



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

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

Date: May 15, 2022
Quotation #: PS-022-06-086
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	UNIT PRICE	TOTAL PRICE
	Diagnosis and Supply of Labor and Materials for Repair of Scanners as follows:				
1	Scanner Document Reader Model: Canon DR-G1100 Initial Diagnosis: Document Reader not working For replacement of roller kit and parts <i>*For SN: GG414537</i>	1	unit		
2	Scanner Document Reader Model: Canon DR-G1100 Initial Diagnosis: Document Reader not working For replacement of roller kit and parts <i>*For SN: GG417059</i>	1	unit		
3	Scanner Document Reader Model: Canon DR-G1100 Initial Diagnosis: Document Reader not working For replacement of roller kit and parts <i>*For SN: GG416905</i>	1	unit		
	<i>Note: Kindly provide us your initial estimates. All parts detached or removed should be returned to the agency for proper documentation</i>				
	(Price Vat-Included)				

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within 7 days from the date 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 (upon signing of Purchase Order);
 - 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 C. ALVIAR
SIGNATURE OF CANVASSER

For more information, you may contact us:
Telephone: 8836-3314, 8988-1674 loc 777
Telefax: 8813-1174
Please send your quotation to:

osg.procurement2@gmail.com