



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: May 25, 2023
Quotation #: PS-023-05-084
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
	Supply, and Delivery of OSG Logos for:					
1	HRMD - CONFERENCE ROOM Size: Diameter - at least 24"; Thickness - at least 1.5mm Thickness Marker; Materials: Stainless Metal; Color: Full color based on the logo design Chemical Etch Engrave (Logo and Text) w/ sidings	1	set			
2	PODIUM Size: Diameter - at least 12"; Thickness - at least 1 1/8 in Thickness Marker; Materials: Stainless Metal Color: Full color based on the logo design Chemical Etch Engrave (Logo and Text) w/ sidings General Specifications: Logos must be made of metal and not easily deformed. Print must be properly engraved, not easily fading, intricate and readable. <i>Note: Supplier is required to send sample work with the same specifications. If awarded, supplier is required to get the approval of authorized representative of end-user of layout and colors to be used for each element.</i>	1	set			
	(Price Vat-Included)					

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.

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.


ANNA LORRAINE C. ALVIAR
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