



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

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

Date: April 24, 2023  
Quotation #: PS-023-04-  
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	<p><b>Preventive Maintenance Service, and Diagnosis, Supply, Labor, and Materials for Toyota Corolla Altis 1.6G A/T</b></p> <p><i>Scope of Works:</i> Perform 40,000KM Check-Up Check up Aircon Auto Detailing Check up wheel bearing</p> <p><i>For OSG Service Vehicle with Conduction Sticker No. SAB 6339</i></p> <p><b>(Price Vat-Included)</b></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 Php50,000 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 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](mailto:rfq.osgprocurement@gmail.com)