Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: April 21, 2026
Quotation #: PS 026-04-025
ABC: ₱124,600.00

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
	PROCUREMENT OF FURNITURE FOR SOLICITOR GENERAL:					
	TABLE	1	pc			
1	*SOLICITOR GENERAL TABLE* Inclusion: Main Table, Side Table & Movable Pedestal MFC (Melamine Faced Chipboard) Table Top Thickness: 50mm Estimated Size: at least 1800L x 800W x 750H mm					
2	*CENTER AND SIDE TABLE* Center (2 pcs) and Side Table (1 pc) Center Table with Top Glass, Black Metal Frame with 2nd Layer (MDF) Measurement: at least L120 x W60 x H45 Side Table Glass Top, Black Metal Frame with 2nd Layer (Medium Density Fibreboard) Estimated Size: at least 50cmL 50cmW 55cmH	2	set			
	CHAIRS					
3	*EXECUTIVE CHAIR* High back executive chair with armrest PVC leatherette upholstery with knee-tilt mechanism With Class 4 gas lift - ensures the chair's stability and safety of the user Aluminum base - with better load bearing capacity and shock absorption Color: Black Dimension: WxDxH W- at least 630mm D at least 745mm H-1150-1220mm Weight Bearing Capacity: at least 180kgs Measurement: at least (Arm to Arm Width: 73cm; Overall Depth: 62cm; Height: Min 120cm Max 126cm)	1	pc			
4	*VISITOR'S CHAIR* Midback Polyurethane Leather High density padded back and seat Foam padded armrest Chrome SLED Frame Color: Black Estimated Size: at least (Arm to Arm Width: 58cm, Overall Depth: 56cm H: 100cm)	2	pc			

	SOFA SET with ARM REST					
5	*SOFA SET with ARM REST - 2-SEATER* 2-seater: at least L152.6cm W83.7cm H78.5cm Color: Light Gray Framing - Plywood Panel with Gemelina Fixed Sit Cushion: Polyurethane Foam with fabric cover Leg: Plastic Leg	1	set			
6	*SOFA SET with ARM REST - 3-SEATER* 3-seater: at least L213.6cm W83.7cm H78.5cm Color: Light Gray Framing - Plywood Panel with Gemelina Fixed Sit Cushion: Polyurethane Foam with fabric cover Leg: Plastic Leg	1	set			
	Note: The supplier is required to submit a brochure or photograph of the offered brand for technical evaluation by the end-user's authorized representative. The supplier must warrant that any item found defective upon use will be replaced free of charge. Suppliers may deviate from the measurements or requirements stipulated in this RFQ and Purchase Request, provided that such deviations are equal to or greater than the original specifications. Furthermore, any and all deviations must be listed and explained in detail within the proposal under a separate, dedicated provision. **(Price Vat-Included)**					

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 - 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 are no longer required to resubmit them.

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.

MEYNARD B. BAPTISTA/ RHODORA T. CARDEL / ASHLIE T. ABLES
SIGNATURE OF CANVASSER

For more information, you may contact us:
Telephone: 8836-3314/ 8988-17777
Telefax: 8813-1174

Please send your quotation to:

osgprocurement@osg.gov.ph