Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: June 17, 2026
Quotation #: PS 026-06-041
ABC: ₱114,000.00

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:					
1	Self-Inking Receiving Stamp/Dater for the Records Archives Committee Size: 56mm (W) x 35mm (L)	2	piece			
2	Rubber Replacement for Self-Inking Receiving Stamp/Dater ***Sample Layout:*** OFFICE OF THE SOLICITOR GENERAL RECEIVED APR 12 2024 DOCKET MANAGEMENT SERVICE RECORDS ARCHIVE COMMITTEE By:	2	piece			
3	Self-Inking Receiving Stamp/Dater for the DMD/E-File Size: 56mm (W) x 35mm (L)	16	piece			
4	Rubber Replacement for Self-Inking Receiving Stamp/Dater ***Sample Layout:*** OFFICE OF THE SOLICITOR GENERAL RECEIVED AUG 16 2024 DOCKET MANAGEMENT SERVICE	36	piece			
5	Self-Inking Receiving Stamp/Dater with GSIS Number Size: 56mm (W) x 35mm (L)	5	piece			
6	Rubber Replacement for Self-Inking Receiving Stamp/Dater ***Sample Layout:*** JOSEPH ANDREO V. PADRINAO GSIS NO. 2009012345 MAY 06 2024	6	piece			
7	Self-Inking Receiving Stamp/Dater with "THRU COURIER" Inscription Size: 56mm (W) x 35mm (L)	2	piece			
8	Rubber Replacement for Self-Inking Receiving Stamp/Dater ***Sample Layout:*** OFFICE OF THE SOLICITOR GENERAL RECEIVED APR 26 2026 THRU COURIER DOCKET MANAGEMENT SERVICE	2	piece			

9	Replacement Ink Pad for Self-Inking Receiving Stamp/Dater	50	piece			
10	Black Ink for Self-Inking Receiving Stamp/Dater (Compatible with the existing self-inking stamp machine)	120	piece			
11	Red Ink for Self-Inking Receiving Stamp/Dater (Compatible with the existing self-inking stamp machine)	60	piece			
	NOTE: The proposed layout and dimensions are subject to modification and approval. The supplier may submit their proposed layout, including the actual or standard dimensions, subject for review and approval of the end-user. The supplier shall provide sample similar of previous work similar to the specification for technical evalaution of the end-user. Upon contract award, the supplier shall provide sample for end-user approval prior to mass production.Any defective items identified, including those not conforming to the approved sample, shall be replaced by the supplier at no additional cost to the OSG. **(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.

MARIJOIE V. CASTILLO / MICHELLE E. GOMEZ / IESEN LOUIES M. JIMENEZ
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