Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: October 22, 2025
Quotation #: PS 025-10-112
ABC: ₱894,750.00

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	**PROCUREMENT OF DOOR ACCESS CONTROL SYSTEM (BIOMETRIC AND CARD COMPATIBLE) FOR THE LEGAL DIVISIONS OF THE OFFICE OF THE SOLICITOR GENERAL – EXTENSION OFFICE AT CONVERGYS ONE BUILDING** **Materials:** **Description** 1. Finger Door Access Control System with Card Reader — 24 units 2. Heavy-Duty Push Button / Exit Button — 24 units 3. Electronic Lock with Bracket — 24 units 4. Regulated Power Supply — 24 units 5. Emergency Break Glass — 24 units 6. 16-Port Gigabit PoE Switch — 2 units 7. 8-Port Gigabit PoE Switch — 1 unit **Scope of Work:** 1. Mobilization and Demobilization 2. Supply and installation of cabling components, metal conduits, and moldings for the Door Access Control System, including: • Electrical wires, moldings, brackets, and other • Software configuration (at no additional cost) • Painting of moldings, brackets, etc. to match the existing ceiling color 3. Labor, wire termination, software configuration, testing, and commissioning 4. Project management 5. Safety engineering supervision 6. Submission of as-built plans and cabling documents **Note:** Suppliers are encouraged to conduct an on-site visit and ocular inspection prior to the submission of quotation, with at least one (1) day's advance notice before the scheduled site inspection. Suppliers may deviate from the requirements specified in this RFO, provided that such deviations are equal to or greater than those stipulated. Furthermore, any and all deviations must be clearly listed and explained in detail within the proposal, in a separate, dedicated section. Suppliers are also required to submit samples or documentation of previous work to facilitate technical evaluation by the end user. **(Price Vat-Included)**	1	lot		

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 - for above ₱500,000)
   d. [ ] Notarized Omnibus Sworn Statement (for Small Value Procurement - for 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.

IESEN LOUIES M. JIMENEZ / 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