



Republic of the Philippines  
Office of the Solicitor General

**Request for Quotation**

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

Date: July 25, 2023  
Quotation #: PS 023-07-109  
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><b>Procurement of:</b> <b>CUSTOMIZED INDEX CARD AND SUBSIDIARY RECORDS (D.J. FORM NO.A)</b></p> <p>Materials: Vellum Board Paper; 250-270 gsm Size (h x w): 260mm x 462mm Design: Customized (Supplier should provide layout based on the attached sample) Print Color: Black</p> <p><i>Note: All suppliers/bidders are required to send a sample of work similar to the specification for technical evaluation of authorized representative of end-user. Estimated sizes is minimum only and may subject to deviation with approval of the authorized representative of end-user.</i></p> <p><b>(Price Vat-Included)</b></p>	2000	pcs			

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

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

**Note:**

- Please quote within \_\_\_ days from the date of RFQ.
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
  - Mayor's / Business Permit;
  - PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
  - Income / Business Tax Return (for above P500K);

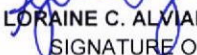
d.  Omnibus Sworn Statement for Small Value Procurement (Required Notarized, for above P50,000)

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 / MA. DESIREE 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](mailto:rfq.osgprocurement@gmail.com)

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Rev.00 (05 July 2018)