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

APO PRODUCTION UNIT, INC.

REQUEST FOR QUOTATION

Date	:	**6 June 2025**
Project Title	:	**PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR THE VARIOUS PRINTING AND FINISHING MACHINES AND EQUIPMENT**
Project Identification No.	:	**PR No. 000000091**
Approved Budget for the Contract (ABC)	:	**Three Hundred Ninety Thousand Pesos (PhP390,000.00)**
Deadline for the Submission and Receipt of Quotations		On or before 10 June 2025, 9:00 a.m.
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 Purchasing Office, APO Production Unit, Inc., 2/F Philippine Information Agency (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 Department

I. **SCOPE OF WORK**

Details	**Please state either "Comply" or "Not Comply"** *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.]*
SCOPE OF WORK: The winning contractor shall perform the following preventive maintenance services: • Running Maintenance, including small repairs and minor adjustments ***OR*** perform opportunity maintenance when opportunity exists such as machine idle time. • Routine maintenance; • Condition-based maintenance as needed.	
The winning supplier shall undertake the quarterly Preventive Maintenance Services for the following Press Department Printing machines and equipment: **SHEET-FED OFFSET PRESS (HEIDELBERG GTO I & II, HEIDELBERG KORD, PACK TO PACK)** ***General Scope of Work:*** a. Supply of labor, tools and equipment, consumable materials for preventive maintenance, ancillary materials, technical competence, and supervision for the preventive maintenance of Sheet-Fed Offset Press (Heidelberg GTO I & II, Heidelberg KORD, Pack to Pack).	

b. The preventive maintenance works should be done within the approved manufacturer maintenance procedures and or within Industry standards. Below is the detailed scope of works but not limited to:

FEEDER SECTION	Check Feeder Head (governor) assembly (pick-up sucker assy., forwarding sucker assy., cams and feed table height limit switches), double sheet detectors, air sheet separation blower and brushes, etc.). Check vacuum pumps hoses, oil level, vacuum lines, air blow lines, rubber suckers, cams, valves, limit switches, etc.), Check vacuum compressor. Others
SHEET-FEED TABLE AND SHEET REGISTRATION	Check feeder tape belt and pulleys, front guide, side guides, phot cell front registration and overshoot. Feed brush wheels, others
FIRST AND INTERMEDIATE TRANSFER DRUM (CYLINDER) ASSEMBLY	Check for gripper, gripper pads, lift springs; actuating cam-rollers and cams; Check cylinder bearing assembly. Others
INKING SYSTEM	Check adjustment of ink form rollers, rubber form rollers and bearing and bearing holders, Check adjustment of ink and control, ink blades, ink rubber ductor rollers and bearings and bearing holders, Check ink oscillators (vibrators) and roller bushings. Other
PLATE CYLINDERS	Check plate gripper bar assembly, check grippers and gripper pads, lift springs, actuating cam-rollers and cam, check cylinder surface. Check plate cylinder bearings. Check circumferential adjustments, Check lateral adjustments. others
BLANKET CYLINDERS	Check blanket bar assembly, blanket cylinder surface, cylinder bearings. Others
IMPRESSION CYLINDERS	Check gripper bar assembly, grippers and gripper pads, lift springs,

		actuating cam rollers and cams, check cylinder surface. others		
	DELIVERY SECTION	Check delivery wagon gripper assembly, gripper and gripper pads, check chain tension and chain, chain-rollers, check chain guide. Check paper vacuum wheels, check sheet blowers, check paper flappers and joggers, check delivery table chains. Check vacuum compressor. Others		
	PNEUMATIC SYSTEM	Check air pressure regulator: air dryer, check Pneumatic line: hoses, fittings, control valves, buttons dampening system, Check pneumatic actuating impression pistons, miniature pneumatic actuating pistons for inking system.		
	ELECTRICAL/ ELECTRONIC SYSTEM	Check panel board, control panel, switches and buttons, electrical relay, panel ventilation, fuses and overload relays, electrical motors, main drive motor and control, dampening motor and control, wires and cables and junction connections, sheet counter and sensor, strobe light for register monitoring.		
	MACHINE ACCESSORIES	Check dampening tank, chiller and dampening pumps and motors		
	CENTRAL LUBE	Check lubricating hose, fittings, motors and pumps, distribution valves		
	MANUAL LUBE	Printing unit gear oil, drive gear box, greasing and oiling points		
	MACHINE LEVEL	Check machine footings, machine vibration, machine speed.		

