



Republic of the Philippines  
Office of the Solicitor General

**Request for Quotation**

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

Date: August 2, 2022  
Quotation #: PS-022-03-025-B  
ABC: \_\_\_\_\_

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	<b>Procurement of Various Boards - Whiteboard, Magnetic Board, and Cork Board:</b> <b>2 Side Whiteboard with Stand</b> Est. Size: Board - 900 x 1200mm; Frame - 36 inch x 48 inch Material: Dry Erase Steel. Fiberboard; Board: 2 side Magnetic Easel Whiteboard; Stand: Aluminum Frame with ABS corner; with wheels H-shape board stand; rotary board Foldable pen tray <i>*For Chavez, Wilfley and Alafriz Division</i>	3	unit			
2	<b>Whiteboard</b> Material: Dry Erase Steel; preferably Corrugated card board/ melamine board with aluminum frame and plywood backing with tray/holder for whiteboard eraser and marker (Preferably foldable) Hard surface coating for scratch resistance Sizes: <b>3ft (height) x 5ft (width)</b> <i>*For HRMAS, Harvey Division</i> <b>3ft (height) x 4ft (width)</b> <i>*For Hilado Division</i> <b>4ft (height) x 6ft (width)</b> <i>*For Liwag and Administrative Division</i>	2	unit			
3	<b>Corkboard</b> Material: High quality cork with aluminum frame and preferably with plywood backing Can pin notes and memos Flexible mounting either to hang vertically or horizontally Estimated Board Sizes: <b>2ft (height) x 3ft (width)</b> <i>*For Harvey Division</i> <b>1ft (height) x 1.5ft (width)</b> <i>*For Bengzon Division</i> <b>20in (height) x 15in (width)</b> <i>*For Reyes Division</i> <b>23in (height) x 17in (width)</b> <i>*For DMS - Civil Cases Division</i>	1	unit			
4	<b>Magnetic White Board</b> Magnetic; Post or write on smooth and dry-erase surface with aluminum frame and preferably with plywood backing Flexible mounting either to hang vertically or horizontally Sizes: <b>60cm (height) x 90cm (width)</b> <i>*For Bengzon Division</i>  <i>Note: Kindly include sample pictures of the quoted items, and if possible the sample of materials to be used, for evaluation of end-users.</i>  <b>(Price Vat-Included)</b>	1	unit			

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 (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.

  
ANNA LORAIN ALVIAR  
\_\_\_\_\_  
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)

OSG-HA-QF-039

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