Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: July 1, 2025
Quotation #: PS 025-07-071
ABC: ₱58,100.00

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
	Procurement of Various Office Supplies:					
1	**ERASER, FELT, FOR BLACKBOARD/WHITEBOARD** Eraser Material: Felt Overall Size: (L x W x T) (min.): 125mm x 45mm x 21mm Thickness of Felt (min.) 18mm Thickness of Board (min.) 3mm	1	piece			
2	**STAMP PAD INK, BLACK** Ink color: Black Volume: 28 ml (minimum) With applicator; compatible with **Shiny stamp** Does not coagulate upon opening or application	74	bottle			
3	**STAMP PAD INK, BLUE** Ink color: Blue Volume: 28 ml (minimum) With applicator; compatible with **Shiny stamp** Does not coagulate upon opening or application	73	bottle			
4	**BALLPEN, BLACK** Ink color: Black Ballpoint tip: 0.5 mm Good writing performance	757	piece			
5	**BALLPEN, BLUE** Ink color: Blue Ballpoint tip: 0.5 mm Good writing performance	781	piece			
6	**BALLPEN, RED** Ink color: Red Ballpoint tip: 0.5 mm Good writing performance	556	piece			
7	**STICKER PAPER** Letter size: 215.9 mm x 279.4 mm Weight: 80 gsm Color: White with matte finish 10 sheets per pack	29	pack			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
8	**DOUBLE-SIDED TAPE** Size: 1 inch width Usable length: At least 50 meters, or adjust quantity to equivalent total length ***Note:*** *Supplier must send photos for technical evaluation. The supplier must warrant that any defective items identified upon use by the end-user shall be replaced at no additional cost. The stated technical specifications are minimum requirements; deviations will be allowed only if specifications are met or exceeded.* **(Price Vat-Included)**	4	roll			

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.

PAULO MIGUEL U. TORIO / SONNY S. BERMUDEZ
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