



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: February 25, 2026
Quotation #: PS 026-02-019
ABC: ₱102,500.00

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
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>PROCUREMENT OF COMMON USE OFFICE SUPPLIES: BROWN ENVELOPE, CUSTOMIZED PRINT (OSG LOGO)</p> <p>Materials: Kraft Paper Size: Legal Size - 38 cm (width) x 25.4 cm (length) Thickness: 200 gsm; Packaging: 500 pcs per box Other Inclusions: Layouting and proofing Print: OSG Logo with Name and Address Print Color: Black</p> <p><i>Note: Supplier must send a sample of the envelope to be used for technical evaluation. Upon awarding, the supplier must send at least one copy of the envelope for the approval of end-user. Technical specifications are minimum only. The supplier will be allowed to deviate from the technical specifications of this RFQ provided that the said deviations will be equal or greater than those stipulated and subject for approval of end-user.</i></p> <p>(Price Vat-Included)</p>	41	box			

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 - for above ₱500,000)
 - d. Notarized Omnibus Sworn Statement (for Small Value Procurement - for above ₱50,000)
 - e. Tax Clearance Certificate
 - f. Bidders who have previously submitted the above legal requirements are no longer required to resubmit them.

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.

Meynard B. Baptista
MEYNARD B. BAPTISTA / RHODORA T. CARDEL / ASHLIE T. ABLES
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314/ 8988-17777
Telefax: 8813-1174

Please send your quotation to:

osgprocurement@osg.gov.ph