



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

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

Date: November 20, 2023
Quotation #: PS 023-11-165
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
Procurement of Common Use Office Supplies and Packaging Supplies for Divisions to be Relocated:						
1	EXPANDING FOLDER, PRESSBOARD Packaging: 100s/pack (box) Materials: Heavy Duty Paper Board; Color: White with green margin on one side Thickness: min. 0.40mm, With Tearing Resistance Size: Legal; or 369mm x 242mm Expansion: min. 39mm	100	packs/ box			
2	FOLDER WITH TAB, TAGBOARD Size: Legal; Color: Brown or White Packaging: 100s/pack (box) Smooth-finished and Non-blot on both sides	150	packs/ box			
3	PLASTIC TWINE Weight per roll: at least 1000g;	24	rolls			
4	STRETCH FILM WRAP Size: 20 microns x 20" (500mm) x 2" core Self Adhesive Film, Ideal for industrial use; Highly stretchable plastic film that is wrapped around items to improved stability of products or packages, efficient handling and storage of unit loads, dust and moisture protection, and tamper resistance.	150	rolls			
<p>Note: All suppliers/bidders are required to send a picture of actual brand offered for technical evaluation of end-user. Estimated sizes are minimum only. The supplier may be allowed to deviate from the measurement of this RFQ provided that said deviations will be equal or greater than those stipulated.</p> <p style="text-align: center;">(Price Vat-Included)</p>						

Delivery Period: _____
Warranty: _____
Price Validity: _____


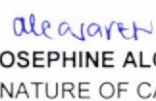
SIGNATURE OF AUTHORIZED REPRESENTATIVE

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, above Php500,000);
 - d. Omnibus Sworn Statement for Small Value Procurement (for above P50,000 - Notarized OSS is required);
 - 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.

 
ANNA LORAINÉ C. ALVIAR / JOSEPHINE ALCASAREN / MA. DESIREE C. ANDAYA
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)