



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To _____
Tel No. _____
Fax No. _____

Date _____
Quotation # _____
ABC _____

March 13, 2024
PS 024-02-030-B

Attention _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this form 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	Procurement of Common-use Office Supplies. SIGN PEN, BLACK Type: Liquid or Gel, Color(ink): Black Tip: 0.5mm, Needle Type With non-slip rubber grip Good writing performance	965	pcs			
2	SIGN PEN, BLUE Type: Liquid or Gel, Color(ink): Blue Tip: 0.7mm, Needle Type Good writing performance	9	pcs			
3	SIGN PEN, BLUE Type: Liquid or Gel, Color(ink): Blue Tip: 0.5mm, Needle Type With non-slip rubber grip Good writing performance	976	pcs			
4	SIGN PEN, RED Type: Liquid or Gel, Color(ink): Red Tip: 0.5mm, Needle Type With non-slip rubber grip Good writing performance	262	pcs			
5	BALLPEN, BLACK Ballpoint Tip: 0.5mm, Color(ink): Black Good writing performance	296	pcs			
6	BALLPEN, BLUE Ballpoint Tip: 0.5mm, Color(ink): Blue Good writing performance	296	pcs			
7	BALLPEN, RED Ballpoint Tip: 0.5mm, Color(ink): Red Good writing performance	75	pcs			
8	MARKER / HIGHLIGHTER Color: Fluorescent - Yellow, Orange and Green (3 Color per set) Tip: Chisel Point: Barrel Flat	380	set			
9	MARKER, PERMANENT, BLACK Ink Color: Black Tip: Chisel Point	111	pcs			
10	MARKER, PERMANENT, BLACK Ink Color: Black Tip: Bullet Type	200	pcs			
11	MARKER, PERMANENT, BLUE Ink Color: Blue Tip: Chisel Point	104	pcs			
12	MARKER, PERMANENT, BLUE Ink Color: Blue Tip: Bullet Type	200	pcs			
13	MARKER, PERMANENT, RED Ink Color: Red Tip: Chisel Point	79	pcs			
14	MARKER, WHITEBOARD, BLACK Ink Color: Black Tip: Felt Bullet type	36	pcs			

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
15	MARKER, WHITEBOARD, BLUE Ink Color: Blue Tip: Fat Bullet type	32	pcs			
16	PENCIL NO. 2 Wood Casing: Softwood, Coated, Free from Defects as Cross Grain, Interlocked Grains, Warpage, Knots and the like, and Shall Permit Easy Sharpening Hardness: HB or 2, Lead/Graphite Diameter: 2mm (min) Lead/Graphite Breaking Strength: 6.86N (min) Packaging: 12 pcs per box	5	box			
17	STAMP PAD INK, VIOLET Ink Color: Violet, Packaging: at least 50ml per bottle In durable casing, With applicator, Does not coagulate upon opening and application	110	bottle			
18	STAMP PAD INK, BLACK Ink Color: Black, Packaging: at least 28ml per bottle In durable casing, With applicator, Compatible to Shiny stamp Does not coagulate upon opening and application	24	bottle			
19	STAMP PAD INK, BLUE Ink Color: Blue, Packaging: at least 28ml per bottle In durable casing, With applicator, Compatible to Shiny stamp Does not coagulate upon opening and application	24	bottle			
20	STAMP PAD INK, RED Ink Color: Red, Packaging: at least 28ml per bottle In durable casing, With applicator, Compatible to Shiny stamp Does not coagulate upon opening and application	23	bottle			
21	STAMP PAD, FELT Stamp Pad Container - Material: Made of metal, plastic or combination of plastic or metal Plastic component shall be resistant to impact and ink Stamp Pad Bed: Shall be composed of an absorbent material. Pre-inked. Ink shall be free from any offensive odor. Does not blot, no visible trace of transcription on the opposite side of the paper Metal pad should be free from rust and no loose part	52	pcs			
22	MASKING TAPE, 24MM Width: 24mm, Usable length: at least 50m Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min. 65N/24mm width	132	roll			
23	MASKING TAPE, 48MM Width: 48mm, Usable length: at least 50m Adhesion Strength: min. 8.5N/24mm width Breaking Strength: min. 65N/24mm width	43	roll			
24	PACKAGING TAPE, 48MM Color: Brown, Width: 48mm, Usable length: at least 50m Adhesion Strength: min. 6N/24mm Breaking Strength: min. 14N/24mm	45	roll			
25	DOUBLE SIDED TAPE Size: 1 inch, Usable Length: At least 50m or adjust the no. of pieces to equivalent Adhesion Strength: Strong Adhesive on Both Sides	48	roll			
26	CORRECTION TAPE Usable Length: minimum of 8 meters Width: 5mm	134	pcs			
27	CARBON FILM, LEGAL Size: Legal, 216mm x 330mm, Color: Black Material: Polyethylene Film Packaging: 100 sheet per box	3	box			
28	CARBON FILM, A4 Size: A4, 210mm x 297mm, Color: Black Material: Polyethylene Film Packaging: 100 sheet per box	3	box			
29	ENVELOPE, MAILING Size: 105mm (W) x 241mm (L) Color: White, Quality Bond Paper, 70gsm Packaging: 500 pcs per box	26	box			
30	NOTE PAD, STICK ON, 50MM x 76MM Size: 2" x 3" Color: Assorted 100 pieces/pad	200	pad			