WIDE-WEB AND BUSINESS FORMS PRESS (GOSS COMMUNITY, MULLER MARTINI 5-COLOR FORMS PRESS, MIYAKOSHI 7-COLOR FORMS PRESS, MIYAKOSHI 5-COLOR LETTER FORMS PRESS)

General Scope of Work:

a. Supply of labor, tools and equipment, consumable materials for preventive maintenance, ancillary materials, technical competence, and supervision for the preventive maintenance of Goss Community, Muller Martini 5-Color Forms Press, Miyakoshi 7-Color Forms Press, Miyakoshi 5-Color Letter Forms Press.

b. The preventive maintenance works should be done within the approved manufacturer maintenance procedures and or within Industry standards. Below is the detailed scope of works but not limited to:

UNWIND STATION	Check air shaft, web tensioner, web aligner, web brake and control, web break detector, end of roll detector
PRINTING UNIT 1 TO N	Check Dampening System: dampening motor, dampening automatic control (speed to press sync) Inking system: ink blade, ink adjustment, ink form rollers, ink vibrators, ink oscillators and ductors, roller holder bushing and bearings Drive gears for insert, Machine Drive Side; gears, cams, levers. Operator side; lateral register adjustment, circumferential register adjustment
PROCESSING UNITS	
LINE PERF	Check pins and die holders, shaft, gears and line perf holders and roller anvil
CROSS PERF	Check cross perf cylinders, check gears, anvil cylinder
SHEETING	Check sheeting cylinder and anvil cylinder, sheet check conveyor
FOLDING UNIT	Check gears for insert sizes, check Fan folder and spiral gear. Check

		half-fold blade and cylinder, quarter-fold blade and cylinder, conveyor belts rollers etc.		
	REWIND UNIT	Check and test rewind if functional		
	PRINTING INSERTS	Check printing plate cylinder, impression cylinder, blanket cylinder, gears for insert, mounting frame and locks, dolleys		
	PROCESSING INSERTS	Check insert assembly for cross perf, line punch, sheeting, gears perf bars		
	PNEUMATIC SYSTEM	Check air pressure regulator: air dryer, check Pneumatic line: hoses, fittings, control valves, buttons dampening system, Check pneumatic actuating impression pistons, miniature pneumatic actuating pistons for inking system		
	ELECTRICAL/ ELECTRONIC SYSTEM	Check panel board, control panel, switches and buttons, electrical relay, panel ventilation, fuses and overload relays, electrical motors, main drive motor and control, dampening motor and control, wires and cables and junction connections, sheet counter and sensor, strobe light for register monitoring.		
	MACHINE ACCESSORIES	Check dampening tank, chiller and dampening pumps and motors		
	CENTRAL LUBE	Check lubricating hose, fittings, motors and pumps, distribution valves		
	MANUAL LUBE	Printing unit gear oil, drive gear box, greasing and oiling points		
	MACHINE LEVEL	Check machine footings, machine vibration, machine speed		
	MACHINE FRAME AND BODY	Check for dents, painting and corrosion, check tools		

PROJECT DELIVERABLES:

A. Preventive Maintenance Services:

The winning contractor or service provider shall provide all materials, labor, and equipment needed for the quarterly preventive maintenance of APO PUI Quezon City Printing and Finishing Machineries and Equipment.

Note: All materials/supply to be used by the contractor is subject for approval of the end user

PROJECT DELIVERABLES:

B. Responsibilities of the Contractor or Service Provider:

1. Provide in advance the names of personnel that will conduct and perform the preventive maintenance services activity. The end-user will process the necessary work permits ahead of the scheduled activity. Advance notice should be communicated for any changes in the names of the personnel on the schedule.
2. Provide recommendations for the schedule of Preventive Maintenance activity.
3. Provide an estimate/quotation of the cost of labor, parts, and materials for all repair services within two (2) days after the check-up.
4. Checking and Servicing of the units shall be done under the supervision of the end user
5. Keep intact a complete servicing record of each unit that will be vital for determining the cause of any trouble that might occur.
6. Submit to the end-user the duly accomplished Quarterly Preventive Maintenance Service Report and copies for acknowledgment.
7. Submit to the end-user the duly accomplished Unit Repair Service Report in case of Repair Services and copies for acknowledgment.
8. Minor repairs and adjustments as required in the periodic schedule shall be undertaken at no extra cost to the end-user.
9. Any fault/issues that occurred during the preventive maintenance activity must be rectified/corrected immediately and submit an Incident Report.
10. Regardless of the cause, the Contractor should locate the fault

