



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

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

Date: May 15, 2023  
Quotation #: PS 023-05-072  
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
	<p><b>Supply of Labor and Materials for the Repair of Overhead Door Closer in OSG Building located at the following areas:</b></p> <p><b>I. 7th Floor - Araneta Division</b> Scope of Work : 1. Mobilization; 2. Replacement of Overhead Door Closer; 3. Adjustment and alignment of glass door; 4. Demobilization, site cleaning, and hauling of waste, if applicable.</p> <p><b>II. 4th Floor - Ordonez Division</b> Scope of Work : 1. Mobilization; 2. Replacement of Overhead Door Closer; 3. Adjustment and alignment 4. Demobilization, site cleaning, and hauling of waste, if applicable.</p> <p><b>III. 2nd Floor - Canopy Area</b> Scope of Work : 1. Mobilization; 2. Adjustment and alignment of glass door; 3. Demobilization, site cleaning, and hauling of waste, if applicable.</p> <p><i>Note: All materials, tools, and equipment is provided by the supplier.</i></p> <p><b>Other Requirements:</b> The Contractor has one day (preferably Saturdays, Sundays, and Holidays) to complete the scope of work or shall be done after office hours only (during working days).</p> <p><i>Note: Suppliers are encouraged for onsite visit and ocular inspection before submission of quotation, with at least one day notice prior to scheduled site inspection. All supplier will be allowed to deviate from the requirements of this RFQ 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;"><b>(Price Vat-Included)</b></p>					

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 above P500K);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; 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.

**DEISY ANDAYA / ANGELITO E. FRIAS**

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)

MAY 05 2023

PROCUREMENT SECTION

*Ang 1:36 pm*

**ALC GLASS AND ALUMINUM TRADING**

2721-C SOUTH AVENUE BRGY. OLYMPIA MAKATI CITY  
 TEL. 8260-0215.8463-9847/49

C.P. # smart 0947-621-2678/ sun 0922-854-0911/ globe 0927-385-0247

**Email add: [alcaluminumglassmarketing@gmail.com](mailto:alcaluminumglassmarketing@gmail.com)**

QUOTATION & CONTRACT

Name of Customer: OFFICE OF THE SOLICITOR GENERAL

Address:#134 Amorsolo St. Legaspi village, Makati City

Tel. No.:

Contact Person: Ms. Alma 0968-8858087 email add;massi@osg.gov.ph

Date: May 4, 2023

Qty.	Unit	Description	Unit price	Amount
		LOCATION: 4 <sup>TH</sup> FLOOR (Ordoñez Division)		
1	Pc.	Replacement of Overhead door closer.		P 7,000.00
1	Pc.	Adjustment and alignment of owner's glass door.		P1 ,800.00
		LOCATION: 7 <sup>TH</sup> FLOOR (Araneta Division)		
1	Pc.	Replacement of Overhead door closer.		P 7,000.00
1	Pc.	Adjustment and alignment		-----
				P15,800.00
		LOCATION: 2 <sup>ND</sup> FLOOR (Canopy Area)		
1	Pc.	Adjustment and alignment of owner's glass door .(FREE)		
<b>Terms: 50% DEPOSIT 50% UPON COMPLETION</b>			<b>Total Amount: P15,800.00</b>	

Note:If using owners glass,we are not liable for any breakage or scratches which might happen during cutting ,detaching And re-installation.

Thank you for this opportunity and We hope this will meet you kind Approval.

Confirmed: \_\_\_\_\_

by: NELLY / MANNY

Office of the Solicitor General

2023 APR 27 AM 8:54  
MEMORANDUM

Mr Jess /  
Mr - Anne

TO : Editha R. Buendia  
Director IV  
Human Resource Management and Administrative Service

THRU : Jessica L. Castro  
Chief Administrative Officer  
Administrative Division

FROM : Nyriam Susan O. Sedillo-Hernandez  
Assistant Solicitor General  
Sedfrey A. Ordoñez Division

SUBJECT : Request for Replacement of Overhead Door Closer

DATE : April 26, 2023

The undersigned hereby requests for the replacement of overhead door closer and adjustment of alignment of glass door of the Ordoñez Division.

Thank you.

**NYRIAM SUSAN O. SEDILLO-HERNANDEZ**

*Assistant Solicitor General*

2023 APR 28 AM 10:35

**FOR : EDITHA R. BUENDIA**  
**Director IV, Human Resource and Administrative Services (HRMAS)**

**FROM : MA. ANTONIA EDITA C. DIZON**  
**Assistant Solicitor General, Araneta Division**

**RE : REQUEST FOR GLASS DOOR REPAIR**

**DATE : 28 APRIL 2023**

RECEIVED BY  
JACKIE

*Ms. Jones!*  
*Ms. Anna*

The undersigned would like to request for the repair of our division glass door specifically the following:

1. Replacement of overhead door closer, and;
2. Alignment and adjustment of aluminum door

Thank you.

*Alma,*

*Pls. attend to this.*

*I suggest a comprehensive checking of all glass doors, not only at the main building but also at our rented offices, to ensure safety of employees and external clients.*

*This is urgent.*

*f*

*MA. ANTONIA EDITA C. DIZON*  
Assistant Solicitor General  
Gregorio Araneta Division