



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: May 24, 2024
Quotation #: PS 023-05-107
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>Procurement of:</p> <p>ADDITIONAL (REPEAT ORDER) SHORT (8.5" X 11") COPY PAPER FOR FY 2024</p> <p><i>Technical Specification</i> Copy Paper with Office of the Solicitor General (OSG) Logo printed at the Back</p> <table border="0"> <tr> <td style="text-align: center;">Physical Property</td> <td style="text-align: center;">Minimum Requirement</td> </tr> <tr> <td>Weight</td> <td>70GSM</td> </tr> <tr> <td>Size</td> <td>8.5" x 11" (Short)</td> </tr> <tr> <td>Brightness %</td> <td>90</td> </tr> <tr> <td>Opacity %</td> <td>90</td> </tr> </table> <p><i>Delivery: The Supplier shall deliver within 5 days upon request of the OSG, until the total quantity ordered was fully delivered.</i></p> <p><i>Note: This is deemed part of the PO 024-01-001</i></p> <p style="text-align: center;">(Price Vat-Included)</p>	Physical Property	Minimum Requirement	Weight	70GSM	Size	8.5" x 11" (Short)	Brightness %	90	Opacity %	90	250	reams			
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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 above P500K);
 - d. Omnibus Sworn Statement for Small Value Procurement (for Project with 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.

PAOLO MIGUEL U. TORIO / RHODORA T. CARDEL / MARIJOIE V. CASTILLO
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314
Telefax: 8813-1174

Please send your quotation to:

rfq.osg.procurement@gmail.com



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