Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: October 2, 2025
Quotation PS-025-10-111
ABC: ₱42,288.50

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 OFFICE SUPPLIES: STEEL CRYSTAL CLEAR WINBIND COVERS				
	• A4 (8.27 x 11.69 inches)				
1	3mm, A4 Black/Blue (10-25 paper capacity)	50	piece		
2	5mm, A4 Black/Blue (25-40 paper capacity)	50	piece		
3	7mm, A4 Black/Blue (40-55 paper capacity)	50	piece		
4	9mm, A4 Black/Blue (55-75 paper capacity)	50	piece		
5	15mm, A4 Black/Blue (100-130 paper capacity)	50	piece		
6	18mm, A4 Black/Blue (130-160 paper capacity)	50	piece		
7	21mm, A4 Black/Blue (160-190 paper capacity)	50	piece		
8	24mm, A4 Black/Blue (190-220 paper capacity)	50	piece		
9	30mm, A4 Black/Blue (220-280 paper capacity)	50	piece		
10	36mm, A4 Black/Blue (280-340 paper capacity)	50	piece		
	• Letter Size (8.5 x 11 inches)				
11	3mm, LS Black/Blue (10-25 paper capacity)	100	piece		
12	5mm, LS Black/Blue (25-40 paper capacity)	100	piece		
13	7mm, LS Black/Blue (40-55 paper capacity)	100	piece		
14	9mm, LS Black/Blue (55-75 paper capacity)	100	piece		
	Warranty: Minimum of 1 year				
	(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.

ANGELITO E. FRIAS/FATHIA K. KARIM/CHRISTIAN D. BUAT
SIGNATURE OF CANVASSERS

For more information, you may contact us:
Tel: (02) 8836-3314, (02) 8988-1674 loc 777
Telefax: (02) 8813-1174
Please send your quotation to:

osg.procurement@yahoo.com