Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: August 5, 2025
Quotation #: PS 025-08-087
ABC: ₱71,894.25

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	**METAL DESK ORGANIZER TRAY, 3 LAYER** Layers: Three Color: Preferably black Dimensions: 30 x 25 x 38 cm Fits up to legal-size paper	38	piece			
2	**CLIP, BACKFOLD, 15MM** Material: All metal Size: 3/5" Packaging: At least 12 pcs/box	51	box			
3	**STAMP PAD INK, RED** Ink color: Red Volume: 28 ml (minimum) With applicator; compatible with **Shiny stamp** ***Note:*** *The supplier must provide samples for technical evaluation. The supplier must also warrant that any defective item, as identified during end-user use, will be replaced at no additional cost. The technical specifications stated are minimum requirements. The supplier may deviate from the specifications in this Request for Quotation (RFQ) only if the proposed specifications are equal to or exceed those stipulated.* **(Price Vat-Included)**	137	bottle			

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 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