



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
	<b>Procurement of Common-Use Office Supplies:</b>					
1	<b>SIGN PEN, BLACK</b> Type: Liquid or Gel; Ink Color: Black Tip: 0.5mm, needle type With non-slip rubber grip	328	pc			
2	<b>SIGN PEN, BLUE</b> Type: Liquid or Gel; Ink Color: Blue Tip: 0.5mm, needle type With non-slip rubber grip	352	pc			
3	<b>SIGN PEN, RED</b> Type: Liquid or Gel; Ink Color: Red Tip: 0.5mm, needle type With non-slip rubber grip	222	pc			
4	<b>MASKING TAPE, 48MM</b> Width: 48mm; Usable length: at least 50 meters Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min. 85N/24mm width	84	roll			
5	<b>PACKAGING TAPE, 48MM</b> 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	<b>CALCULATOR, COMPACT</b> Capacity: 12 digits; LCD Display Two-way power source (Solar and Cell) With CE Mark Replacement Warranty: One (1) year	10	unit			
7	<b>CLIP, BACKFOLD, 15MM</b> Material: All Metal; Size: 3/5" Packaging: At least 12 pcs/box	20	box			
8	<b>CLIP, BACKFOLD, 19MM</b> Material: All Metal; Size: 3/4" Packaging: At least 12 pcs/box	56	box			
9	<b>CLIP, BACKFOLD, 25MM</b> Material: All Metal; Size: 1" Packaging: At least 12 pcs/box	56	box			
10	<b>CLIP, BACKFOLD, 41MM</b> Material: All Metal; Size: 1-5/8" Packaging: At least 12 pcs/box	29	box			
11	<b>CLIP, BACKFOLD, 50MM</b> 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	<b>CUTTER/UTILITY KNIFE, HEAVY DUTY</b> 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	<b>DATA FILE BOX</b> 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	<b>ENVELOPE, MAILING</b> Size: 105mm (W) x 241mm (L) Color: White; Quality Bond Paper; 70gsm Packaging: 500 pcs/box	1	box			
15	<b>FASTENER, METAL, NON-SHARP EDGES</b> 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	<b>EXPANDING FOLDER, PRESSBOARD</b> 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	<b>FOLDER WITH TAB, LEGAL</b> 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	<b>MARKER, PERMANENT, BLACK</b> Ink Color: Black Tip Type: Chisel	220	pc			
19	<b>MARKER, PERMANENT, BLUE</b> Ink Color: Blue Tip Type: Chisel	207	pc			
20	<b>MARKER, PERMANENT, RED</b> Ink Color: Red Tip Type: Chisel	155	pc			
21	<b>MARKER, WHITEBOARD, BLACK</b> Ink Color: Black Tip Type: Bullet	69	pc			
22	<b>MARKER, WHITEBOARD, BLUE</b> Ink Color: Blue Tip Type: Bullet	64	pc			
23	<b>PAPER CLIP, 33MM</b> Vinyl/Plastic Coated; Assorted Color; Length of Clip: 33mm Packaging: 100 pcs/box or 53 grams min. (net of box)	334	box			
24	<b>RUBBER BAND</b> Lay Flat Length: min. 70mm, No. 18 Net Weight: 350 grams; Width: 1.00mm; Thickness: 1.00mm	220	box			
25	<b>STAMP PAD, FELT</b> 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	<b>NOTEPAD, STICK-ON, 50MM x 76MM</b> Size: 2" x 3"; Color: Assorted 100 sheets per pad	399	pad			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
27	<b>NOTEPAD, STICK-ON, 76MM x 76MM</b> Size: 3" x 3"; Color: Assorted 100 sheets per pad	320	pad			
28	<b>NOTEPAD, STICK-ON, 76MM x 100MM</b> Size: 3" x 4"; Color: Assorted 100 sheets per pad	306	pad			
29	<b>PAPER, MULTIPURPOSE, LETTER</b> 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	<b>PAPER, MULTIPURPOSE, A4</b> Size: 210mm x 297mm; 80 gsm Sheet Count: min. 500 sheets/ream Intended Application: For laser printer, standard office copier, etc.	16	ream			
31	<b>PAPER, MULTIPURPOSE, CUSTOM FOLIO</b> Size: 216mm x 330mm; 80 gsm Sheet Count: min. 500 sheets/ream Intended Application: For laser printer, standard office copier, etc.	16	ream			
32	<b>BALLPEN, BLACK</b> Ballpoint: Tip: 0.5mm; Ink Color: Black Good writing performance	592	pc			
33	<b>BALLPEN, BLUE</b> Ballpoint: Tip: 0.5mm; Ink Color: Blue Good writing performance	592	pc			
34	<b>BALLPEN, RED</b> Ballpoint: Tip: 0.5mm; Ink Color: Red Good writing performance	150	pc			
35	<b>STICKER PAPER, A4 SIZE</b> 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	<b>PUSH PIN</b> 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	<b>CARBON FILM, A4 SIZE</b> Size: 210mm x 297mm; Color: Black Material: Polyethylene Film Packaging: 100 sheets per pack/box	5	box			
38	<b>PAGE MARKER STICKY TABS</b> Size: 0.5" (W) x 1.7" (L); Color: Multi-color Package Configurations: 5 pads/package Package Content: 50 sheets/package	400	pack			
39	<b>ERASER, FELT</b> 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	<b>LAID PAPER, LETTER</b> 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	<b>LAID PAPER, A4</b> 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	<b>LAID PAPER, CUSTOM FOLIO</b> 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	<b>LOOSELEAF COVER</b> 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	<b>METAL DESK ORGANIZER TRAY, 2 LAYER</b> Layer: Two; Color: Preferably Black Dimensions: 18 x 25 x 38 cm Fits up to Legal Size Paper	20	pc			
45	<b>METAL DESK ORGANIZER TRAY, 3 LAYER</b> Layer: Three; Color: Preferably Black Dimensions: 30 x 25 x 38 cm Fits up to Legal Size Paper	24	pc			
46	<b>STAMP PAD INK, BLACK</b> Ink Color: Black; Volume: (min.) 28ml With applicator; Compatible to Shiny stamp Does not coagulate upon opening and application	48	bottle			
47	<b>STAMP PAD INK, BLUE</b> Ink Color: Blue; Volume: (min.) 28ml With applicator; Compatible to Shiny stamp Does not coagulate upon opening and application	48	bottle			
48	<b>STAMP PAD INK, RED</b> 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 align="center"><b>(Price Vat-Included)</b></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:**  
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**Please send your quotation to:**

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