



Republic of the Philippines  
Office of the Solicitor General

# Request for Quotation

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


Date: May 17, 2024  
Quotation #: PS 024-05-088  
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	UNIT PRICE	TOTAL PRICE
1	<p><b>Procurement of CUSTOMIZED PLAQUE FOR RECOGNITION FOR GAWAD AMIGO 2024:</b></p> <p><i>Materials:</i> Clear Glass mounted on Wooden Stand <i>Estimated Delivery Period:</i> On or before June 7, 2024 <i>Design:</i></p>  <p><i>Estimated Size/Dimensions:</i> Base: May vary based on the proposed specification of the supplier Body / Plaque: 12cm x 19cm x 3/8 (t) Clear Glass Base Wood: 14cm x 12cm x 7cm Print: Full Colors (See attached files for reference of layout) Inclusions: Layout and Printing of Texts in Plaque</p> <p>Note: All sizes and materials needed are estimates only, supplier may offer different size provided that it is proportionate with the thickness of the plaques. Requested quantity for quotation may differ in preparation of Purchase Order due to actual no. of plaques needed upon awarding.</p> <p>(Price Vat-Included)</p>	9	pcs		

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, with ABC above Php500,000.00);
    - d.  Notarized Omnibus Sworn Statement is required (with ABC of Php50,000.00 and above);
    - 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 / SONNY S. BERMUDEZ / ANGELITO E. FRIAS**  
SIGNATURE OF CANVASSER

***For more information, you may contact us:***

Tel: (02) 8836-3314, (02) 8988-1674 loc 777

Telefax: (02) 8813-1174

***Please send your quotation to:***

[rfq.osgprocurement2@gmail.com](mailto:rfq.osgprocurement2@gmail.com) / [osg.procurement@yahoo.com](mailto:osg.procurement@yahoo.com)

OSG-HA-QF-039

Rev.00 (05 July 2018)