



Republic of the Philippines  
Office of the Solicitor General

# Request for Quotation

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

Date: May 20, 2024  
Quotation #: PS 024-05-079-A  
ABC: \_\_\_\_\_

Attention: \_\_\_\_\_

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 - Customized ID Laces with Card Holder:</b>					
1	<b>CUSTOMIZED ID LACES FOR SOLICITOR GENERAL</b> Color: Navy Blue Width: 0.5 inch; Inclusions: ID Lace with Card Holder Card Holder Features: At least fit two cards Print: Sublimation Text around - 'Office of the Solicitor General' Center - - New OSG Logo (Colored)	6	sets			
2	<b>CUSTOMIZED ID LACES FOR LAWYERS</b> Color: Dark Blue Width: 0.5 inch; Inclusions: ID Lace with Card Holder Card Holder Features: At least fit two cards Print: Sublimation Text around - 'Office of the Solicitor General' Center - - New OSG Logo (Colored)	55	sets			
3	<b>CUSTOMIZED ID LACES FOR ADMINISTRATIVE STAFF</b> Color: Green Width: 0.5 inch; Inclusions: ID Lace with Card Holder Card Holder Features: At least fit two cards Print: Sublimation Text around - 'Office of the Solicitor General' Center - - New OSG Logo (Colored)	85	sets			
4	<b>CUSTOMIZED ID LACES FOR LEGAL INTERNS, OJTs, and</b> Color: Yellow Width: 0.5 inch; Inclusions: ID Lace with Card Holder Card Holder Features: At least fit two cards Print: Sublimation Text around - 'Office of the Solicitor General' Center - - New OSG Logo (Colored)	27	sets			
	<b>General Specification:</b> Material must be thick and not easily torn or damaged. No excess thread or discoloration on any parts. Print must be high quality, intricate and readable.  Supplier is required to provide sample items with similar specification for technical evaluation. Upon awarding, supplier is required to provide one actual sample per item for approval of end-user before mass production. Sizes of print may vary upon approval of end-user. All delivered items shall subject to final counting and quality inspection. All defective items found shall be replaced by the Supplier with no additional cost/charge to OSG.					


Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

**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 P500K);
  - d.  Omnibus Sworn Statement for Small Value Procurement (Notarized OSS is required for ABC of P50,000 and above);
  - 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. GARDEL / 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.ospprocurement@gmail.com](mailto:rfq.ospprocurement@gmail.com)