



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: February 6, 2024
Quotation #: PS-024-02-023
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 |
|----------|--|-----|-------|-------|------------|-------------|
| 1 | Procurement of CUSTOMIZED ENVELOPES WITH PRINT AT THE BACK (BLACK COLOR ONLY): WHITE MAILING ENVELOPE: Customized Print: OSG Logo, RA No. 9417 and Registered Mail with Return Card Size (estimated): 24 cm (width) x 10.5 cm (length) GSM: 90 gsm; 500pcs/box Reference: See the attached "Annex A" Includes: Layouting and proofing. | 300 | boxes | | | |
| 2 | WHITE MAILING ENVELOPE: Customized Print: OSG Logo, RA No. 9417 and Registered Mail Size (estimated): 24 cm (width) x 10.5 cm (length) GSM: 90 gsm; 500pcs/box Reference: See the attached "Annex B" Includes: Layouting and proofing. | 100 | boxes | | | |
| 3 | BROWN ENVELOPE: Customized Print: OSG Logo, RA No. 9417 and Registered Mail with Return Card Materials: Kraft Paper; Size (estimated): 26.3 cm (width) x 19.3 cm (length) Thickness: 200 gsm; Packaging: 500 pcs/box Reference: See the attached "Annex C" Includes: Layouting and proofing. Print: OSG Logo with Name and Address; RA 9417 Registered Mail with Return Card Print Color: Black | 150 | boxes | | | |
| 4 | BROWN ENVELOPE: Customized Print: OSG Logo with Name and Address Materials: Kraft Paper; Size: Legal Size - 38cm (width) x 25.4cm (length) Thickness: 200 gsm; Packaging: 500 pcs/box Reference: See the attached "Annex D" | 16 | boxes | | | |

| ITEM NO: | ITEM & DESCRIPTION | QTY | UNIT | BRAND | UNIT PRICE | TOTAL PRICE |
|----------|--|-----|------|-------|------------|-------------|
| | Includes: Layouting and proofing. Print: OSG Logo with Name and Address; Print Color: Black <i>Supplier must send a sample of the envelope to be used for bid evaluation; and send at least one copy each of the envelope for approval of end-user before delivery. 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 and subject for approval of end-user.</i> | | | | | |

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 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.

 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
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.osgprocurement@gmail.com