Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: August 6, 2025
Quotation #: PS 025-08-088
ABC: ₱299,649.75

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	**CORRECTION TAPE** Type: Film-based Usable Length (min.): 8 meters Width (±1 mm): 5 mm	415	piece			
2	**FOLDER WITH TAB, LEGAL** Material: Tagboard/Carrier/Foldcote/Cupstock board For legal-size documents Color: Cream or brown Packaging: 100 pieces per pack Smooth-finished and non-blotting on both sides	169	pack			
3	**WASTEBASKET** Shape: Square, rectangular, oval, or round Made of rigid plastic Full Volume (min.): 8.5 liters	38	piece			
4	**PUNCHER, PAPER, HEAVY DUTY** Punching Capacity: Thirty (30) sheets of 70gsm multipurpose paper With two-hole guide Hole Diameter (±0.5): 7.00 mm	39	piece			
5	**STAPLER, STANDARD TYPE** Loading Capacity (min.): 200 staple wires Can bind at least 2 to 20 sheets in one operation	66	piece			
6	**RECORD BOOK, 300 PAGES** Leaves/pages: Basis Weight (-5%): 55 gsm Size (min.): 265 mm x 205 mm (L x W) Machine pre-numbered pages Minimum of 300 pages Cover: Material: Laminated chipboard Size (min.): 278 mm x 214 mm (L x W) Writing lines printed on both sides of each sheet "Official Record Book" must be printed on the front cover	50	book			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
7	**STAPLE WIRE, HEAVY DUTY (BINDER TYPE), 23/13** One Thousand (1,000) wires per box Made of metal wire coated with anti-corrosion material Number of staples per strip (min.): One Hundred (100) ***Note:*** *The supplier must provide samples for technical evaluation. The supplier shall warrant that any defective item delivered, as determined upon usage by the end-user, it will be replaced at no additional cost. The listed technical specifications are minimum requirements only. The supplier may offer items with specifications that are equal to or greater than those stated in this RFQ.* **(Price Vat-Included)**	13	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 - 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