Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: July 21, 2026
Quotation #: PS 026-07-059
ABC: ₱48,109.60

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	**Procurement of Customized Merchandise, Inclusive of Taxes, Delivery, and Other Charges, for the Human Resource Management Division (HRMD) Training Entitled "2026 New Employee Orientation (NEO)"** **Delivery** 2nd Floor, OSG Building, 134 Amorsolo Street, Legaspi Village, Makati City **Tote Bag (77 pcs)** Material: Canvas Color: Black or White Size: 12 × 14 inches Design: Customized with the NEO logo Logo Size: 6 × 6 inches Printing Method: UV Printing **Notebook (77 pcs)** Binding Type: Non-wire-bound (preferably perfect binding) Page Format: Blank Size: A5 Cover Color: White Design: Customized with the NEO logo Printing Method: UV Printing **Ballpen (77 pcs)** Type: Non-wire-bound (preferably perfect binding) Ink Color: Black or Blue Tip Size: 0.7 mm Barrel Color: Black Design: Customized with the NEO logo Printing Method: UV Printing **Card Holder (110 pcs)** Material: Thin leatherette Color: Black or White Size: 3 × 4.5 inches Design: Customized with the NEO logo Logo Size: 2 × 2 inches Printing Method: UV Printing **Egg-Shaped Mug or Egg Tumbler (33 pcs)** Material: Stainless steel Color: Black or White Capacity: 11 oz Design: Customized with the NEO logo Logo Size: 2 × 2 inches Printing Method: UV Printing	1	lot		

	Desk Clock (33 pcs) Material: Wood Type: Analog Size: 6 × 6 × 6 cm Design: Customized with the NEO logo on the wooden Logo Size: 1 × 1 inch Printing Method: Laser Engraving **Paper Bag with Handle (33 pcs)** Material: Kraft paper Size: 10 × 5 × 13 inches **General Inclusions** a. All materials shall be brand new, of high quality, and durable. Printed designs shall be in high resolution, with clear, sharp, and legible details. b. All items shall be delivered in good condition and free from defects. c. All items shall be delivered on or before August 6, 2026, not later than 5:00 PM, to the following address: *2nd Floor, OSG Building* *134 Amorsolo Street* *Legaspi Village, Makati City* d. The supplier may deviate from the specified printing method and by up to twenty percent (20%) of the estimated logo dimensions, provided that such deviations are acceptable to the end-user. e. The supplier shall warrant that any defective item identified during inspection by the end-user shall be replaced free of charge within three (3) calendar days from notice. f. Suppliers are required to submit brochures, catalogues, photos, or sample images of similar customized items for the end-user's technical evaluation. g. Upon award, the supplier shall submit a digital artwork or mock-up of each customized item for the end-user's approval prior to mass production. **(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