



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: September 27, 2022
Quotation #: PS 022-09-163-A
ABC: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form 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 Common-use Office Supplies:					
1	EXPANDING FOLDER, PRESSBOARD Packaging: 100s/pack(box) Thickness: min. 0.40mm; With tearing resistance Size: Legal; Color: White with green margin on one sides; Expansion: min 39mm	150	packs/ box			
2	CLIP, BACKFOLD, 32mm Materials: All Metal; Size: 1 ¼ inches; Packaging: at least 12pcs/box Easy to open and clamp the sheets of paper	200	boxes			
3	CLIP, BACKFOLD, 50mm Materials: All Metal; Size: 2 inches; Packaging: 12pcs/box Easy to open and clamp the sheets of paper	500	boxes			
4	PAPER CLIP, 33mm Vinyl/Plastic coated; Assorted Colors; Packaging: 100 pcs/box; 50 boxes per carton; Length of Clip: at least 33mm	1300	boxes			
5	PAPER CLIP, 50mm Vinyl/Plastic coated; Wire Diameter: 1mm (min) Packaging: 100 pcs/box; Length of Clip: 50mm (min)	600	boxes			
6	RUBBER BAND NO. 18 Materials: Weight: at least 350 grams Thickness: at least 1.00 mm	500	boxes			
7	SCISSORS SYMMETRICAL Multi-purpose; Heavy duty; Blade Material: Stainless Steel; Length: Overall: min. 160mm; Cutting blade: min. 70mm	340	pair			
8	STAPLE REMOVER, PLIER TYPE Materials: Metal; with wedge-shaped blade Able to remove standard staples up to 20 sheets of 70gsm paper	880	pcs			
9	TRANSPARENT TAPE, 24MM Width: 24mm; Usable length: at least 50m Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min 65N/24mm width	3000	rolls			
10	MASKING TAPE, 24MM Width: 24mm; Usable length: at least 50m Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min 65N/24mm width	219	rolls			
11	MASKING TAPE, 48MM Width: 48mm; Usable length: at least 50m Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min 65N/24mm width	120	rolls			
12	PACKAGING TAPE, 48MM Color: Brown/Tan; Width: 48mm; Usable length: min. of 50m Adhesion Strength: min. 6N/24mm Breaking Strength: min 14N/24mm	170	rolls			
	<p><i>Note: Supplier must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement. Estimated size are minimum only. The supplier will be allowed to deviate from the measurement of this RFQ provided that said deviations will be equal or greater than those stipulated.</i></p> <p>(Price Vat-Included)</p>					

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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);
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
 - 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.

ISRAEL C. DALLUAY
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

osg.procurement2@gmail.com