



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: February 10, 2025
Quotation #: PS 025-02-024
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	CONTRACT EXTENSION FOR THE PROCUREMENT OF SUPPLY & DELIVERY OF ADDITIONAL TONERS WITH FREE USE OF PRINTER Duration: March to April 2025 45 units of EP-057H Toner Cartridge for Monochrome Printer With One Hundred Three (103) units Brand New Network Ready Monochrome Laser (Model: Canon LBP226dw) With Nine (9) units Brand New Network Ready Colored Laser Printer (Model: Canon LBP664CX) With One (1) in-house technician (8 hours x 5 days per Monday - Friday) (Price Vat-Included)	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);
 - Notarized Omnibus Sworn Statement is required (50K Above);
 - Tax Clearance 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.

ANGELITO E. FRIAS/ FATHIA K. KARIM/ CHRISTIAN D. BUAT
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfa.osgprocurement@gmail.com

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