



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: June 19, 2025
Quotation #: PS 025-06-065
ABC: ₱22,500.00

Attention: _____

Sir/Madam:

Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized 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: Training Kit for New Employee Orientation (NEO) Participants 2025 Quantity: 45 sets Specifications: 1. Notebook <ul style="list-style-type: none">• Binding Type: Not wire-bound (preferably perfect binding)• Page Format: Blank or ruled• Size: A5• Color: White• Design: Customized with NEO logo• Printing Method: Any, but UV printing is preferred 2. Ballpen <ul style="list-style-type: none">• Type: Retractable or cap-type• Ink Color: Black• Tip Size: 0.5 mm or 0.7 mm• Barrel Color: White• Design: Customized with NEO logo• Printing Method: DTF or UV printing 3. Tote Bag <ul style="list-style-type: none">• Material: Canvas or non-woven fabric• Color: White• Size: 12 in (W) x 14 in (H)• Design: Customized with NEO logo• Printing Method: DTF printing 4. Ceramic Mug <ul style="list-style-type: none">• Material: Ceramic• Color: White• Capacity: 11 oz• Design: Customized with NEO logo• Printing Method: DTF or UV printing	lot	1		

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	General Specifications: All materials must be of high quality and durable. Prints must be high-resolution, intricate, and clearly readable. Other Requirements: All kits must be delivered in good quality and condition. Delivery Period: Must be delivered in good quality and condition on or before June 26, 2025. Note: The supplier is required to provide a sample layout of each item for technical evaluation. <p style="text-align: center;">(Price Vat-Included)</p>				

Delivery Period: _____
Warranty: _____
Price Validity: _____

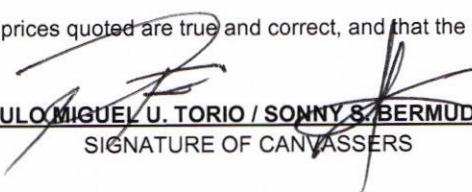
SIGNATURE OF AUTHORIZED
REPRESENTATIVE

Note:

1. Please submit your quotation within ____ days from the date of this RFQ.
2. Bidders must submit current and valid legal documentary requirements along with the completed quotation:
 - a. ☐ Mayor's / Business Permit
 - b. ☐ PhilGEPS Registration Number: _____
Membership: ☐ Platinum ☐ Red
 - c. ☐ Income / Business Tax Return (for Small Value Procurement)
 - d. ☐ Notarized Omnibus Sworn Statement (required for amounts above ₱50,000)
 - e. ☐ Tax Clearance Certificate
 - f. ☐ Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

Sir/Madam,

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.


PAULO MIGUEL U. TORIO / SONNY S. BERMUDEZ
SIGNATURE OF CANVASSERS

For more information, you may contact us:

Telephone: (02) 8988-1674 loc 777

Please send your quotation to:

osg.procurement@yahoo.com