



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To _____
Tel. No _____
Fax No _____

Date October 9, 2023
Quotation # PS-023-10-145-A
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
1	<p>Procurement of: CUSTOMIZED CAPS FOR 2023 BREAST CANCER AWARENESS MONTH CELEBRATION, inclusive of delivery charges, VAT, and other charges:</p> <p>CUSTOMIZED CAP Design: Baseball Cap/Bull Cap Quantity: 93 pcs Color: Black Print: Embroidered</p> <p>a. Front Left Side - Pink Ribbon (Breast Cancer Awareness) Color: Pink, Size: 1 in H x 2 in L</p> <p>b. Back Center - OSG Letters Color: Pink, Font Type and Size should be approved by end-user</p> <p>General Specifications: Cap must be made of high quality materials, and not easily torn or damaged. No excess thread or discoloration on any parts. Print and embroidery must be high quality, intricate and readable.</p> <p>Delivery Period: All items must be delivered in good quality and condition on or before November 4, 2023.</p> <p>Note: Supplier is required to provide sample cap along with similar embroidery and print for technical evaluation.</p> <p>(Price Vat-Included)</p>	1	LOT			

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)
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 LORRAINE C. ALVAR / RHODORA T. CARDEL
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