# REQUEST FOR QUOTATION

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| Date | : | **13 December 2025** |
| Project Title | : | **Procurement of an Additional Man-Days for the Implementation of the Existing Enterprise Resource Planning (ERP) System** |
| Project Identification No. | : | **PR000000520** |
| Approved Budget for the Contract (ABC) | : | **Seven Hundred Ninety-Eight Thousand Five Hundred Ninety-Eight Pesos and 82/100 (PhP798,598.82)** |
| Deadline for the Submission and Receipt of Quotations | : | On or before 16 December 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

We go beyond printing



ISO 9001:2015
APO PRODUCTION UNIT, INC. is an ISO 9005:2015 registered company with certification no. PH1379.

2/F Philippine Information (PIA) Building, Visayas Ave., Brgy. Vasra, Quezon City 1128, Metro Manila, Philippines • Trunkline: (632) 8282-5309 • FAX: (632) 8927-6793 • www.apo.gov.ph

## I. SCOPE OF WORK

| Details | Please state either "Comply" or "Not Comply"<br><br>*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.]* |
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| **PROCUREMENT OF AN ADDITIONAL MAN-DAYS FOR THE IMPLEMENTATION OF THE EXISTING ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM** | |
| Additional man-days that will be used to support the implementation of the on-going production process go-live of the existing ERP system of APO-PUI | |
| **PROJECT INCLUSIONS:**<br><br>➢ Number of Man-days (onsite support) required: Thirty-five (35)<br>➢ Technical and Functional Support<br>➢ Period Coverage: Twelve (12) months<br>➢ Unlimited offsite support | |
| **OFFSITE/ONSITE SUPPORT INCLUSIONS:**<br><br>➢ Offsite support may be in form of text messaging, calls, e-mail, remote connection or through super application<br>➢ Onsite support shall be on an **on-call** basis during APO-PUI office hours<br>➢ Implementing and consulting assistance<br>➢ Setting up/installing new features and updates of SAP Business One Application in desktop and mobile<br>➢ Archiving database<br>➢ Training/workshops<br>➢ Database maintenance<br>➢ Forms and reports customization | |

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| **OTHER TERMS AND CONDITIONS:**<br>➢ One (1) man-day shall be defined as work performed by one (1) technical/functional personnel for a period of more than four (4) hours but not exceeding eight (8) hours within a single day.<br>➢ The service provider shall deploy one (1) to two (2) technical/functional personnel per visit. Each personnel should render services for a duration of more than four (4) hours but not exceeding eight (8) hours per visit.<br>➢ Additional man-days more than the agreed quantity shall be in a separate contract. | |
| **DATA PRIVACY:**<br>The winning Service Provider must comply with all the provisions of Republic Act No. 10173, also known as the "Data privacy Act of 2012" and its Implementing Rules and Regulations. | |
| **NON-DISCLOSURE AGREEMENT**<br>➢ After the award of contract, the winning contractor shall protect Confidential Information about the APO Production Unit, Inc., and use it only for purposes of complying with its tasks and obligations under the Official Requests for Quotations/Contract/Purchase Order. It shall not disclose any Confidential Information about the APO Production Unit, Inc.'s project or procurement to a third party without the consent of the APO Production Unit, Inc.<br>➢ "Confidential Information" refers to information concerning the affairs of the APO Production Unit, Inc. which are not available to the public which, if disclosed, may compromise the security of the System.<br>➢ The winning contractor shall not disclose any Confidential Information acquired during its engagement with APO Production Unit, Inc. even after the expiration or termination of the Contract. | |
| **PAYMENT TERMS AND CONDITIONS:**<br>➢ Payment shall be made within thirty (30) working days starting from the acceptance of the works, and upon submission of the request for payment and other necessary documents required for processing of payment.<br>➢ When the winning supplier fails to complete the demolition/dismantling services of two (2) condemned guard towers, inclusive of duly approved extensions based on justifiable reasons, liquidated damages shall be imposed in the amount of one tenth (1/10) of one percent (1%) of the total cost of the unperformed services. | |

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| ➢ Payment shall be subject to applicable taxes, auditing and accounting rules and regulations and existing rules and regulations of APO Production Unit, Inc. relative to payment of procurement contracts. | |

## II FINANCIAL QUOTATION:

| DESCRIPTION OF REQUIREMENTS | Duration of Contract | Service Cost | Sales and other taxes payable if Contract is awarded, per item | Total Cost (in Figures) |
|---|---|---|---|---|
| Procurement of Additional Man-days for the implementation of the existing ERP System of APO-PUI | Twelve (12) months | | | |
| **TOTAL FINANCIAL OFFER** | | **Amount in Words:** _____ **Amount in Figures:** **(PhP_____)** | | |

## 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. Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:

a) Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, and

b) Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening & Preliminary Examination of Quotations.

3. 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.

4. Omnibus Sworn Statement (OSS) which shall be supported by a document showing proof of authorization to submit a quotation, e.g., duly notarized Secretary's Certificate or Board/Partnership Resolution issued by the partnership or the members of the corporation or joint venture or a Special Power of Attorney (SPA) in case of sole proprietorships for situations where the signatory is not the sole proprietor/owner.

A copy of the template of the Omnibus Sworn Statement under New Government Procurement Act (NGPA) of RA 12009 is attached herewith for your reference.

## IV. NOTES:

1. Prospective suppliers shall submit their quotations through their duly authorized representative using this form only. This forms must be completed without any alterations to the format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.

2. All entries shall be typewritten or eligibly handwritten

   For any queries and/or concerns, you may contact the Purchasing Office through 82825309 local 210 and 234.

**COMPANY NAME** _____

**AUTHORIZED REPRESENTATIVE** : _____

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_____

Printed name/Signature

Tel. No./Cellphone Mo./E-mail address

Date:_____