



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

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

Date: December 21, 2023  
Quotation #: PS 023-12-205 (2024)  
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	U. PRICE	TOTAL PRICE
1	<p><b>Procurement of:</b></p> <p><b>One (1) Year Supply and Weekly Delivery of Purified Drinking Water with Free Use of Hot and Cold-Water Non-Spill Dispenser for the Office of the Solicitor General for the Year 2024</b></p> <p>Provide Fifty Six Service Units of Hot and Cold Non-spill Water Dispenser (with thermostat) to various OSG offices (4 buildings within Makati City)</p> <p>Provide an approximate total consumption of 302 containers of purified drinking water per week, which may vary based on the weekly orders upon contract implementation.</p> <p>Estimated Annual Consumption: 15,704 gal</p> <p>Contract Duration: January 26, 2024 to January 25, 2024 or upon full consumption, whichever comes last</p> <p><i>Technical Specifications:</i></p> <p><b>Purified Water:</b></p> <ul style="list-style-type: none"> <li>a. Storage: at least in 5 gallon capacity polyethylene plastic bottle</li> <li>b. Purification of water must involve multi-stage process including multi-media sediment filtration, activated carbon filtration, ozone generation, UV Sterilization and minimum of 10 stages Reverse Osmosis System</li> <li>c. Water to be purified should be sourced from Maynilad or Manila Water, and not from deep-well</li> </ul> <p><b>Water Dispensers:</b></p> <ul style="list-style-type: none"> <li>a. Should be of good condition, tower type, dispense hot and cold water, with non-spill function and with thermostat.</li> </ul> <p><i>*Attached herewith the Provided Terms of reference. Kindly submit your Statement of Compliance for each item's requirements, and other documentary requirements</i></p> <p>(Price VAT-included)</p>	1	lot			

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

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

Note:

1. Please quote within \_\_\_\_\_ days from the date of RFQ
2. 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 above P500K);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above, Notarized OSS is required.);
  - 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.

*alcasaren*  
**JOSEPHINE ALCASAREN / RHODORA T. CARDEL**  
SIGNATURE OF CANVASSER

For more information, you may contact us:  
Telephone: 8836-3314  
Teletax: 8813-1174  
Please send your quotation to:

[procurement@osg.sps.gov.ph](mailto:procurement@osg.sps.gov.ph)