



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

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

Date: August 25, 2022  
 Quotation #: PS 022-08-140-A  
 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	<b>Procurement of:</b> External Hard Drive Storage Capacity: 2TB Interface: at least USB 3.0; Portable Connectivity: Preferable USB Type Inclusion: Cable and HDD Compatible with Microsoft Windows, Vista/XP, and Apple MacOS Warranty: at least 1 year	15	unit			

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

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

Note:

1. Please quote within \_\_\_ days from the date of receipt/posting of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
  - a.  Mayor's / Business Permit;
  - b.  PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
  - c.  Income / Business Tax Return (for Small Value Procurement);
  - d.  Omnibus Sworn Statement for Small Value Procurement (above P50k);
  - e.  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 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:**

[osg.procurement2@gmail.com](mailto:osg.procurement2@gmail.com)