



Republic of the Philippines  
Office of the Solicitor General

## Request for Quotation

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

Date: January 3, 2025  
Quotation #: PS 025-01-003  
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        | <p><b>Procurement of:</b><br/><b>Hauling Service for the Transfer of Office Equipment, Furniture and Files to the new OSG office</b></p> <p>Pick Up Point:<br/>Office of the Solicitor General<br/>134 Amorsolo St. Legaspi Village, Makati City</p> <p>Delivery Address:<br/>Convergys One Building<br/>6796 Ayala Avenue cor. Salcedo St., Legaspi Village Makati City</p> <p>Scope of Services<br/>Rental of at least Four (4) Six-Wheeler Closed Van Trucks with Driver and Sixteen (16) Assistant<br/>Facilitation and coordination of deliveries of items as listed in the Terms of Reference from pick up point to delivery address<br/>Process the cargo insurance including payment for the OSG Office Equipment, Furniture and Files listed in the Terms of Reference.</p> <p><i>Note. The supplier is required to submit Statement of Compliance to the attached Terms of Reference</i></p> <p>(Price Vat-Included)</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 Small Value Procurement);
  - Omnibus Sworn Statement for Small Value Procurement (for above P50K);
  - 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.

  
MARIJKE V. CASTILLO / RHODORA T. CARDEL / ROBERT ADRIAN B. BORJA  
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314  
Telefax: 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)