Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: August 22, 2025
Quotati PS 025-08-093
ABC: ₱20,480.00

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
	PROCUREMENT OF COMMON-USE SUPPLIES: CUSTOMIZED ID LACES WITH CARD HOLDERS				

1	**CUSTOMIZED ID LACES FOR LEGAL INTERNS**
	• Color: Light Blue
	• Width: 0.5 inch
	• Inclusions: ID Laces with Card Holder
	• Card Holder Features: Must fit at least two cards
	• Print: Sublimation
	  ○ Text Around: *Office of the Solicitor General*
	  ○ Center: *New OSG Logo (Colored)*
		41	set		

2	**CUSTOMIZED ID LACES FOR ADMINISTRATIVE STAFF**
	• Color: Green
	• Width: 0.5 inch
	• Inclusions: ID Laces with Card Holder
	• Card Holder Features: Must fit at least two cards
	• Print: Sublimation
	  ○ Text Around: *Office of the Solicitor General*
	  ○ Center: *New OSG Logo (Colored)*
		123	set		

3	**CUSTOMIZED ID LACES FOR OJT AND VISITORS**
	• Color: Yellow
	• Width: 0.5 inch
	• Inclusions: ID Laces with Card Holder
	• Card Holder Features: Must fit at least two cards
	• Print: Sublimation
	  ○ Text Around: *Office of the Solicitor General*
	  ○ Center: *New OSG Logo (Colored)*
	
	General Specifications:
	• Materials must be thick and resistant to tearing or damage.
	• No excess thread or discoloration on any part.
	• Print must be high quality, intricate, and clearly readable.
	
	Note:
	The supplier must submit a sample layout and a sample of previous work for technical evaluation. Upon awarding, the supplier must provide at least one actual sample of each ID lace for the end-user's approval. The supplier may deviate from the technical specifications of this RFQ, provided that such deviations are equal to or greater than those stipulated, and subject to the end-user's approval.
	
	(Price Vat-Included)
		92	set		

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.

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