



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: January 21, 2026
Quotation #: PS 026-01-004
ABC: ₱142,450.00

Attention: _____

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>Procurement of: CUSTOMIZED WOODEN PLAQUES for the SINAG: Pagkilala sa Galing at Husay at sa mga Habi ng Tagumpay (2025 OSG PRAISE Awarding Ceremony), inclusive of VAT, service charge, and delivery charge:</p> <p>Delivery Period: On or before February 16, 2026</p> <p>For PRAISE AWARDS:</p> <p>a. Plaque For Individual Awards - 114 pcs Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait Plaque - Estimated Size: 9" high x 6" wide; Thickness: 0.8" with Customized Graving Easel Stand- Estimated 8" x 6"</p> <p>b. Plaque For Group Awards - 13 pcs Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait Plaque - Estimated Size: 8" high x 12" wide; Thickness: 0.8" with Customized Graving Easel Stand- Estimated 13" x 10"</p>	1	lot			
2	<p>For HRMD SERVICE AWARDS:</p> <p>a. Plaque For Loyalty Awards - 64 pcs Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait Plaque - Estimated Size: 9" high x 6" wide; Thickness: 0.8" with Customized Graving Easel Stand- Estimated 8" x 6"</p> <p>b. Plaque For Retirees - 6 pcs Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait Plaque - Estimated Size: 9" high x 6" wide; Thickness: 0.8" with Customized Graving Easel Stand- Estimated 8" x 6"</p> <p>Note: The stated sizes are allowed to deviate by up to 10% or upon approval of end-user.</p>					

<p><i>Note: Interested Supplier must send a sample work similar to the specification for technical evaluation. All sizes and materials needed are only estimates. Supplier must send proportionate size along with the thickness of the plaques. Supplier is also responsible in laying out the content of the plaques. Upon awarding of the contract, supplier is required to provide one sample per sizes prior to mass production. Requested quantity for quotation may differ in the preparation of Purchase Order due to the actual no. plaques needed upon awarding.</i></p> <p align="center">(Price Vat-Included)</p>					
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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 filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum Red
 - c. Income / Business Tax Return (for Small Value Procurement);
 - d. Omnibus Sworn Statement for Small Value Procurement (for above P50K);
 - 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 price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.


MEYNARD B. BAPTISTA / RHODORA T. CARDEL / ASHLIE T. ABLES
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

osgprocurement@osg.gov.ph

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