



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

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

Date: August 29, 2024
Quotation #: PS-024-08-170
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	SIGN PEN, BLACK Type: Liquid or Gel; Ink Color: Black Tip: 0.5mm, needle type With non-slip rubber grip	328	pc			
2	SIGN PEN, BLUE Type: Liquid or Gel; Ink Color: Blue Tip: 0.5mm, needle type With non-slip rubber grip	352	pc			
3	SIGN PEN, RED Type: Liquid or Gel; Ink Color: Red Tip: 0.5mm, needle type With non-slip rubber grip	222	pc			
4	MASKING TAPE, 48MM Width: 48mm; Usable length: at least 50 meters Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min. 85N/24mm width	84	roll			
5	PACKAGING TAPE, 48MM Color: Tan; Width: 48mm; Usable length: at least 50 meters Adhesion Strength: min. 6N/24mm width Breaking Strength: min. 14N/24mm width	89	roll			
6	CALCULATOR, COMPACT Capacity: 12 digits; LCD Display Two-way power source (Solar and Cell) With CE Mark Replacement Warranty: One (1) year	10	unit			
7	CLIP, BACKFOLD, 15MM Material: All Metal; Size: 3/5" Packaging: At least 12 pcs/box	20	box			
8	CLIP, BACKFOLD, 19MM Material: All Metal; Size: 3/4" Packaging: At least 12 pcs/box	56	box			
9	CLIP, BACKFOLD, 25MM Material: All Metal; Size: 1" Packaging: At least 12 pcs/box	56	box			
10	CLIP, BACKFOLD, 41MM Material: All Metal; Size: 1-5/8" Packaging: At least 12 pcs/box	29	box			
11	CLIP, BACKFOLD, 50MM Material: All Metal; Size: 2" Packaging: At least 12 pcs/box	248	box			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
12	CUTTER/UTILITY KNIFE, HEAVY DUTY Size - Blade Measurements: 100mm (L) x 16mm (W) Thickness: At least 0.40mm Features: With anti-slip grip plastic molded body; With built-in blade snapper; With steel blade track; With safety screw locking mechanism	31	pc			
13	DATA FILE BOX Size (Outside Dimension): 125mm (W) 230mm (H) X 400mm (L) Material: 3mm Thick Chipboard; Color: Red, Green, Blue, Maroon Leatherette paper for outside cover Coated paper for inside cover Front of the box: With Finger Ring and Pocket for Label Insert	250	pc			
14	ENVELOPE, MAILING Size: 105mm (W) x 241mm (L) Color: White; Quality Bond Paper; 70gsm Packaging: 500 pcs/box	1	box			
15	FASTENER, METAL, NON-SHARP EDGES Material: Metal; Packaging: 50 sets per box Thickness: Base with Prongs and Compressor: min. 0.30mm Width: Compressor (min.): 9mm; Base (min.): 9mm; Prongs (min.): 4.5mm Features: Able to hold 25mm thick of Multipurpose Paper (70gsm)	208	box			
16	EXPANDING FOLDER, PRESSBOARD Material: Paper board; Packaging: 100 pcs/box Size: 369mm x 242mm; Thickness: min. 0.40mm Color: Cream, Green or Maroon Expansion: min. 39mm	79	box			
17	FOLDER WITH TAB, LEGAL Material: Tagboard/Carrier/Foldcote/Cupstock Board Size: Legal; Color: Cream or Brown Packaging: 100 pcs per pack/box Smooth-finished and non-blot on both sides	83	pack			
18	MARKER, PERMANENT, BLACK Ink Color: Black Tip Type: Chisel	220	pc			
19	MARKER, PERMANENT, BLUE Ink Color: Blue Tip Type: Chisel	207	pc			
20	MARKER, PERMANENT, RED Ink Color: Red Tip Type: Chisel	155	pc			
21	MARKER, WHITEBOARD, BLACK Ink Color: Black Tip Type: Bullet	69	pc			
22	MARKER, WHITEBOARD, BLUE Ink Color: Blue Tip Type: Bullet	64	pc			
23	PAPER CLIP, 33MM Vinyl/Plastic Coated; Assorted Color; Length of Clip: 33mm Packaging: 100 pcs/box or 53 grams min. (net of box)	334	box			
24	RUBBER BAND Lay Flat Length: min. 70mm, No. 18 Net Weight: 350 grams; Width: 1.00mm; Thickness: 1.00mm	220	box			
25	STAMP PAD, FELT Stamp Pad Container - Material: Made of metal, plastic or combination of plastic and metal Plastic component shall be resistant to impact and ink. Stamp Pad Bed: Shall be composed of an absorbent material. Pre-inked, Ink shall be free from any offensive odor.	24	pc			
26	NOTEPAD, STICK-ON, 50MM x 76MM Size: 2" x 3"; Color: Assorted 100 sheets per pad	399	pad			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
27	NOTEPAD, STICK-ON, 76MM x 76MM Size: 3" x 3"; Color: Assorted 100 sheets per pad	320	pad			
28	NOTEPAD, STICK-ON, 76MM x 100MM Size: 3" x 4"; Color: Assorted 100 sheets per pad	306	pad			
