



Republic of the Philippines  
Office of the Solicitor General  
**Request for Quotation**

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

Date: June 15, 2022  
Quotation #: PS-022-06-087  
ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form duly signed by your representative.

**RODRIGO L. OJENAL**  
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Procurement of:</b> <b>OSG Legal Internship Program's Journal</b> No. of pages: at least 80 pages excluding cover Size: 8" x 11" when folded and assembled Paper Type/Stock: Cover - C2S 220-326gsm Inside pages - C2S 120-178gsm Printing Process: Digital Printing, offset Color: Colored on all pages Included Services: Proofing, folding, binding, delivery, spine printing Softcopy of final copy Duration: 5-7 days from initial installment until delivery (approval of layout)</p> <p>Note: Supplier must provide sample of their work, and sample paper to be used for evaluation. Also, supplier is required to send a sample print out of actual journal before printing 100 books for end-user's approval.</p> <p>(Price Vat-Included)</p>	100	books		

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.

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 CARDEL / CHRISTIAN BUAT**  
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)