



Republic of the Philippines  
Office of the Solicitor General

# Request for Quotation

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

Date: March 3, 2023  
Quotation #: PS-023-03-041  
ABC: \_\_\_\_\_

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
	<p><b>Procurement of:</b></p> <p><b>LIP CUSTOMIZED PAPERWEIGHT</b></p> <p>Materials: Acrylic Shape: Round Color: Clear/Transparent Size: 3.5 inches width x 0.5 inches height Design: Full colors; Back to Back; Preferably direct print (1) OSG Legal Internship Logo (2) Office of the Solicitor General Logo</p> <p>General Specifications: Print must be intricate and not easily fading. Print must be high quality, intricate and readable.</p> <p>Delivery Period: Must be delivered in good quality and condition on or before May 19, 2023</p> <p><i>Note: Supplier is required to provide sample works (with similar specification) for technical evaluation. Winning supplier is required to provide sample print for approval of end-user before mass production.</i></p> <p><b>(Price Vat-Included)</b></p>	60	pcs			



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

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

- Please quote within 3 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 above P500K);
  - Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
  - 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 T. CARDEL / CHRISTIAN D. BUAT  
SIGNATURE OF CANVASSER

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*For more information, you may contact us:*

Telephon 8836-3314

Telefax: 8813-1174

*Please send your quotation to:*

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)

OSG-HA-QF-039

Rev.00 (05 July 2018)