



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

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

Date: February 21, 2022  
Quotation #: PS 022-02-021  
ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form 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
	<b>Diagnosis and Supply of Labor and Materials for Repair of Laptops as follows:</b>					
1	Laptop Model: Lenovo L460 Issue: No Power/Broken Power button Initial Diagnosis: Repair or Replace Motherboard *For SN: PF-OHU5N6	1	unit			
2	Laptop Model: Lenovo L460 Issue: Defective Motherboard/Power Source Initial Diagnosis: Repair/Replace of Mother board and power source *For SN: PF-OHU5FX	1	unit			
3	Laptop Model: Lenovo L460 Issue: No Display / Defective Keyboard Initial Diagnosis: Repair or Replace Motherboard and/or keyboard *For SN: PFOHU7C8	1	unit			
4	Laptop Model: Lenovo L460 Issue: Defective Keyboard Initial Diagnosis: Replacement of Keyboard *For SN: PFOHU3M9	1	unit			
*Note: Kindly provide us your initial estimates. All parts detached or removed should be returned to the agency for proper documentation.						
(Price Vat-Included)						

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

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

Note:

- Please send your quotation with your letterhead format
- Kindly 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);
  - Omnibus Sworn Statement for Small Value Procurement (for SVP above P50k);
  - 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 LORAIN ALVIAR**  
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8988-1674 loc. 777  
Telefax: 8813-1174

Please send your quotation to:

osg.procurement@gmail.com / rbermudez.osg@gmail.com