



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

To: _____
Tel. No.: _____
Fax No.: _____
Attention: _____

Date: March 26, 2024
Quotation # PS 024-03-060
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	Procurement of: PREVENTIVE MAINTENANCE AGREEMENT OF TWO (2) UNITS OF PITNEY BOWES MACHINE Model: DM300C Serial Number: 5074453 and 5074633 Duration: Twelve Months or One Year (Price Vat-Included)	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.

alcalayen
JOSEPHINE C. ALCASAREN / RHODORA T. CARDELL
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

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