



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

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

Date: May 15, 2023
Quotation #: PS 023-05-072
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	UNIT PRICE	TOTAL PRICE
	<p>Supply of Labor and Materials for the Repair of Overhead Door Closer in OSG Building located at the following areas:</p> <p>I. 7th Floor - Araneta Division Scope of Work : 1. Mobilization; 2. Replacement of Overhead Door Closer; 3. Adjustment and alignment of glass door; 4. Demobilization, site cleaning, and hauling of waste, if applicable.</p> <p>II. 4th Floor - Ordonez Division Scope of Work : 1. Mobilization; 2. Replacement of Overhead Door Closer; 3. Adjustment and alignment 4. Demobilization, site cleaning, and hauling of waste, if applicable.</p> <p>III. 2nd Floor - Canopy Area Scope of Work : 1. Mobilization; 2. Adjustment and alignment of glass door; 3. Demobilization, site cleaning, and hauling of waste, if applicable.</p> <p><i>Note: All materials, tools, and equipment is provided by the supplier.</i></p> <p>Other Requirements: The Contractor has one day (preferably Saturdays, Sundays, and Holidays) to complete the scope of work or shall be done after office hours only (during working days).</p> <p><i>Note: Suppliers are encouraged for onsite visit and ocular inspection before submission of quotation, with at least one day notice prior to scheduled site inspection. All supplier will be allowed to deviate from the requirements of this RFQ provided that said deviations will be equal or greater than those stipulated. Furthermore, any and all deviations should be listed and explained in detail within their proposal under a separate and dedicated provision.</i></p> <p style="text-align: center;">(Price Vat-Included)</p>					

Delivery Period : _____
Warranty : _____
Price Validity : _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within ___ days from the date of receipt/posting 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 upon signing of PO);
 - 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.

DEISY ANDAYA / ANGELITO E. FRIAS

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

OSG-HA-QF-039

Rev.00 (05 July 2018)