



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

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

Date: February 24, 2026
 Quotation #: PS 026-02-014
 ABC: ₱122,963.28

Sir/Madam:

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized representative.

RODRIGO L. OJENAL
 SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION				QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION OF BLACKOUT ROLLER BLINDS AT THE CONVERGYS ONE BUILDING Location: 8th Floor, Secretariat Office, Convergys One Building, 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati SCOPE OF WORK: a. Supply and delivery of materials for the installation of new blackout roller blinds. b. Installation of new blackout roller blinds with the following estimated measurements:				1	lot		
	Item No.	Area/Room	Height (inches)	Width (inches)	Square Feet			
	1	Filing Room	71.00	39.25	19.35			
	2		71.00	61.00	30.08			
	3		71.00	64.50	31.80			
	4	Pantry	71.00	64.50	31.80			
	5		71.00	64.50	31.80			
	6		71.00	35.25	17.38			
	7	SolGen's Office	71.00	67.00	33.03			
	8		71.00	35.25	17.38			
	9	Conference Room	107.50	69.75	52.07			
	10		107.50	69.75	52.07			
	11		107.50	69.75	52.07			
	12		107.50	71.25	53.19			
	13		107.50	70.00	52.26			
	14		107.50	70.00	52.26			
	15		107.50	70.25	52.44			
	16		107.50	70.25	52.44			
	17		107.50	69.25	51.70			
	c. Cleaning and hauling of debris after installation. Note: <i>Suppliers may conduct an on-site visit, subject to scheduling at least one (1) day prior to the visit or upon award of the project. Actual sizes and colors may vary and shall be subject to the approval of the end-user.</i> <i>Any and all deviations from the approved specifications must be properly listed and explained in detail in a revised proposal, subject to the approval of the end-user.</i> <p style="text-align: center;">(Price Vat-Included)</p>							

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED
REPRESENTATIVE

Note:

1. Please submit your quotation within ____ days from the date of this RFQ.
2. Bidders must submit current and valid legal documentary requirements along with the completed quotation:
 - a. Mayor's / Business Permit
 - b. PhilGEPS Registration Number: _____
Membership: Platinum Red
 - c. Income / Business Tax Return (for Small Value Procurement - for above ₱500,000)
 - d. Notarized Omnibus Sworn Statement (for Small Value Procurement - for above ₱50,000)
 - e. Tax Clearance Certificate
 - f. Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

Sir/Madam,

I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.


MARIJOIE V. CASTILLO / MICHELLE E. GOMEZ / IESEN LOUIES M. JIMENEZ
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Telephone: (02) 8988-1674 loc 777
Please send your quotation to:

osgprocurement@osg.gov.ph