and restore the system as soon as possible. 11. Train on-site the end-user's operator on the proper operation and maintenance activities.	
PROJECT DELIVERABLES: ***C. Responsibilities of the End-user:*** 1. Makes the equipment available for a check-up as per schedule. Access permits shall be processed and issued by the end-user in advance to avoid delays. 2. Performs check-up of equipment and ocular inspections maintain machine logbook. 3. Calls the attention of the Contractor on matters that need improvement. 4. Provides maintenance schedule for the whole maintenance period/contract. The schedule will be sent to the Service Provider (Contractor). End-User must be notified of any changes in the schedule of the preventive maintenance activity.	
PROJECT DELIVERABLES: ***D. REPORTS, PROCEDURES AND SUBMISSIONS:*** 1. Reports a. The contractor or service provider shall submit the format of the following report in hardcopy and softcopy (in original editable format) within a week after the receipt of Notice to proceed (NTP) for approval by the end-user. 1. Preventive Maintenance Report 2. Photo documentation before, during, and after preventive maintenance and service procedures. b. Using the approved report format, the Service Provider (contractor) shall submit three (3) copies of the report in hardcopy and a softcopy (in original editable format) to the end-user for approval.	
PROJECT DELIVERABLES: ***E. MANPOWER WORK REQUIREMENTS:*** The personnel of the contractor or service provider must be a qualified technician with years of experience in the repairs and maintenance of printing and post press (finishing) machines and equipment. The maintenance team must consist of at least one electrical technician	

and one mechanical technician per machine during preventive maintenance works.	
CONTRACTOR'S QUALIFICATIONS The contractor or service provider must have at least five (5) years' experience in printing and post press machines and equipment for Preventive Maintenance, Machine Repairs in the fields of electrical, mechanical, hydraulics, pneumatics and electronics, machine Installations and machine upgrading.	
SCHEDULE OF REQUIREMENTS: • ***Delivery Period and Duration of the Contract of Lease:*** The contract duration of the project shall be for a period of one (1) year. The contract of lease will begin from receipt of the Notice to Proceed and continue for a period of one (1) year. • ***Delivery Place:*** APO Production Unit Inc. Second (2nd) Floor. Philippine Information Agency (PIA) Building, Brgy. Vasra, Visayas Ave., Quezon City	
PAYMENT TERMS AND CONDITIONS: • Quarterly payment upon receipt and approval of reports. ➢ Reports/Documentation for Preventive Maintenance: ➢ Quarterly submission of preventive maintenance reports. ➢ Incident Report, in case of problems encountered ➢ Photo documentation before, during, and after preventive maintenance procedures • At the end of the contract (Last Quarter), payment of the remaining balance will be made upon submission of necessary documents as required by APO Production Unit, Inc. Quezon City. • All payment shall be subject to the deduction of the applicable taxes in accordance with the rules and regulations on audit, accounting, Bureau of Internal Revenue (BIR) and APO Production Unit Inc. relative to payment of procurement contracts.	

II **FINANCIAL QUOTATION:**

DESCRIPTION OF REQUIREMENTS	Quantity	Unit Cost	Sales and other taxes payable if Contract is awarded, per item	Total Cost (in Figures)
Preventive Maintenance	Quarterly			
TOTAL FINANCIAL OFFER				

III. DOCUMENTARY REQUIREMENTS:

The prospective supplier shall submit the following eligibility documents, together with the accomplished Request for Quotation (RFQ), on or before the deadline for the Submission and Receipt of Quotations.

1. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located.

   In cases of recently expired Mayor's/Business Permits, APO-PUI shall accept the same together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit;

2. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number (Please indicate below your PhilGEPS Registration Number)

   PhilGEPS Registration Number: _____

   Or;

   A valid PhilGEPS Platinum Certificate of Registration and Membership.

   In case the prospective supplier/contractor/service provider submitted a valid and updated PhilGEPS Platinum Certificate of Registration and Membership, it may opt not to submit a copy of the Mayor's Permit and a PhilGEPS Registration Number.

3. Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

   Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Quotations is different from the authorized representative to do, execute and perform any and all acts necessary

and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (e.g., original copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable).

IV. NOTES:

1. The contractor or service provider concerned shall submit its quotation through its duly authorized representative using this form only. This form must be completed without any alterations to the format, and no substitute form shall be accepted. All blank spaces shall be filled with the information requested.

2. All entries shall be electronically written or legibly handwritten

   For any queries and/or concerns, you may contact Purchasing Department through (purchasing@apo.gov.ph or 8282-5309 loc. 210).

COMPANY NAME _____

AUTHORIZED REPRESENTATIVE : _____

_____

_____

_____

Printed name, Signature
Telephone No., Cellphone No., and E-mail address

Date: _____