



Republic of the Philippines  
Office of the Solicitor General  
**Request for Quotation**

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_

Date: June 29, 2022  
Quotation #: PS-022-06-092  
ABC: \_\_\_\_\_

Attention: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

**RODRIGO L. OJENAL**  
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
1	<p><b>Preventive Maintenance Service:</b> Perform maintenance of four (4) existing units of RapidPrint Receiving Machine in Docket Management Service, OSG for the period of one year.</p> <p>Periodic: Quarterly Scope of Work: Inspection, Cleaning, Lubrication, and Adjustment</p> <p>SN 550709 SN 551217 SN 551216 SN 551215</p> <p>(Price Vat-Included)</p>	1	LOT			

Delivery Period : \_\_\_\_\_  
Warranty : \_\_\_\_\_  
Price Validity : \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

- Please quote within \_\_\_ days from the date of receipt/posting of RFQ.
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
  - Mayor's / Business Permit;
  - PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
  - Income / Business Tax Return (for Small Value Procurement);
  - Omnibus Sworn Statement for Small Value Procurement (for above P50K);
  - Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.

**RHODORA CARDEL / CHRISTIAN D. BUAT**  
SIGNATURE OF CANVASSER

For more information, you may contact us:

Tel: (02) 8836-3314, (02) 8988-1674 loc 777  
Telefax: (02) 8813-1174

Please send your quotation to:

[osg\\_procurement2@gmail.com](mailto:osg_procurement2@gmail.com)