



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

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

Date: August 22, 2024  
Quotation #: PS-024-08-173  
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
1	<p><b>Procurement of Common Use Office Supplies:</b></p> <p><b>BROWN ENVELOPE: Customized Print: OSG Logo with Name and Address</b>            Size: Legal Size - 38cm (width) x 25.4cm (length)            Material: Kraft Paper            Thickness: 200 gsm; Packaging: 500 pcs/box            Print: OSG Logo with Name and Address            Print Color: Black            Other Inclusions: Layouting and Printing</p> <p><i>Note: Supplier must send a sample of the envelope to be used for technical evaluation. Upon awarding the supplier must send at least one copy of the envelope for approval of end-user. 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 and subject for approval of end-user.</i></p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>	30	box			

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

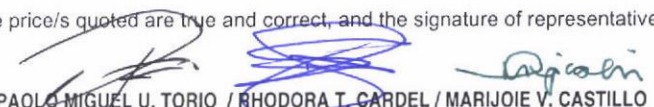
\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

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 - Notarized OSS is required.)
  - 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)