



Republic of the Philippines  
Office of the Solicitor General  
**Request for Quotation**

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

Date: January 31, 2023  
Quotation #: PS-023-01-014  
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	BRAND	UNIT PRICE	TOTAL PRICE
1	<p><b>Procurement of CUSTOMIZED WHITE MAILING ENVELOPE WITH PRINT AT THE BACK (BLACK COLOR ONLY):</b></p> <p>Customized Print: OSG Logo, RA No. 9417 and Registered Mail with Return Card</p> <p>Size (estimated): 24 cm (width) x 10.5 cm (length) GSM: 90 gsm; 500pcs/box Reference: See the attached "Annex A" Includes: Layouting and proofing.</p> <p><i>Supplier must send a sample of the envelope to be used for bid evaluation; and send at least one copy each of the envelope for approval of end-user before delivery.</i></p>	200	box			

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

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

**Note:**

- Please quote within \_\_\_ 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 Small Value Procurement, above Php500,000);
  - Omnibus Sworn Statement for Small Value Procurement (for above P50,000 - for unnotarized; 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.

**ANNA LORRAINE C. ALVIAR**  
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314  
Telefax: 8813-1174

Please send your quotation to:

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)