



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

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

Date: September 5, 2022  
Quotation #: PS-022-09-157  
ABC: \_\_\_\_\_

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	BRAND	UNIT PRICE	TOTAL PRICE
1	<b>Procurement of Pitney Bowes Consumables:</b> PBI POSTAL INK FOR DM300C/400C/475  Fluorescent Red Reorder: 765-9 (1pk) 45ml Compatible to Pitney Bowes  <i>Note: Provide warranty or support in case of defective items (Price Vat-Included)</i>	50	PCS			

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


\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within \_\_\_ days from the date of receipt/posting 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 ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
  - 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.

  
**RHODORA CARDEL / CHRISTIAN D. BUAT**  
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:

[osg.procurement2@gmail.com](mailto:osg.procurement2@gmail.com)

sjbsolon  
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Rev.00 (05 July 2018)