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31	NOTE PAD, STICK ON, 76MM x 100MM Size: 3" x 4" Color: Assorted 100 pieces/pad	153	pad			
32	NOTE PAD, STICK ON, 76MM x 76MM Size: 3" x 3" Color: Assorted 100 pieces/pad	161	pad			
33	STICKER PAPER, LETTER SIZE Size: Letter Size, 215.9mm x 279.4mm, 80gsm, Finish: Matte Color: White, Packaging Size: 10 Sheets per pack Intended Application: For labeling, nametags, and not easily detach	10	pack			
34	PAPER, LETTER Size: Letter Size, 215.9mm x 279.4mm, 80gsm Sheet Count: min. 500 sheets/ream Intended Application: For laser print, standard office copier, etc.	5	ream			
35	PAPER, A4 Size: A4, 210mm x 297mm, 80gsm Sheet Count: min. 500 sheets/ream Intended Application: For laser print, standard office copier, etc.	29	ream			
36	PAPER, CUSTOM FOLIO Size: 216mm x 330mm, 80gsm Sheet Count: min. 500 sheets/ream Intended Application: For Laser print, standard office copier, etc.	29	ream			
37	LAI D PAPER, LETTER Size: Letter Size, 215.9mm x 279.4mm, Color: Cream/Light Yellow GSM: At least 90gsm; Sheet Count: min. 500 sheets/ream Intended Application: For laser print, standard office copier, etc.	3	ream			
38	LAI D PAPER, A4 Size: A4, 210mm x 297mm, Color: Cream/Light Yellow GSM: At least 90gsm; Sheet Count: min. 500 sheets/ream Intended Application: For Laser print, standard office copier, etc.	58	ream			
39	LAI D PAPER, CUSTOM FOLIO Size: 216mm x 330mm, Color: Cream/Light Yellow GSM: At least 90gsm; Sheet Count: min. 500 sheets/ream Intended Application: For Laser print, standard office copier, etc.	39	ream			
40	INDEX CARD, 3" X 5" Size: 3" x 5", Ruled on both sides, Color: White GSM: At least 120gsm per sheet. Packaging: At least 100 pcs per pack	48	pack			
41	INDEX CARD, 5" X 8" Size: 5" x 8", Ruled on both sides, Color: White GSM: At least 120gsm per sheet. Packaging: At least 100 pcs per pack.	206	pack			
42	RECORD BOOK, 300 PAGES Size (Cover): 278mm (L) x 214mm (W) Cover - Material: Laminated Chipboard Leaves: White, Non-blot, 55gsm No. of pages: 300 Writing lines shall be printed on both pages of each sheet Print (Front Cover): Official Record Book	9	book			
43	RECORD BOOK, 500 PAGES Size (Cover): 278mm (L) x 214mm (W) Cover - Material: Laminated Chipboard Leaves: White, Non-blot, 55gsm No. of pages: 500 Writing lines shall be printed on both pages of each sheet Print (Front Cover): Official Record Book	10	book			
44	DATA FILE BOX Size (Outside Dimension): 125mm (W) x 230mm (H) x 400mm (L) Color: For approval of end-user, Material: 3mm Thick Chipboard Leatherette paper for outside cover Coated paper for inside cover. Front of the box: With Finger Ring and Pocket for Label Insert	126	pcs			
45	EXPANDING FOLDER, PRESSBOARD Packaging: 100s/pack(box) Thickness: min. 0.40mm; With tearing resistance Size: Legal, Color: White with green margin on one sides, Expansion: min 39mm	28	box			
46	FOLDER WITH TAB, TAGBOARD Packaging: 100s/pack(box) Size: Legal, Color: Brown Smooth-finished and non-blot on both sides	28	pack			

