



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: April 15, 2024
Quotation #: PS 024-04-076
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	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of Legal Internship Program Intern's Kit: CUSTOMIZED NOTEBOOK FOLIO Size: 9.5 in x 12 in Material: Vegan Leather Inclusion: a. Customized Folio b. Customized B5 Size Notebook (with Print) - at least 30 leaves Features: a. Large capacity pocket or loose paper on left side of the folio b. At least 2 slots for ID and Business Cards c. Pen holder in the middle of the folio Customized Print/Design: Custom Folio: Debossed Print of - (1) OSG Legal Internship Program Logo - front at lower right portion Notebook: Print of - (1) OSG Legal Internship Program Logo - front at lower right portion <i>General Specifications: General Specifications: Material is high quality and print must be high quality, intricate and readable.</i> Delivery Term: May 29, 2024</p>	60	sets		
2	<p>CUSTOMIZED BALLPOINT PEN Ballpoint; With Cap; Ink Color: Blue; Quantity: 60 pcs Print: Colorec (1) OSG Legal Internship Program Logo - in the ballpoint pen cap <i>General Specifications: All materials must be made of high quality materials, and not easily damaged Print must be high quality, intricate and readable.</i> Delivery Term: May 29, 2024</p>	60	sets		
3	<p>CUSTOMIZED HIGHLIGHTER Color: Flourescent - Yellow Tip: Chisel Point; Barrel: Flat Print: Colorec (1) OSG Legal Internship Program Logo - in the highlighter barrel <i>General Specifications: All materials must be made of high quality materials, and not easily damaged Print must be high quality, intricate and readable.</i> Delivery Term: May 29, 2024</p>	60	sets		
4	<p>CUSTOMIZED TOTE BAG Size (Estimate): 14 in x 10 in Textile: Canvas or Katsa Fabric</p>	60	sets		

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<p>Print: Colored - Direct to Print or Sublimation (1) OSG Legal Internship Program Logo - in the fabric</p> <p><i>General Specifications: All materials must be made of high quality materials, and not easily damaged. Print must be high quality, intricate and readable.</i></p> <p>Delivery Term: May 29, 2024</p> <p>Note: Attached herewith the sample layout and picture of items. Supplier is required to provide sample items with similar print for technical evaluation. Upon awarding, supplier is required to provide sample of sizes, and one actual sample per item for approval of end-user before mass production. Sizes of print may vary upon approval of end-user. All delivered items shall subject to final counting and quality inspection. All defective items found shall be replaced by the Supplier with no additional cost/charge to OSG.</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 receipt/posting 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 with ABC of above Php500,000);
 - d. Notarized Omnibus Sworn Statement for Small Value Procurement (for Php50,000 and above);
 - 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.


JOSEPHINE C. ALCASAREN / ANGELITO E. FRIAS
SIGNATURE OF CANVASSER

For more information, you may contact us:
Tel: (02) 8836-3314, (02) 8988-1674 loc 777
Telefax: (02) 8813-1174
Please send your quotation to:

rfq.osgprocurement@gmail.com

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