



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: February 7, 2020
Quotation #: RFQ# 020-02-019
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
	Procurement of:				
1	Alcohol, Ethyl (atleast 70% solution)	100	bottle		
2	Flash Drive, 16GB capacity	100	pcs		
3	Folder, tagboard, Legal size, 100's/pack	100	packs		
4	Laid Paper, 8.5" x 11", 90gsm (Color: Crema), 500's/pack	40	packs		
5	Paper Pad, Yellow, 80 sheets/pad	150	pads		
6	Pencil, lead with eraser, 12 pcs/box	50	boxes		
7	Plastic Twine	60	pcs		
8	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	300	pcs		
9	Wastebasket, Plastic (square, oval, round shape) Full Volume: 8.5 liters (min.)	20	pcs		
	(Price Vat-Included)				

Delivery Period: _____
Warranty: _____
Price Validity: _____

COMPANY: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:
- Please quote within 3 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);
 - Omnibus Sworn Statement for Small Value Procurement (upon signing of Purchase Order);
 - 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.

SONNY S. BERMUDEZ
SIGNATURE OF CANVASSER

For more information, you may contact us:
Telephone: 8836-3314, 8988-1674 loc 777
Telefax: 8813-1174

Please send your quotation to:
rbermudez.osg@gmail.com / icdalluay@osg.gov.ph / 02.choinks.72@gmail.com