Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: July 30, 2025
Quotation #: PS 025-07-084
ABC: ₱83,278.00

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 COMMON USE OFFICE SUPPLIES: ID CARD PRINTER RIBBON** **Ribbon Type: YMCKOK** • 750 images/roll • PN: 800077-749 • QTY: 2 pcs/rolls **Ribbon Type: 1 mil Laminate (Top Full Clear)** • 750 cards/roll • PN: 800085-914 • QTY: 2 pcs/rolls **Ribbon Type: 1 mil Laminate (Bottom Full Clear)** • 750 cards/roll • PN: 800085-918 • QTY: 2 pcs/rolls ***Note:*** *Suppliers are requested to send a sample of the item, as it will be subject to testing for system compatibility and printing output as part of the technical evaluation. The supplier warrants that, in the event the item is found defective upon use by the end user, it will be replaced at no additional cost.* **(Price Vat-Included)**	1	lot			

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 - for above ₱500,000)
   d. [ ] Notarized Omnibus Sworn Statement (for Small Value Procurement - for 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.

PAOLO MIGUEL O. 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