



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

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

Date: Februray 18, 2025
Quotation #: PS-025-02-025
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: DOCUMENT FILE BOX With Cover and Handle; Heavy Duty Size: Inside Dimension (WxHxL): est. 12.25" x 10" x 15.25" Outside Dimension (WxHxL): est. 13" x 10.5" x 15.5" Binded Double Wall | 11,631 | box | | | |
| 2 | TWINE, PLASTIC Weight per roll (min.): 800g | 290 | roll | | | |
| 3 | TAPE, PACKAGING, 48mm Color: Tan Width (±1mm): 48mm Usable Length (min.): 50 meters | 300 | roll | | | |
| <p><i>Note: All suppliers/bidders are required to send a sample for technical evaluation by the authorized representative of the end user. The estimated sizes are minimum only. The supplier will be allowed to deviate from the measurements outlined in this RFQ, provided that such deviations are equal to or greater than those stipulated, and with the approval of end user. The supplier must warrant that, in the event of a defective item delivered for use by the end user, it will be subject to replacement.</i></p> <p align="center">(Price Vat-Included)</p> | | | | | | |

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:
- Please quote within ___ days from the date of RFQ.
 - Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - Mayor's / Business Permit;
 - PhilGEPS Registration Number: _____ Membership: Platinum Red
 - Income / Business Tax Return (for Small Value Procurement);
 - Notarized Omnibus Sworn Statement is required (50K Above);
 - Tax Clearance Certificate;
 - 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 / JOSPEHINE C. ALCASAREN