



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: May 16, 2024
Quotation #: PS 024-04-076-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	UNIT PRICE	TOTAL PRICE
	<p>Procurement of New Employee Orientation's Kit:</p> <p>Quantity: 85 sets Date of Delivery: On or before July 12, 2024; or Within 10 days upon receipt of notice</p> <p>Each set must contain at least of the following items:</p> <p>1. CUSTOMIZED NOTEBOOK Size: A5; 80 Leaves (Back to Back) Material: Cover - Moleskin Rubber; Pages - Ivory Colored paper Features: With Diary Strap, String Lock, Bookmark Ribbon Customized Print/Design: Direct to Film (DTF); Full Color (1) OSG NEO Logo General Specifications: General Specifications: Material is high quality and print must be high quality, intricate and readable.</p> <p>2. CUSTOMIZED CERAMIC MUG Size: At least 325ml Material: Ceramic Features: Microwaveable, and dishwasher safe Customized Print/Design: Sublimation; Full Color (1) OSG NEO Logo General Specifications: General Specifications: Material is high quality and print must be high quality, intricate and readable.</p> <p>3. CUSTOMIZED BALLPOINT PEN Ballpoint Customized Print/Design: UV Print; Full Color (1) OSG NEO Logo General Specifications: All materials must be made of high quality materials, and not easily damaged Print must be high quality, intricate and readable.</p> <p>4. CUSTOMIZED TOTE BAG Size (Estimate): 12 in x 14 in Textile: White Canvas with Nonwoven edging (high quality) Customized Print/Design: Sublimation; Full Color (1) OSG NEO Logo General Specifications: All materials must be made of high quality materials, and not easily damaged Print must be high quality, intricate and readable.</p> <p>5. CUSTOMIZED CUBE STICKY NOTES (BLACK) Size (Estimate): 19 x 9 x 9 cm Materials: Foldable Type with 500 Sticky Notes, etc. Customized Print/Design: DTF; Full Color (1) OSG NEO Logo</p>	1	lot		

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<p><i>General Specifications: Included sticky notes must be adhesive upon usage of the end-user. Print must be high quality, intricate and readable.</i></p> <p>Note: Supplier is required to provide sample items or picture with similar print for technical evaluation. Upon awarding, supplier is required to provide one actual sample per item or picture with layout for approval of end-user before mass production. 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>(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 / SONNY S. BERMUDEZ / 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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