



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

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

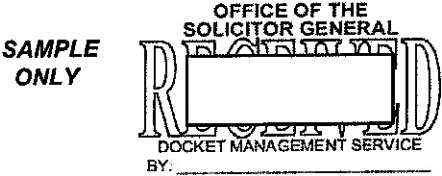
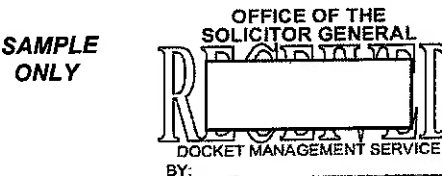
Date: March 7, 2025
Quotation #: PS-025-03-026
ABC: _____

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	UNIT PRICE	TOTAL PRICE
1	Procurement of: SELF-INKING DATE STAMP Size: 3.5mm x 2.4mm (L x W) Date Format: SEP 03 2025 (Month, Day, Year)	2	pc		
2	SELF-INKING RECEIVING STAMP WITH AUTOMATIC DATER Size: 2.75 x 1.9 in (L x W) Date Format: SEP 03 2025 (Month, Day, Year) Stamp Impression: Receiving: "RECEIVED" Date: Automatic date impression with each stamp Inscription: "HUMAN RESOURCE MANAGEMENT DIVISION" Signature Line: "By: _____"  SAMPLE ONLY	1	pc		
2	SELF-INKING RECEIVING STAMP WITH AUTOMATIC DATER Size: 2.75 x 1.9 in (L x W) Date Format: SEP 03 2025 (Month, Day, Year) Stamp Impression: Receiving: "RECEIVED" Date: Automatic date impression with each stamp Inscription: "HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICE" Signature Line: "By: _____"  SAMPLE ONLY	1	pc		
3	DRY SEAL for OSG Logo Galvanized Steel Machine engraved <i>The proposed layout and sizes given are subject to modification and approval. Kindly send us your proposed layout with actual/standard sizes.</i> (Price Vat-Included)	2	pc		

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED
REPRESENTATIVE

- Note:
1. Please submit your quote within ____ days from the date of the RFQ.
 2. Bidders must submit current and valid documentary legal requirements upon sending the completed quotation:
 - a. ☐ Mayor's / Business Permit
 - b. ☐ PhilGEPS Registration Number: _____ Membership: ☐ Platinum ☐ Red
 - c. ☐ Income / Business Tax Return (for Small Value Procurement above Php 500,000)
 - d. ☐ Omnibus Sworn Statement for Small Value Procurement (for above Php 50,000 for unnotarized OSS. A notarized OSS is required upon signing of the PO)
 - e. ☐ Bidders who have previously submitted the above legal requirements may not be required to re-submit them.
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Sir,
I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.


ROBERT ADRIAN B. BORJA / RHODORA T. CARDEL / MARIJOIE V. CASTILLO
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Telephone: 8988-1674 loc 777

Please send your quotation to:

rfg.osgprocurement@gmail.com