Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: January 16, 2026
Quotation #: PS 026-01-002
ABC: _____

Attention: _____

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	UNIT PRICE	TOTAL PRICE
1	**Preventive Maintenance Service:** **Renewal of Maintenance Agreement for Two (2) Units of Schindler Elevator located at OSG Main Building, Makati City** *Contract Period: January 1, 2026 - June 30, 2026* *Note: Service Provider must warrant tha in case of defective delivered/replaced item upon usage of the end-user, it will be subject for replacement* **(Price Vat-Included)**	6	months		

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);
d. [ ] Notarized Omnibus Sworn Statement is required (50K Above);
e. [ ] Tax Cleaance Certificate;
f. [ ] 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.

ANEGLITO E. FRIAS / CHRISTIAN D. BUAT
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:

osgprocurement@osg.gov.ph