



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: May 7, 2025
Quotation #: PS 025-05-055
ABC: ₱58,800.00

Attention: _____

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	<p>Procurement of: Interns' Welcome Kit for the OSG Legal Internship Program 2025 Quantity: 60 sets Specifications:</p> <p>1. Umbrella Material: Pongee + UV-Blocking Coating Model/Style: Automatic Push Button (auto-open/Auto-close) Color: Navy Blue Number of Ribs: 8 Bones</p> <p>Estimated Open Size: 98 cm (Width) 68 cm (Length)</p> <p>Estimated Folding Size: 5 cm (Width) 28 cm (Length)</p> <p>Customized Design: Print of OSG Legal Internship Program Logo Size: 4 inches in diameter</p> <p>2. Tumbler Material: Stainless Steel Model/Style: Wide Mouth Vacuum Insulated Tumbler Color: White Capacity: 18 oz</p> <p>Features: Double-wall Vacuum Insulated Leak proof BPA Free 12 hours hot; 24 hours cold</p> <p>Customized Design: Print of OSG Legal Internship Program Logo Size: 1.5 inches in diameter</p> <p>3. Tote Bag Material: Canvass 605 Color: White Estimated Size: 12 inches (Width) x 14 inches (Length)</p> <p>Customized Design: Print of OSG Legal Internship Program Logo at the Center Size: 5.5 inches in diameter</p> <p>4. Coffee Coaster Material: Ebony Wood Model/Style: Round Fluted Coaster Color: Brown/Dark Brown Estimated Size: Will fit a Regular Mug</p> <p>Outer size: 8.8 cm/3.46 inches Inner size: 7.6 cm / 2.99 inches Thickness: 1cm/0.4 inch</p> <p>Customized Design: Print of OSG Legal Internship Program Logo Size: 1.5 inches in diameter</p>	lot	1		

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	<p>General Specifications: All materials must be of high quality and will not be easily damaged. Print must be high quality, intricate and readable.</p> <p>Other Requirements: Kits to be delivered must be in good quality and condition.</p> <p>Delivery Period: Must be delivered in good quality and condition on or before May 26, 2025</p> <p><i>Note: Attached herewith the sample layout and picture of items. Supplier is required to provide sample items with similar print for technical evaluation. Upon awarding, supplier is required to provide sample sizes, and one actual sample per item for approval of end-user before mass production. Sizes of print may vary upon approval of end-user. Deviation is also allowed but subject for the approval of end-user. All delivered items shall subject to final counting and quality inspection. All defective items found shall be replaced by the Supplier at no additional cost.</i></p> <p>(Price Vat-Included)</p>				

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);
 - d. ☐ Notarized Omnibus Sworn Statement is required for Small Value Procurement (for above P50K);
 - e. ☐ Tax Clearance Certificate;
 - f. ☐ 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.


MARIJOIE V. CASTILLO / RHODORA T. CARDEL / ROBERT ADRIAN B. BORJA
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:

osg_procurement@yahoo.com

TERMS OF REFERENCE

Interns’ Welcome Kit for the 2025 OSG Legal Internship Program

A. Scope of Work and Job Specifications

ITEMS & DESCRIPTION	Approved Budget for Contract
<p>Each set must contain the following items:</p> <p>1. Umbrella Material: Pongee + UV-Blocking Coating Model/Style: Automatic Push Button (Auto-open/Auto-close) Color: Navy Blue Number of Ribs: 8 Bones</p> <p>Est. Open Size: 98 cm (Width) 68 cm (Length)</p> <p>Est. Folding Size: 5 cm (Width) 28 cm (Length)</p> <p>Customized Design: Print of OSG Legal Internship Program Logo Size: 4 inches in diameter</p>	<p>Approved price per set: Php 1,000.00 Total no. of sets: 60 Contract Price: Php 60,000.00</p> <p>(inclusive of 12% VAT, and all other applicable taxes and charges)</p>
<p>2. Tumbler Material: Stainless Steel Model/Style: Wide Mouth Vacuum Insulated Tumbler Color: White Capacity: 18 oz</p> <p>Features: Double-wall Vacuum Insulated Leak proof BPA Free 12 hours hot; 24 hours cold</p> <p>Customized Design: Print of OSG Legal Internship Program Logo</p>	

Size: 1.5 inches in diameter	
3. Tote Bag Material: Canvass 605 Color: White Est. Size: 12 inches (Width) X 14 inches (Length) Customized Design: Print of OSG Legal Internship Program Logo at the Center Est. Size: 5.5 inches in diameter	
4. Coffee Coaster Material: Ebony Wood Model/Style: Round Fluted Coaster Color: Brown/Dark Brown Est. Size: Will fit a Regular Mug Outer size: 8.8 cm/3.46 inches Inner size: 7.6 cm/2.99 inches Thickness: 1cm/0.4 inch Customized Design: Print of OSG Legal Internship Program Logo Size: 1.5 inches in diameter	
<i>* General Specifications: All materials must be of high quality and will not be easily damaged. Print must be high quality, intricate, and readable.</i> <i>*Other Requirements: Kits to be delivered must be in good quality and condition.</i> <i>*Delivery Period: Must be delivered in good quality and condition on or before May 26, 2025.</i>	

B. Delivery Terms

The Supplier should be able to deliver the items on or before **May 26, 2025**.

C. Approved Budget for the Contract

The Approved Budget for Contract is Sixty Thousand Pesos (**Php 60,000.00**), inclusive of 12% VAT and all other applicable taxes and charges.

The quoted price should not be subject to change/increase during the implementation of the contract.

SAMPLE PICTURES









