



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

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

Date \_\_\_\_\_  
Quotation # \_\_\_\_\_  
ABC \_\_\_\_\_

September 27, 2023  
PS 023-09-141  
\_\_\_\_\_

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><b>Diagnosis, Supply of Labor and Materials for the Installation of Compressor for the Repair of 7.5TR Floor Mounted Aircon located at Reyes Division of Office of the Solicitor General, inclusive of VAT, and other</b></p> <p><i>Model: Koppel KPC-901V0B Serial No. AM323137</i></p> <p><i>Scope of Work</i></p> <ol style="list-style-type: none"> <li>1 Mobilization</li> <li>2 Dismantling of compressor, if necessary</li> <li>3 Installation of new compressor.</li> <li>4 Leak Testing / Flushing using nitrogen</li> <li>5 System vacuum / recharging of freon</li> <li>6 Testing and data gathering</li> <li>7 Submission of service reports</li> <li>8 Cleaning of working area</li> </ol> <p><i>Other Requirements</i></p> <p>Supplier must conduct a full inspection on the Defective Aircon Unit. If other parts (aside from parts already stated) is in need of replacement or any additional works should be done, supplier must report the authorized representative of end-user as recommendation.</p> <p><i>Note: All materials, tools, and equipment is provided by the supplier. All parts to be replaced must be compatible to the mode: of aircon. Supplier is also responsible for permits, and licenses, if necessary or required</i></p> <p><i>Delivery Period</i></p> <p>The contractor has one to two days (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 The 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>(Price Vat-Included)</p>					

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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)
  - e  Bidders who have previously submitted the above legal requirements may no longer require its re-submission

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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 / SONNY S. BERMUDEZ

\_\_\_\_\_  
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)

OSG-HA-QF-039

Rev 00 (05 July 2018)