



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

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

Date: September 11, 2023  
Quotation #: PS-023-09-122  
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:</b><br/>For 55,000 KM Check-up for Vehicle Model: Toyota Corolla Altis 1.6G AT<br/>*Includes replacement of various parts as necessary.<br/><i>Note: For OSG Service Vehicle with Plate No. SAB 6339</i></p> <p>(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 Small Value Procurement, above Php500,000);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for above P50,000, 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 LORRAINE C. ALVIAR / SONNY S. BERMUDEZ**  
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)