



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: _____
Quotation # _____
ABC

March 13, 2024
PS 574-027030-5

Attention: _____

Sir/Madam,

Please quote your lowest price on the items listed below, stating the shortest time of delivery and submit this form duly signed by your representative.

RODRIGO L. OJENAL
SAC, Administrative Division

To be filled-out by Supplier:

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
1	Procurement of Common-use Office Supplies: SIGN PEN, BLACK Type: Liquid or Gel, Color/ink: Black Tip: 0.5mm, Needle Type With non-slip rubber grip Good writing performance	905	pcs			
2	SIGN PEN, BLUE Type: Liquid or Gel, Color/ink: Blue Tip: 0.7mm, Needle Type Good writing performance	9	pcs			
3	SIGN PEN, BLUE Type: Liquid or Gel, Color/ink: Blue Tip: 0.5mm, Needle Type With non-slip rubber grip Good writing performance	970	pcs			
4	SIGN PEN, RED Type: Liquid or Gel, Color/ink: Red Tip: 0.5mm, Needle Type With non-slip rubber grip Good writing performance	242	pcs			
5	BALLPEN, BLACK Ballpoint, Tip: 0.5mm, Color/ink: Black Good writing performance	296	pcs			
6	BALLPEN, BLUE Ballpoint, Tip: 0.5mm, Color/ink: Blue Good writing performance	296	pcs			
7	BALLPEN, RED Ballpoint, Tip: 0.5mm, Color/ink: Red Good writing performance	75	pcs			
8	MARKER / HIGHLIGHTER Color: Fluorescent - Yellow, Orange and Green (3 Color per set) Tip: Chisel Point, Barrel: Flat	350	sets			
9	MARKER, PERMANENT, BLACK Ink Color: Black Tip: Chisel Point	111	pcs			
10	MARKER, PERMANENT, BLACK Ink Color: Black Tip: Bullet type	200	pcs			
11	MARKER, PERMANENT, BLUE Ink Color: Blue Tip: Chisel Point	104	pcs			
12	MARKER, PERMANENT, BLUE Ink Color: Blue Tip: Bullet type	200	pcs			
13	MARKER, PERMANENT, RED Ink Color: Red Tip: Chisel Point	79	pcs			
14	MARKER, WHITEBOARD, BLACK Ink Color: Black Tip: Felt Bullet type	36	pcs			

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
15	MARKER, WHITEBOARD, BLUE Ink Color: Blue Tip: Felt Bullet type	32	pcs			
16	PENCIL NO. 2 Wood Case, No. Softwood Coated, Free from DDT, Pb, Cd, Cr, Ni, Hexavalent Chromium, Interlocked Grains, Waterproof, Resistant to Heat, Acid, Solvent, Permit Easy Sharpening Hardness: HB ± 2, Lead Graphite Diameter: 2mm (min) Lead/Graphite Breaking Strength: 4.66N (min) Packaging: 12 pcs per box	5	box			
17	STAMP PAD INK, VIOLET Ink Color: Violet, Packaging: at least 50ml per bottle In durable casing, With applicator Does not coagulate upon opening and application	110	bottle			
18	STAMP PAD INK, BLACK Ink Color: Black, Packaging: at least 25ml per bottle In durable casing, With applicator, Compatible to shiny stamp Does not coagulate upon opening and application	24	bottle			
19	STAMP PAD INK, BLUE Ink Color: Blue, Packaging: at least 25ml per bottle In durable casing, With applicator, Compatible to shiny stamp Does not coagulate upon opening and application	24	bottle			
20	STAMP PAD INK, RED Ink Color: Red, Packaging: at least 25ml per bottle In durable casing, With applicator, Compatible to shiny stamp Does not coagulate upon opening and application	24	bottle			
21	STAMP PAD, FELT Stamp Pad Contains: - Material: Made of metal, plastic or combination of plastic or metal Plastic component shall be resistant to impact and ink Stamp Pad Bed: Shall be composed of an absorbent material Pre-inked: Ink shall be free from any after-ink odor Does not blot, no visible trace of transcription on the opposite side of the paper Metal pad shall be free from rust and no loose part	10	pcs			
22	MASKING TAPE, 24MM Width: 24mm, usable length: at least 50m Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min. 65N/24mm width	100	roll			
23	MASKING TAPE, 48MM Width: 48mm, usable length: at least 50m Adhesion Strength: min. 6.5N/24mm width Breaking Strength: min. 65N/24mm width	40	roll			
24	PACKAGING TAPE, 48MM Color: Brown, Width: 48mm, Usable length: at least 50m Adhesion strength: min. 7.2N/24mm Breaking strength: min. 74N/24mm	45	roll			
25	DOUBLE SIDED TAPE Size: 1 inch, Usable Length: At least 50m or adj. at the no. of pieces it equivalent Adhesion Strength: Strong Adhesive on Both Sides	40	roll			
26	CORRECTION TAPE Usable Length: minimum of 8 meters Width: 5mm	104	pcs			
27	CARBON FILM, LEGAL Size: Legal (216mm x 356mm) (216mm x 356mm) Material: Polyethylene Film Packaging: 100 sheet per box	3	box			
28	CARBON FILM, A4 Size: A4 (210mm x 297mm) Color: Black Material: Polyethylene Film Packaging: 100 sheet per box	3	box			
29	ENVELOPE, MAILING Size: 105mm (L) x 241mm (H) Color: White, Quality Bond Paper, 70gsm Packaging: 500 sheets per box	25	box			
30	NOTE PAD, STICK ON, 50MM x 76MM Size: 2 x 1 Color: Assorted 100 pieces per pad	250	pad			

