



Republic of the Philippines  
Office of the Solicitor General

# Request for Quotation

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

Date: June 28, 2022  
Quotation #: PS 022-06-101  
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
<b>Procurement of Common-used Office Supplies:</b>						
1	<b>BALLPEN</b> Ballpoint; 0.5mm; Color(ink): Black	1000	pcs			
2	<b>BALLPEN</b> Ballpoint; 0.5mm; Color(ink): Blue	1000	pcs			
<p>Note: Supplier must provide picture of the quoted items, and must warrant that in case of defective item upon usage of end-user <b>(Price Vat-Included)</b></p>						

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

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

- Note:**
- Please quote within \_\_\_ 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 Small Value Procurement);
    - Omnibus Sworn Statement for Small Value Procurement (for above P50K);
    - 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.

  
**ISRAEL C. DALLUAY**  
SIGNATURE OF CANVASSER

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

Telephone: 8836-3314  
Telefax: 8813-1174

**Please send your quotation to:**

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