



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			

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
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			