



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

To: _____
Tel. No.: _____

Date: March 14, 2024
Quotation #: PS 024-03-053
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
	<p>Diagnosis, Supply of Labor and Materials for the Repair of Door Access System in OSG Offices, inclusive of VAT, and other charges:</p> <p>a. ANTONIO VILLAREAL DIVISION \</p> <p><i>Initial Diagnosis:</i> Repair of Door Release Button</p> <p>b. ROMAN OZAETA DIVISION \</p> <p><i>Initial Diagnosis:</i> Repair of Emergency Break Glass</p> <p>c. DOCKET MANAGEMENT SERVICES \</p> <p><i>Initial Diagnosis:</i> Repair of Magnetic Lock (2pcs), Brackets, and Single Door Magnetic Lock -600lbs)</p> <p>d. GUILLERMO TORRES DIVISION \</p> <p><i>Initial Diagnosis:</i> Repair of Magnetic Lock and Brackets, and Single Door Magnetic Lock -600lbs)</p> <p>e. RAFAEL CORPUS DIVISION \</p> <p><i>Initial Diagnosis:</i> Repair of Power Supply and Replacement of Lead Battery)</p> <p>f. ALEXANDER REYES DIVISION \</p> <p><i>Initial Diagnosis:</i> Repair of Power Supply and Replacement of Lead Battery)</p> <p>g. COMMISSION ON AUDIT \</p> <p><i>Initial Diagnosis:</i> Repair of Power Supply and Replacement of Lead Battery)</p> <p>h. CMS SERVER ROOM \</p> <p><i>Initial Diagnosis:</i> Repair of Power Supply and Replacement of Lead Battery)</p> <p>i. Financial Management Service \</p> <p><i>Initial Diagnosis:</i> Repair of Power Supply and Replacement of Lead Battery)</p> <p><i>Scope of Work :</i></p> <ol style="list-style-type: none"> Mobilization. Dismantling of parts Replacement and installation of parts. <p><i>For Power Supply: Input 220V AC; 50Hz; Output: 12V DC 5A</i></p> <ol style="list-style-type: none"> Testing and commissioning 					

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	5. Demobilization 6. Site cleaning and hauling of waste. Other Requirements: Supplier must conduct a full inspection. If other parts (aside from parts already stated) is in need of replacement or any additional works should be done, supplier must report the authorized representative of end-user as recommendation. <i>Note: All materials, tools, and equipment is provided by the supplier. All parts to be replaced must be compatible to the existing door access system of OSG. Supplier is also responsible for permits, and licenses, if necessary or required.</i> <i>Delivery Period:</i> The contractor has one to two days (preferably Saturdays, Sundays, and Holidays) to complete the scope of work or shall be done after office hours only (during working days). 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 The 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. (Price Vat-Included)					

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).
 - 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.


 JOSEPHINE C. ALCASAREN / 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