Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: July 4, 2025
Quotation #: PS 025-07-075
ABC: ₱47,500.00

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	UNIT PRICE	TOTAL PRICE
1	**Procurement of:** **OSG Legal Internship Program Journal** **No. of Pages:** At least 80 **Size:** 8" x 11" (when folded and assembled) **Paper Type/Stock:** ○ **Cover:** C2S 220-326 gsm ○ **Inside Pages:** C2S 120-178 gsm **Printing Process:** Digital or offset printing **Color:** Full color on all pages, including the cover **Included Services:** ○ Proofing ○ Delivery ○ Folding ○ Spine printing ○ Binding ○ Submission of soft copy of the final version **Delivery Deadline:** On or before July 28, 2025 **Note:** The supplier must provide: • A sample of previous work • A sample of the paper to be used for evaluation • A printed sample of the actual jpurnal for end-user approval prior to printing the 95 copies **(Price Vat-Included)**	95	books		

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