



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

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

Date: September 18, 2023  
Quotation #: PS 023-09-129  
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
<b>Procurement of Common-use Office Supplies:</b>						
1	<b>PAPER CLIP, 33mm</b> Vinyl/Plastic Coated; Assorted Colors; Packaging: 100 pcs/box; Length of Clip: at least 33mm	500	boxes			
2	<b>PAPER CLIP, 50mm</b> Vinyl/Plastic coated; Wire Diameter: 1mm (min) Packaging: 100 pcs/box; Length of Clip: at least 50mm	500	boxes			
3	<b>CORRECTION TAPE</b> Usable Length: minimum of 8 meters Width: 5mm	500	pcs			
4	<b>STAPLER, BINDER TYPE</b> Type: Desktop; High-capacity/volume; Compatible with the following staple wire sizes: 13mm or 17mm; Material: Body - Metal; Base Grip - Non skid durable material Load Capacity: at least 100 staples; Packaging: 1 unit per box	10	units			
5	<b>STAPLE WIRE, HEAVY DUTY, BINDER TYPE, NO.13</b> Size: 23/13; 1000 wires per box Made of steel wire coated with anti-corrosion material No of staples per strip (min): 100	30	boxes			
6	<b>STAPLE WIRE, NO.35</b> Size: 26/6; 5000 wires per box Made of steel wire coated with anti-corrosion material	500	boxes			
Note: Supplier must provide picture and model no. of the quoted items for technical evaluation of end-user. Winning supplier must warrant that in case of defective item upon usage, it will be subject for replacement.						
(Price Vat-Included)						

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

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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, above Php500,000);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for above P50,000 - Notarized OSS is required).
  - 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.

*alcasaren*  
ANNA LORAIN C. ALVIAR / JOSEPHINE ALCASAREN / MA. DESIREE C. ANDAYA  
SIGNATURE OF CANVASSER *Jay*

*For more information, you may contact us:*

Telephone: 8836-3314

Telefax: 8813-1174

*Please send your quotation to:*

<http://os.procurement@psnaa.gov>

OSG-HA-QF-039

Rev 00 (05 July 2018)