



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

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

Date: February 12, 2024  
Quotation #: PS-024-02-028  
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><b>PREVENTIVE MAINTENANCE SERVICE, AND DIAGNOSIS, SUPPLY OF LABOR AND MATERIALS FOR REPAIR OF:</b></p> <p>For Vehicle Model: Honda Civic 1.5RS Turbo Minimum Inclusion/Scope of Works: Perform 60,000km Check Up Inspection of Maintenance Warning Light at Instrumental Panel Revalidation (Medium) / Undercoating Complete Washing (Medium)/Engine Wash *Includes replacement of various parts as necessary.</p> <p><i>Note: For OSG Service Vehicle with Plate No. ABP 1012</i></p> <p><b>(Price Vat-Included)</b></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 Small Value Procurement, above Php500,000);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for above P50,000, 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.

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

**For more information, you may contact us:**  
Tel: (02) 8836-3314, (02) 8988-1674 loc 777  
Telefax: (02) 8813-1174

**Please send your quotation to:** \_\_\_\_\_  
[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)