



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OFFICE
APO PRODUCTION UNIT, INC.



REQUEST FOR QUOTATION

Date	:	28 October 2023
Project Title	:	Supply, Delivery, Installation, Configuration, Implementation of Central Correspondence System
Project Identification No.	:	23-10-000634
Approved Budget for the Contract (ABC)	:	Seven Hundred Eighty-Two Thousand and Four Hundred Eighteen Pesos and 90/100 (782,418.90)
Deadline for the Submission and Receipt of Quotations	:	On or before 5:00pm, Tuesday, 31 October 2023
Manner and Venue for the Submission and Receipt of Quotations	:	Prospective suppliers/service providers can submit the scan copy of their quotation in Portable Document File (PDF) format through electronic mail at email address purchasing@apo.gov.ph or in printed format contained in a sealed envelope at the BAC Secretariat Office, APO Production Unit, Inc., 2/F PIA Building, Visayas Avenue, Brgy. Vasra, Quezon City

Gentlemen/Mesdames:

Please quote your lowest government price on the following requirement(s) provided below, subject to the additional terms and conditions of the contract.


FE B. DIMAYUGA
Manager, Purchasing

I. SCOPE OF WORK

<p>Details</p>	<p>Please state either "Comply" or "Not Comply"</p> <p><i>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>GENERAL REQUIREMENT AND OBJECTIVE:</p>	
<p>Provide a Central Correspondence System (CCS) or a centralized digital information system that will improve organization documentation process by providing a systematic flow and a document management system that translates to an accurate and on-time retrieval and approval of documents.</p> <p>This CCS shall help APO Production Unit to digitize, record all incoming and outgoing, track, archive, approve and provide a systematic workflow of documents.</p> <p>The CCS shall be use as the central control and primarily as document tracking and registration on information that are captured, stored, disseminated, and retrieved as part of the entire digital archive for organization wide use with extent to its digital life cycle.</p> <p>This CCS shall allow APO Production Unit Inc. to mitigate and have full control within the organization</p>	