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47	LOOSELEAF COVER Estimated Size (excluding flaps): 216mm (w) x 355mm (l) Material: Chipboard, at least 1.5mm thick (preferably green) Leatherette paper as cover for top flap (preferably yellow) With pre-punched holes for fastener (70mm between prongs) Packaging: 50 sets per bundle	15	bundles			
48	PAGE MARKER STICKY TABS Size: At least 0.5 in x 1.7 in Color: Assorted Color, preferably pink, blue, green, orange Materials: Colored paper Packaging: At least 100 markers per pad	201	pad			
49	CLIP, BACKFOLD, 15mm Materials: All Metal, Size: 3/5". Packaging: At least 12pcs/box or pack Easy to open and clamp the sheets of paper	11	box			
50	CLIP, BACKFOLD, 32mm Materials: All Metal, Size: 1 1/4". Packaging: At least 12pcs/box or pack Easy to open and clamp the sheets of paper	320	box			
51	CLIP, BACKFOLD, 41mm Materials: All Metal, Size: 1 5/8". Packaging: At least 12pcs/box or pack Easy to open and clamp the sheets of paper	15	box			
52	CLIP, BACKFOLD, 51mm Materials: All Metal, Size: 2". Packaging: At least 12pcs/box or pack Easy to open and clamp the sheets of paper	7	box			
53	PAPER CLIP, 50mm Vinyl/Plastic Coated, Assorted Color Packaging: 100 pcs/box, Length of Clip: 50mm (mm)	167	box			
54	FASTENER, HEAVY DUTY/DUAL FUNCTION Materials: All Metal, Packaging: 12pcs/box Easy to open and clamp the sheets of paper Size: 19.5cm (W) X 5cm (D) (Prong / Base) 11.5cm (W) X 1.5cm (D) (Pan / Compressor)	191	box			
55	PAPER PUNCHER, 2 HOLE Punching Capacity: At least 30 sheets of 70gsm With two hole guide, With lever lock: Heavy Duty Diameter of Hole: approx. 7mm	13	pcs			
56	TAPE DISPENSER, TABLE TOP Heavy Duty, Materials: Rigid Plastic with Cutting Blade With non-skid full rubber base Holds Rolls up to 24mm wide on 75mm core tape	1	pcs			
57	CUTTER/UTILITY KNIFE, HEAVY DUTY Size: Blade Measurement: 100mm (l) x 16mm (w) Thickness: At least 0.40mm Features: With anti-slip grip plastic molded body, With built-in blade snapper, With steel blade track, With safety screw locking mechanism	16	pcs			
58	STAPLER, STANDARD TYPE Loading Capacity: (mm): 200 staple wires; Heavy duty, Rigid With at least one time binding capacity of 2-20 sheets (70gsm paper)	9	pcs			
59	STAPLE REMOVER Material: Metal, With wedge-shaped blade Able to remove standard staples up to 20 sheets of 70gsm paper	28	pcs			
60	STAPLE WIRE, NO.35 Size: 26/8, 5000 wires per box Made of steel wire coated with anti-corrosion material	176	box			
61	METAL DESK ORGANIZER TRAY, 2 LAYER Layers: Two, Dimension: At least 14.5in (l) x 9.5in (w) x 7in (h) Fit Legal Size Papers, Color: Preferably black	35	pcs			
62	METAL DESK ORGANIZER TRAY, 3 LAYER Layers: Three, Dimension: At least 14.5in (l) x 9.5in (w) Fit Legal Size Papers, Color: Preferably black	13	pcs			
63	ERASER, FELT, FOR BLACKBOARD/WHITEBOARD Materials: Felt for eraser, and Board/Plastic for Holder Overall Size: 125mm (l) x 45mm (w) x 21mm (t) Thickness of Felt: At least 18mm Thickness of Holder: At least 3mm	4	pcs			

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
64	PUSH PIN Color: Assorted Color; Packaging: At least 100pcs per casing or its equivalent Materials: 1/2" Steel points for easy insertion into tough surfaces, and knobbed plastic heads for simple removal and protection	32	pack/box			
65	PLASTIC COVER Color: Gauge: 4, and Type: Hard Width (estimated): 1.2m; Usable length: At least 50m	2	rolls			
66	PLASTIC TWINE Weight per roll: at least 1000g.	14	roll			
67	RUBBER BAND Flat Band Type; Size (min): 70mm, No. 18 Gram Weight: 350 g/box Thick, Elastic and Not easily torn	111	box			
68	CALCULATOR Two-way Power; Display Desktop Calculator with Review and Auto-Review, Basic Functions, Correct Key; At least 12 digit display	5	unit			
<p>Note: All intended suppliers must specify the brand and picture for technical evaluation of end-user. Supplier must warrant that in case of defective delivered item upon usage of the end-user, it will be subject for replacement. The supplier will be allowed to deviate from the measurement of this RFQ provided that said deviations will be equal or greater than those stipulated.</p> <p>(Price Vat-Included)</p>						

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 Small Value Procurement, above P500K).
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above; Notarized OSS is required);
 - 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.

Josephine C. Alcasaren *Marijoie V. Castillo*
JOSEPHINE C. ALCASAREN / MARIJOIE V. CASTILLO
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone 8836-3314
Telefax 8813-1174

Please send your quotation to:

rfq@procurement.gov.ph

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