



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

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

Date: January 12, 2024  
Quotation #: PS-024-01-006  
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.

**JESSICA L. CASTRO**  
CAO, Administrative Division

*To be filled-out by Supplier:*

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
1	<p><b>Procurement of:</b> <b>CUSTOMIZED WOODEN PLAQUES</b> for the Sinag: Parangal at Pagkilala sa Natatanging Lingkod Bayan (2023 OSG Praise Awarding Ceremony), inclusive of VAT, service charge, and delivery charges:</p> <p><i>Delivery Period: On or before January 31, 2024</i></p> <p><b>For PRAISE AWARDS:</b></p> <p><b>a. Plaque For Individual Awards - 103 pcs</b> Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait Plaque - Estimated Size: 9" high x 6" wide; Thickness: 0.8" With Customized Engraving Easel Stand - Estimated Size: 8" x 6"</p> <p><b>b. Plaque For Group Awards - 11 pcs</b> Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Landscape Plaque - Estimated Size: 8" high x 12" wide; Thickness: 0.8" With Customized Engraving Easel Stand - Estimated Size: 13" x 10"</p>	1	lot			
2	<p><b>For HRMD SERVICE AWARDS:</b></p> <p><b>a. Plaque For Loyalty Awards - 111 pcs</b> Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait Plaque - Estimated Size: 9" high x 6" wide; Thickness: 0.8" With Customized Engraving Easel Stand - Estimated Size: 8" x 6"</p> <p><b>b. Plaque For Retirees - 8 pcs</b> Design: Wooden Plaque with Easel Stand Materials: Acacia Wood Orientation: Portrait</p>					

Plaque - Estimated Size: 9" high x 6" wide; Thickness: 0.8"  
With Customized Engraving  
Easel Stand - Estimated Size: 8" x 6"

Note: Interested Supplier must send a sample work similar to the specificatin for technical evaluation. All sizes and materials needed are only estimates. Supplier must send the proportionate sizes along with the thickness of the plaques. Suuplier is also responsible in laying out the content of the plaques. Upon awarding of the contract, supplier is required to provide one sample per sizes prior to mass production. Requested quantity for quotation may differ in preparation of Purchase Order due to actual no. of plaques needed upon awarding.

**Price VAT-Included**

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.  Income / Business Tax Return (for Small Value Procurement, above Php500,000);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for above Php50,000 for unnotarized. Notarized OSS is required upon signing of PO);
  - e.  Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

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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.

  
**JOSEPHINE C. ALCASAREN / RHODORA T. CARDEL**  
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](mailto:rfq.osgprocurement@gmail.com)