



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

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

Date: June 25, 2024  
Quotation #: PS 024-06-126  
ABC: \_\_\_\_\_

Attention: \_\_\_\_\_

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	UNIT PRICE	TOTAL PRICE
1	<b>Procurement of:</b> <b>OSG Legal Internship Program's Journal</b> 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, deliver, spine printing Softcopy of final copy Delivery: On or before August 1, 2024  <i>Note: Supplier must provide sample of their work, and sample paper to be used for evaluation. Also, supplier is required to send a sample of print out of actual journal before printing 100 books for the end-user's approval</i> <b>(Price Vat-Included)</b>	100	books		

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 above P500K);
  - ☐ Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above);
  - ☐ 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.

*Alca Saren*  
**JOSEPHINE C. ALCASAREN / SONNY S. BERMUDEZ / ANGELITO E. FRIAS**  
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](mailto:rfq.osgprocurement@gmail.com)