of Omnibus Sworn Statement shall be submitted for the bid that complying the technical and financial requirements.
- Payment shall be made based on actual quantity completed and upon submission and acceptance of accomplishment report and Certificate of Completion.



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Finishing Services of Various Accountable Forms

SCOPE OF WORK	TOTAL	UNIT
Slashing	283,000	pads
Padding	283,000	pads
Revision	283,000	pads
Correction/Inseting	283,000	pads
putting flyleaf with fly leaf with serial numbers and backing	283,000	pads
Counterchecking	283,000	pads

Prepared by:

FDR

ELISA BOLAYON
Head, SPU Dept.

TERMS AND CONDITIONS

1) OBLIGATIONS OF THE CONTRACTOR

- a) Contractor shall provide qualified workers with at least six (6) months experience related to the aforesaid request.
- b) Contractor must have the ability to pay in advance the salaries and wages of the workers in the event of delayed payment of the company to ensure the continuity of the services.
- c) Contractor shall provide the workers proper uniform and identification card that must be worn upon entering the company premises.
- d) Deployment of workers shall commence immediately upon receipt of approved Work Order.
- e) Contractor/service provider shall submit daily monitoring output to the department head of the concerned units.
- f) Contractor shall submit all necessary documents per work order basis, for the processing of payment.
- g) Contractor shall oversee the quality of the jobs performed by their workers.
- h) Rejected goods covered by their scope of work should be repaired free of charge. Penalties imposed by the client due to the quality of their services will be deducted from the next services cost.

2) OBLIGATIONS OF APO

- a) APO shall issue approved Work Order per project prior to deployment of qualified personnel.
- b) APO shall have the right to choose workers based on expertise and proficiency on the services to be done.
- c) APO shall supervise the services rendered by the contractor if it adheres to the company's quality standard.
- d) APO shall pay the contractor at a reasonable time upon submission of all necessary documents such as but not limited to Certificate of Completion and Acceptance, Accomplishment Report and Billing Statement properly inspected by an Audit Personnel.
- e) To warrant the services rendered, APO shall have the right to deduct from the upcoming services cost the penalties imposed by the client if it is due to the quality of the scope of work they performed.