



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

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

Date: September 18, 2023  
Quotation #: PS 023-09-132  
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
	<b>Procurement of Various Driver's Cleaning Supplies:</b>					
1	<b>CAR SCRUBBING FOAM GRIP SHAPE</b> Jumbo; Size (L x W x T) - min: 24cm x 13cm x 6.5cm Made of special quality sponge; Highly absorbent Ideal for cleaning exterior parts of the car	30	pcs			
2	<b>CHAMOIS CLOTH, WITH CASE</b> Size (Large): at least 66cm x 43cm x 0.2cm Made of high absorbent fabric that dries the surface quickly	25	pcs			
3	<b>CAR AIR FRESHENER</b> Net Weight: At least 42 grams (or 1.5oz) Product Function: Deodorant *Note: Kindly provide the available fragrances for approval	60	pcs/ can			
4	<b>DETERGENT POWDR / POWDER SOAP</b> Net Weight: At least 2.2kg per pack Cleans tough stain	12	pack/ pouch			
5	<b>SQUEEGEE WINDOW CLEANER WITH FOAM</b> Material: Wide Soft Rubber Blade & Nylon Netted Bug Sponge Product Function: High density foam holds plenty of washing solution  Note: Supplier must provide picture and model no. of the quoted items for technical evaluation of end-user. Winning supplier must warrant that in case of defective item upon usage, it will be subject for replacement.	5	unit			
	(Price Vat-Included)					

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.
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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.

*alcaasaren*  
ANNA LORAIN C. ALVIAR / JOSEPHINE ALCASAREN / MA. DESIREE C. ANDAYA  
SIGNATURE OF CANVASSER

*For more information, you may contact us:*

Telephone: 8836-3314

Telefax: 8813-1174

*Please send your quotation to:*

<http://ospprocurement@city.gov.ph>

OSG-HA-QF-039

Rev.00 (05 July 2018)