



Republic of the Philippines  
Office of the Solicitor General

# Request for Quotation

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Attention: \_\_\_\_\_

Date: January 21, 2026  
Quotation #: PS 026-01-003  
ABC: 39,600.00

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	<p><b>Procurement of:</b> <b>Customized Wooden Medals for the SINAG: Parangal at Pagkilala sa mga natatanging Lingkod Bayan (2025 OSG PRAISE Awarding Ceremony), inclusive of VAT, service charge, and delivery charges:</b></p> <p>Delivery Period: On or before February 16, 2026</p> <p>Material: Wood Size: At least 7.9 cm Diameter (OSG Logo only); Thickness: 3mm Design: Customized Wooden Medal Back to Back Print with Print/Engraving: Engraved customized logo or text at the following areas: <b>Front</b> - OSG Logo <b>Back</b> - Name of Award, Name of Awardee, Name of Group</p> <p>Note: The stated sizes are allowed to deviate by up to 10% or upon approval of end-user.</p> <p><i>Note: Interested Supplier must send a sample work similar to the specification for technical evaluation. All sizes and materials needed are only estimates. Supplier must send proportionate size along with the thickness of the medals. Supplier is also responsible in laying out the content of the medals. Upon awarding of the contract, supplier is required to provide one sample per sizes prior to mass production. Requested quantity for quotation may differ in the preparation of Purchase Order due to the actual no. medals needed upon awarding.</i></p> <p>(Price Vat-Included)</p>	180	pcs			

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);
  - Omnibus Sworn Statement for Small Value Procurement (for above P50K);
  - 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*    *Michelle E. Gomez*    *Iesen Louies M. Jimenez*  
MARIJOIE V. CASTILLO / MICHELLE E. GOMEZ / IESEN LOUIES M. JIMENEZ  
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314  
Telefax: 8813-1174

Please send your quotation to:

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)