



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: _____
Quotation #: PS-20-01-005
ABC: _____

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
	Procurement of:				
1	18"x24" magnetic white board	1	pc		
2	3-Layered metal tray	11	pcs		
3	2-level document tray	1	pc		
4	Heavy-Duty Giant Stapler	1	pc		
	(Price Vat-Included)				

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:

rbermudez.osg@gmail.com / icdalluay@osg.gov.ph / 02.choinks.72@gmail.com