



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

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

Date: August 1, 2023
Quotation #: PS 023-08-123-A
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
1	<p>Procurement of:</p> <p>SERVICES OF A CERTIFICATION BODY FOR THE CERTIFICATION OF THE OFFICE OF THE SOLICITOR GENERAL'S RECEIPT AND PROCESSING OF NEW CASES, AND ITS FRONTLINE SERVICE OF ISSUING CERTIFICATIONS ON THE OSG'S RECEIPT OF COURT DECISIONS/ORDERS (WALK IN, APPLICATION THROUGH MAIL, APPLICATION THROUGH ELECTRONIC MAIL), AND INTERNAL SERVICE OF COLLECTION OF DOCKET MANAGEMENT FEES STATED IN THE CITIZEN'S CHARTER, UNDER THE ISO 9001:2015 STANDARD</p> <p>Note: Technical Specification is in the Terms of Reference</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 above P500K);
 - Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 - Notarized OSS is required).
 - 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 LORAIN C. ALVIAR / MA. DESIREE C. ANDAYA
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfq.osg@oag.gov.ph