Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: August 28, 2025
Quotati PS 025-08-094
ABC: ₱36,900.00

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:				
1	**COPY PAPER WITH LETTERHEAD AND OSG LOGO** ***(Blueprint at the Back)*** • Size (Estimated): 8.5" (width) x 11" (length) • Material: White paper • Thickness: 70–90 gsm • Packaging: 500 sheets per ream • Print: Full color • Other Inclusions: Layout, proofing, printing, and binding	3	ream		
2	**CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD** • Size (Estimated): 5.5" (width) x 5.5" (length) • Material: White paper • Thickness: 80 gsm; Substance: 20 • Binding: Padded • Packaging: Minimum of 100 leaves per pad • Print: Full color (one side) ○ OSG logo with name (above), office address (below) • Other Inclusions: Layout, proofing, printing, and binding	100	pad		
3	**CUSTOMIZED MEMO PAD WITH OSG LETTERHEAD** • Size (Estimated): 5.5" (width) x 8.5" (length) • Material: White paper • Thickness: 80 gsm; Substance: 20 • Binding: Padded • Packaging: Minimum of 100 leaves per pad • Print: Full color (one side) ○ OSG logo with name (above), office address (below) • Other Inclusions: Layout, proofing, printing, and binding	100	pad		
	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 copy of each memo pad and letterhead for the end-user's approval. Deviations from the technical specifications of this RFQ may be allowed, provided they are equal to or better than those stipulated, and are subject to the end-user's approval.* **(Price Vat-Included)**				

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