



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

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

Date: January 20, 2023  
Quotation #: PS-023-01-011  
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>Diagnosis, Supply of Labor and Materials for:</b> Inspection, Cleaning, Lubrication, and Repair/Adjustment of existing unit of RapidPrint Receiving Machine <i>Scope of Work: Inspection, Lubrication, and Repair/Adjustment</i> <i>Issue: Time Synchronization (Advanced than the Normal Time Zone)</i> Model: RapidPrint ARL-E Serial No: 552434 Located in FMS (Price Vat-Included)	1	LOT			

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, above Php500,000);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for above P50,000 - for unnotarized; Notarized OSS is required upon signing of PO);
  - e.  Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

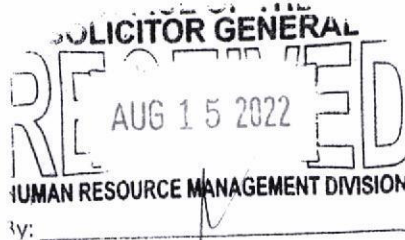
Sir,

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.

**RHODORA CARDEL / CHRISTIAN D. BUAT**  
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.osgp@procurement@gmail.com](mailto:rfq.osgp@procurement@gmail.com)



August 15, 2022

**EDITHA R. BUENDIA**  
Director IV  
HRMAS

ATTN: **JESSICA L CASTRO**  
Chief Administrative Officer  
Administrative Division

Ma'am:

The Financial Management Service (FMS) would like to request for the repair of the **RAPIDPRINT Model ARL-E, Serial # 552434** being utilized by the FMS Officer of the Day in receiving documents.

Thank you very much for your prompt action.

Very truly yours,

  
**BERNADETTE M. LIM**  
Director IV-FMS