



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

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

Date: October 3, 2024
Quotation #: PS 024-10-203
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	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of: OSG-CODI Policy Manual</p> <p>No. of pages: at least 80 pages excluding cover Size: 8" x 5.5" when folded and assembled Paper Type/Stock: Cover - C2S 220-326gsm Inside pages - C2S 120-178gsm Printing Process: Digital Printing, offset Color: (Semi-colored) to be specified in the design Included Services: Proofing, folding, binding, deliver, spine printing Softcopy of final copy Delivery: On or before November 15, 2024</p> <p><i>Note: Supplier must provide sample of their work, and sample paper to be used for evaluation. Also, supplier is required to send a sample of print out of actual manual before printing 50 booklets for the end-user's approval</i></p> <p>(Price Vat-Included)</p>	50	booklets		

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. Notarized Omnibus Sworn Statement is required; (for SVP with ABC of Php 50,000.00 and above)
 - d. Income / Business Tax Return is required; (for SVP with ABC of Php 500,000.00 and above)
 - e. Updated Tax Clearance Certificate
 - f. 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.

Alcasaren
JOSEPHINE C. ALCASAREN / SONNY S. BERMUDEZ / ANGELITO E. FRIAS
SIGNATURE OF CANVASSER

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 / osg.procurement@yahoo.com