



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

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

Date: March 31, 2026  
 Quotation #: PS-026-03-022  
 ABC: ₱363,619.20

**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	<p><b>PROCUREMENT OF CUSTOMIZED POLO SHIRTS WITH DTF PRINTING</b></p> <p><b>SPECIFICATIONS:</b>            Textile: Cotton-Polyester Blend            Colors: Red, Blue, Yellow, Green, White, and Black            Printing Method: Direct-to-Film (DTF) Printing            Sizes: Assorted (XS-5XL)            Note: Breakdown of sizes shall be provided upon contract award.            At least a minimum fabric weight of 220 grams per square meter (220 GSM) is required to ensure adequate thickness, durability, and comfort suitable for sports activities.            Delivery Term: May 11, 2026</p> <p><b>PRINT DETAILS:</b>  <b>For Red, Blue, Yellow, and Green Polo Shirts:</b>            Front (Upper Left Chest): Sportsfest Logo            Estimated Size: 2 x 3 inches  <b>For Black Polo Shirts:</b>            Front (Upper Left Chest): Sportsfest Logo            Estimated Size: 2 x 3 inches            Back (Upper Center): SECURITY            MAINTENANCE            Font: Arial Bold            Font Size: 1 inch  <b>For White Polo Shirts:</b>            Front (Upper Left Chest): Sportsfest Logo            Estimated Size: 2 x 3 inches            Front (Upper Right Chest): Name            Back (Upper Center): COMMITTEE            Font: Arial Bold            Font Size: 1 inch            Note: Names shall be provided upon contract award.</p>	773	piece		

**GENERAL SPECIFICATIONS:**

The final list of names to be printed and the corresponding polo shirt sizes may be subject to change upon approval of the final layout after contract award.

The polo shirts shall be made of breathable material and must be durable and resistant to tearing or damage. All items must be free from excess threads, stains, or discoloration.

The DTF printing must be of high quality, with clear, detailed, and legible output. All specified sizes must be available for each color.

**NOTE:**

Attached herewith are the sample layout and images of the items. The supplier shall provide sample items with print quality and design substantially similar to the proposed items for technical evaluation and approval.

Upon contract award, the supplier shall provide size samples and one (1) actual sample per item for end-user approval prior to mass production.

Print sizes may vary subject to end-user approval. All delivered items shall be subject to final counting and quality inspection. Any defective items identified, including those not conforming to the approved sample, shall be replaced by the supplier at no additional cost to the OSG.

**(Price Vat-Included)**

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

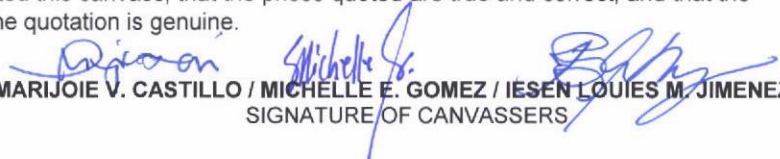
\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

**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 - 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 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.

  
 MARIJOIE V. CASTILLO / MICHELLE E. GOMEZ / IESEN LOUIES M. JIMENEZ  
 SIGNATURE OF CANVASSERS

**For more information, you may contact us:**

Tel: (02) 8988-1674 loc 777

**Please send your quotation to:**

[osgprocurement@osg.gov.ph](mailto:osgprocurement@osg.gov.ph)