



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

To: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_  
 Attention: \_\_\_\_\_

Date: November 5, 2024  
 Quotation #: PS-024-11-219  
 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:</b> <p style="text-align: center;"><b>Calling Cards</b></p> Stock: Bianco Flash Ivory 300gsm or New Evolution Ivory 280gsm Size: 3.5" x 2" Color: full/0 Finishing: with embossed  <i>Note: Supplier must provide sample works with similar specifications for technical evaluation. Logo layout must be approved by the end-user before mass production.</i>  <p style="text-align: center;">(Price VAT-Included)</p>	193	box			

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);
  - d.  Omnibus Sworn Statement for Small Value Procurement (upon signing of Purchase Order);
  - 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 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](mailto:rfq.osgprocurement@gmail.com)