



Republic of the Philippines  
Office of the Solicitor General  
**Request for Quotation**

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No. \_\_\_\_\_  
Attention: \_\_\_\_\_

Date: July 21, 2022  
Quotation #: PS 022-07-124  
ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

**RODRIGO L. OJENAL**  
SAO, Administrative Division

To be filled-c s

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p><b>Lease of Venue with Food/Catering Services for LIP Graduation inclusive of service charge, VAT, and other charges:</b></p> <p><i>Event Date: August 15, 2022; 1:30pm - 04:00pm</i> <i>No. of pax: 100</i></p> <p><i>General Specifications:</i> Accessible to OSG ; Distance: Within 1.5Km away from the office <i>Minimum Inclusion:</i> *Air conditioned Function Room *Basic Audio and Visual Equipment including LCD Projector, and Microphones *Free Wifi Access *Free Parking Slot (at least 2) *With Wifi Connection/Internet Connection *Includes meal - breakfast: Rice Meal or Sandwich *PM Snacks</p> <p>Note: Supplier must provide option for rescheduling or modification due to possible change in quarantine levels.</p> <p>(Price Vat-Included)</p>	100	pax			

Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

**Note:**

- Please quote within \_\_\_ days from the date of RFQ.
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
  - Mayor's / Business Permit;
  - PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
  - Income / Business Tax Return (for above P500k);
  - Omnibus Sworn Statement for Small Value Procurement (for above P50K);
  - Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,  
I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.

**CHRISTIAN D. BUAT / RHODORA T. CARDEL**  
SIGNATURE OF CANVASSER

For more information, you may contact us:

Telephone: 8836-3314  
Telefax: 8813-1174

Please send your quotation to:

[osg\\_procurement2@gmail.com](mailto:osg_procurement2@gmail.com)