Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: April 10, 2025
Quotation #: PS-025-04-042
ABC: ₱160,057.75

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
	PROCUREMENT OF VARIOUS COMMON-USE SUPPLIES					
1	**WASTE BASKET** Rigid, Plastic	39	piece			
2	**TWINE** Plastic, breaking strength: 25kg (min) Weight per roll (min.): 1000g	41	roll			
3	**INDEX TAB** (W x H x L) 2.5 inch x 0.5 inch x 6.5 inch	1	box			
4	**PAPER PUNCHER, TWO (2) HOLE** Punching capacity: at least 30 sheets of 70gsm With two hole guide; With lever lock ; Heavy Duty Diameter of Hole: approx. 7mm	40	piece			
5	**STAPLE, STANDARD TYPE** Min. Loading Capacity of 200 staple wires; Heavy duty; Rigid With at least one time binding capacity of 2-20 sheets (70gsm paper)	66	piece			
6	**TAPE DISPENSER, TABLE TOP** Heavy Duty; Materials: Rigid Plastic with Cutting Blade With non-skid full rubber base; Holds rolls up to 24mm wide on 75mm core tape	1	piece			
7	**NOTE PAD, 2" X 3"** Size: at least 50mm x 76mm; Color: Assorted 100 sheets per pad	620	pad			
8	**NOTE PAD, 3" X 3"** Size: at least 76mm x 76mm; Color: Assorted 100 sheets per pad	490	pad			
	Note: Supplier must send pictures for technical evaluation. The supplier must warrant that in case of defective delivered item upon usage of end-user, it will be subject for replacement at no additional cost. Technical specifications are minimum only. The supplier will be allowed to deviate from the technical specifications of this RFQ provided that said deviation is equal or greater than those stipulated. **(Price Vat-Included)**					

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);
d. [ ] Notarized Omnibus Sworn Statement is required for Small Value Procurement (for above P50K);
e. [ ] Tax Clearance Certificate;
f. [ ] 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 / PAOLO MIGUEL U. TORIO
SIGNATURE OF CANVASSERS

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