



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

To: _____
Tel. No.: _____
Fax No. _____

Date: February 15, 2023
Quotation #: PS-023-02-025
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>PREVENTIVE MAINTENANCE SERVICE, AND DIAGNOSIS, SUPPLY, LABOR, AND MATERIALS FOR REPAIR OF VEHICLE MODEL - TOYOTA INNOVA 2.5E DIESEL M/T:</p> <p><i>Scope of Work:</i> Preventive Maintenance Service: Perform 80,000km Check Up *Includes replacement of parts Diagnosis, Supply, Labor, and Materials for Inspection/ Repair/ Replacement of: <i>Initial Diagnosis -</i> Inspection of Brake System (Including replacement of brake pads) Inspection of A/C Filter (Clogged) Inspection of Transmission Support (Worn Out) Inspection of Engine Support (Worn Out)</p> <p><i>Note: For OSG Service Vehicle with Plate No. SLF 445</i></p> <p><i>Note: Supplier must warrant that all replaced parts will be returned to the agency.</i></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 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, above Php500,000);
 - Omnibus Sworn Statement for Small Value Procurement (for above P50,000 - for unnotarized; Notarized OSS is required upon signing of PO);
 - 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.

ANNA LORRAINE C. ALVIAR
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:

rfq.osgprocurement@gmail.com