



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

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

Date: November 16, 2023  
Quotation #: PS 023-11-166  
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>Procurement of Office Equipment:</b></p> <p><b>PROCUREMENT, DELIVERY AND INSTALLATION OF AIR-CONDITIONING UNITS AT RELOCATED OFFICES OF OFFICE OF THE SOLICITOR GENERAL</b></p> <p><i>Location:</i> CONVERGYS ONE BUILDING 6796 Ayala Avenue cor. Salcedo St., Legaspi Village, Makati City</p> <p><i>Minimum Specifications:</i> Indoor One (1) Unit - 3.0TR / 4HP Cassette Inverter Type Outdoor One (1) Unit - 12HP Multi-System Inverter Type Wired Control Panel Easy Clean Panel Rust and Corrosion Protected Air Filter - Washable, Anti-mold Filter Standard 220 Voltage (will work with Philippine Electrical System) 60Hz Frequency (will work with Philippine Electrical System) Type of Control: Digital with temperature control, and operation mode Refrigerant: R410A Safety Controls: High and Low Pressure Controls</p> <p><i>Inclusions:</i> Supply and Delivery of Airconditioning Units Installation of Airconditioning Units Demobilization and Hauling of Waste</p> <p><i>Note: The supplier is required to submit Statement of Compliance with the attached Terms of Reference. Suppliers are encouraged to conduct a site visit and will be allowed to deviate from the requirements of this RFQ and attached Technical Specification provided that said deviations will be equal or greater than those stipulated. Furthermore, any and all deviations should be listed and explained in detail within their proposal under a separate and dedicated provision.</i></p> <p style="text-align: center;">(Price Vat-Included)</p>	1	lot			

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

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

Note:

1. Please quote within \_\_\_\_\_ 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 above P500K);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required.);
  - 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 LORAINÉ C. ALVIAR / MA. DESIREE C. ANDAYA  
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)

OSG-HA-QF-039

Rev.00 (05 July 2018)