



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



February 18, 2023  
 APO-RFQ-232000246

**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 February 21, 2023

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).

  
 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 No.	List of Machines	Quantity	Rate/Hour	No. of Hours	Amount	Lease Period	Statement of Compliance
1	5 – Color Continuous Forms Press	1 Unit		141		30 days	
2	Rotary Collator w/ Numbering Machine	1 Unit		90			
3	Guillotine Cutting Machine	1 Unit		66.25			

**Note:** Please see Annex “**A**” for the Machine Technical Specifications, Annex “**B**” for the Terms and Conditions.

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 Signature over Printed Name  
 Contact Number

- Approved budget shall be PhP 535,925.30
- Additional document of Notarized Omnibus Sworn Statement shall be submitted prior to awarding
- 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.

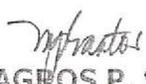
- RFB Posting  
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## Lease of Various Printing Machines and Equipment with Operational and Technical Support System

### Machine Details and Technical Specifications:

1. 5 Color Continuous Forms Press with 8.5" or 17" printing and perforating cylinders
  - Pure Offset
  - Rated speed at 250 m/min. (minimum)
  - Paper size – can be printed from 6" to 18"
  - Roll diameter of paper that can be loaded at maximum of 40"
2. Rotary Collator and Numbering Machine
  - Rated speed at 100m/min. (maximum) 3 ply to 6 ply
  - Paper size – 5" to 18"
3. Cutting Machine
  - Size maximum of 45" cutting width; 6" to 8" cutting height

Approved by:

  
**MS. MILAGROS P. SANTOS**  
Manager, Production Division

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**Obligations of the Lessor**

- a. The printing machines and finishing equipment being leased shall be readily available for the exclusive use of **APO** while they remain in the premises of the **Lessor** during and/or in the entire duration of the lease period.
- b. The **Lessor** shall ensure the security of **APO's** supplied raw materials, supplies, goods-in-process and finished goods while in the premises of the **lessor**. Thus, it shall be responsible for any loss or damage thereto while it remain in its premises.
- c. The Lessor shall allow the entry of APO personnel to the leased printing machines and equipment facilities and to allow qualified operators to use the leased machines and equipment.
- d. The **Lessor** shall reserve an **exclusive working** area (with available working table, **chairs** and a computer unit with printer) where APO's personnel can prepare its daily machine utilization report and/or monthly monitoring reports, waste disposal slips, etc.
- e. The **Lessor** shall provide designated area of at least 100 sq.m. **enclosed, secured with "padlock" and will be for exclusive use of APO** for safekeeping and storage of papers and all other raw materials, spoilages/wastages, used plates, excess materials, scraps, trimmings, reject goods, etc. **The padlocks shall be provided by APO.**
- f. The **Lessor** shall guarantee the availability of service technicians that shall perform preventive maintenance to further prevent the breakdown of the leased machines and equipment.
- g. Upon the completion of a particular job or project and/or termination of the Lease Agreement, the **Lessor** shall return to **APO** all materials, films, printing plates, scrap paper, reject goods, left over paper stocks, inks, and other materials related to the production.

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### Obligations of APO

- a. **APO** shall be responsible to supply all necessary production supplies, such as but not limited to the following: (i) paper, (ii) plates, (iii) special inks, (iv) numbering inks and (v) other materials required.
- b. **APO** shall have the right to post and assign its quality control personnel and assigned machine operator(s) at the premises where the Leased Equipment are located in order for those personnel to operate the Leased Equipment and print the necessary jobs indicated in appropriate job orders, and to enforce the rules and regulations that APO may adopt regarding the use of the Leased Equipment against its own personnel.
- c. **APO** personnel shall also be responsible in the preparation of the following reports:
  1. Work Order- to be issued to the Lessor, obtaining name of machine/s to be leased and corresponding machine hours and machine rates.
  2. Daily Machine Utilization Report- shows the daily utilization of leased machine/s (name of machine and number of hours); to monitor production output and job progress.
  3. Summary of Machine Utilization- shows the leased machine and total number of hours used based on the daily utilization report and are submitted to APO accounting.
  4. Materials Return Slip- for all excess materials to be returned to APO
  5. Waste Disposal Slip- for test prints, spoilages/wastages, used plates, and other used materials subject for disposal duly signed and checked by the APO Quality Control Personnel. (Please see attached waste disposal process flow chart).

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## I. Maintenance and Repairs

- a. The **Lessor** shall guarantee the availability of service technicians that shall perform any restoration and preventive maintenance to ensure continuity of operation and to prevent the breakdown of the leased machines and equipment.
- b. The Lessor shall be responsible for the payment of all repairs and maintenance which includes but not limited to, replacement of original parts, fabrication, machining, commissioning and decommissioning, hauling and the likes.
- c. The **Lessor** shall ensure the safety and security of the leased equipment to avoid delays in the printing and delivery of accountable printed materials which would lead to an interruption of APO's services to its government agency clients.

## II. Insurance

- a. The **Lessor** shall insure all the leased equipment and related materials with a reputable insurance company throughout the Term of the lease to compensate the APO for any damage arising from fire, earthquake, subsidence, labor unrest, floods, civil disturbance, theft and vandalism.
- b. The **Lessor's** failure to obtain such insurance shall render it liable for any loss or damage resulting therefrom, and the lessor shall indemnify the APO for any and all loss or damage it may incur on account of such failure to obtain insurance.

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