Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: August 26, 2026
Quotation #: PS 026-08-067
ABC: ₱685,000.00

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 Hauling Services for the Transfer of Office Equipment, Furniture, and Files to the New OSG Office** **Pick-Up Points:** 1. Office of the Solicitor General Building, 134 Amorsolo St., Legaspi Village, Makati City; and 2. APMC Building, 136 Amorsolo St., Legaspi Village, Makati City. **Delivery Address:** Convergys One Building 6796 Ayala Avenue corner Salcedo St., Legaspi Village, Makati City **Scope of Services:** ◊ Provision of at least **four (4) six-wheeler closed vans/trucks**, each with a driver, and **sixteen (16) assistants**, for the hauling and transfer of OSG office equipment, furniture, and files. ◊ Loading, hauling, unloading, and delivery of the items listed in the **Terms of Reference (TOR)** from the designated pick-up points to the delivery address, including proper handling and protection of the items during the entire hauling process. ◊ Facilitation and coordination of the delivery and transfer of all items in accordance with the schedule and requirements specified in the TOR. ◊ Secure and arrange **cargo insurance**, including payment of the applicable premium, covering all OSG office equipment, furniture, and files listed in the TOR during loading, transit, unloading, and delivery. ◊ Provide all necessary **hauling equipment, tools, and materials** required for the safe handling and transport of the items, such as dollies, straps, protective covers, blankets, and other appropriate materials, as may be necessary. ◊ Secure all necessary **permits, clearances, and authorizations** from relevant government agencies, building administrators, security offices, and/or private entities prior to and during the conduct of the hauling services, as applicable. ◊ Coordinate with the concerned OSG personnel and building administrators regarding **loading/unloading schedules, building access, loading bays, elevators, parking, and other building requirements.** ◊ Ensure that all vehicles to be used are **roadworthy, clean, properly maintained, enclosed/covered, and suitable for the safe transport of office equipment, furniture, and files.** ◊ The supplier shall be responsible for any **loss of or damage** to the items attributable to improper handling, loading, transportation, or unloading by the supplier and its personnel, subject to the applicable terms and conditions of the procurement. **Important Requirements:** ◊ The supplier shall submit a **Statement of Compliance** with the attached Terms of Reference. ◊ The supplier shall submit **brochures and/or photographs of previous hauling/moving projects** demonstrating relevant experience. ◊ The supplier shall indicate in its quotation that the proposed price is **inclusive of all applicable costs and incidental expenses**, including labor, fuel, toll fees, parking fees, permits, insurance, and other expenses necessary for the satisfactory completion of the hauling services, unless otherwise specified in the TOR. ◊ The supplier shall provide the **proposed hauling schedule and manpower complement** together with its quotation, if required. ◊ The supplier shall comply with all applicable **building, safety, security, and access requirements** of the pick-up and delivery locations. **(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.

MARIJOIE V. CASTILLO / MICHELLE E. GOMEZ / IESEN LOUIES M. JIMENEZ
SIGNATURE OF CANVASSERS

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

osgprocurement@osg.gov.ph

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Rev.00 (05 July 2018)