



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: February 29, 2024
Quotation #: PS-024-02-046-A
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
Procurement of Common Use Office Supplies:						
1	CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Size (estimated): 5.5" (width) x 5.5" (length) Material: White Paper Thickness: 90 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: Full Color (One Side) OSG Logo with Name (Above) and Office Address (Below) Other Inclusions: Layout, Proofing, Printing, and Binding	35	pad			
2	CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Size (estimated): 5.5" (width) x 8.5" (length) Material: White Paper Thickness: 90 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: Full Color (One Side) OSG Logo with Name (Above) and Office Address (Below) Other Inclusions: Layout, Proofing, Printing, and Binding	35	pad			
3	CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Size (estimated): 5.5" (width) x 8.5" (length) Material: White Paper Thickness: 90 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: One Color - Black (One Side) OSG Logo with Name (Above) and Office Address (Below) Other Inclusions: Layout, Proofing, Printing, and Binding	38	pad			
4	COPY PAPER WITH LETTERHEAD AND OSG LOGO (BLUE) PRINTED AT THE BACK Size (estimated): 8.5" (width) x 11" (length) Material: White Paper Thickness: 70 -100 gsm Packaging: 500pcs per ream Print: Full Color *Subject for approval of end-user Other Inclusions: Layout, Proofing, Printing, and Binding <i>Supplier must send a sample of paper to be used or work for technical evaluation. Upon awarding, the supplier must send at least one copy each memo pad for approval of end-user before delivery. The supplier will be allowed to deviate from the measurement of this RFQ provided that said deviations will be equal or greater than those stipulated and subject for approval of end-user.</i>	12	reams			

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 Small Value Procurement, above Php500,000);
 - d. Omnibus Sworn Statement for Small Value Procurement (for above P50,000 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

JOSEPHINE C. ALCASAREN / 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.osgprocurement@gmail.com