



Republic of the Philippines  
Office of the Solicitor General

# Request for Quotation

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


Date: January 10, 2023  
Quotation #: PS-023-01-001-A  
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	<p>Procurement of: <b>CUSTOMIZED GLASS PLAQUE for the Sinag: Parangal at Pagkilala sa Natatanging Lingkod Bayan (2022 OSG Praise Awarding Ceremony)</b> <i>Materials: Clear Glass mounted on a thick bronze base or clip base</i> <i>Estimated Delivery Period: On or before January 28, 2023</i> Design:</p>  <p><b>For PRAISE AWARDS:</b> <b>a. Plaque For Individual Awards</b> Estimated Size: 6" high x 8" wide Materials: Customized Cut Clear glass with engraving Mounting Base: Thick silver mirror and thick bronze glass</p> <p><b>b. Plaque For Team Awards</b> Estimated Size: 8" high x 8" wide Materials: Customized Cut Clear glass with engraving Mounting Base: Thick silver mirror and thick bronze glass</p> <p><b>For HRMD AWARDS:</b> <b>a. Plaque For Loyalty Awards</b> Estimated Size: 6" high x 8" wide Materials: Customized Cut Clear glass with engraving Mounting Base: Thick silver mirror and thick bronze glass</p>	94	pc			
		8	pc			
		60	pc			

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p><b>b. Plaque For Retirees</b>  Estimated Size: 6" high x 8" wide  Materials: Customized Cut Clear glass with engraving  Mounting Base: Thick silver mirror and thick bronze glass</p> <p>*Note: All sizes and materials needed are only estimates. Supplier must send the proportionate sizes 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 preparation of Purchase Order due to actual no. of plaques needed upon awarding.</p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>	4	pc			

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

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

1. Please quote within 3 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 above P500K);
  - 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.

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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 LORRAINE C. ALVIAR**  
SIGNATURE OF CANVASSER

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

Telephon 8836-3314  
Telefax: 8813-1174

**Please send your quotation to:**

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)