



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

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

Date: January 22, 2024  
Quotation #: PS 024-01-021  
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
1	<p><b>Preventive Maintenance Service:</b> <b>Renewal of Maintenance Agreement for Two (2) Units of Schindler Elevator located at OSG Main Building, Makati City for FY 2024:</b></p> <p>Contract Period: January 1, 2024 to December 31, 2024</p> <p><i>(Please see the attached floor layout)</i></p> <p><b>(Price Vat-Included)</b></p>	1	LOT			

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

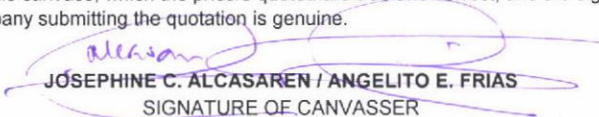
\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

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);
  - Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above. Notarized OSS is required.);
  - 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](mailto:rfq.osgprocurement@gmail.com)

OSG-HA-QF-039

Rev.00 (05 July 2018)