



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

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

Date: April 1, 2024  
Quotation #: PS 024-04-067  
No.ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form duly signed by your representative.

**RODRIGO L. OJENAL**  
SAO, Administrative Division

**To be filled-out by Supplier:**

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Supply of Labor and Materials for the Installation of Combi Blinds at Convergys One Building.</b></p> <p>Location: 7th and 8th Floor, Convergys One Building 6796 Ayala Avenue cor. Salcedo St., Legaspi Village, Makati City</p> <p>SCOPE OF WORK: a. Supply and Delivery of Materials for Installation of New Combi-Blinds b. Installation of New Combi-Blinds, and c. Cleaning and Hauling of Debris</p> <p>Note: Attached herewith are the estimated measurement of windows for reference of your quotation. We accept on-site visit of suppliers, subject to appointment of at least one day prior/ upon awarding. Actual sizes, and color may vary and subject for approval of end-user. Furthermore, any and all deviations should be listed and explain in detail in a new proposal subject for approval of end-user.</p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>	1	lot		

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price: \_\_\_\_\_ Validity: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

- Please quote within days from the date of RFQ.
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation.  Mayor's / Business Permit;
- PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
- Income / Business Tax Return (for above P500K);
- Notarized Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above);
- 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.

*alcasaren*  
**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](mailto:rfq.osgprocurement@gmail.com)