Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: July 22, 2026
Quotation #: PS-026-07-062
ABC: ₱26,883.79

Attention: _____

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	**PREVENTIVE MAINTENANCE SERVICE** For 30,000 KM Check-up **Vehicle Model:** 2025 Toyota Innova 2.8 E DSL A/T **Scope of Work / Inclusions:** ● Air-conditioning system cleaning ● Labor and replacement of various parts, as necessary *Note: For the OSG service vehicle with Plate No. SNN 1978 / NFX 1959.* **(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.

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

For more information, you may contact us:
Tel: (02) 8836-3314, (02) 8988-1674 loc 777
Please send your quotation to:

osgprocurement@osg.gov.ph