



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: March 3, 2023
Quotation #: PS-023-03-036
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
	<p>Procurement of:</p> <p>CUSTOMIZED LEGAL INTERNSHIP'S JACKET</p> <p>Size: Assorted (XXS-5XL) Textile: Preferably polyester and water resistant Design: Windbreaker Type Jacket with hood Color: Khaki Print: Embroidered (1) Front (Left Chest): OSG Legal Internship Logo (Plain White) (1) Back: OSG: Legal Internship (Plain White) General Specifications: Jacket must be thick and not easily torn or damaged. Zipper must be working and in good condition. No excess thread or discoloration on any parts. Embroidery must be high quality, intricate and readable.</p> <p>Delivery Period: All jackets must be delivered in good quality and condition on or before August 1, 2023.</p> <p><i>Note: Supplier is required to provide sample jacket, sample collar design or layout, color swatches and sample embroidery for technical evaluation.</i></p> <p>(Price Vat-Included)</p>	82	pcs			



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.

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 T. CARDEL / CHRISTIAN D. BUAT
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

OSG-HA-QF-039

Rev.00 (05 July 2018)

TERMS OF REFERENCE

Customized Jackets for the 2023 OSG Legal Internship Program

A. Scope of Work and Job Specifications

Item and Description	Approved Budget for Contract
Customized Jackets Size: Assorted (XXS-XXXL) <i>*Actual breakdown of sizes to follow</i> Type: Windbreaker Type Jacket w/ Hood Color: Khaki Textile: Polyester Embroidered: (1) OSG Legal Internship Logo (plain white) on Left Chest ¹ (2) OSG: Legal Internship Program (white) at the back	Approve price per unit: Php 1,000.00 Total Unit: 82 Contract Price: Php 82,000.00 (inclusive of 12% VAT, and all other applicable taxes and charges)

B. Delivery Terms

The Supplier should be able to deliver the items on or before **01 August 2023**.

C. Approved Budget for the Contract

The Approved Budget for Contract is Eighty-Two Thousand Pesos (**Php 82,000.00**), inclusive of 12% VAT and all other applicable taxes and charges.

The quoted price should not be subject to change/increase during the implementation of the contract.

¹ Annex "1."

