



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

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

Date: August 4, 2022  
Quotation #: PS 022-08-139  
ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form 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
	<b>Diagnosis and Supply of Labor and Materials for Repair of Laptops as follows:</b>					
1	Laptop Model: Apple Macbook Air 13.3 inches Issue: Battery easily gets drained Initial Diagnosis: Replacement of Battery <i>*For SN: FVFG782J1WK</i>	1	unit			
2	Laptop Model: Apple Macbook Air 13.3 inches Issue: Defective Battery and SSD Initial Diagnosis: Replacement of Battery <i>SSD Replacement is optional</i> <i>*For SN: FVFK-43J1WK</i>	1	unit			
3	Laptop Model: Apple Macbook Air 13.3 inches Issue: Bloated Battery Initial Diagnosis: Replacement of Battery <i>*For SN: FVYHCAWJ1WK</i>	1	unit			
<p><i>*Note: Kindly provide us your initial estimates. All parts detached or removed should be returned to the agency for proper documentation.</i></p> <p align="center"><b>(Price Vat-Included)</b></p>						

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

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

Note:

1. Please send your quotation with your letterhead format
2. Kindly quote within \_\_ days from the date of RFQ.
3. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
  - a.  Mayor's / Business Permit;
  - b.  PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
  - c.  Income / Business Tax Return (for Small Value Procurement);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for SVP above P50k);
  - e.  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.

**ANNA LORRAINE ALVIAR**  
SIGNATURE OF CANVASSER

**For more information, you may contact us:**

Telephone: 8988-1674 loc. 777  
Telefax: 8813-1174

**Please send your quotation to:**

[osg.procurement2@gmail.com](mailto:osg.procurement2@gmail.com)