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
31	NOTE PAD, STICK ON, 76MM x 100MM Size 3 x 4 Color Assorted 100 pieces/pack	100	pad			
32	NOTE PAD, STICK ON, 76MM x 76MM Size 3 x 3 Color Assorted 100 pieces/pack	181	pad			
33	STICKER PAPER, LETTER SIZE Size Letter Size 215.9mm x 279.4mm 80gsm Finish Matte Color White Packaging Size 10 Sheets per pack Intended Application For labeling, nametags, and not easily detach	10	pack			
34	PAPER, LETTER Size Letter Size 215.9mm x 279.4mm 80gsm Sheet Count min 500 sheets/ream Intended Application For laser print, standard office copier, etc	5	ream			
35	PAPER, A4 Size A4 210mm x 297mm 80gsm Sheet Count min 500 sheets/ream Intended Application For laser print, standard office copier, etc	20	ream			
36	PAPER, CUSTOM FOLIO Size 215mm x 330mm 80gsm Sheet Count min 500 sheets/ream Intended Application For Laser print, standard office copier, etc	20	ream			
37	LAI D PAPER, LETTER Size Letter Size 215.9mm x 279.4mm 60gsm Cream Light Yellow GSM At least 60gsm, sheet Count min 500 sheets/ream Intended Application For laser print, standard office copier, etc	7	ream			
38	LAI D PAPER, A4 Size A4 210mm x 297mm Color Cream Light Yellow GSM At least 80gsm, sheet Count min 500 sheets/ream Intended Application For Laser print, standard office copier, etc	55	ream			
39	LAI D PAPER, CUSTOM FOLIO Size 215mm x 330mm Color Cream Light Yellow GSM At least 80gsm, sheet Count min 500 sheets/ream Intended Application For Laser print, standard office copier, etc	30	ream			
40	INDEX CARD 3" x 5" Size 3 x 5 - 4 holes on top side, cream color GSM At least 120gsm per sheet Packaging At least 100 pcs per pack	40	pack			
41	INDEX CARD 5" x 8" Size 5 x 8 - 4 holes on left side, Cream Color GSM At least 120gsm per sheet Packaging At least 100 pcs per pack	20	pack			
42	RECORD BOOK, 300 PAGES Size (Cover) 210mm (L) x 114 mm (W) Cover - Material - laminated Chipboard Leaves - White Paper 80gsm No. of pages 300 Writing lines shall be printed on both sides of each sheet Print (Front Cover) Official Record Book	5	book			
43	RECORD BOOK, 500 PAGES Size (Cover) 272mm (L) x 214mm (W) Cover - Material - laminated Chipboard Leaves - White Non-buff paper No. of pages 500 Writing lines shall be printed on both sides of each sheet Print (Front Cover) Official Record Book	10	book			
44	DATA FILE BOX Size - Outside Dimension 102mm (L) x 206mm (W) x 40mm (H) Color For approval of end user, Material 3mm Thick Chipboard Leatherette paper for outside cover Coated paper for inside cover Front of the box With Finger Ring and Pocket for later insert	20	box			
45	EXPANDING FOLDER, PRESSBOARD Packaging 100/pack/box Thickness min 0.40mm 1.4m feeding revolution Size Legal Color White with green tab on the left side Expansion 110 x 500	25	box			
46	FOLDER WITH TAB, TAGBOARD Packaging 100/pack/box Size Legal Color Brown Smooth finished and non-rotation both sides	20	box			

