



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

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

Date: February 23, 2024
Quotation #: PS-024-02-033
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 Supplies (IT Consumables):						
1	ID Card Printer Ribbon Compatible to Hiti ID Card Printer CS-200e Full panel (400 prints/panel); Original *R-400 PHL	3	box			
2	PVC ID Card ID Card Format: Blank (without print); PVC Dimension: 53.98mm x 85.60mm; Standard: CR-80 ISO7810 Thickness: 0.25mm-1.0mm (10mil-40mil) Note: Suppliers are required to send a sample of the item, as this will be subject for testing to printer and system compatibility, and printing output, for technical evaluation. (Price Vat-Included)	1200	cards			

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 P50,000 and above - Notarized OSS is required.);
 - 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.

JOSEPHINE C. ALCASAREN / MARIJOIE V. CASTILLO
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:

rtq.osgprocurement@gmail.com