



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: May 17, 2023
Quotation #: PS-023-05-079
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	BRAND	UNIT PRICE	TOTAL PRICE
	Procurement of: OSG Legal Internship Program's Journal	100	books			
	No. of pages: at least 80 pages excluding cover					
	Size: 8" x 11" when folded and assembled					
	Paper Type/Stock: Cover - C2S 220-326gsm					
	Inside pages - C2S 120-178gsm					
	Printing Process: Digital Printing, offset					
	Color: Colored on all pages					
	Included Services: Proofing, folding, binding, delivery, spine printing					
	Softcopy of final copy					
	Delivery: On or Before August 1, 2023 (or 7 days after approval of layout)					
	Note: Supplier must provide sample of their work, and sample paper to be used for evaluation. Also, supplier is required to send a sample print out of actual journal before printing 100 books for end-user's approval.					

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Please quote within 3 days from the date of RFQ.
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - ☐ Mayor's / Business Permit;
 - ☐ PhilGEPS Registration Number: _____ Membership: ☐ Platinum ☐ Red
 - ☐ Income / Business Tax Return (for above P500K);
 - ☐ Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
 - ☐ 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.

RHODORA T. CARDEL / CHRISTIAN D. BUAT
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephon 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com