Republic of the Philippines
Office of the Solicitor General

# Request for Quotation

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

Attention: _____

Date: June 24, 2025
Quotation #: PS-025-06-066
ABC: Php227,500.00

**Sir/Madam:**
Please quote your lowest price for the items listed below, indicate the shortest delivery time, and submit this form duly signed by your authorized 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:**<br>**Customized White Mailing Envelope with Back Print (Black Ink Only)**<br><br>**Specifications:**<br>• Customized print: OSG Logo, R.A. No. 9417, and "Registered Mail with Return Card"<br>• Estimated Size: 24 cm (width) x 10.5 cm (length)<br>• Paper: Weight: 90 gsm<br>• Quantity: 500 pcs/box<br>• Includes layout and proofing<br><br>**Additional Requirements:**<br>*The supplier must submit a sample of the envelope for technical evaluation.*<br>*Upon awarding of the contract, the supplier must provide at least one final sample of the envelope for the end-user's approval.*<br>*The listed technical specifications are minimum requirements. The supplier may propose deviations, provided they meet or exceed the specifications stated in this RFQ and are subject to the end-user's approval.*<br><br>**(Price Vat-Included)** | 250 | box | | | |

Delivery Period: _____
Warranty: _____
Price Validity: _____

_____
SIGNATURE OF AUTHORIZED REPRESENTATIVE

**Note:**
1. Please submit your quotation within ____ days from the date of this RFQ.
2. Bidders must submit current and valid legal documentary requirements along with the completed 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 (required for amounts above ₱50,000)
   e. [ ] Tax Clearance Certificate
   f. [ ] Bidders who have previously submitted the above legal requirements may no longer be required to resubmit them.

**Sir/Madam,**
I hereby certify under oath that I have personally conducted this canvass, that the prices quoted are true and correct, and that the signature of the representative of the company submitting the quotation is genuine.

**ROBERT ADRIAN B. BORJA / RHODORA T. CARDEL / MARIJOIE V. CASTILLO**
SIGNATURE OF CANVASSERS

***For more information, you may contact us:***
Telephone: (02) 8988-1674 loc 777
***Please send your quotation to:***

osg.procurement@yahoo.com