Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Attention: _____

Date: June 17, 2026
Quotation #: PS-026-06-040
ABC: ₱1,459,000.00

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	UNIT PRICE	TOTAL PRICE
	Procurement of Customized White Mailing Envelopes and Brown Kraft Envelopes with Black Printing				
	Specifications:				
1	**A. WHITE MAILING ENVELOPE** ◊ Customized print of the OSG Logo, RA No. 9417, and "Registered Mail with Return Card" ◊ Size (Approximate): 24 cm (W) × 10.5 cm (L) ◊ Paper Weight: 90 gsm ◊ Packaging: 500 pieces per box ◊ Includes layouting and proofing ◊ Print Color: Black	700	box		
2	**B. BROWN ENVELOPE** ◊ Customized print of the OSG Logo, RA No. 9417, and "Registered Mail with Return Card" ◊ Material: Kraft Paper ◊ Size (Approximate): 26.4 cm (W) × 19 cm (L) ◊ Paper Weight: 200 gsm ◊ Packaging: 500 pieces per box ◊ Includes layouting and proofing ◊ Printing Details: • OSG Logo • Office Name and Address • RA No. 9417 • "Registered Mail with Return Card" ◊ Print Color: Black	400	box		
	Note: The supplier is required to submit a sample envelope for technical evaluation. Upon award of the contract, the supplier shall provide at least one (1) actual sample of each envelope type for the End-User's approval prior to mass production. The technical specifications stated herein are minimum requirements only. The supplier may propose deviations from these specifications, provided that such deviations are equal to or exceed the requirements stipulated herein and are subject to the approval of the **(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.

ON LEAVE

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

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

osgprocurement@osg.gov.ph