



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: April 5, 2024
Quotation #: PS 024-04-065
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
Procurement of Various Driver's Cleaning Supplies:						
1	CHAMOIS CLOTH, WITH CASE Size (Large): at least 66cm x 43cm x 0.2cm Made of high absorbent fabric that dries the surface quickly	10	pcs			
2	FLANNEL RAGS/CLOTH Size: at least 14" x 15"; Packaging: 12pcs/pack Function: For cars, home, and office furniture, windows/glasses, computers, appliances, porcelains, ceramics, etc. ideal also for oil - cleanups, wax and grease application.	20	pcs			
3	SPIN MOP WITH BUCKET Inclusions: Mop, Bucket, and Handle Feature: 360 Degree Tsunami Spin	1	set			
<p>Note: All intended suppliers must specify the brand and picture for technical evaluation of end-user. Supplier must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement. The supplier will be allowed to deviate from the measurement of this RFQ provided that said deviations will be equal or greater than those stipulated.</p>						

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, above P500K);
 - Omnibus Sworn Statement for Small Value Procurement (Notarized OSS is required for ABC of P50,000 and above);
 - 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 *Marijoie V. Castillo*
JOSEPHINE C. ALCASAREN / MARIJOIE V. CASTILLO
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com