



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

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

Date: February 23, 2024  
Quotation #: PS-024-02-034  
ABC: \_\_\_\_\_

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	<b>Procurement of parts for the Repair of ICT Equipment:</b> <b>EXCHANGE ROLLER KIT</b> <i>Technical Specification</i> Compatible to Canon Image Formula DR-G1100 Original; Heavy Duty For Document Scanner with SN: GG416907  Note: Supplier must provide warranty that if found defective upon usage of end-user, it is subject for replacement.  (Price Vat-Included)	1	set			

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 P50,000 and above - Notarized OSS is required.);
  - 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.

*Alcasaren*  
**JOSEPHINE C. ALCASAREN / SONNY S. BERMUDEZ**  
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](mailto:rfq.osgprocurement@gmail.com)