



Republic of the Philippines  
Office of the Solicitor General

**Request for Quotation**

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

Date: March 16, 2023  
Quotation #: PS 023-03-053  
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. QJENAL**  
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<b>Procurement of Common-use Office Supplies:</b>					
1	<b>CLIP, BACKFOLD, 32mm</b> Materials: All Metal; Size: 1 ¼ inches; Packaging: 12pcs/box Easy to open and clamp the sheets of paper	300	boxes			
2	<b>CLIP, BACKFOLD, 50mm</b> Materials: All Metal; Size: 2 inches; Packaging: 12pcs/box Easy to open and clamp the sheets of paper	300	boxes			
3	<b>PAPER CLIP, 33mm</b> Vinyl/Plastic Coated; Assorted Colors; Packaging: 100 pcs/box; Length of Clip: at least 33mm	500	boxes			
4	<b>PAPER CLIP, 50mm</b> Vinyl/Plastic Coated; Wire Diameter: 1mm (min) Packaging: 100 pcs/box; Length of Clip: 50mm (min)	500	boxes			
5	<b>SCISSORS SYMMETRICAL</b> Multi-purpose, Heavy Duty; Blade Material: Stainless Steel; Length: Overall: min. 160mm; Cutting Blade: min. 70mm	300	pair			
6	<b>STAPLE REMOVER, PLIER TYPE</b> Materials: Metal; With wedge-shaped blade Able to remove standard staples up to 20 sheets of 70gsm paper	250	pcs			
7	<b>MASKING TAPE, 24MM</b> Width: 24mm; Usable length: at least 50m Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min 65N/24mm width	200	rolls			
8	<b>MASKING TAPE, 48MM</b> Width: 48mm; Usable length: at least 50m Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min 65N/24mm width	200	rolls			
9	<b>TRANSPARENT TAPE, 24MM</b> Width: 24mm; Usable length: at least 50m Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min 65N/24mm width	2500	rolls			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
10	<b>PACKAGING TAPE, 48MM</b> Color: Brown; Width: 48mm; Usable length: at least 50m Adhesion Strength: min. 6N/24mm Breaking Strength: min 14N/24mm	300	rolls			
11	<b>ENVELOPE, EXPANDING, KRAFT, LEGAL</b> Materials: smooth surface; Size: 380mm x 250mm with string and eyelet or elastic strap; Packaging: 1 box (100 pcs per box)	100	boxes			
12	<b>EXPANDING FOLDER, PRESSBOARD</b> Packaging: 100s/pack(box) Thickness: min. 0.40mm; with tearing resistance Size: Legal; Color: White with green margin on one sides; Expansion: min 39mm	150	packs/ box			
13	<b>FOLDER WITH TAB, TAGBOARD</b> Size: Legal; Color: Brown or White; Packaging: 100s/pack(box) Smooth-finished and non-blot on both sides  Note: Supplier must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement. Estimated sizes 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.  <b>(Price Vat-Included)</b>	150	packs/ box			

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

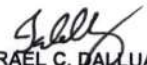
\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

**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 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.

  
ISRAEL C. DALUAY  
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](mailto:rfq.osgprocurement@gmail.com)