



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

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

Attention: _____

Date: August 22, 2024
Quotation #: PS-024-08-174
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 | Procurement of Common Use Office Supplies: CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Size (estimated): 5.5" (width) x 5.5" (length) Material: White Paper Thickness: 80 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: Full Color (One Side) OSG Logo with Name (Above) and Office Address (Below) Other Inclusions: Layout, Proofing, Printing and Binding | 70 | pad | | | |
| 2 | CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Size (estimated): 5.5" (width) x 8.5" (length) Material: White Paper Thickness: 80 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: Full Color (One Side) OSG Logo with Name (Above) and Office Address (Below) Other Inclusions: Layout, Proofing, Printing and Binding | 70 | pad | | | |
| 3 | CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD Size (estimated): 5.5" (width) x 8.5" (length) Material: White Paper Thickness: 70 gsm; Substance: 20 Binding: Padded; Packaging: min. of 100 leaves per pad Print: One Color - Black (One Side) OSG Logo with Name (Above) and Office Address (Below) Other Inclusions: Layout, Proofing, Printing and Binding <i>Note: Supplier must send a sample of paper to be used for technical evaluation. Upon awarding the supplier must send at least one copy each memo pad 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> | 74 | pad | | | |
| (Price Vat-Included) | | | | | | |

Delivery Period: _____
Warranty: _____
Price Validity: _____

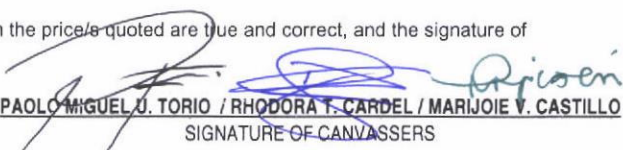
SIGNATURE OF AUTHORIZED REPRESENTATIVE

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 - 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 prices 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