Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: November 25, 2025
Quotation #: PS 025-11-129
ABC: ₱988,800.00

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
	PROCUREMENT OF VARIOUS OFFICE SUPPLIES					
1	**Filing Box (with Print)** • With cover and handle, Heavy Duty • Size: Inside dimension (WxHxL): est. 12.25" x 10" x 15.5" • Outside Dimension (WxHxL): est. 13" x 10.5" x 15.5" • Binded Double Wall	12800	box			
2	**Plastic Twine** • Plastic, breaking strength: 25kg (min.) • Weight per roll: 800g (min.)	320	roll			
	Note: *The supplier must submit samples for technical evaluation. The supplier must also warrant that, in case a delivered item is found defective during use by the end-user, it will be replaced at no additional cost.* *The technical specifications stated are minimum requirements only. The supplier may offer items that deviate from these specifications, provided such deviations are of equal or superior quality and functionality.* **(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.

MEYNARD B. BAPTISTA/ SONNY S. BERMUDEZ/ PAOLO MIGUEL U. TORIO
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