



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

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

Date: February 15, 2023
Quotation #: PS-023-02-027
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-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Lease of Venue and Catering Services (Food, and Tables and Chairs Set up) for OSG Planning Session, inclusive of set-up, operator/marshals, and other charges:</p> <p><i>Event Date: February 27, 28, and March 1, 2023</i></p> <p><i>General Specifications:</i> Venue <i>Accessibility/Location:</i> The venue must be within close proximity of the Office of the Solicitor General for efficient access of employees to and from the venue. <i>Space Requirement:</i> The venue must accommodate at least 50 persons in a round table set-up that allow social distancing. <i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation. <i>Facilities:</i> The venue must have a steady supply of water for hand washing and toilet use.; The venue must have ample number of toilets to accommodate the attendees.;The venue must have a provision of at least a basic sound system, projector, and projector screen.; The venue must have internet/wifi availability/connectivity for the attendees. <i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment; The venue must have an alternate ingress/egress for VIPs. <i>Parking Space:</i> The venue must have parking spaces or near parking area that are readily available for attendees; The venue should have a roadway access/nearby drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue. <i>Emergency Response:</i> The venue must be near a police station and/or fire station. <i>Others:</i> The venue must be structurally sound, well-maintained and attractive.; <i>Other Amenities:</i> Basic Lights and Sounds; Wifi Connection; and can Cater Food.</p>					

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	<p>Food for OSG Employees</p> <p><i>Minimum Inclusion:</i></p> <p>a. AM Snacks b. Lunch c. PM Snacks</p> <p><i>Other Requirements:</i></p> <p>*At least one (1) hot and cold water dispenser *Free-Flowing Coffee and Tea *Table and Chair Set-up (50 pax) - Round Tables</p> <p>Note: Supplier must allow ocular visit, and provide a sample menu. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels.</p> <p style="text-align: center;">(Price Vat-Included)</p>					

Delivery Period: _____

Warranty: _____

Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

1. Please quote within ___ days from the date of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum Red
 - c. Income / Business Tax Return (for Small Value Procurement, above Php500,000);
 - d. Omnibus Sworn Statement for Small Value Procurement (for above P50,000 - for unnotarized; Notarized OSS is required upon signing of PO);
 - e. 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:

rfq.osgprocurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)