



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: May 17, 2023
Quotation #: PS-023-03-051-A
ABC: _____

Attention: _____

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
	<p>Procurement of: LIP CUSTOMIZED NOTEBOOK FOLIO</p> <p>Materials: Vegan Leather/Leatherette/PU Leather Size (estimated): 9.5in x 14.5in Customized Design: Debossed Print of - (1) OSG Legal Internship Program Logo - front at lower right portion</p> <p>Features: (1) Large capacity pocket for loose paper on left side of the folio (2) At least 2 slots for ID and Business Cards (3) Pen Holder in the middle of the folio</p> <p>Inclusions: (1) Customized Folio (2) B5 Size Notebook with print (at least 30 leaves) Print: OSG Legal Internship Program Logo - front at lower right portion</p> <p>General Specifications: Material is high quality and print must be high quality, intricate and readable.</p> <p>Delivery Period: Must be delivered in good quality and condition on or before May 31, 2023</p> <p><i>Note: Supplier is required to provide sample works (with similar specification) for technical evaluation. Winning supplier is required to provide sample print for approval of end-user before mass production.</i></p> <p>(Price Vat-Included)</p>	84	pcs			

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

1. Please quote within 3 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.



RHODORA T. CARDEL / CHRISTIAN D. BUAT
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephon 8836-3314

Telefax: 8813-1174

Please send your quotation to:

rtc_osgprocurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)