



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No.: _____

Date: October 19, 2022
Quotation #: PS 022-10-178
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
	Procurement of Common-use Office Supplies:					
1	BALLPEN, BLACK Ballpoint; 0.5mm; Color(ink): Black Tip: Chisel; Good writing and drying performance	1400	pcs			
2	BALLPEN, BLUE Ballpoint; 0.5mm; Color(ink): Blue Tip: Chisel; Good writing and drying performance	1400	pcs			
3	BALLPEN, RED Ballpoint; 0.5mm; Color(ink): Red Tip: Chisel; Good writing and drying performance	400	pcs			
4	PENCIL NO. 2, LEAD WITH ERASER Wood Casing: softwood, coated, free from defects as cross grain, interlocked grains, warpage, knots and the like; and shall permit easy sharpening Hardness: HB or 2; Lead/Graphite Diameter: 2mm (min) Lead/Graphite Breaking Strength: 6.86N (min) Packaging: 1 dozen per box	20	boxes			
5	MARKER, WHITEBOARD, BLUE Tip: Felt, bullet tpe; Ink Color: Blue	140	pcs			
6	ENVELOPE, EXPANDING, KRAFT, LEGAL Materials: smooth surface; Size: 380mm x 250mm with string and eyelet or elastic strap; Packaging: at least 100 pcs per box	120	boxes			
7	NOTE PAD, STICK ON, 50MM x 76MM Size: 2" x 3" Color: Assorted	2400	pads			
8	NOTEBOOK, STENOGRAPHER Materials: Spiral; 40 leaves ruled both sides;	200	pcs			
9	PAPER PUNCHER, 2 HOLE Punching Capacity: at least 30 sheets of 70gsm with two hole guide; with lever lock; Heavy Duty Diameter of Hole: approx 7mm	100	units			
10	PASTE, 200 gram Materials: Size 200g; Should placed in a jar	320	jar			
11	PLASTIC TWINE Weight per roll: at least 1000g;	120	pcs			
	<p><i>Note: Supplier must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement. Estimated size are minimum only. The supplier will be allowed to deviate from the measurement of this RFQ provided that said deviations will be equal or greater than those stipulated.</i></p> <p>(Price Vat-Included)</p>					

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 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.



ISRAEL C. DALLUAY
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314

Telefax: 8813-1174

Please send your quotation to:

rfq.osgprocurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)