



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

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

Date: February 9, 2023
Quotation #: PS-023-02-016
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
Procurement of Common Used Office Supply:						
1	Customized Memo Pad with OSG Letterhead Material: White Paper Size: 5.5" Length x 5.5" Width Substance/Thickness: 20; 70 gsm Print: OSG Logo with Name (above) and Address (below) Full Color (1 side) Binding: Padded; min. of 100 leaves/pad Other Inclusions: Layout, Proofing, Printing and Binding	50	pad			
2	Customized Memo Pad with OSG Letterhead Material: White Paper Size: 8.5" Length x 5.5" Width Substance/Thickness: 20; 70 gsm Print: OSG Logo with Name (above) and Address (below) Full Color (1 side) Binding: Padded; min. of 100 leaves/pad Other Inclusions: Layout, Proofing, Printing and Binding <i>See attached sample for the layout</i> <i>Note: Kindly provide sample for approval of print and materials of authorized representative of end-user. Supplier must provide the agency of the word file of the layout.</i> (Price Vat-Included)	50	pad			

Delivery Period : _____
Warranty : _____
Price Validity : _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

- Please quote within ___ days from the date of receipt/posting 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 LOURAINA C/ ALVIAR
SIGNATURE OF CANVASSER

For more information, you may contact us:
Tel: (02) 8836-3314, (02) 8988-1674 loc 777
Telefax: (02) 8813-1174
Please send your quotation to:

rfq-osgprocurement@gmail.com