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
47	LOOSELEAF COVER Estimated Size (excluding flaps): 210mm x 300mm Material: Chip board (at least 1.5mm thick preferably green) Leathette paper as cover for top flap (preferably yellow) With pre-punched holes for fastener - 70mm between prongs Packaging: 50 kits per bundle	10	box			
48	PAGE MARKER STICKY TABS Size: 40mm x 20mm x 1.7mm Color: Assorted Color (preferably pink, blue, green, orange) Material: Coated paper Packaging: At least 100 markers per pad	10	pad			
49	CLIP, BACKFOLD, 15mm Material: All Metal Size: 1.5" Packaging: At least 12 pcs box or pack Easy to open and clamp the sheets of paper	10	box			
50	CLIP, BACKFOLD, 32mm Material: All Metal Size: 1.14" Packaging: At least 12 pcs box or pack Easy to open and clamp the sheets of paper	10	box			
51	CLIP, BACKFOLD, 41mm Material: All Metal Size: 1.58" Packaging: At least 12 pcs box or pack Easy to open and clamp the sheets of paper	10	box			
52	CLIP, BACKFOLD, 51mm Material: All Metal Size: 2" Packaging: At least 12 pcs box or pack Easy to open and clamp the sheets of paper	10	box			
53	PAPER CLIP, 50mm View Point: Colored, inverted Color Packaging: 100 pieces Length of 50 mm	10	box			
54	FASTENER, HEAVY DUTY/DUAL FUNCTION Material: All Metal Packaging: 12 pcs box Easy to open and clamp the sheets of paper Size: 19.5mm (L) x 5mm (D) (Prong) Base: 11.5mm (L) x 1.5mm (D) (Fast) Compression	10	box			
55	PAPER PUNCHER, 2-HOLE Punching Capacity: At least 30 sheets of 70gsm With top hole puncher. With cover lock. Heavy duty Durable material. Approx. 70mm	10	box			
56	TAPE DISPENSER, TABLE TOP Heavy Duty Material: Rigid Plastic with Cutting blade With non-skid feet rubber base Holds Rolls up to 24mm wide or 15mm core tape	10	box			
57	CUTTER/UTILITY KNIFE, HEAVY DUTY Size: Blade Measurement: 100mm x 10mm Thickness: At least 2.40mm Features: With anti-slip grip plastic molded body. With built-in blade sharper. With steel blade. With safety spring locking mechanism	10	box			
58	STAPLER, STANDARD TYPE Loading Capacity: 10 to 20 staple wires, heavy duty. Rigid With at least one time binding capacity of 20 sheets 70gsm paper	10	box			
59	STAPLE REMOVER Material: Metal With wedge-shaped blade Able to remove standard staples up to 20 sheets of 70gsm paper	10	box			
60	STAPLE WIRE, NO. 35 Size: 200 pieces per box Made of steel wire, area with anti-rust, with 1.5mm	10	box			
61	METAL DESK ORGANIZER TRAY, 2 LAYER Layers: Two Dimensions: At least 140mm x 140mm x 20mm Fit Legal Size Papers Color: Preferably black	10	box			
62	METAL DESK ORGANIZER TRAY, 3 LAYER Layers: Three Dimensions: At least 140mm x 140mm x 20mm Fit Legal Size Papers Color: Preferably black	10	box			
63	ERASER, FELT FOR BLACKBOARD/WHITEBOARD Material: Felt thick layer and Board Protection folder Overall Size: 120mm x 40mm x 20mm Thickness of felt: At least 18mm Thickness of folder: At least 3mm	10	box			

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64	PUSH PIN Color: Assorted Color; Packaging: At least 100 pcs per casing or its equivalent Materials: 1/2" Steel points for easy insertion into tough surfaces, and knobby plastic heads for simple removal and protection.	32	pack/box			
65	PLASTIC COVER Color: Gauge: 4, and Type: Hard Width (estimated): 1.2m, Usable length: At least 50m	12	rolls			
66	PLASTIC TWINE Weight per roll: at least 1000g.	14	roll			
67	RUBBER BAND Flat Band Type, Size (mm): 70mm, No. 16 Gram Weight: 350 g/box Thick: Elastic and Not easily torn	111	box			
68	CALCULATOR Two-way Power, Display Desktop Calculator with Review and Auto-Review, Basic Functions, Correct Key, At least 12 digit display.	5	unit			
<p>Note: All intended suppliers must specify the brand and picture for technical evaluation of end-user. Supplier must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement. 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.</p> <p>(Price Vat-Included)</p>						

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 filed out quotation:
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number _____, Membership: Platinum Red
 - c. Income / Business Tax Return (for Small Value Procurement, above P500K)
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above, Notarized OSS is required)
 - 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 prices quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.

JOSEPHINE C. ALCASAREN / MARIJOIE V. CASTILLO
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

Procurement Management Office

OSG-HA-QF-039
Rev. 00 (05 July 2018)