



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

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

Date: May 29, 2023
Quotation #: PS 023-05-076-B
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	MEAL SET	UNIT PRICE	TOTAL PRICE
1	Procurement of Food for 2023 OSG Sportsfest, inclusive of delivery and other charges: Event Title: "2023 OSG Sportsfest" Event Date: June 9, 2023; 7:00am to 05:00pm Delivery Address: Participants: Rizal Memorial Stadium Pablo Ocampo St. Malate, Manila Skeletal Workforce: OSG Main Building 134 Amorsolo St. Legaspi Village, Makati City MORNING SNACKS Inclusions: Sandwich (Hawaiian Ham and Cheese or Ham and Egg Salad) or Muffins with Mac and Cheese Total Quantity: 1005 pax (915 for Participants; 90 for Skeletal Workforce) Juice / Coffee / Soda Total Quantity: 1005 pax (915 for Participants; 90 for Skeletal Workforce) Delivery Time: on or before 7:00am Serving Time: on or before 08:00am Serves in area specified by end-users.	1	LOT			
2	PACKED LUNCH Each set must contain the following: At least one servings of chicken/beef based dish At least one servings of vegetable/pasta/side dish or sliced fruits At least one servings of rice Soda or Juice Total Quantity: 955 pax (865 for Participants; 90 for Skeletal Workforce)	1	LOT			

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	MEAL SET	UNIT PRICE	TOTAL PRICE
3	<p>Delivery Time: on or before 10:30am Serving Time: on or before 11:30am Serves in area specified by end-users.</p> <p>BUFFET LUNCH for VIPs (SolGen, ASGs, Service Directors, etc.) Must Include the following per pax: Roast Beef Dish Fish dish with sauce (preferably fish fillet) Chicken dish with sauce (preferably chicken teriyaki or etc.) Pasta noodles dish (At least two variety, divided into two) Chocolate Cake (1 slice) Salted Caramel Cake (1 slice) Steamed Rice Soda or Juice Total Quantity: Good for 50 pax Setup Time should be complete by 08:00am Delivery Time: on or before 10:30am Serving Time: on or before 11:30am Serves in area specified by end-users.</p> <p><i>Other Requirements:</i> Must provide food boxes for take-outs All left-over foods should be properly coordinated to end-user and be given to the authorized representative.</p> <p>All servers should be in uniform with name tags of "Supplier" Supplier is required to provide list of names of employees and list of equipment they will bring inside the venue Must served in an aesthetic spread/buffet table with skirtings. Supplier should provide the plate, utensils, cutleries, and glasses. Includes at least 5 with not more than 10 persons per table. Includes at least 3 designated wait staff that will cater or served the meal to the VIPS upon request of the persons. Each table and chairs must includes skirting with the approved colors of end-users. Serves in area specified by end-users.</p>	1	LOT			
4	<p>AFTERNOON SNACKS Sandwich (Chicken Pesto or Ham, Lettuce, Tomato, and Cheese) or Muffins with Mac and Cheese Total Quantity: 1005 pax (915 for Participants; 90 for Skeletal Workforce) Soda or Juice Total Quantity: 1005 pax (915 for Participants; 90 for Skeletal Workforce) Delivery Time: on or before 01:00pm Serving Time: on or before 02:30pm Serves in area specified by end-users.</p> <p><i>General Requirements - Quality:</i> Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Delivered at specified time;</p>	1	LOT			

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5	<p>Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately.</p> <p>SPORTS DRINK / HYDRATION DRINK Packaging: 500ml per bottle Flavours: With at least 5 flavors to choose from</p> <p><i>Note: Supplier should provide at least 5 sample set for taste test and technical (esp. quality) evaluation of authorized representative of the agency on June 2, 2023. Sample set should be identical to the proposed menu set upon delivery if awarded. The stated quantity might differ upon actual delivery/PO. The Supplier must also provide an option for postponement, and or modification to quantity due to possible changes in quarantine protocol or agency announcements.</i></p> <p align="center">(Price Vat-Included)</p>	400	bottles			

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

- Note:
- Please quote within ___ days from the date of receipt/posting 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 ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
 - 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.


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

For more information, you may contact us:
Tel: (02) 8836-3314, (02) 8988-1674 loc 777
Telefax: (02) 8813-1174
Please send your quotation to:

rfq.osgprocurement@gmail.com