Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: November 7, 2025
Quotation : PS-025-11-124
ABC: ₱13,450.00

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 VARIOUS OFFICE SUPPLIES				
1	**PLASTIC COVER** Gauge 4, at least 50 meters	5	roll		
2	**METAL BOOKEND** Size: at least 8" (H) x 5.5" (W) x 4.5" (D)	40	pair		
	Note: *All suppliers must specify the brand and provide a picture for the technical evaluation by the end user. The supplier must warrant that, in case of defective delivered item upon usage by the end user, it will be replaced at no additional cost. The supplier may deviate from the measurements of this RFQ, provided that such deviations are equal to or greater than those stipulated.* **(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.

FATHIA K. KARIM / CHRISTIAN D. BUAT / ASHLIE T. ABLES
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