



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



September 27, 2021  
 APO-RFQ-949889

**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 30, 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)

  
 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			COMPLY		DURATION TERM
	QTY	Unit	Total	YES	NO	
<b>SUPPLY, INSTALLATION, AND COMMISSIONING OF TWO (2) UNITS OF 5 TR CEILING CONCEALED INVERTER DUCTED TYPE AIRCONDITIONER *</b>  <b>Project Site:</b> APO Production Unit, Inc. – Quezon City  See Annex " <b>A</b> " for the Terms of Reference	1 LOT			[ ]	[ ]	

\*Contractor shall visit the site before submitting a price quotation. Site visit including orientation will be arranged for interested contractor and will be allowed on September 30, 2021, Thursday, between 9AM to 4PM only, in a first-come, first-served basis. Interested contractor are advised to coordinate with Office of Special Project on 8 282 5309 loc. 216.

\_\_\_\_\_  
 Signature over Printed Name  
 Contact No.

- Approved Budget shall be PhP 990,000.00 inclusive of VAT.
- Additional document of Omnibus Sworn Statement shall be submitted for the bid that complying the technical and financial requirements.
- Commencement of services and delivery of materials/equipment to be supplied shall be done immediately upon receipt of Purchase Order.
- Terms of Payment: Advance payment shall not exceed 15% of the total contract amount; Progress billing on the 85% for work accomplished and payable within 30 days from submission of sales invoice.



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

**REQUEST FOR QUOTATION:**

**Terms of Reference:**

SUPPLY, INSTALLATION, COMMISSIONING of (Duct Type) 2 UNITS 5TR CEILING CONCEALED INVERTER AIRCONDITIONER.

- a. The two units 5TR concealed duct type ACU will be retrofitted to the induct UVGI with Filtration system on the second floor.
- b. The supply air will be distributed to the individual rooms via semi rigid 1.4 mm thick 15 inch diameter flexible aluminum pipe and semi rigid 1.0 mm thick 4 inch diameter flexible aluminum pipe. See attached drawing.

For ACU1, 5TR 2100cfm

item	location Room	Blower CFM	
1	Pantry	200	2x100
2	Auditing	100	
3	Billing	100	
4	Treasury	100	
5	Sales	100	
6	EVP	100	
7	Chairman Staff	100	
8	Chairman	100	
9	Server IT	100	
10	Conference	300	3x100
11	Special con.	100	
12	Sales Ext	100	
13	Security	100	
14	1V Lobby	200	
15	1V Hallway	200	
	Total cfm	2000	

For ACU2, 5TR 2100 cfm

	location	blower cap (CFM)	
item	Room		
1	GM 1	100.00	
2	GM 2	100.00	
3	I.T. Mgt.	100.00	2x100
4	Purchasing	200.00	
5	Trustees Ofc	100.00	
6	Corplan	100.00	2x100
7	Accounting	200.00	
8	Actg. Mgr.	100.00	
9	BAC	100.00	
10	COA	100.00	
11	HRD	150.00	2x100
12	PPC	200.00	2x100
13	Logistics	200.00	
14	2V Aisle	300.00	
15		0.00	
		<b>2050.00</b>	

c. The contractor shall also improve the existing Exhaust ducting system using semi rigid 1.4 mm thick 15 inch diameter flexible aluminum pipe. The contractor shall provide 2 units 1400 cfm axial blowers, see attached drawing and location of exhaust below.

DUCT 1- EXHAUST FANS			
Item	Location	Capacity CFM	
1	PANTRY	200.00	
2	Male Toilet South	200.00	existing
3	Female Toilet south	200.00	existing
4	Male Toilet North	100.00	existing
5	Female Toilet North	200.00	existing
6	Male Toilet COA	100.00	existing
7	Female Toilet HRD	100.00	existing
8	Conference	200.00	existing
Duct 1- Axial exhaust fan booster		1300.00	non

DUCT 2 - EXHAUST FANS				
Item		Location	Capacity CFM	
1		Chairman toilet	100.00	existing
2		Chairman pantry	100.00	existing
3		Trustee	100.00	existing
4		GM toilet	100.00	existing
5		GM pantry	100.00	existing
6		Purchasing toilet	100.00	existing
7		Accounting toilet	200.00	existing
8		Corplan	100.00	existing
9		BAC toilet	100.00	existing
10		PPC toilet	200.00	existing
11		Logistics toilet	200.00	existing
		total	1400.00	existing
	Duct 2- Axial exhaust fan booster		1400	non