



Republic of the Philippines  
Office of the Solicitor General

# Request for Quotation

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No. \_\_\_\_\_

Date: January 9, 2020  
Quotation #: PS-020-01-004  
ABC: \_\_\_\_\_

Attention: \_\_\_\_\_

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	UNIT	TOTAL
	<b>Procurement of: Rubber Stamps</b>				
	1. Rubber stamp - Exhibit	10	pieces		
	2. Rubber stamp - Original	10	pieces		
	3. Rubber stamp - Receiving Copy	10	pieces		
	4. Rubber stamp - Annex "____"	10	pieces		
	5. Rubber stamp - Certified True Copy	10	pieces		
	6. Rubber stamp - Lawyer Names	9	pieces		
	7. Rubber stamp - Total Number of pages:	10	pieces		
	8. Rubber stamp - Draft Report	1	piece		
	9. Rubber stamp - Final Report	1	piece		
	10. Self Inking Stamp - Lawyer Names	6	pieces		
	<i>(please see layout for reference)</i>				
	<b>(Price Vat-Included)</b>				

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within 3 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.  Omnibus Sworn Statement for Small Value Procurement (upon signing of Purchase Order);
  - e.  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.

  
**RUEL BERMUDEZ**  
SIGNATURE OF CANVASSER

*For more information, you may contact us:*

Telephone: 8836-3314  
Telefax: 8813-1174

*Please send your quotation to:*

*lawdocus@gmail.com / icdalluay@osg.gov.ph / mvcastillo@osg.gov.ph / 02.choinks.72@gmail.com*

1       **EXHIBIT " \_\_\_\_\_ "**  
2               **ORIGINAL**  
3       **RECEIVING COPY**  
4       **ANNEX " \_\_\_\_\_ "**  
5       **CERTIFIED TRUE COPY**

7       Total number of pages: \_\_\_\_\_

Date: \_\_\_\_\_

6       **MAGTANGGOL M. CASTRO**  
          **CHARINA A. SORIA**  
          **DINO ROBERT L. DE LEON**  
          **PATRICK T. RAMOS**  
          **JESSICA G. GUMOP-AS-TIROL**  
          **ANTHONY LEMUEL T. LIM**  
          **JEFFERSON C. SECILLANO**  
          **EILEEN C. PALOMA-BACHO**  
          **KRYSTEL JEHAN M. BAUTISTA**

8       **DRAFT REPORT**

9       **FINAL REPORT**

10       **CARMINDA O. PUNZALAN-GAITE**  
          **SENIOR STATE SOLICITOR**

**ALEXANDER S. SALVADOR**  
          **ASSISTANT SOLICITOR GENERAL**

**JOSE ANTONIO H. BLANCO**  
          **SENIOR STATE SOLICITOR**

**LINDA MAE C. AGUIRRE**  
          **SENIOR STATE SOLICITOR**

**CATALINA A. CATRAL-TALATALA**  
          **SENIOR STATE SOLICITOR**

**RON WINSTON A. REYES**  
          **STATE SOLICITOR**