29	PAPER, MULTIPURPOSE, LETTER Size: 215.9mm x 279.4mm; 80 gsm Sheet Count: min. 500 sheets/ream Intended Application: For laser printer, standard office copier, etc.	8	ream			
30	PAPER, MULTIPURPOSE, A4 Size: 210mm x 297mm; 80 gsm Sheet Count: min. 500 sheets/ream Intended Application: For laser printer, standard office copier, etc.	16	ream			
31	PAPER, MULTIPURPOSE, CUSTOM FOLIO Size: 216mm x 330mm; 80 gsm Sheet Count: min. 500 sheets/ream Intended Application: For laser printer, standard office copier, etc.	16	ream			
32	BALLPEN, BLACK Ballpoint: Tip: 0.5mm; Ink Color: Black Good writing performance	592	pc			
33	BALLPEN, BLUE Ballpoint: Tip: 0.5mm; Ink Color: Blue Good writing performance	592	pc			
34	BALLPEN, RED Ballpoint: Tip: 0.5mm; Ink Color: Red Good writing performance	150	pc			
35	STICKER PAPER, A4 SIZE Size: 210mm x 297mm at least 80gsm; Finish: Matte Color: White; Packaging: 20 sheets per pack Intended Application: For labeling, nametags; Not easily detach	18	pack			
36	PUSH PIN Color: Assorted; Packaging: At least 100 pcs/box or its equivalent Materials: 1/2" Steel points for easy insertion into tough surfaces, knobbed plastic heads for simple removal and protection.	62	box			
37	CARBON FILM, A4 SIZE Size: 210mm x 297mm; Color: Black Material: Polyethylene Film Packaging: 100 sheets per pack/box	5	box			
38	PAGE MARKER STICKY TABS Size: 0.5" (W) x 1.7" (L); Color: Multi-color Package Configurations: 5 pads/pack Package Content: 50 sheets/pad	400	pack			
39	ERASER, FELT Size (L x W x T): min. 125mm x 45mm x 21mm Thickness of Felt: min. 18mm Thickness of Board: min. 3mm For Blackboard/Whiteboard	8	pc			
40	LAID PAPER, LETTER Size: 215.9mm x 279.4mm; GSM: At least 90 gsm Color: Cream/Light Yellow; Sheet Count: min. 500 sheets/ream Intended Application: For laser printer, standard office copier, etc.	32	ream			
41	LAID PAPER, A4 Size: 210mm x 297mm; GSM: At least 90 gsm Color: Cream/Light Yellow; Sheet Count: min. 500 sheets/ream Intended Application: For laser printer, standard office copier, etc.	32	ream			
42	LAID PAPER, CUSTOM FOLIO Size: 216mm x 330mm; GSM: At least 90 gsm Color: Cream/Light Yellow; Sheet Count: min. 500 sheets/ream Intended Application: For laser printer, standard office copier, etc.	27	ream			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
43	LOOSELEAF COVER Estimated Size (excluding flaps): 216mm (W) x 355 (L) Material: Chipboard, at least 1.5mm thick (preferably green) Leatherette paper as cover for top flap (preferably yellow) With pre-punched holes for fastener (70mm between prongs) Packaging: 50 sets per bundle	17	bundle			
44	METAL DESK ORGANIZER TRAY, 2 LAYER Layer: Two; Color: Preferably Black Dimensions: 18 x 25 x 38 cm Fits up to Legal Size Paper	20	pc			
45	METAL DESK ORGANIZER TRAY, 3 LAYER Layer: Three; Color: Preferably Black Dimensions: 30 x 25 x 38 cm Fits up to Legal Size Paper	24	pc			
46	STAMP PAD INK, BLACK Ink Color: Black; Volume: (min.) 28ml With applicator; Compatible to Shiny stamp Does not coagulate upon opening and application	48	bottle			
47	STAMP PAD INK, BLUE Ink Color: Blue; Volume: (min.) 28ml With applicator; Compatible to Shiny stamp Does not coagulate upon opening and application	48	bottle			
48	STAMP PAD INK, RED Ink Color: Red; Volume: (min.) 28ml With applicator; Compatible to Shiny stamp Does not coagulate upon opening and application	44	bottle			
<p><i>Note: All intended suppliers must specify the brand for technical evaluation of end-user. Supplier must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement. 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.</i></p> <p style="text-align: center;">(Price Vat-Included)</p>						


Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:
- Please quote within ___ days from the date of receipt/posting of RFQ.
 - Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - Mayor's / Business Permit;
 - PhilGEPS Registration Number: _____ Membership: Platinum Red
 - Income / Business Tax Return (for Small Value Procurement);
 - Omnibus Sworn Statement for Small Value Procurement (upon signing of Purchase Order);
 - 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 CANVASSERS

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