Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: May 13, 2026
Quotation #: PS 026-05-031
ABC: ₱124,500.00

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
1	**Customized Tote Bags as Souvenirs for All OSG Employees for the OSG 125th Anniversary Celebration on June 10, 2026** *Inclusive of taxes, services, delivery, and other charges.* **Tote Bags** Delivery Address: OSG Building, 134 Amorsolo St., Legazpi Village, Makati City Delivery Date: On or before June 1, 2026 **Tote Bags** Material: Canvas Color: Navy Blue Printing Method: Direct-to-Film (DTF) Print Colors: Navy Blue, White, and Gold Print Design: OSG Anniversary Logo Size of Tote Bag: Landscape – 47.5 cm x 32.5 cm Size of OSG 125th Anniversary Logo: 15 cm x 15 cm **Quality Requirements for Tote Bags** 1. The tote bag design must align with the theme of the event (Corporate Elegance / Blue and Gold Color Palette) and the approved specifications. 2. Materials to be used must be durable, high-quality fabrics suitable for repeated use. 3. Printing or branding (e.g., OSG logo and anniversary markings) must be clear, properly aligned, and resistant to fading. 4. All tote bags must be uniformly produced in terms of size, color, and finish and must be free from defects or damage. 5. The supplier must provide a sample or prototype for approval by the committee prior to mass production. 6. The supplier must ensure proper packaging of the tote bags to protect them from dirt, moisture, or damage prior to distribution. 7. Delivery of the tote bags shall be completed within the agreed timeline prior to the event date. 8. The supplier must closely coordinate with the end-user regarding final design approval and specifications prior to production. 9. Any defective items identified upon delivery shall be replaced by the supplier at no additional cost to the agency. 10. Packaging must allow for efficient and orderly distribution of the tote bags to employees during the event.	1	lot		

	Note: • The stated sizes may deviate by up to 10%, subject to approval by the end-user/committee. • Interested suppliers must submit a sample work similar to the required specifications for technical evaluation. All sizes and material requirements are estimates only. Suppliers must provide proportionate sizing, including the thickness of the tote bags. Upon award of the contract, the supplier shall provide a sample prior to mass production. • The supplier shall warrant the quality of the tote bags and, in case of defects or substandard items, shall immediately replace the same at no additional cost to the agency. **(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.

SONNY S. BERMUDEZ / FATHIA K. KARIM / PAOLO MIGUEL U. TORIO
SIGNATURE OF CANVASSERS

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

osgprocurement@osg.gov.ph