



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: March 16, 2023
Quotation #: PS 023-03-049
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
	Procurement of Common Use Office Supplies:					
1	FLASH DRIVE, 16 GB Storage Size: 16 GB; Interface: USB 3.0 Compatibility: USB 3.0 (backwards comp. with USB 2.0) Plug and Play Preferably with Strap or holder	342	pcs			
2	FLASH DRIVE, 32 GB Storage Size: 32 GB; Interface: USB 3.0 Compatibility: USB 3.0 (backwards comp. with USB 2.0) Plug and Play Preferably with Strap or holder	200	pcs			
3	MOUSE, USB TYPE Connectivity: USB; DPI: 1600 Scroll wheel Direction: Two way Buttons: Left, Middle, right button Compatible with MAC and Windows	100	pcs			
	<i>Note: Supplier is required to provide a warranty and must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement.</i>					
	(Price Vat-Included)					

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 above P500K);
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
 - e. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.
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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.


ISRAEL C. DALLYUY
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

OSG-HA-QF-039

Rev.00 (05 July 2018)