



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

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

Date: December 11, 2023  
Quotation #: PS 023-12-181-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
1	<p><b>Procurement of Common Use Office Supplies and Packaging Supplies for Divisions to be Relocated:</b></p> <p><b>DOCUMENT FILE BOX</b> With Cover and Handle; Heavy Duty Size - Inside Dimension (W x H x L): est. 12.25" x 10" x 15.25" Outside Dimension (W x H x L): est. 13" x 10.5" x 15.5" Binded Double Wall</p> <p>Note: All suppliers/bidders are required to send a sample for technical evaluation of end-user. Estimated sizes are minimum only. The supplier may be allowed to deviate from the measurement of this RFQ provided that said deviations will be greater than those stipulated.</p> <p><b>(Price Vat-Included)</b></p>	8227	boxes			

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

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

**Note:**

- Please quote within \_\_\_ days from the date of RFQ.
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
  - Mayor's / Business Permit;
  - PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
  - Income / Business Tax Return (for Small Value Procurement, above Php500,000);
  - Omnibus Sworn Statement for Small Value Procurement (for above P50,000 - Notarized OSS is required);
  - 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 LORAINE C. ALVIAR / JOSEPHINE ALCASAREN / MA. DESIREE C. ANDAYA**  
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314  
Telefax: 8813-1174

Please send your quotation to:

[rfq.ogsprocurement@gmail.com](mailto:rfq.ogsprocurement@gmail.com)