



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

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

Date: January 17, 2024
Quotation #: PS-024-01-007-A
ABC: _____

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.

JESSICA L. CASTRO
CAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of: CUSTOMIZED WOODEN MEDAL for the Sinag: Parangal at Pagkilala sa Natatanging Lingkod Bayan (2023 OSG Praise Awarding Ceremony), inclusive of VAT, service charge, and delivery charges:</p> <p><i>Materials:</i> Wood <i>Size:</i> 8 cm Diameter; Thickness: 3 mm <i>Design:</i> Customized Wooden Medal Back to Back print; With Ethnic/Native Ribbon Lace (3cm to 5cm Width) <i>Print:</i> Engraved customized logo or text at the following areas: Front - OSG New Logo Back - Name of Award</p> <p>Estimated Delivery Period: On or before January 31, 2024</p> <p>Note: Interested Supplier must send a sample work similar to the specification for technical evaluation. All sizes and materials needed are only estimates. Supplier must send the proportionate sizes along with the thickness of the plaques. Supplier is also responsible in layouting the content of the plaques. Upon awarding of the contract, supplier is required to provide one sample per sizes prior to mass production. Requested quantity for quotation may differ in preparation of Purchase Order due to actual no. of plaques needed upon awarding.</p> <p style="text-align: center;">Price VAT-Included</p>	120	pcs			

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

- Please quote within ___ 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, above Php500,000);

d. Omnibus Sworn Statement for Small Value Procurement (for above Php50,000 for unnotarized. Notarized OSS is required upon signing of PO);

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
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.osgprocurement@gmail.com

OSG-HA-QF-039

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