Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: July 3, 2025
Quotati PS 025-07-069
ABC: ₱179,749.00

Sir/Madam:

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	**SUPPLY OF LABOR AND MATERIALS FOR THE REPLACEMENT OF COMPRESSOR WITH SYSTEM REPROCESSING FOR ONE (1) UNIT 7.5TR CARRIER AIRCONDITIONER (SN: 29034/00062595) LOCATED AT 9TH FLOOR, ADELANTADO WING, OSG BUILDING** **Scope of Work:** 1. Dismantling of the defective compressor 2. Flushing of the unit using 141B and nitrogen gas 3. Repalcement of filter drier 4. System dehydration 5. Installation of new compressor 6. Vacuuming and refrigerant charging 7. System start-up and observation 8. Cleaning of the work area **Materials / Supplies:** 1. Compressor (Copeland scroll type) 2. Filter drier 3. R22 refrigerant 4. Silver rod 5. Oxy-acetylene 6. Nitrogen 7. Labor **Other Requirements:** • The supplier must conduct a full inspection of the defective air conditioning unit to determine whether other part(s), aside from those already listed, require replacement or if any additional work is necessary. • Any findings or recommendations must be reported to the authorized end-user representative. **Note:** • All materials, tools, and equipment shall be provided by the supplier. • All replacement parts must be fully compatible with the specified air condtioning unit model. • The supplier is responsible for securing any necessary permits and licenses, if required.	1	lot		

	Delivery Period: • The contractor shall complete the scope of work within **one (1) to two (2) days**, preferably on Saturdays, Sundays, or holidays, or **after office hours** during working days. **Additional Notes:** • Suppliers are encouraged to conduct an **onsite visit and/or ocular inspection** before submitting their quotation. • Onsite visits must be coordinated with the **authorized OSG representative** at least one (1) day prior to the scheduled inspection. • Suppliers may propose deviations from the specifications in this RFQ, **provided that the deviation is equal to or better than** the stated requirements. • All deviations must be clearly listed and explained in detail in the proposal, under a separate and specifically identified section. **(Price Vat-Included)**				

Delivery Period: _____
Warranty: _____
Price Validity: _____

_____
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please submit your quotation within ____ days from the date of this RFQ.
2. Bidders must submit current and valid legal documentary requirements along with the completed quotation:
   a. [ ] Mayor's / Business Permit
   b. [ ] PhilGEPS Registration Number: _____
      Membership: [ ] Platinum [ ] Red
   c. [ ] Income / Business Tax Return (for Small Value Procurement)
   d. [ ] Notarized Omnibus Sworn Statement (required for amounts above ₱50,000)
   e. [ ] Tax Clearance Certificate
   f. [ ] Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

Sir/Madam,

I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.

ROBERT ADRIAN B. BORJA / RHODORA T. CARDEL / MARIJOIE V. CASTILLO
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Telephone: (02) 8988-1674 loc 777
Please send your quotation to:

osg.procurement@yahoo.com