

Republic of the Philippines  
 OFFICE OF THE SOLICITOR GENERAL  
 134 Amorsolo St., Legaspi Village  
 Makati City  
**PURCHASE ORDER**

13 FEB 2026  
 FINANCIAL MANAGEMENT SERVICE  
 By: YCC 856

Supplier: <b>PROVENTURES ARTS AND CRAFTS MANUFACTURING (F/A: PRODEL C. ENCISO)</b>	P.O. # <b>026-02-017</b>
Address: MIRA-MONTE SUBD., PH 3, BRGY. TINAMNAN, LUCBAN, QUEZON 4328	Date: February 10, 2026
TIN: 216-120-830-00000	
Account No.: 3651-0323-92	Bank: LBP-LUCBAN BRANCH
Telephone: (042) 540-5795 / 0999-995-6787	Email: hello.proventures@gmail.com
	Mode of Procurement: Small Value Procurement

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>	Delivery Term: on or before February 16, 2025
Date of Delivery:	Payment Term: within thirty (30) days upon issuance of Inspection and Acceptance Report (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<b>Procurement of:</b> <b>CUSTOMIZED WOODEN PLAQUES for the SINAG: Tanglaw ng Lahi: Kagalingan at Katapatan sa Serbisyo (2025 OSG PRAISE Awarding Ceremony), inclusive of VAT, service charge, and delivery charge:</b>			
		<b>For PRAISE AWARDS:</b>			
1	piece	<b>a. Plaque For Individual Awards</b> Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait Size: Plaque - Estimated Size: 9" length x 6" width; Thickness: 0.8" with Customized Engraving Easel Stand- Estimated 9.5" length x 7.5" width	113	Php 627.20	Php 70,873.60
2	piece	<b>b. Plaque For Group Awards - Big Plaque</b> Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait Size: Plaque - Estimated Size: 12" length x 8" width; Thickness: 0.8" with Customized Engraving Easel Stand- Estimated 15.5" length x 9.5" width	11	Php 940.80	Php 10,348.80
		<b>For HRMD SERVICE AWARDS:</b>			
3	piece	<b>a. Plaque For Loyalty Awards</b> Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait Size: Plaque - Estimated Size: 9" length x 6" width; Thickness: 0.8 with Customized Engraving Easel Stand- Estimated 9.5" length x 7.5" width	64	Php 627.20	Php 40,140.80
4	piece	<b>b. Plaque For Retirees</b> Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait Size: Plaque - Estimated Size: 9" length x 6" width; Thickness: 0.8" with Customized Graving Easel Stand- Estimated 9.5" length x 7.5" width	6	Php 627.20	Php 3,763.20
		<b>Note:</b> The supplier is allowed to deviate by up to 10% or difference in the stated measurement			
		<i>The following documents shall be deemed to form and construed as part of this contract:</i> > RFQ > Quotation > Approved Layout > List of Awardee > Other documents that may be required by law			

Total Amount in Words: **ONE HUNDRED TWENTY FIVE THOUSAND ONE HUNDRED TWENTY SIX PESOS AND 40/100 ONLY**      Php 125,126.40

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforms: <u>Jobelle Marie M. Enciso</u> (Signature over printed name)  <u>02/13/26</u> (Date)	Very truly yours,  <u>JESSICA L. CASTRO</u> CAG Administrative Division  <u>EDITHA R. BUENDIA</u> Director V, HRMAS
Funds Available: <u>[Signature]</u> ARIEL J. UBIÑA Chief Accountant	ALOBS: <u>02-101101-2026-02-071</u> Amount: <u>₱125,126.40</u>  This is to certify that this procurement was posted at Philgeps in compliance with RA 12009  <u>CHRISTIAN D. BUAT</u> ADAS



Republic of the Philippines  
Office of the Solicitor General

## Request for Quotation

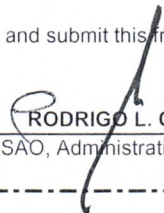
To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No. \_\_\_\_\_

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><b>Procurement of:</b> <b>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:</b></p> <p>Delivery Period: On or before February 16, 2026</p> <p><b>For PRAISE AWARDS:</b></p> <p><b>a. Plaque For Individual Awards - 114 pcs</b> 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>b. Plaque For Group Awards - 13 pcs</b> 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><b>For HRMD SERVICE AWARDS:</b></p> <p><b>a. Plaque For Loyalty Awards - 64 pcs</b> 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>b. Plaque For Retirees - 6 pcs</b> 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>					

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.

(Price Vat-Included)

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.

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

OSG-HA-QF-039

Rev.00 (05 July 2018)