



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

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

Date: January 15, 2026  
Quotation #: PS 026-01-001  
ABC: P907,783.20

**Sir/Madam:**

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized representative.

**RODRIGO L. OJENAL**  
SAO, Administrative Division

**To be filled-out by Supplier:**

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE								
1	<p><b>Procurement of Courier Service Provider for FY 2026</b> Duration: February 13, 2026 to February 12, 2027 Location Destinations:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Geographic Area</th> <th>Estimated Annual Number of Mails for Courier Delivery</th> </tr> </thead> <tbody> <tr> <td>Manila/NCR</td> <td>3,379</td> </tr> <tr> <td>Luzon</td> <td>3,200</td> </tr> <tr> <td>Visayas/Mindanao</td> <td>3,207</td> </tr> </tbody> </table> <p><b>Obligations of the Service Provider:</b></p> <p>a. Daily pick up of documents and other printed materials from the Office of the Solicitor General (OSG) at 2:30 PM, or as frequently as the need arises.</p> <p>b. Delivery of mail to the addressee(s) of the OSG's documents and other printed materials within 1 calendar day, reckoned from the date of pick up, as follows:</p> <ul style="list-style-type: none"> <li>• Within Metro Manila and nearby provinces (Region 3 &amp; 4): Within two (2) calendar days or one (1) to two (2) days outside of Metro Manila;</li> <li>• Other parts of Luzon Region: Within two (2) calendar days;</li> <li>• Any part of the Visayas Region: Within two (2) calendar days;</li> <li>• Any part of the Mindanao Region: Within two (2) calendar days.</li> </ul> <p>c. In instances where the addressee(s) cannot be located, or delivery is not effected on the first attempt for reasons not due to the fault of the service provider, the provider shall pursue the delivery with up to three (3) attempts within the following periods:</p> <p>(i) Three (3) calendar days if within Metro Manila, nearby provinces, and other parts of Luzon;</p> <p>(ii) Five (5) days for any part of the Visayas and Mindanao regions.</p> <p>d. Release of the courier containing OSG documents and other printed materials shall be made to and received by any person of legal age at the given address.</p> <p>e. Return of all unclaimed couriers containing OSG documents and other printed materials to the OSG within five (5) calendar days from the OSG's dispatch.</p> <p>f. Submit to the OSG, within thirty (30) calendar days from the OSG's dispatch, the following:</p> <ul style="list-style-type: none"> <li>• Delivery Status Report and Delivery Receipts duly acknowledged by the addressee(s) or their authorized representatives, with their signature over their printed name as proof of receipt</li> <li>• Other reports and relevant documents as may be required by the OSG;</li> <li>• Billing/Statement of Account on a monthly basis.</li> </ul> <p><b>Note:</b> <i>Attached are the provided Terms of Reference for Courier Service. Kindly submit your Statement of Compliance for each item/requirement.</i></p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>	Geographic Area	Estimated Annual Number of Mails for Courier Delivery	Manila/NCR	3,379	Luzon	3,200	Visayas/Mindanao	3,207	1	year		
Geographic Area	Estimated Annual Number of Mails for Courier Delivery												
Manila/NCR	3,379												
Luzon	3,200												
Visayas/Mindanao	3,207												

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE

**Note:**

1. Please submit your quotation within \_\_\_\_ days from the date of this RFQ.
  2. Bidders must submit current and valid legal documentary requirements along with the completed quotation:
    - a.  Mayor's / Business Permit
    - b.  PhilGEPS Registration Number: \_\_\_\_\_  
Membership:  Platinum  Red
    - c.  Income / Business Tax Return (for Small Value Procurement - for above P500,000)
    - d.  Notarized Omnibus Sworn Statement (for Small Value Procurement - for above P50,000)
    - e.  Tax Clearance Certificate
    - f.  Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.
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**Sir/Madam,**

I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.

  
MARIJOIE V. CASTILLO / RHODORA T. CARDEL / IESEN LOUIES M. JIMENEZ  
SIGNATURE OF CANVASSERS

**For more information, you may contact us:**

Telephone: (02) 8988-1674 loc 777

**Please send your quotation to:**

[osgprocurement@osg.gov.ph](mailto:osgprocurement@osg.gov.ph)

OSG-HA-QF-039

Rev.00 (05 July 2018)