



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



November 11, 2022  
 APO-RFQ-LAPTOP

**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 November 15, 2022.

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. 210/235/234) or thru email at [purchasing@apo.gov.ph](mailto:purchasing@apo.gov.ph)

  
 FE B. DIMAYUGA  
 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/Technical Specifications	PRICE			COMPLY*		DELIVERY DATE*
	QTY	Unit*	Total*	YES	NO	.....
<b>LAPTOP</b> <ul style="list-style-type: none"> <li>Processor: 3.8Ghz or above</li> <li>Storage: 512 GB SSD</li> <li>Memory: 16GB RAM</li> <li>Graphic Card: UHD Graphics</li> <li>Monitor: 15" Display</li> <li>Software: Windows 10 Pro 64 bit</li> <li>Hardware: HDMI, USB 3.0, Ethernet Port, Web camera, Mic, Wi-Fi, and Bluetooth</li> </ul>	1 Unit			[ ]	[ ]	.....

\*All fields marked with an asterisk (\*) are required and must be filled-out and signed. Failure to comply with the requirements shall render the quotation ineligible.

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

- Approved Budget shall be PhP 80,000.00 inclusive of V.A.T.
- Delivery period shall be 2-3 days upon receipt of Purchase Order.
- Payment shall be 15 calendar days upon receipt of Invoice.

