



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

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

Date: November 22, 2024  
Quotation #: PS 024-11-225(EPA2025)  
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	UNIT PRICE	TOTAL PRICE
1	<p><b>Preventive Maintenance Service:</b></p> <p><b>Renewal of Maintenance Agreement for Two (2) Units of Schindler Elevator located at OSG Main Building, Makati City for FY2025</b></p> <p><i>Contract Period: January 1, 2025 - December 31, 2025</i></p> <p><i>Note: Service Provider must warrant tha in case of defectivedelivered/replaced item upon usage of the end-user, it will be subject for replacement</i></p> <p><b>(Price Vat-Included)</b></p>	12	months		

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 Small Value Procurement);
  - Notarized Omnibus Sworn Statement is required (50K Above);
  - Tax Cleaance Certificate;
  - 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.

**ROBERT ADRIAN B. BORJA / SONNY S. BERMUDEZ**  
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)